



## Town of Lake Park Town Commission

### Agenda Request Form

---

**Meeting Date:** November 2, 2022

**Originating Department:** Special Events

**Agenda Title:** Senior Health Fair Sponsorship Request

**Approved by Town Manager:** John D'Agostino **Date:** 10/31/22

---

**Cost of Item:** \$0.00 **Funding Source:** \_\_\_\_\_

**Account Number:** \_\_\_\_\_ **Finance Signature:** \_\_\_\_\_

**Advertised:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Newspaper:** \_\_\_\_\_

**Attachments:** Senior Health Fair Special Event Permit Application

---

**Please initial one:**

RCF Yes I have notified everyone

\_\_\_\_ Not applicable in this case

**Summary Explanation/Background:** On September 22, 2022 the Special Events Department received a Special Event Permit Application from Kelly Vance proposing a Senior Health from on Saturday, November 19 from 12:00 pm – 2:00 pm in Kelsey Park. The goal of the event is to provide local seniors with available insurance options and healthcare information. Event vendors will include several local doctor's offices, insurance providers and healthcare organizations.

At this time, the organizer has requested that the Town sponsor the event by providing the requested items listed below.

<b>REQUESTED CATEGORY</b>	<b>VALUE (monetary or other)</b>	<b>TOTAL</b>
<b>Marketing Assistance</b> <ul style="list-style-type: none"> <li>• The use of the Town of Lake Park logo on all event marketing material</li> <li>• Event flyer and information posted on the Town of Lake Park website (Special Events Department page and Town calendar)</li> <li>• Event flyer and information posted on all Town of Lake Park social media accounts</li> <li>• Event flyers posted at all Town of Lake Park special events</li> </ul>	No Monetary Value	No Monetary Value
<b>Special Event Application Fee</b>	\$100.00	\$100.00 (Indirect Cost)
<b>Refundable Security Deposit</b>	\$1,000.00	\$1,000.00 (Indirect Cost)
<b>Park Rental Fee</b>	\$600.00 Flat Rate Rental Fee \$42.00 Tax	\$642.00 (Indirect Cost)
<b><u>TOTAL DIRECT COST REQUESTED: \$0</u></b>		

**Recommended Motion:** I motion to approve the sponsorship requests made by the event organizer of the Senior Health Fair to be held in Kelsey Park on Saturday, November 19, 2022.