



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Agenda

Tuesday, August 15, 2023 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

John Linden	—	Commissioner/Chair
Evelyn Harris Clark	—	Vice Chair
Roger Michaud	—	Mayor
Mary Beth Taylor	—	Commissioner
Patricia Leduc	—	Committee Member

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Centennial Celebration Committee, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CALL TO ORDER/ROLL CALL

PLEDGE OF ALLEGIANCE

CONSENT AGENDA:

- [1.](#) Centennial Celebration Committee Meeting Minutes - July 18, 2023

NEW BUSINESS:

- [2.](#) Centennial Art & Music Festival Update
- [3.](#) Centennial Celebration Gala

PUBLIC COMMENT:

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

COMMITTEE MEMBER COMMENTS:

ADJOURNMENT:

FUTURE MEETING DATE: The next scheduled Centennial Celebration Committee will be conducted on September 19, 2023.



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Minutes

Tuesday, July 18, 2023 at 6:30 PM

Commission Chamber, Town Hall, 535 Park Avenue, Lake Park, FL 33403

John Linden	—	Commissioner/Chair
Evelyn Harris Clark	—	Vice Chair
Roger Michaud	—	Mayor
Mary Beth Taylor	—	Commissioner
Patricia Leduc	—	Committee Member

PLEASE TAKE NOTICE AND BE ADVISED, that if any interested person desires to appeal any decision of the Centennial Celebration Committee, with respect to any matter considered at this meeting, such interested person will need a record of the proceedings, and for such purpose, may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. Persons with disabilities requiring accommodations in order to participate in the meeting should contact the Town Clerk's office by calling 881-3311 at least 48 hours in advance to request accommodations.

CALL TO ORDER/ROLL CALL

6:30 P.M.

PRESENT

Commissioner/Chair John Linden

Board Member Evelyn Harris Clark

Mayor Roger Michaud

Commissioner Mary-Beth Taylor

Board Member Patricia Leduc

PLEDGE OF ALLEGIANCE

Commissioner/Chair Linden

CONSENT AGENDA:

Motion made to approve the Consent Agenda by Board Member Leduc, Seconded by Board Member Harris Clark.

Voting Yea: Commissioner/Chair Linden, Mayor Michaud, Commissioner Taylor

1. Special Call Centennial Celebration Committee Meeting Minutes - June 27, 2023

NEW BUSINESS:

2. Centennial Celebration Chili Cook-off Update.

Special Events Director Franks explained that the only entry she has received was from Commissioner Taylor. Vice-Chair Harris Clark asked Committee Member Leduc if she wanted to team up and cook chili together. Committee Member Leduc stated that she was volunteering to distribute tickets at the event. Vice-Chair Harris Clark asked to be notified if there were more entries needed to participate and she would make chili.

Mayor Michaud asked a general question regarding vendors that would be participating in the Centennial events. He stated that he has provided vendor application to several people. Commissioner Taylor asked for more vendor applications as she has distributed all the applications she had. Mayor Michaud asked if other vendors, besides the Artist of Palm Beach vendors were participating in the events. Special Events Director Franks stated that the guidelines were set as to which vendors would be invited to participate. She clarified the types of vendors that were encouraged to participate.

3. Centennial Celebration In-Kind Donations.

Special Events Director Franks stated that they are always looking for In-Kind Donations from grocery stores or any other business. She encouraged the Committee to advocate for In-Kind Donations.

4. Centennial Art & Music Festival Update.

Special Events Director Franks gave an update on the vendor applications received. The Committee discussed which types of vendors were allowed at the event. They wanted activities for the children, for example sidewalk chalk art. Commissioner Taylor volunteered to work in the children area. Vice-Chair Harris Clark volunteered to stay at the Centennial table to sell Centennial merchandise.

Commissioner/Chair Linden asked if Special Events Director Franks had received the information regarding the cost for fireworks from Vice-Mayor Glas-Castro. Special Events Director Franks stated that Vice-Mayor Glas-Castro has already provided the information.

5. Centennial Celebration Committee Future Meeting Dates.

Special Events Director Franks explained that the Tuesday, November 7, 2023 meeting date needs to be rescheduled due to the election. The Committee decided to meet on Wednesday, November 8, 2023.

Commissioner/Chair Linden asked if the December 5, 2023 would be the wrap-up meeting. Special Events Director Franks stated that it would be the last meeting for the Committee. Vice-Chair Harris Clark suggested holding a pot-luck and everyone bring holiday desserts to the meeting. The Committee was open to that suggestion.

