



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: November 8, 2023
Originating Department: Special Events
Agenda Title: Centennial Celebration Festival

Approved by Town Manager: _____ Date: _____

Cost of Item: \$0.00 Funding Source: _____
Account Number: _____ Finance Signature: _____

Advertised:
Date: _____ Newspaper: _____

Attachments: Centennial Celebration Festival Flyer
Centennial Celebration Festival Vendor Packet

Please initial one:
____ Yes I have notified everyone
X Not applicable in this case

Summary Explanation/Background:

The Centennial Celebration Festival will be held on Saturday, November 18 from 3:00 pm – 9:00 pm in what is currently known as Lake Shore Park.

LAKE SHORE PARK NAME CHANGE

As part of the Town's 100TH Anniversary, the Commission voted to change the name of Lake Shore Park by combining it with Kelsey Park so that both sections will be referred to as Kelsey Park.

FIREWORKS DISPLAY

My Three Sons Fireworks LLC has been chosen as the live fireworks display provider. The show will begin at 8:30 pm.

LIVE ENTERTIANMENT

The live entertainment will be as follows:

The VAM Band: 3:00 pm – 5:30 pm
Wonderama Band: 6:00 pm – 9:00 pm

STAGE, SOUND & LIGHTING

The event stage and sound equipment will be provided by ESS Productions. This is the same company that provided the stage and sound for the Centennial Art & Music Festival.

VENDORS

At this time, we have received the following vendor applications:

1 Love 4 Paws Pet Care
Bonner Mobile Bar
Courtney Ryberg Artist
Da King of BBQ
Dogtopia
Frogu Yogu
Imagitive
League of Women Voters
Sno Balls In Paradise

The vendor application submission will be extended to Thursday, November 16, 2023. Several of our regular vendors will be out of Town participating in the Orlando Classic and others will be participating in the Rust Market that morning.

GAMES & ACTIVITIES

Event games and activities have been secured through Jupiter Bounce. We have reserved the following:

- Rock Wall with Attendant
- Corn Maze with Attendant
- 4 in 1 Extreme Sports with Attendant
- Toddler Fun Fair with Attendant
- Led Robot

TENTS

The tents for the event will be provided by C4 Rents and set up on Friday, November 17. Staff has reached out to all event sponsors offering them a complimentary tent at the event. We will provide tents for the following:

- Centennial Celebration Committee and Town Commission
- Town Commission and Town Manager
- Forest Development / Nautilus 220
- Centennial Time Capsule Area
- Event Volunteers
- Face Painting

ALCOHOL

After reaching out to the sponsors regarding the complimentary tents, staff received an email from Jo Porter, owner of The Brewhouse Gallery and Kelsey City Brewing regarding providing samples of beer at their tent. Staff responded by saying that we wanted to check with the Town Attorney to make sure that we are not violating any laws by having two licensed alcohol distributors at one event. Upon receiving the response, Mrs. Porter responded that she thought this was a family friendly event and why would have alcohol. At this time, staff would like the committee to discuss whether or not they would like to proceed with having alcohol at the event.

SPONSOR T-SHIRTS

We have ordered 200 blue Centennial t-shirts that include the list of sponsors on the back. The shirts are scheduled to arrive before 12:00 pm on Thursday, November 16. Each Committee Member, Town Commission and Town Manager will receive a shirt. At this time, staff would like the Committee to discuss the distribution of the remaining shirts.

SPONSOR PLAQUES

Staff is working with Express Plaques to provide plaques for all of the Centennial Celebration sponsors.

TRANSPORTATION

Staff is working with Palm Beach Tours & Transportation to provide a shuttle service for event attendees. Shuttle stops will include:

- Town Hall
- Lake Park Public Library
- Family Church Lake Park
- CRA Parking Lot
- Marina Boat Ramp

VIP LANYARDS

The Centennial Celebration Committee, Town Commission, Town Manager and Centennial Celebration Sponsors will receive VIP lanyards. This will enable everyone to park in the two parking lots located at Kelsey Park (east), sit in the VIP tents and have entry to the stage. At this time, staff would like to know if the committee would like to provide light refreshments inside the Indoor Pavilion for VIP attendees.

Recommended Motion: No motion needed.