



Town of Lake Park Town Commission

Agenda Request Form

Meeting Date: October 8, 2025

Originating Department: Special Events

Agenda Title: Special Event Request - 2025 Vets Day Car Show – Co-Sponsor Event & Waiving of Various Town Special Event Fees (Direct Costs - \$715 & Indirect Costs - \$2,692)

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

Cost of Item: \$715 – Direct Costs and \$2,692 – Indirect Costs **Funding Source:** Special Event Dept Budget

Account Number: 600-52000 **Finance Signature:** Barbara A. Gould

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: 2025 Vets Day Car Show Facility Rental Application

2025 Vets Day Car Show Special Event Permit Application

Please initial one:

X Yes I have notified everyone

____ Not applicable in this case

Summary Explanation/Background:

The Special Events Department received a special event permit application from Stefanie Scott as the organizer of the Vets Day Car Show. The permit application is proposing the annual event to be held in Kelsey Park on Sunday, November 9, 2025, from 9:00 am – 3:00 pm.

Note: Ms. Scott is the wife of the original Vets Day Car Show organizer, Mike Scott who passed away in 2022.

The annual event is open to all early and late model vehicles and requires a \$20.00 registration fee. Trophies will be awarded for 20 classes, including the Mike Scott Memorial Award. Admission and parking are free to all attendees.

Ms. Scott is requesting that the Town Co-Sponsor this event and for the Town to provide the following:

REQUESTED CATEGORY	VALUE (monetary or other)	TOTAL
Marketing Assistance • Event flyer and information posted on the Town of Lake Park website (Special Events Department page and Town calendar) • Event flyer and information posted on the Town of Lake Park social media accounts	No monetary value	N/A
Certificate of Insurance The organizer 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
Security Deposit The organizer would like to have the Refundable Security Deposit Fee waived.	\$2,000.00	\$2,000.00 (Indirect Cost)
Rental Fee The organizer would like to have the Kelsey Park Rental Fee waived.	\$600.00 flat rate rental fee \$42.00 tax	\$642.00 (Indirect Cost)
Application Fee The organizer would like to have the Special Event Permit Application Fee waived.	\$50.00	\$50.00 (Indirect Cost)
Staff Fee The organizer would like to have the Staff Fee waived.	\$40.00 per hour	\$400.00 (Direct Cost)
Public Works Department The organizer would like to have the Sanitation Service Fee from the Public Works Department waived. Sanitation Service – Delivery of (6) 95 gallon cans, with after-event emptying and disposal. (3) hours at \$35.00 per hour.	\$35.00 per hour	\$105.00 (Direct Cost)
Public Works Department The organizer would like to have the Special Event Parking Set Up Fee from the Public Works Department waived.	\$210.00 flat rate special event parking set up fee	\$210.00 (Direct Cost)
<u>TOTAL WAIVERS REQUESTED</u> Direct Costs - \$715.00 Indirect Costs - \$2,692.00		

Recommended Motion:

I move to approve the Town as a Co-Sponsor of the 2025 Vets Day Car Show and to waive various Town

Special Event Fees in the amount of \$715 in Direct Costs and \$2,692 in Indirect Costs.