



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Agenda

Tuesday, May 16, 2023 at 6:30 PM

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

John Linden	—	Commissioner/Chair
Roger Michaud	—	Commissioner
Mary Beth Taylor	—	Commissioner
Evelyn Harris Clark	—	Vice Chair
Patricia Leduc	—	Committee Member
John D’Agostino	—	Town Manager
Riunite Franks	—	Special Events Director
Vivian Mendez, MMC	—	Town Clerk

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. March 21, 2023 Centennial Celebration Committee Meeting Minutes

NEW BUSINESS:

2. Centennial Celebration Sponsorship Update
3. Centennial Light Pole Banners Update
4. Centennial Exhibit Ribbon-Cutting Ceremony Update
5. Centennial Celebration Chili-Cookoff
6. Centennial Art & Music Festival
7. 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 June 6, 2023.



Town of Lake Park Centennial Celebration

Agenda Request Form

Meeting Date: April 18, 2023

Agenda Item No.

Agenda Title: March 31, 2023 Centennial Celebration Committee Meeting Minutes.

☐ SPECIAL PRESENTATION/REPORTS ☒ **CONSENT AGENDA**
☐ BOARD APPOINTMENT ☐ OLD BUSINESS
☐ PUBLIC HEARING ORDINANCE ON _____ READING
☐ NEW BUSINESS
☐ OTHER: _____

Approved by Town Manager _____ Date: _____

Vivian Mendez, Town Clerk, MMC

Name/Title

Originating Department: Town Clerk	Costs: \$ 0.00 Funding Source: Acct. # <input type="checkbox"/> Finance _____	Attachments: Minutes Comment
Advertised: Date: _____ Paper: _____ <input checked="" type="checkbox"/> Not Required	All parties that have an interest in this agenda item must be notified of meeting date and time. The following box must be filled out to be on agenda.	Yes I have notified everyone _____ or Not applicable in this case <u>VM</u> . Please initial one.

Recommended Motion: I move to approve the March 21, 2023 Centennial Celebration Committee Meeting Minutes.



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Minutes

Tuesday, March 21, 2023 at 6:30 PM

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

John Linden	—	Commissioner/Chair
Roger Michaud	—	Mayor-Elect
Mary Beth Taylor	—	Commissioner
Evelyn Harris Clark	—	Vice Chair
Patricia Leduc	—	Committee Member
Beth Motschenbacher	—	Committee Member
John D’Agostino	—	Town Manager
Riunite Franks	—	Special Events Director
Vivian Mendez, MMC	—	Town Clerk

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

Commissioner Mary-Beth Taylor

Board Member Evelyn Harris Clark

Board Member Patricia Leduc

Board Member Beth Motschenbacher

ABSENT

Mayor-Elect Roger Michaud

PLEDGE OF ALLEGIANCE

Commissioner/Chair Linden

CONSENT AGENDA:

Committee Member Motschenbacher stated that she had one clarification in the Committee Member section of the minutes. She stated that it was noted that she was talking about the Palm Beach Chamber (Chamber). She clarified that she was not suggesting that they solicitate the Chamber to sponsor the Centennial. She just wanted to send the sponsorship information to the Chamber for them to share with their business membership for potential sponsors interest. She wanted this information to be clear.

Motion made to approve the Consent Agenda, with the changes requested for clarification by Committee Member Motschenbacher, by Commissioner Taylor, Seconded by Board Member Leduc.

Voting Yea: Commissioner/Chair Linden, Board Member Harris Clark, Board Member Motschenbacher

1. Centennial Celebration Committee Meeting Minutes - March 7, 2023

NEW BUSINESS:

2. Centennial Celebration Sponsorship Update.

Special Events Director Franks reviewed the sponsorship list and provided an update on each of the sponsors. Commissioner/Chair Linden asked if the Town had received a sponsorship check from the Kelsey Theatre. Special Events Director Franks would check with Finance to see if they have received the check. Committee Member Motschenbacher asked if the PDF version of the sponsorship packet could be added to the Centennial page on the Town's website. Special Events Director Franks would check to find out if it has been uploaded. Committee Member Motschenbacher stated that she linked the Centennial website page to the letter she drafted for the Special Events Director for the Chamber. When you scroll down to the bottom of the Centennial website page, there was information about payment types and a person could go through and make a payment. However, if someone reading the letter lands on the Town's website page, they would not have any context. She explained that it would only work for those that have the physical packet. She explained that it would be helpful to have the packet included on that section of the website.