PUBLIC COMMENT:

This time is provided for addressing items that do not appear on the Agenda. Please complete a comment card and provide it to the Town Clerk so speakers may be announced. Please remember comments are limited to a TOTAL of three minutes.

None

COMMITTEE MEMBER COMMENTS:

Committee Member Leduc had no comments.

Commissioner Taylor had no comments.

Special Events Director announced that next week she would be very busy preparing for the Back to School event.

Mayor Michaud stated that he has submitted another vendor application. He was pleased with everything taking place with this Committee.

Vice-Chair Harris Clark was pleased with how everything was going.

Commissioner/Chair Linden had no comments.

ADJOURNMENT:

7:03 P.M.

Motion made to adjourn by Board Member Leduc, Seconded by Commissioner Taylor.

Voting Yea: Commissioner/Chair Linden, Board Member Harris Clark, Mayor Michaud.

FUTURE MEETING DATE: The next scheduled Centennial Celebration Committee will be conducted on August 15, 2023.



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: August 15, 2023
Originating Department: Special Events
Agenda Title: Centennial Art & Music Festival Update

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

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

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

Attachments: Centennial Art & Music Festival Vendor List

Please initial one:

_____ Yes I have notified everyone
X _____ Not applicable in this case

Summary Explanation/Background:

The Centennial Art & Music Festival will be held on Saturday, September 23, 2023 from 11:00 am – 5:00 pm in downtown Lake Park. Staff has provided the Centennial Art & Music Festival vendor flyer, guidelines and application. At this time, we have received the following vendor applications listed on the updated vendor list. Staff would like the committee to focus on securing additional vendors for the event. Town staff has scheduled an internal meeting with PBSO to discuss the event logistics. Staff is also working toward scheduling a meeting with Jesse Furman (Rust Market organizer) to discuss entertainment and the final logistical plan.

Recommended Motion: No motion needed.

CENTENNIAL ART MUSIC FESTIVAL VENDOR LIST

Item 2.

COMPANY	FIRST NAME	LAST NAME	PHONE	EMAIL	VENDOR TYPE	PAID
Artists of Palm Beach County	Mary Jane	Zapp	561-308-6992	maryjanezapp@gmail.com	Art	\$ 20.00
Artists of Palm Beach County	Mary Jane	Zapp	561-308-6992	maryjanezapp@gmail.com	Art	\$ 20.00
Bonner Mobile Bar	Suzanne	Gardner	561-603-4899	bonnerbar1@gmail.com	Beverage	\$ 50.00
Deep Purpose Jewelry	Dorothee	Kumpe	561-670-8105	deeppurpose@yahoo.com	Craft	\$ 20.00
FLA Beach Vibes	Margie	Sturz	561-758-7662	sturzitup@gmail.com	Craft	\$ 20.00
Munchies Snack Shack	Pamela	Carnegie	561-373-3444	pcarmeg@aol.com	Food	\$ 50.00
Paladar for Food Lovers	Carmen	Mejia	561-452-5493	paladar0822@outlook.com	Food	\$ 50.00
The All American & Seafood	Alicia	Williams	561-248-2321	aliciawilliams5495@gmail.com	Food	\$ 50.00
Arthouse Sisters LLC	Barbara	Ziev	610-428-3943	barbaraziev@gmail.com	Art	\$ 20.00
Bryadora	Bryanna	O'Sullivan	561-779-1168	bryanna_osullivan@yahoo.com	Craft	\$ 20.00
	Penny	Broda	561-827-4688	penny.mb@gmail.com	Art	\$ 20.00
Captain Scott's LLC	Scott	McDermott	561-352-0207	captainscottsartwork@gmail.com	Art	\$ 20.00
TOTAL						\$ 360.00



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: August 15, 2023

Originating Department: Special Events

Agenda Title: Centennial Celebration Gala

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

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

Account Number: _____ **Finance Signature:** _____

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Centennial Gala Ticket List, C'est Si Bon Menu Selections
Bonner Mobile Bar Open Bar Proposal, Bonner Mobile Bar Drink Ticket
Proposal

Please initial one:

☒ Yes I have notified everyone
☐ Not applicable in this case

Summary Explanation/Background:

EVENT INFORMATION

The Centennial Celebration Gala will be held on Saturday, October 14 from 6:00 pm – 11:00 pm in the Mirror Ballroom. The event will include guest speakers, dinner, dancing and live entertainment. Event tickets are \$100.00 per person and are currently available on a first-come, first-served basis. The Mirror Ballroom has a limited capacity of 100 guests.

