



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Agenda

Tuesday, June 20, 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. Centennial Celebration Committee Meeting Minutes - June 6, 2023
2. Centennial Celebration Committee Meeting Minutes - May 16, 2023

NEW BUSINESS:

3. Centennial Celebration Chili Cook-off Update
4. Centennial Art & Music Festival Discussion
5. Centennial Celebration Gala Discussion
6. Centennial Celebration Committee Future Meeting Dates

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 July 18, 2023



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Minutes

Tuesday, June 06, 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

6:30 P.M.

PLEDGE OF ALLEGIANCE

Commissioner/Chair Linden led the pledge.

CONSENT AGENDA:

Motion made to approve the Consent Agenda by Commissioner Michaud. Seconded by Committee Member Leduc.

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

1. Centennial Celebration Committee Meeting Minutes - April 19, 2023

NEW BUSINESS:

2. Centennial Art & Music Festival.

Commissioner/Chair explained that there were several guest in attendance. Mr. Jesse Furman, Found of the Rust Market; Carole Pitchney, Vice-President of the Artist of Palm Beach County, and Mary Jane Zapp, President of the Artist of Palm Beach County introduced themselves.

Special Events Director Franks explained that the Centennial Art & Music Festival would be held on Saturday, September 23, 2023 from 11:00 A.M. - 5:00 P.M. in Lake Park's Downtown. Staff has provided the vendor application packet and flyer for the event to the Committee Members as well as the public. Space remains available for vendors to participate. Staff has reached out to all the past Sunset Celebration vendors to make them aware of this event. She explained that the event would be joined with the Rust Market and the Artist of Palm Beach County and they would assist in notifying vendors about the event.

A discussion ensued regarding the Artist of Palm Beach County joining the event as one group or as individual artist. Ms. Pitchney asked if each vendor would have tents. Special Events Director Franks explained that each vendor was responsible for their own tents, chairs, banners, etc. for the event. Ms. Pitchney explained that during past events the Artist of Palm Beach County are represented as one group. The discussion continued with a result that the Artist of Palm Beach County would have a tent in which several artist would take turns greeting visitors, but only have four artist merchandise showcased during the hours of the event. They would not be switching out the merchandise as their members route coverage. Ms. Zapp stated that they would use a 13X13 size tent for the group. It was clarified that individual artist could pay their own fee and have their own 10X10 tents. All tents over 10X10 must have a fire extinguisher in the tent.

Mr. Furman explained the typical Rust Market hours of operation (9:00 a.m. - 2:00 p.m.), however, he would extend it to 5:00 p.m. for this event. He described that the Rust Market was on the 700 block on Park Avenue. He suggested closing Park Avenue for the event. Commissioner/Chair Linden asked Special Events Director Franks for the logistics of the event. Special Events Director Franks explained that they plan on closing Park Avenue between 7th Street and 9th Street. They would begin assigning spaces along the 700 block first and then branching out if it were necessary. She asked if the Committee wanted the vendors on Park Avenue or the back alley because many have asked if the event was along the mural (located in the back alley along the 700 block). Mr. Furman explained that there was no foot traffic along the back alley. Special Events Director Franks stated that the vendors would be set up on the parallel parking spots on Park Avenue.

Each member made suggestions of the placement of the vendors. Special Events Director Franks explained why certain streets need to be open and allow businesses to still have access to their areas.

Vice-Chair Harris Clark asked where the food vendors were being placed. Special Events Director Franks stated that the food vendors would be placed on the green space. Vice-Chair Harris Clark asked where are the vendors parking. Special Events Director Franks explained that vendors would park at Town Hall or another space away from the event to allow for visitors to have space to park.

The Committee discussed the business at 754 Park Avenue and moving the portable fence for the event. Mayor Michaud would speak with the Town Manager.

The Committee discussed food and music vendors. The Committee discussed activities for children.

Special Events Director Franks opened the discussion regarding the sale of alcohol during the event. The Town contracts with a vendor for these services for the Sunset Celebration and she wanted to know if the Committee wished to engage the same vendor. The Committee discussed the vendor, other businesses in the area that sell beer & wine and what would be favorable to the businesses and the public.

Motion made to allow Bonner Mobile Vendor to serve beer & wine, along with alcohol during the Art & Music Festival by Commissioner Michaud, Seconded by Commissioner Taylor.