3. Centennial Historical Homes Tour Update.

Special Events Director Franks provided an update. She explained that they have received 85 RSVP's and they continue to come in. She stated that an email would be sent to those riding on the Trolley no later than Friday. She explained that they have received several phone calls with

questions that she would address. The questions were confirming the time and location to board the Trolley, would there be a narrator on board, and several have asked if they were going to be allowed off the Trolley and going into the homes. All of these questions would be addressed in the email. She asked for the Committees feedback on how did they want to facilitate who gets on the Trolley first. She asked if they wanted to allow those that RSVP'd first or first come first served.

Commissioner Taylor agreed with the first come first served option. Committee Member Leduc agreed that if the person was here first and they also RSVP'd they should be the first ones on the Trolley. She asked how would residents that did not RSVP be addressed. She did not want to discourage residents that did not RSVP from being on the Trolley. Committee Member Motschenbacher voted for option two, where people load up as they arrive so the Trolley could get moving as soon as possible. She suggesting adding something in the email communication about "due to the overwhelming excitement of this event, we have had more folks RSVP than we expected, which is great. We will be able to accommodate everybody. The first bus will leave promptly at 1:00 P.M. and then...". She stated that with most of the events no-shows are expected. Vice-Chair Harris Clark agreed with everyone else. Those that RSVP and show up on time should get on the Trolley. She stated that those who arrive later or did not RSVP should wait. She stated that if it made it easier the people that have RSVP'd could go into Trolley number 1 and those that did not could go into Trolley number 2. Special Events Director Franks explained that they already have more than the 60-people to be on Trolley number 1 and 2. Each Trolley's hold 30-people. The Trolley's are expected to arrive at the same time.

Commissioner/Chair Linden explained that some people are not sure if they could attend, so they are not going to RSVP. Based on other events and feedback they have received, he anticipates over 100-people. He was not including those that were going to ride their bicycles or walking. He recapped that the consensus from the Committee was that first-come first-served with some priority for those that RSVP'd.

Dianne Sophinos explained that she along with Will Serrano would be narrators on the Trolleys. They have gone through the entire route and have printed copies of the home map for those that want to have a copy. She asked who would be at Town Hall to direct people. Special Events Director Franks explained that she would be at Town Hall around noon on Sunday. She explained that the time may change depending on what time the decorator was expected at the Evergreen House for the birthday celebration. She explained that she would have the RSVP list and a waiver that each person that boards the Trolley must sign. The waiver would be included as part of the

email being sent to those on the list. She explained that once things are under control at Town Hall she would go over to the Evergreen House to prepare for the party. Ms. Sophinos suggested that someone stay at Town Hall to distribute the map. Special Events Director Franks asked for a copy of the map to include in the email, as well as providing it to the Palm Beach County Sheriff's Office (PBSO) and Molly's Trolleys.

Ms. Sophinos asked if PBSO would be at Town Hall. Special Events Director Franks explained that there would be several PBSO Deputy's assigned to the event. Ms. Sophinos suggested that a PBSO Deputy be posted at the intersection of US1 and Park Avenue to assist with those crossing the intersection. Commissioner/Chair Linden asked how she would suggest passengers board the Trolley. Ms. Sophinos suggested that those that have RSVP'd board first and then those that did not RSVP board last. She stated that it would take the driver 20-minutes to return from the route. Commissioner/Chair Linden recapped that the plan would be to have passengers board at Town Hall and follow the route to the Evergreen House, everyone would get off at the Evergreen House. The second Trolley would be closely behind the first Trolley and they would pick people up to bring them back to Town Hall. That would allow people to look around the Evergreen House before boarding the Trolley to get back to Town Hall. He explained it as a drop-off location. Ms. Sophinos agreed with the recap of the event. She explained that the Church, next to Town Hall, would be open until 3:00 P.M. if anyone wished to visit the Church.

Commissioner/Chair provided an update on the Town's historian L.J. Parker and how he would be transported to and from the event. He showed the Historic Home signs that would be posted on the front lawn of each historical home along the route. Ms. Sophinos explained that there were several historic home owners that did not want to participate in the tour.

Commissioner/Chair Linden explained that the historic booklet would be available on the day of the tour. He thanked Dianne Sophinos for writing and putting the book together. He showed a series of replica coins from 1923, which would be displayed in the Evergreen House. Vice-Chair Harris Clark suggested including current currency in the time capsule.

The Committee discussed the logistics for the event and people exiting the Trolley and entering the Evergreen House. After a lengthy discussion the Committee decided that people would not be exiting the Trolley at the Evergreen House. Everyone would be invited to return to the Evergreen House after the Trolley tour.