TICKETS

As directed in our last meeting, staff has sent a letter to former Town Mayors and Commissioners offering them one free ticket to the gala. As of today, we have not heard back from anyone. Forest Development/Nautilus 220 has formally notified staff that they will only use 10 of their 20 tickets. Also, the Centennial Celebration Gala invitation was featured in the Town's August newsletter, however we have not received any inquiries regarding purchasing event tickets.

EVENT PROGRAM

Town staff is working on the event program. So far, the template includes

6:00 pm – 7:00 pm: Champagne Reception

7:00 pm – 7:30 pm: Welcome and Introductions (Chair and Vice Chair)

7:30 pm: Dinner Served (Background Music Playing)

8:00 pm: Remarks (Mayor, Town Manager)

8:15 pm: Musical Selection (Band)

8:30 pm: Cake Cutting

8:35 pm: Presentations (Committee, Sponsor)

9:00 pm: Dancing

11:00 pm: End of Gala

More detailed information will be provided at the next committee meeting.

PROGRAM BOOKLET

Town staff will be working on the program booklet design and content. At this time, Forest Development/Nautilus 220 is the only sponsor that will receive a full page advertisement in the booklet. No other sponsors qualify for an ad based on their level. Staff would like to know if the committee would like to offer free ad spaces to the remaining sponsors.

DECORATIONS

Town staff is working with Absolute Party Rental and A Beautiful Occasion to provide gold chiavari chairs, blue table linen and floral centerpieces. We are focusing on blue, gold and white décor.

GALA GIFT BAGS

The Centennial Celebration Commemorative Book is currently being printed and will be ready in time for the Centennial Celebration Gala. Each attendee will receive a book inside of their event gift bag.

The gift bags will also include either a Centennial Celebration coffee mug or pint glass and a keychain.

In addition, Town staff has been approached by two different companies to provide specialized desserts for the gift bags. Voice Chocolate (located in Lake Park) would like to create a chocolate box designed specifically for the centennial. They could include a mold of the Centennial Celebration Logo and the Town Logo. Also, Happy Day Creations would be able to design cookies with Centennial Celebration Logo or the Town Logo on top. At this time, staff would like the committee to discuss if they would like to proceed with one of the choices.

FOOD

Town staff met with the owners of Sabatino's Catering and C'est Si Bon catering, both are located here in Lake Park. Sabatino's Catering are not available to provide what will be needed for the event. However, C'est Si Bon is available and have provided the attached proposal for catering. C'est Si Bon

will also provide the china, silverware, glassware, napkins and staffing. At this time, staff would like the Committee to discuss the menu options and make selections based on what is provided.

BEVERAGES

Town staff reached out to Bonner Mobile to discuss possible bar options for the event. At this time, staff would like the committee to discuss the two proposals that were received. One is based on having an open bar and the other is based on providing drink tickets for attendees.

The total amount for each selection:

OPEN BAR SELECTIONS

4- Hour Standard Open Bar Selections: \$2,500.00

4-Hour Premium Open Bar Selections: 2,800.00

4-Hour Beer/Wine Open Bar Service: \$2,100.00

4-Hour Mixer Bar Selections: \$1,400.00

DRINK TICKET SELECTIONS

Standard Cash Bar w/ Full Bar Ticket: \$1,100.00

Standard Cash Bar with Beer & Wine Ticket: \$900.00

We will also have a champagne reception from 6:00 pm – 7:00 pm that would cost a total of \$400.00.

Recommended Motion:

1. **I motion to have the following menu selections from C'est Si Bon Catering**.
2. **I motion to have the Bonner Mobile Bar**.

**CENTENNIAL CELEBRATION GALA
TICKET LIST**

Item 3.

