



# Exhibit P

## Town of Lake Park Town Commission

### Agenda Request Form

---

**Meeting Date:** January 21, 2026

**Originating Department:** Special Events

**Agenda Title:** Special Event Permit Application Request - Children's Home Society of Florida - Bridges at Lake Park - Annual ASP Pop-Up Family Event - Kelsey Park - Saturday, February 28, 2026 (11:00 AM - 2:00 PM - Setup Beginning at 8 AM)

**Approved by Town Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

---

**Cost of Item:** \$2,200.00 **Funding Source:** n/a

**Account Number:** \_\_\_\_\_ **Finance Signature:** Barbara A. Gould

**Advertised:**

**Date:** N/A **Newspaper:** N/A

**Attachments:** Children's Home Society of Florida - Bridges at Lake Park Special Event Permit Application Documents

**Please initial one:**

X Yes I have notified everyone

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

#### **Summary Explanation/Background:**

On Thursday, January 8, 2026, the Special Events Department received a Special Event Permit Application from Children's Home Society of Florida - Bridges at Lake Park (1411 10<sup>th</sup> Street) proposing to host their annual Ages & Stages Questionnaire (ASQ) Pop-Up Family Event in Kelsey Park on Saturday, February 28, 2026, from 11:00 AM – 2:00 PM (Setup beginning at 8 AM).

As a non-profit organization, in accordance with the Town's Facility Rental Policy, Children's Home Society of Florida - Bridges at Lake Park is eligible to receive three (3) free facility rentals per year. Additionally, the event organizer has requested the Town Commission to approve the following facility rental requests, which may not be granted administratively:

REQUESTED CATEGORY	VALUE (monetary or other)	TOTAL
<b>Refundable Security Deposit</b> The Town requires a \$2,000.00 refundable security deposit for permitted special events held in Kelsey Park. This will only become a direct cost if the Town has to use funds to cover any damages done to the rental facility during the event.	\$2,000.00 (Flat Rate)	\$2,000.00 (Indirect Cost)

<b>Special Event Permit Application</b> The Town requires a \$50.00 special event permit application fee for non-profit organizations.	\$50.00 (Flat Rate)	\$50.00 (Indirect Cost)
<b>Restroom Attendant</b> The Town requires a restroom attendant to be onsite during special events that are held in Kelsey Park.	One restroom attendant at \$25.00 per hour for 6 hours	\$150.00 (Direct Cost)
<b>Certificate of Insurance Requirement</b> The organizers would like the Town to waive the requested Certificate of Insurance requirement for special event permits. This waiver would require the Town of Lake Park to take on the liability for the event.	No monetary value unless a claim is received	No monetary value unless a claim is received
<b>TOTAL COST REQUESTED TO BE WAIVED: \$2,200.00</b>  <b>Direct Cost: \$150.00    Indirect Cost: \$2,050.00</b>		

At this time, the Town does not have budgeted funds to approve the request from Children's Home Society of Florida - Bridges at Lake Park. If approved by the Town Commission, the waived funding would be taken from the Sponsored Event Expense within the Special Events Department budget. This funding was previously approved to support other special event expenditures.

**Recommended Motion:**

The Town Commission is requested to provide consideration and direction on the proposed special event permit request from Children's Home Society of Florida - Bridges at Lake Park to host their Annual ASQ Pop-Up Family Event in Kelsey Park on Saturday, February 28, 2026, from 11:00 AM – 2:00 PM (Setup to begin at 8 AM).