4. Harry S. Kelsey Birthday Celebration Update.
Commissioner/Chair Linden stated that during the Birthday Celebration there would be games for attendees to play. He announced that he has invited Sara, who sang the Kelsey City song during the kick-off, to attend the celebration to sing.
5. Centennial Arbor Day Ceremony.
Special Events Director Franks explained the Arbor Day Ceremony. She explained that the Tree Board would be selecting the tree to plant on Arbor Day during their April 11, 2023 meeting.
6. Future Centennial Celebration Committee Meetings.
Special Events Director Franks explained that at the last meeting the Committee discussed cutting back on the amount of meetings because of the difficulty staff has to keep up with the regular workload and the Committee.

Commissioner/Chair Linden asked if the Committee was needed for the Easter event. Vice-Chair Harris Clark felt that the event has occurred many times over the years, so the Special Events Department does not require any assistance.

Motion made to conduct the next meeting on Tuesday, April 18, 2023 by Board Member Motschenbacher, Seconded by Board Member Leduc.

Voting Yea: Commissioner/Chair Linden, Commissioner Taylor, Board Member Harris Clark

Motion made to conduct the May meeting on May 16, 2023 by Board Member Leduc,
Seconded by Board Member Leduc.

Voting Yea: Commissioner/Chair Linden, Commissioner Taylor, Board Member Harris Clark

7. Centennial Celebration Time Capsule Ceremony.
Special Events Director Franks explained that the Time Capsule Ceremony would take place on Thursday, November 16, 2023. She explained that the time capsule was on Park Avenue and 7th Street under the clock tower. She explained that if it were opened at noon it would disrupt the Sanitation pick up schedule on that day. She stated that if the event took place later in the day, such as 4:00 P.M. it would not disrupt the Sanitation pick up schedule. She also asked if the event could take place at Town Hall instead of the clock tower.
The Committee discussed the time and location in which the event could take place. The Committee agreed to having the time capsule opened on November 16th at noon and transport the items to Town Hall to open during a public meeting.

PUBLIC COMMENT:

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None

COMMITTEE MEMBER COMMENTS:

Committee Member Motschenbacher commended Dianne Sophinos for all the logistical work she has put in for the tour.

Special Events Director Franks thanked everyone for their efforts in getting sponsors for the events. She thanked everyone for getting the word out about the tour.

Vice-Chair Harris Clark thanked Dianne Sophinos for her efforts on the booklet for the tour.

ADJOURNMENT:

8:26 P.M.

FUTURE MEETING DATE: The next scheduled Centennial Celebration Committee will be conducted on April 18, 2023.



TOWN OF LAKE PARK
PUBLIC COMMENT CARD

Item 1.

MEETING DATE: 3/21/2023

Cards must be submitted before the item is discussed!!

*****Three (3) minute limitation on all comments**

Name: Dianne Sophinos

Address: 398 Bayberry Dr.

If you are interested in receiving Town information through Email, please provide your E-mail address: _____

I would like to make comments on the following Agenda Item:

Trolley Tour 3/26/2023

I would like to make comments on the following Non-Agenda Item(s):

Instructions: Please complete this card, including your name and address; once the card has been completed, give it to the Town Clerk. The Mayor will call your name when it is time for you to speak. Comments are limited to three (3) minutes per individual.



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: May 16, 2023
Originating Department: Special Events
Agenda Title: Centennial Celebration Sponsorship Update

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

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

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

Attachments: Centennial Celebration Sponsorship List

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

Summary Explanation/Background: We have received the following sponsorships:

BUSINESS	SPONSOR \$	LEVEL
Brewhouse Gallery / Kelsey City Brewing	\$ 500.00	Bronze
Brooklyn Cupcakes	\$ 500.00	Bronze
Chick-Fil-A	\$ 500.00	Bronze
GT Supplies, Inc.	\$ 250.00	Community
Martin Fence Co.	\$ 1,000.00	Silver
Nautilus 220 / Forest Development	\$ 20,000.00	Presenting
PBC Management Group	\$ 250.00	Community
Pelican Café	\$ 250.00	Community
Take 5 Oil Change	\$ 500.00	Bronze
TOTAL	\$ 23,750.00	

At this time, staff would like the committee to focus on securing in-kind donations. We have several future events that will need food, drinks, decorations, live entertainment, signage, volunteers and more.