Voting Yea: Board Member Leduc

Voting Nay: Commissioner/Chair Linden, Board Member Harris Clark.

Committee Member Leduc clarified that the businesses on Park Avenue are not vendors.

PUBLIC COMMENT:

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Commissioner/Chair Linden read a message from Historical Society Member Rick Goodsell who thanked everyone for the Ribbon-Cutting Ceremony at the Library on Saturday, June 3, 2023.

COMMITTEE MEMBER COMMENTS:

Mayor Michaud commented that the ribbon-cutting was very nice and well attended.

Special Events Director Franks explained that she will be out of Town on August 5, 2023.

Committee Member Leduc felt that the Committee made a lot of progress this evening. She was glad to distribute vendor packets and reminded everyone to include the smaller businesses when distributing the packets. She was pleased to have the Artist of Palm Beach County included in the event.

Commissioner Taylor thanked the Special Events Department for the wonderful job putting together the ribbon-cutting at the Library.

Vice-Chair Harris Clark thanked staff for the great job they did on the ribbon-cutting. She asked what was the deadline date to receive artist application for the event. Special Events Director Franks explained that the deadline listed on the application was September 1, 2023. She felt that more vendors need to be notified of the event.

Ms. Pitchney thanked everyone for allowing them to display their art and attend this meeting. Special Events Director Franks invited the Artist of Palm Beach County to participate in the Sunset Celebrations each month by filling out the event form.

Ms. Zapp thanked everyone for allowing them to participate in this meeting. She stated that they have many contacts with other groups that they would notify about this event. She was disappointed and confused that there was little to no plans to engage children at this event. She agreed with having children perform on stage while the bands take breaks. She felt this was an opportunity to have activities for children. She was excited for the joint Rust Market, Lake Park event. She felt that 11:00 a.m. was too late to start an event. She looked forward to the event.

Commissioner/Chair Linden thanked Special Events Director Franks for the shirts. He told the story of a vehicle he saw for the holiday celebration.

ADJOURNMENT:

Motion made to adjourn at 8:42 P.M. by Mayor Michaud. Seconded by Board Member Leduc.

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

FUTURE MEETING DATE: The next scheduled Centennial Celebration Committee will be conducted on June 20, 2023.



TOWN OF LAKE PARK
PUBLIC COMMENT CARD

Item 1.

MEETING DATE: 06-06-23

Cards must be submitted before the item is discussed!!

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

Name: RICK GOODSELL

Address: 410 PINTH ST

If you are interested in receiving Town information through Email, please
provide your E-mail address: OTALIVERIA@AOL.COM

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

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

THANK YOU & CONGRATULATION FOR
SUPER RIBBON CUTTING

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.



Item 1.

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.





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.

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.**

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Town of Lake Park, Florida

Centennial Celebration Committee Meeting Minutes

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
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 Roger Michaud

Commissioner Mary-Beth Taylor

Board Member Evelyn Harris Clark

Board Member Patricia Leduc

PLEDGE OF ALLEGIANCE

Commissioner/Chair Linden

CONSENT AGENDA:

1. March 21, 2023 Centennial Celebration Committee Meeting Minutes
 Motion made to approve the Consent Agenda by Board Member Leduc, Seconded by Commissioner Taylor.
 Voting Yea: Commissioner/Chair Linden

NEW BUSINESS:

2. Centennial Celebration Sponsorship Update
 Special Events Director Franks explained the donations. She asked the Committee to reach out to vendors for In-Kind donations instead of monetary donations. She asked the Committee to stick to the budgeted items and not add anything further so that we do not go over budget. Commissioner/Chair Linden asked for an accounting of the budget.
3. Centennial Light Pole Banners Update
 Special Events Director Franks explained that the banner would be installed in two phases. The first phase would be on May 24, 2023 and the second would be June 5, 2023. Vice-Chair Harris Clark as if the banner could go back up after the holiday season. Special Events Director Franks explained that the Art District banner would be reinstalled after the holidays. Commissioner Taylor suggested providing the historical properties with the banners. Committee Member Leduc suggested hanging them in Town Hall. Mayor Michaud suggested hanging them on all Town owned facilities. The Committee came up with several other suggestions of where to hang the banners next year.
4. Centennial Exhibit Ribbon-Cutting Ceremony Update
 Special Events Director Franks explained that registrations were requested for the events and none have been received. The event is June 3, 2023. She asked the Committee to reach out to members of the community and remind them to register. She explained that the photos would be printed by the end of next week. The event banners would be going up over the next two weeks. Commissioner/Chair Linden explained that the Historical Society would like to know which pictures are being printed and the explanation of each photo as well. Special Events Director Franks stated that she would have that information to Commissioner/Chair Linden by Monday. Commissioner/Chair Linden explained that the mailing received at his home did not contain the Centennial information. He asked if any other mailers were going out. Special Events Director Franks was not aware of any other mailers, but would ask the departments heads.