	A	B	C	D
1	<u>SALUTAITON</u>	<u>FIRST NAME</u>	<u>LAST NAME</u>	<u>ORGANIZATION</u>
2	Mayor	Roger	Michaud	Town of Lake Park
3	Mrs.	Charity	Michaud	Guest
4	Vice Mayor	Kim	Glas-Castro	Guest
5	Mr.	Paul	Castro	Guest
6	Commissoner	John	Linden	Town of Lake Park
7	Mrs.	Joanne	Linden	Guest
8	Commissioner	Mary Beth	Taylor	Town of Lake Park
9		Guest	Taylor	Guest
10	Commisioner	Judith	Thomas	Town of Lake Park
11	Mr.	Andre	Robinson	Guest
12	Mrs.	Patricia	Leduc	Centennial Committee
13	Mr.	Lucien	Leduc	Guest
14	Mrs.	Evelyn	Harris-Clark	Centennial Committee
15	Mrs.	Guest	Harris-Clark	Guest
16	Mr.	John	D'Agostino	Town of Lake Park
17	Mrs.	Cathy	D'Agostino	Guest
18	Mr.	Peter	Baytarian	Forest Development / Nautilus
19	Mr.	Peter	Baytarian	Forest Development / Nautilus
20	Mr.	Peter	Baytarian	Forest Development / Nautilus
21	Mr.	Peter	Baytarian	Forest Development / Nautilus
22	Mr.	Peter	Baytarian	Forest Development / Nautilus
23	Mr.	Peter	Baytarian	Forest Development / Nautilus
24	Mr.	Peter	Baytarian	Forest Development / Nautilus
25	Mr.	Peter	Baytarian	Forest Development / Nautilus
26	Mr.	Peter	Baytarian	Forest Development / Nautilus
27	Mr.	Peter	Baytarian	Forest Development / Nautilus
28	Ms.	Sheryle	Hartwell	Raffle Winner
29	Ms.	Sheryle	Hartwell	Raffle Winner
30	Ms.	Lori	Kaufman	Raffle Winner
31	Ms.	Lori	Kaufman	Raffle Winner

Proposal of Service

Prepared For:	Riunite Franks Town of Lake Park	Event Date:	10/14/2023 - Saturday
Address:		Phone:	Work: 5618400160
Email:	rfranks@lakeparkflorida.gov	Event Title:	MENU
Invoice #:	14908	Guest Count:	100
Service Style:	Plated	Occasion:	Gala
Salesperson:	Marie-Odette Touboul events@csbgourmet.com		
Venue:	*Contact Address*	Last Change:	8/10/2023
Timeline:	6:00 PM Event Start 10:00 PM Event End		

Menu

FIRST COURSE CHOOSE 1

Caesar Salad, Parmesan Crisp

Garden Salad, Balsamic Vinaigrette

MAIN COURSE CHOOSE1

Baked Airline Chicken, Natural Au Jus

Pan Roasted Chicken with Mushroom Sauce

Balsamic Honey Glazed Chicken

Butter Chicken

SIDES CHOOSE 2

Parsnip Pure

Haricots Verts, Shallot Butter

Jumbo Grilled Asparagus, Shallot Herb Butter

Creamy Mashed Potato

Roasted Fingerlings

Roasted Seasonal Vegetable Medley

DESSERT
Client will provide Cake and we will cut it and plate it.

Item 3.

Food will arrive to the venue Hot prior to Diner Service .
We will plate the dinner on site

Food

Qty	Description	Unit Price	Total
100	Menu	\$85.00	\$8,500.00
Food Subtotal			\$8,500.00
Per Person Total			\$85.00
Charges:			\$8,500.00
10% Service Charge:			\$850.00
Subtotal:			\$9,350.00
Payments:			\$0.00
Balance Due:			\$9,350.00
50% Deposit Amount:			\$4,675.00



4-Hour Standard Open Bar Selections (\$23 Per Person and \$200 Bar/Bartender Plus Tax)

Absolute Vodka, Bacardi, Captain Morgan, Jack Daniels. Crown Royal, Dewar's, Beefeaters, Alto's Tequila, Triple Sec, House Wine Sycamore Lane Cabernet- Chardonnay, and Pinot Grigio, Choice of 2 Beers, (Budweiser, Bud Light, Stella, Corona, or Michelob Ultra) I Coke, Diet Coke, Sprite, Ginger Ale, Bottled Water, Club Soda, and Tonic, Cranberry, Orange, Pineapple Juices, and Sour Mix, Ice, Cups, Straws, Napkins, and Fruit (\$2 upgrade for Tito's Vodka.)