Centennial Celebration Exhibit Ribbon-Cutting Ceremony

Food (Fruit, Cheese and Vegetable Platters, Cookies, Cake)
 Drinks (Water, Tea, Juice, Soda)
 Decorations
 Photography & Videography

Centennial Celebration Chili Cook-off

Tents, Tables, Chairs
 Plaque
 Decorations
 Backpacks
 School Supplies
 Food (Hot Dogs, Hamburgers, Buns, Chips)
 Drinks (Water)
 Photography & Videography
 Volunteers

Centennial Celebration Arts & Music Festival

Stage, Tents, Table, Chairs
 Live Entertainment
 Water
 Decorations
 Face Painters
 Games and Activities (Bounce House, Yard Games)
 Photography & Videography
 Volunteers

Centennial Celebration Gala

Food (Appetizers, Main Course, Side Dishes, Dessert)
 Drinks (Water, Tea, Soda, Wine, Liquor)
 Decorations
 Chairs
 Centerpieces
 Photography & Videography
 Live Entertainment

Centennial Celebration Festival

Stage, Tents, Table, Chairs
 Live Entertainment
 Water
 Decorations
 Face Painters
 Games and Activities (Bounce House, Yard Games)
 Photography & Videography
 Volunteers

Recommended Motion: No motion needed.

2023 CENTENNIAL CELEBRATION SPONSOR LIST

Item 2.

BUSINESS	CONTACT NAME	COMMITTEE	SPONSOR \$	LEVEL
Black Box Theater		John Linden		
Boca Bargoons Fabrics		Evelyn Clark		
Brewhouse Gallery / Kelsey City Brewing	Jo Porter	John Linden	\$ 500.00	Bronze
Brooklyn Cupcakes	Carmen Rodriguez	Patricia Leduc	\$ 500.00	Bronze
Camilli's Pizza	John Camilli	Roger Michaud		
Carving Station	Spiros Lorenjatos	Mary Beth Taylor		
Chick-Fil-A	Neil Hannon	Mary Beth Taylor	\$ 500.00	Bronze
Coastal Karma	Charles Case	Patricia Leduc		
Coastal Middle & High School	Lisa Collum	Roger Michaud		
Decorator's Resources	Caroline Burnside	Evelyn Clark		
Dedicated IT	Adam Steinhoff	Patricia Leduc		
Dunkin Donuts	Tim Weir	Mary Beth Taylor		
Earl Stewart Toyota	Alan Nappier	Roger Michaud		
Family Church	John Thompson	Mary Beth Taylor		
Flagler Bank	Lori Boyle	John Linden		
Freedom Adventures	Daniel Lund	Patricia Leduc		
Friends of the Lake Park Library	Rose Michaud	Roger Michaud		
Goodyear Tire & Rubber		John Linden		
GT Supplies, Inc.	Don Lipinski		\$ 250.00	Community
HMY Yacht Sales, Inc.		John Linden		
Imperial Frame Shop		Beth Motschenbacher		
Ivy and Oak Tattoo Art Studio		John Linden		
Kelsey Market		John Linden		
Kiwanis Club	Roger Michaud	Roger Michaud		
Lake Park Bicycles	Tony Tranquillo	Roger Michaud		
Locale Gastropub	Jason Ramos	Patricia Leduc		
Martin Fence Co.	Robert Greene		\$ 1,000.00	Silver
Mullinax Ford	Lawrence Mullinax	Patricia Leduc		
Nautilus 220 / Forest Development	Peter Baytarian	Patricia Leduc	\$ 20,000.00	Presenting
Olive Garden		Beth Motschenbacher		
O'Reilly Auto Parts	Briana Bragdon	Evelyn Clark		
Outclaws Seafood	Jason Brown	Evelyn Clark		
PBC Management Group	Sonny Lalwani		\$ 250.00	Community
Pelican Café	Karen & Mark Frangione	Patricia Leduc	\$ 250.00	Community
Pinch a Penny Pool Patio	Michael Paris	Evelyn Clark		
PNC Bank		John Linden		
Port of Palm Beach		Beth Motschenbacher		
Robalo's Pharmacy	Patel Nirav	Roger Michaud		
Salty Signs Designs	Marji Knecht	Patricia Leduc		
Schumacher		Beth Motschenbacher		
Southern Kitchen	Kimberly Jones	Roger Michaud		
State Farm Insurance	Juan Williams	Evelyn Clark		
Take 5 Oil Change	Pauline Pearce		\$ 500.00	Bronze
The Sherwin Williams Company	John Little	Evelyn Clark		
Voice Chocolate	Bronna Peterson	Mary Beth Taylor		
TOTAL			\$ 23,750.00	



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: May 16, 2023

Originating Department: Special Events

Agenda Title: Centennial Light Pole Banners Update

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

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

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

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Centennial Light Pole Banner Design

Please initial one:

_____ Yes I have notified everyone

 X Not applicable in this case

Summary Explanation/Background:

Town Staff is working with Strategic Marketing to design, print and install the Centennial Light Pole Banners on Park Avenue. The banners will be placed only on light poles that are owned by the Town from 7th Street to Old Dixie Highway. Due to a shortage of supplies, the pole banners will be installed in two phases. The first phase will take place on Wednesday, May 24. The banners will be placed on the light poles that have existing hardware. The remaining banners will be installed on Tuesday, June 6.

