



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: April 15, 2026

Originating Department: Special Events
Special Event Permit Application - 2026 FAPRE Haitian Flag Day Celebration - Faith-Based Academy of Patriots Returning to Eden (FAPRE) - Bert Bostrom Park - Saturday, May 16, 2026 (3:00 PM to 9:00 PM)

Agenda Title: _____

Approved by Town Manager: _____ **Date:** _____

Cost of Item: \$2,378.00 **Funding Source:** Special Events Department Budget
Account Number: 600-57239 **Finance Signature:** Barbara A. Gould

Advertised: _____
Date: _____ **Newspaper:** _____

Attachments: 2026 FAPRE Haitian Flag Day Celebration Special Event Permit Application

Please initial one:
 X Yes, I have notified everyone.
_____ Not applicable in this case

Summary Explanation/Background:

On January 7, 2026, the Special Events Department received a special event permit application from Faith-Based Academy of Patriots Returning to Eden (FAPRE) proposing to host their annual Haitian Flag Day Celebration at Bert Bostrom Park on Saturday, May 16, 2026, from 3:00 PM to 9:00 PM.

The proposed free event is expected to be attended by approximately 300 attendees and is planned to include live music, cultural performances by various artists, art, crafts, food and, beverages, nonprofit vendors, a soccer tournament, a kid’s zone with a bounce house, games, activities and presentations from the PBSO Auxiliary Units and Palm Beach County Fire-Rescue.

Town staff has met with the organizers to discuss the Town’s \$10,000 contribution (FY 2026 Budget – General Fund), Town staff support and event logistics (including the use of Bert Bostrom Park, which will require Town Commission approval):

ENTRANCE

The only entrance to the event is proposed to be through the double gate on the southwest side of Bert Bostrom Park, near the basketball court. This will enable pedestrians and small vehicles to enter the park without disturbing the main multipurpose field that is currently used for the Town's soccer program.

STAGE, TENTS, TABLES, AND CHAIRS

The stage is proposed to be set up on the basketball court along with a 20' x 30' rental tent to cover the stage and another 20' x 30' tent for attendees (will include tables and chairs). On-site staff are planned to direct the rental company to come through the double gate located on the southwest side of the park, then turn left onto the basketball court.

VENDORS

The organizers are planning to set up 10' x 10' tents for the art, crafts and nonprofit vendors inside the gate (along the south side of the park). The PBSO Auxiliary Unit and PBC Fire-Rescue are planned to be set up in the grassy area outside the gate on the south side of the park.

FOOD TRUCKS (FOOD & BEVERAGES)

One (1) food truck is expected to be set up on the grassy area outside the gate (on the east side of the park) near the picnic pavilion. Tables and chairs are planned to be set up inside the picnic pavilion for attendees to use.

RESTROOMS

The event is planning to utilize the park restrooms that are located at the corner of Bayberry and 6th Street, as well as the restroom at the northeast corner of the park. The special event permit process requires the event organizers to pay for special restroom cleaning before the event and to provide a restroom attendant on site throughout the event.

BOUNCE HOUSE/GAMES

The kids' zone is expected to be set up inside the gate at the southeast corner of the park. This area has an elevated pad of grass that should result in minimal turf damage.

PARKING

The event organizers are expecting most attendees to walk or bike to the park. However, the following locations would be available to be reserved for official event parking:

- Swale - East Side of Park: The use of this area for parking may result in turf damage, soil compaction, rutting, grading disturbance, irrigation damage, and impairment of the swale's intended drainage function. Any damage, restoration, repair, or corrective work required as a result of event parking shall be the responsibility of the event organizer.
- Swale - West Side of Park: Use of this area for parking may result in turf damage, soil compaction, rutting, grading disturbance, irrigation damage, and impairment of the swale's intended drainage function. Any damage, restoration, repair, or corrective work required as a result of event parking shall be the responsibility of the event organizer.
- On-Street Parking – Various Locations: Bayberry Drive, Cypress Drive, Date Palm and 7th Street.
- Additional Surface Parking - CRA Parking Lot

SOCCER TOURNAMENT

The soccer tournament is planned to be held on the park's multipurpose field utilizing the current field layout (utilized by the Town's soccer program). All bleachers are expected to be installed inside the gate

on the east side of the park. Two (2) 20' x 20' tents (along with tables and chairs) will be set up outside the gate (on the east side of the park) for spectators to watch the games and eat.