4-Hour Premium Open Bar Selections (\$26 Per Person and \$200 Bar/Bartender Plus Tax)

Grey Goose or Ketel One, Bacardi, Captain Morgan, Jack Daniels. Crown Royal, Johnny Walker Black, Bombay Sapphire, Altos Tequila, Triple Sec, Sweet and Dry Vermouth, House Wine Sycamore Lane-Cabernet, Chardonnay, and Pinot Grigio, Choice of 2 Beers, (Budweiser, Bud Light, Stella, Corona, or Michelob Ultra) Coke, Diet Coke, Sprite, Ginger Ale, Bottled Water, Club Soda, and Tonic, Cranberry, Orange, Pineapple Juices, and Sour Mix, Ice, Cups, Straws, Napkins, and Fruit

4-Hour Beer /Wine Open Bar Service (\$19 Per Person and \$200 Bar/Bartender Plus Tax)

Chardonnay, Cabernet, Pinot Grigio
Choice of 3 Beers (Budweiser, Bud Light, Stella, Corona, or Michelob Ultra)
Coke, Diet Coke, Sprite, Ginger Ale, and Bottled Water
Ice, Cups, Straws, and Napkins

4-Hour Mixer Bar Selections (\$10 Per Person and \$200 Bar/Bartender Plus Tax)

You supply all alcohol, and we supply the rest!
Coke, Diet Coke, Sprite, Ginger Ale, Bottled Water, Club Soda, and Tonic
Cranberry, Orange, Pineapple Juices, and Sour Mix
Ice, Cups, Straws, Napkins, and Fruit

Champagne Toast (\$4 Per Person including Plastic Flute)

Children Cost (Children Under 5 are free and 5-20 are \$5 per person)

Service Agreement

Hourly Rates

All Bar packages are for a 4-hr service and billed at a 50-headcount minimum.

The 5th-hr and beyond is billed at an hourly rate of the total purchase price divided by 4-hrs

We require final head count 10 days prior to the event and the full balance payment is due seven days before.

Bonner Mobile Bar Services provides the required certificate of liability insurance for your event.

Agreement will be updated 10 days before with hours of bar service, bar selection, specialty drinks, and guest count.

It must be signed and returned to confirm all information.

Date of Event: _____

Bar Service Selection: _____

Hours of Bar Service: _____

Additions and Subtractions _____

Client Contact : _____

Phone Number: _____

Email: _____

Number of Guest: _____

Number of Guest under 21 _____

Location: _____

A \$500 Non-Refundable deposit is required to reserve the date. All payments made are non-refundable in the event of cancellation for any reason.

(Open Bar Services will require a head count the day of the event to verify submitted total)

(Any requested change to this service listed above must be submitted in writing here!) (Additional Charge MAY Apply)

Notes: _____

By signing this agreement, you agree to the following:

All guests must be 21 and over to drink any alcoholic beverages. All guests must have a valid ID to receive a drink including the wedding party.

Bonner Mobile Bar does not serve shots or doubles during events.

Bonner Mobile Bar has the right to refuse service to any guests.

Signature

Date



Standard Cash Bar w/ Drink Tickets Selection

(\$400 Set Up Fee Includes 1 bartender Plus Tax) (Additional Bartenders \$200 Each)

Tito's Vodka, Bacardi, Captain Morgan, Jack Daniels. Crown Royal, Dewar's, Beefeaters, Alto's Tequila, Triple Sec

Malibu Buckets: A blend of 4 Malibu flavors, Orange, Pineapple, and Cranberry Juice

House Wines: Sycamore Lane Cabernet- Chardonnay, and Pinot Grigio,

Variety of Beers

Coke, Diet Coke, Sprite, Ginger Ale, Bottled Water, Club Soda, and Tonic

Cranberry, Orange, Pineapple Juices, and Sour Mix,

Ice, Cups, Buckets, Straws, Napkins, and Fruit

Drink Tickets

Full Bar \$7 Per Ticket

Beer and Wine Only \$5 Per Ticket

Minimum Charge 100 Tickets

Service Agreement

We require final head count 10 days prior to the event and the full balance payment is due seven days before. Bonner Mobile Bar Services provides the required certificate of liability insurance for your event.

Date of Event: _____

Event Name: _____

Bar Service Selection: _____

Times of Bar Service: _____

Additions and Subtractions _____

Client Contact : _____

Phone Number: _____

Email: _____

Number of Guest: _____

Number of Guest under 21 _____

Location: _____

A \$500 Non-Refundable deposit is required to reserve the date. All payments made are non-refundable in the event of cancellation for any reason.

(Any requested change to this service listed above must be submitted in writing here!) (Additional Charge MAY Apply)

Notes: _____

By signing this agreement, you agree to the following:

All guests must be 21 and over to drink any alcoholic beverages. All guests must have a valid ID to receive a drink!

Bonner Mobile Bar has the right to refuse service to any guests.

Signature

Date