Recommended Motion: No motion needed.





Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: May 16, 2023

Originating Department: Special Events

Agenda Title: Centennial Exhibit Ribbon-Cutting Ceremony Update

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

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

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

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Centennial Exhibit Ribbon-Cutting Ceremony Flyer

Centennial Exhibit Ribbon-Cutting Ceremony Banner

Please initial one:

_____ Yes I have notified everyone

 X Not applicable in this case

Summary Explanation/Background:

The Centennial Exhibit Ribbon-Cutting Ceremony will be held on Saturday, June 3, 2023 from 12:00 pm – 2:00 pm in the Lake Park Public Library. Attendees will get the chance to view the historical photo exhibit that will be displayed in the Library until the end of the year. Members from the Lake Park Historical Society will also be in attendance to provide more information about each photo. A reception will follow the ribbon cutting and viewing. The flyer indicated that the attendees must register for the event, however we have not received any registrations at this time. The event flyer has been posted on the Town website, social media pages and in the newsletter.

Recommended Motion: No motion needed.



CENTENNIAL EXHIBIT RIBBON-CUTTING CEREMONY

The Centennial Celebration Committee and the Lake Park Public Library invite you to join us for a ribbon-cutting ceremony unveiling our historical photo exhibit in honor of Lake Park's 100th anniversary. To help celebrate this milestone, the photo exhibit will be displayed in the Lake Park Public Library until the end of the year. A viewing with commentary from members of the Lake Park Historical Society and reception will follow the ribbon-cutting ceremony.

Please contact the Special Events Department at 561-840-0160 or specialevents@lakeparkflorida.gov to register for the event and for more information.

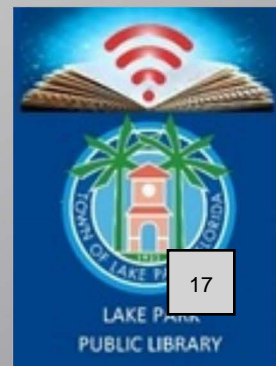
SATURDAY, JUNE 3, 2023

12:00 PM - 2:00 PM

LAKE PARK PUBLIC LIBRARY

529 PARK AVENUE

LAKE PARK, FL 33403



TOWN OF LAKE PARK
CENTENNIAL PHOTO EXHIBIT
RIBBON-CUTTING
CEREMONY

SATURDAY, JUNE 3

12:00 PM - 2:00 PM

LAKE PARK PUBLIC LIBRARY

529 PARK AVENUE

LAKE PARK, FL 33403





Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: May 16, 2023

Originating Department: Special Events

Agenda Title: Centennial Celebration Chili-Cookoff

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

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

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

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: _____

Please initial one:

_____ Yes I have notified everyone

 X Not applicable in this case

Summary Explanation/Background:

The Centennial Celebration Chili-Cookoff will be held on Saturday, July 29 from 10:00 am - 1:00 pm at Town Hall. The event will be a part of the Town's annual Back 2 School Extravaganza. A formal invitation to current and previous Town Mayors and Commissioners will be mailed out invited them to participate in the event. A special Centennial Celebration Chili-Cookoff plaque will be presented to the winner.

Recommended Motion: No motion needed.



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: May 16 , 2023

Originating Department: Special Events

Agenda Title: Centennial Art & Music Festival

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 Flyer, Application and Guidelines

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. The Centennial Celebration Committee Members are asked to reach out to art, craft, food and beverage vendors that may be interested in participating in the event.

Art vendors and craft vendors include any persons who sell original, hand-made or embellished items including, but not limited to, ceramics, graphics, drawings, paintings, jewelry, handbags, clothing, accessories, photographs and sculptures.

Food vendors and beverage vendors include any persons who sell, food and beverage items, including, but not limited to, appetizers, side dishes, soups, salads, main dishes, snacks, desserts, non-alcoholic beverages, liquor, beer and/or wine.