TOWN STAFF SUPPORT

In accordance with the Town’s facility rental policy, the organizers would be required to have Town staff on site during any activity within the park. This would include: pre-setup, day-of-event and breakdown. Staff would also monitor the load-in and load-out requirements that the organizer will be required to meet as well as to set up barricades and cones (along the inside of the field) to ensure that only the soccer tournament occurs north of the designated event area.

As a non-profit, the organization receives three (3) free facility rentals per year. However, the organizers would still be responsible for the refundable security deposit, staff fee, restroom cleaning fee and restroom attendant fee that are required to hold the event within the Town and on Town property.

Upon agreeing to the proposed logistics and site map changes requested by the Town, the organizers are requesting the Town to formally approve the use of Bert Bostrom Park and to provide additional assistance (including unbudgeted, financial support) to host the event:

REQUESTED CATEGORY	VALUE (monetary or other)	TOTAL
<p align="center">Restroom Cleaning</p> <p>Restroom cleaning for the restrooms located at Bert Bostrom Park.</p>	<p align="center">\$150</p>	<p align="center">\$150 (Direct Cost)</p>
<p align="center">Restroom Attendant</p> <p>All park special event permits require a restroom attendant to be on-site throughout the event. This does not include the event setup and breakdown time. The fee from Image Cleaning is \$25.00 per hour.</p>	<p align="center">One Restroom Attendant at \$25 Per Hour for Six Hours</p>	<p align="center">\$150 (Direct Cost)</p>
<p align="center">Sanitation Service</p> <p>Delivery of (10) 95-gallon trash bins and (10) 95-gallon recycling bins. Town staff will deliver bins on Friday, May 15 and pick them up on Monday, May 18.</p>	<p align="center">\$3.90 per cart</p>	<p align="center">\$78 (Direct Cost)</p>
<p align="center">Refundable Security Deposit</p> <p>Due to the high volume of large vehicles, trucks, and vans that would need to drive on the field to set up the stage, tents, tables, chairs, etc., staff is expecting that repairs may be required as a result of damage to the turf and sprinklers. The field will be required to be ready to support Summer Soccer Camp, which is expected to begin on Monday, June 1, 2026. The \$2,000 refundable security deposit is an estimated cost that may increase or decrease depending on the extent of the damage. If waived, the Town would be responsible for the funding to repair the damages as a result of the event.</p>	<p align="center">\$2,000 (Flat Rate)</p>	<p align="center">\$2,000 (Indirect Cost)</p>
<p align="center">Marketing Assistance</p> <ul style="list-style-type: none"> • Use of the Town of Lake Park’s logo on all event marketing materials 	<p align="center">No monetary value</p>	<p align="center">No monetary value</p>

<ul style="list-style-type: none"> Event flyer and information posted on the Town of Lake Park’s website (Special Events Department webpage and Town calendar) and social media accounts 		
<p align="center">Certificate of Insurance Requirement</p> <p>The organizers have requested the Town to waive the requested Certificate of Insurance requirement for this event (including the food and beverage vendors, various vendors, soccer games, etc.), which would require the Town to assume liability and potential costs as a result of the event.</p>	No monetary value unless a claim is received	No monetary value unless a claim is received
<p align="center">Use of CRA Parking Lots</p> <p>The organizers have requested to utilize the CRA Parking Lot for vendor and event parking.</p>	No monetary value	No monetary value
<p align="center">Use of Town Tents, Tables & Chairs</p> <p>The organizer has requested to use Town-owned tents, tables, chairs, barricades and cones.</p>	No monetary value	No monetary value

Note: The event organizer have paid the Town’s \$50 special event permit application fee and are willing to pay the Town staff event fee (\$1,444).

If approved, the waived funding would be provided from Account #600-57239 within the Special Events Department budget. This funding was previously approved to support games & activities expenditures for the Multicultural Festival scheduled for Saturday, September 19, 2026.

Recommended Motion:

The Town Commission is requested to provide consideration and direction on the proposed special event permit request from the Faith-Based Academy of Patriots Returning to Eden (FAPRE) to host their 2026 FAPRE Haitian Flag Day Celebration at Bert Bostrom Park on Saturday, May 16, 2026 (3:00 PM to 9:00 PM).