Vendors must submit a vendor application and pay all fees by September 1, 2023. Vendor spots are limited and will be selected on a first come, first served basis. Vendors will be responsible for providing their own tents, tables, chairs signs and other materials needed. Power/electricity will not be provided, however generators are permissible. All vendors must provide the necessary permits, licenses and certificates if insurance as outlined in the vendor guidelines form. Vendor fees are as follows: Art Vendors - \$20.00, Craft Vendors - \$20.00, Food Vendors - \$50.00, Beverage Vendors - \$50.00.

Staff has not received any vendor applications or payments to date.

Staff has created the list below of band options that we believe would be a good fit for the Centennial Art & Music Festival. All of the bands have a performance fee of \$1,200.00 or less. At this time, staff would like feedback from the Committee regarding the chosen bands.

Big Vince & the Phat Cats – Classic Rock and Blues

<https://bigvinceandthephatcats.com/>

<https://www.facebook.com/Big-Vince-and-the-phat-cats-134055224095987>

Neverglades – Top 40s and Classic Rock

<https://www.facebook.com/Neverglades/>

The VAM Band – Pop/Top 40, Soul and R&B

<http://vamband.com/>

<https://www.facebook.com/theVAMband/>

Wonderama – Top 40s

<https://wonderamaentertainment.com/>

<https://www.facebook.com/Wonderamaband/>

Whisky Sixx – Country

<https://www.whiskysixband.com/>

<https://www.facebook.com/whiskysixband>

PRATO Band – Reggae Rock

<https://pratoband.com/>

<https://www.facebook.com/PRATOofficial>

On The Roxx – Rock, Pop Top 40s

<https://www.ontheroxxband.com/on-the-roxx>

<https://www.facebook.com/OnTheRoxxBand/>

Recommended Motion: No motion needed.



DESCRIPTION OF EVENT

- The Centennial Art & Music Festival will be held on Saturday, September 23 from 11:00 am – 5:00 pm in downtown Lake Park.

APPLICATION SUBMISSION

- All vendors must fill out and sign a Centennial Art & Music Festival Vendor Application.
- Please submit completed applications to:
Town of Lake Park Special Events Department
535 Park Avenue, Lake Park, FL 33403
Email: specialevents@lakeparkflorida.gov

FEES / PAYMENTS

- **FOOD - \$50.00 PER VENDOR**
- **ARTS/CRAFTS - \$20.00 PER VENDOR**
- All fees are non-refundable and must be paid in full prior to occupying booth space.
- All payments and supporting documentation must be received before the vendor application will be processed.
- Acceptable forms of payment include cash, check, debit card, credit card or electronic check.
- All debit card, credit card and electronic check payments will be assessed a 3% processing fee.
- Payments can be made in person at Town Hall (535 Park Avenue, Lake Park) or online at www.lakeparkflorida.gov/government/departments/finance-department by selecting all other online payments.
- If paying online, please select the following prompts:
PAYMENT TYPE: Please select All Other Payments
INVOICE NUMBER: Please use Centennial Art & Music
- Checks must be made payable to the “Town of Lake Park” and dated before the application deadline.

VENDOR GUIDELINES

- All vendor applications, fees and supporting documents are due by Friday, September 1, 2023.

- Vendor space is limited, registration is first come, first served.
- Applications must be pre-approved for this event. The Town of Lake Park's Special Events Department reserves the right to refuse any vendor application.
- No art, craft, food, beverage or item of any kind may be sold unless it is listed on the Centennial Art & Music Festival Vendor Application.
- The Town has the right to reject or require the removal of any objectionable items and/or vendors for any reason whatsoever.
- A representative from Palm Beach County Fire Rescue will inspect each vendor space prior to the event. Please make sure that all equipment meets the minimum code requirements.

INSURANCE AND LICENSES

- Vendors are solely responsible for maintaining their compliance with relevant state, local and federal health regulations, codes, licenses and insurance.
- **Food vendors must provide a valid copy of their business license and are required to maintain a general liability insurance policy with a minimum coverage of \$1 million per occurrence and \$2 million general aggregate.**
- **Food and beverage vendors must provide current certificates of insurance (i.e. date issued not more than 30 days prior to the date of the event) naming the Town of Lake Park as the Certificate Holder and Additional Insured.**
Town of Lake Park
535 Park Avenue
Lake Park, FL 33403
- All vendors serving alcohol must provide liquor liability coverage.
- Food trucks must provide a copy of their Palm Beach County Business Tax Receipt, Auto Liability Coverage and Palm Beach County Fire Safety Inspection Report (see below).
- Per the Fire Marshal, all food trucks that produce a **grease laden vapor, use gas tanks, or have a suppression system** are required to provide a current fire safety inspection report conducted by Palm Beach County Fire Rescue. The report is considered expired one year after the inspection has been conducted.
Please contact (561) 233-0050 to schedule your inspection if you have not had a fire safety inspection or if yours has expired.
The food truck will have to be brought to the inspection site located at 2300 N Jog Road, WPB FL 33411 and the cost of the inspection is \$110.

VENDOR SPACE/ASSIGNMENT

- Vendors cannot request space locations. Vendor locations will be determined by the Special Events Department.
- Power / Electricity will not be provided at this event, however generators are permitted.

- Vendors are responsible for leaving their assigned space in the condition that it was originally received i.e. removal of all debris such as boxes and trash.

Item 6.

SET UP/ BREAKDOWN

- Set-up will begin at 6:00 am on the day of the event.
- Vendors are not permitted to breakdown until the event ends, unless otherwise permitted by the authorized employee of The Town of Lake Park.
- Vendor shall be responsible for providing all equipment and supplies required to operate its space on the Lake Park site, including carts to carry items to and from vehicles, ice, tables, chairs, tents, signage, presentation/display materials, extension cords, etc.
- Vendors must be ready and operational for this event from the start time to the ending time of this event.

VENDOR PARKING

- Vendors must park in the designated vendor parking area only. Vendors are not permitted to park in the public spaces during the event hours. Vendors violating these parking rules may be towed at their own expense or banned from being a vendor at the event.

CANCELLATION

- The Town of Lake Park will contact all vendors by 5:00 pm the day prior to the event if it is found that there is a 70 percent chance of severe thunderstorms including lightning, high winds, or continuous rain in the area in which the event is to be held. Such cancellation shall result in no cost to the Town.
- If for an unforeseen circumstances a vendor must cancel its attendance at an event, the vendor must notify the event organizer no later than noon on the day of the event. Notification of a cancellation is necessary in order for the event to be adjusted to accommodate the overall success of the event. A “no-show” vendor will result in exclusion of that vendor from participation in future events.

**For more information please call the
Town of Lake Park Special Events Department at 561-840-0160,
email specialevents@lakeparkflorida.gov or visit www.lakeparkflorida.gov.**



VENDOR APPLICATION

BUSINESS / ORGANIZATION NAME _____

OWNER / CONTACT NAME _____

ADDRESS _____

CITY _____ **STATE** _____ **ZIP** _____

PHONE NUMBER _____ **CELL NUMBER** _____

EMAIL _____

EMERGENCY CONTACT _____ **NUMBER** _____

DETAILED DESCRIPTION OF PRODUCTS / ITEMS TO BE SOLD (Description of art, craft, food and/or beverage items and equipment used. Food vendors must submit a separate menu of items to be served along with this completed application form).

VENDOR TYPE (Please circle all that apply): **ART** **CRAFT** **FOOD** **BEVERAGE** **ALCOHOL**

PAYMENT (Please circle one): **CASH** **CHECK** **MONEY ORDER** **CREDIT CARD**

WAIVER AND RELEASE

Vendor recognizes there are inherent risks in all special events and/or programs and agrees to assume the full risk of any injuries, damages or loss regardless of severity that it may sustain as a result of participating in any and all activities connected with or associated with such special events/program(s). Vendor agrees to waive and relinquish all claims it may have as a result of participating in the special event/program, against the Town of Lake Park (or Town of Lake Park CRA), it's elected and appointed officials, employees, volunteers, consultants, and agents. Vendor does hereby fully release and discharge the Town (or Town of Lake Park CRA) and their officers, agents, servants and employees from any and all claims from injuries, damages or loss which I may have or accrue to arising out of, connected with, or in any way associated with the activities. Vendor acknowledges full responsibility for its products and activities at the event and for those actions of persons assisting them. Vendor agrees to defend, hold harmless and indemnify the Town of Lake Park, and the event organizers from any lawsuits, claims and/or other actions which arise from Vendor's product or conduct. All vendors must refrain from smoking. Gloves must be worn while handling food. In the event of any emergency, Vendor authorizes Town officials to secure from any licensed hospital, physician and /or medical personnel any treatment deemed necessary for my immediate care and agree that Vendor will be responsible for payment of any and all medical services rendered. Online and fax waiver signatures received for special events/program applications forms are considered as good as an original document for legal purposes. Vendor grants permission to Town of Lake Park and its agents and employees the irrevocable and unrestricted right to reproduce the photographs and/or video images taken of the Vendor, or members of their staff, for the purpose of publication, promotion, illustration, advertising, or trade, in any manner or in any medium. Vendor releases Town of Lake Park and its legal representatives for all claims and liability relating to said images or video. Vendor hereby acknowledges that it has read and fully understands the above program details, waiver and release of all claims and permission to secure treatment and execute this waiver and with all releases voluntarily.

Vendor Signature: _____ **Date:** _____



VENDORS WANTED

CENTENNIAL

ART & MUSIC

FESTIVAL

The Town of Lake Park is looking for art, craft, food and beverage vendors to participate in the Centennial Art & Music Festival on Saturday, September 23 from 11:00 AM to 5:00 PM in downtown Lake Park.

Art vendors and craft vendors include any persons who sell original, hand-made or embellished items including, but not limited to, ceramics, graphics, drawings, paintings, jewelry, handbags, clothing, accessories, photographs, and sculptures.

Food vendors and beverage vendors include any persons who sell, food and beverage items, including, but not limited to, appetizers, side dishes, soups, salads, main dishes, snacks, desserts, non-alcoholic beverages, liquor, beer and/or wine.

Vendors must submit a vendor application and pay all fees by September 1, 2023. Vendor spots are limited and will be selected on a first come, first served basis. Vendors will be responsible for providing their own tents, tables, chairs, signs and other materials needed. Power/electricity will not be provided. All vendors must provide the necessary permits, licenses and certificates of insurance, as outlined on the vendor application.

For more information and to obtain a vendor application please contact the Special Events Department at 561-840-0160, email speialevents@lakeparkflorida.gov, or visit us online at www.lakeparkflorida.gov.





Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: May 16, 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 Invitation

Centennial Gala Ticket

Please initial one:

_____ Yes I have notified everyone

 X Not applicable in this case

Summary Explanation/Background:

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. This event will also serve as the unveiling of the Town of Lake Park Centennial Commemorative Book. Staff is currently working on a Request for Quotes for the event food, drinks and service. Once a caterer is selected we will present various menu options to the committee. Staff has created the list below of band options that we believe would be a good fit for the Centennial Celebration Gala. All of the bands have a performance fee of \$2,000.00 or less. At this time, staff would like feedback from the Committee regarding the chosen bands.

Memory Lane Band – Old School R&B, Funk and Disco

<http://www.memorylanefl.com/index.html>

<https://www.facebook.com/arnold.carter.338>

Derek Mack Band – R&B, Soul and Funk<https://derekmackband.com/><https://www.facebook.com/thederekmackband/>**The Valerie Tyson Band – Top 40s, Classic Rock, R&B**<https://valerietysonband.com/>[https://www.facebook.com/valerietysonband/info/?tab=page info](https://www.facebook.com/valerietysonband/info/?tab=page_info)**The VAM Band – Pop/Top 40, Soul and R&B**<http://vamband.com/><https://www.facebook.com/theVAMband/>**Wonderama – Top 40s**<https://wonderamaentertainment.com/><https://www.facebook.com/Wonderamaband/>

Recommended Motion: No motion needed.

**CENTENNIAL CELEBRATION GALA
TICKET LIST**

Item 7.

	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	Mr.	John	D'Agostino	Town of Lake Park
15	Mrs.	Cathy	D'Agostino	Guest
16	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
17	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
18	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
19	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
20	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
21	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
22	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
23	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
24	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
25	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
26	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
27	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
28	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
29	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
30	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
31	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
32	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
33	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
34	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
35	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
36	Mr.	Peter	Baytarian	Nautilus 220 / Forest Development
37	Ms.	Sheryle	Hartwell	Raffle Winner
38	Ms.	Sheryle	Hartwell	Raffle Winner
39	Ms.	Lori	Kaufman	Raffle Winner
40	Ms.	Lori	Kaufman	Raffle Winner



Item 7.

TOWN OF LAKE PARK
CENTENNIAL CELEBRATION

Gala

SATURDAY, OCTOBER 14

6:00 PM - 11:00 PM

MIRROR BALLROOM

535 PARK AVENUE
LAKE PARK, FL 33403

TICKETS \$100.00 PER PERSON

SEMI-FORMAL ATTIRE
DINNER, DANCING
AND LIVE ENTERTAINMENT

TO PURCHASE TICKETS VISIT
WWW.LAKEPARKFLORIDA.GOV,
CALL 561-840-0160 OR EMAIL
SPECIALEVENTS@LAKEPARKFLORIDA.GOV



TOWN OF LAKE PARK
CENTENNIAL CELEBRATION

Gala Ticket

SATURDAY, OCTOBER 14, 2023
6:00 PM - 11:00 PM

MIRROR BALLROOM
535 PARK AVENUE
LAKE PARK, FL 33403

SEMI-FORMAL ATTIRE
DINNER, DANCING
AND LIVE ENTERTAINMENT