5. Centennial Celebration Chili-Cookoff
Special Events Director Franks explained that this event would be combined with the Back-to-School event in Town Hall. She asked if any members of the Committee were participating. Committee Members asked how the event was held. Mayor Michaud explained how the event was handled in the past.
6. Centennial Art & Music Festival
Special Events Director Franks explained if anyone was interested in taking packets with them they are available in the Chamber. She explained the event fees associated with the application. She asked for guidance on the type of music to be performed during the event. She reviewed the list of previous bands that performed at Sunset Celebrations over the past few years. The Committee discussed the type of music to have play and the amount of bands. Special Events Director Franks would speak with the Rust Market coordinator to discuss additional logistics for the day. Commissioner/Chair Linden asked that he be invited to the next meeting. The Committee agreed on a total of three 80' type bands.
7. Centennial Celebration Gala
Special Events Director Franks explained the item. The Committee decided to have the list of former Commissioners and Mayors presented at the next meeting.

PUBLIC COMMENT:

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None

COMMITTEE MEMBER COMMENTS:

Special Events Director Franks asked that the Committee review the list of bands and let her know which bands interest them by the next meeting.

Committee Member Leduc spoke of reaching out to local vendors to invite them to participate in the Town's events.

Mayor Michaud provided Special Events Franks with the list of municipalities. He has reached out to the Rust Market coordinator. This was the home stretch.

Vice-Chair Harris Clark will not be in attendance at the next meeting and request a Zoom initiation so that she can participate.

Commissioner/Chair Linden asked for his Centennial shirt. He asked if there was something going on at the next Sunset Celebration event. Special Events Director Franks stated that there was nothing planned at the summer Sunset Celebration. She suggested that they discontinue attendance at the events and limit

the purchase of new items and only purchase items for the Gala. She suggested selling items at the Art & Music Festival. Committee Member Leduc suggested that they promote the Ribbon-Cutting at the next Sunset Celebration.

ADJOURNMENT:

8:06 P.M.

FUTURE MEETING DATE: The next scheduled Centennial Celebration Committee will be conducted on Month, D, 20YY.



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: June 20, 2023

Originating Department: Special Events

Agenda Title: Centennial Celebration Chili Cook-off Update

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 Cook-off 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. The attached invitation will be sent to the list of current and former Town Mayors and Commissioners that currently live in Lake Park. A special Centennial Celebration Chili Cook-off plaque will be presented to the winner.

Recommended Motion: No motion needed.

**CURRENT AND FORMER TOWN OF LAKE PARK MAYORS AND COMMISSIONERS
(LIVING IN LAKE PARK)**

Item 3.

FIRST NAME	LAST NAME	ADDRESS	CITY	ST	ZIP
Paul	Castro	230 E Ilex Drive	Lake Park	FL	33403
James	Dubois	516 Sabal Palm Drive	Lake Park	FL	33403
Erin	Flaherty	639 Evergreen Drive	Lake Park	FL	33403
Kimberly	Glas-Castro	230 E Ilex Drive	Lake Park	FL	33403
Steven	Hockman	638 Flagler Boulevard	Lake Park	FL	33403
John	Linden	568 E Redwood Drive	Lake Park	FL	33403
Anne	Lynch	349 Bayberry Drive	Lake Park	FL	33403
Roger	Michaud	355 E Ilex Drive	Lake Park	FL	33403
Michael	O'Rourke	233 1/2 Park Avenue	Lake Park	FL	33403
Patricia	Osterman	1451 Flager Boulevard	Lake Park	FL	33403
Kathleen	Rapoza	801 Lake Shore Drive, Unit 114	Lake Park	FL	33403
Mary Beth	Taylor	209 Park Avenue	Lake Park	FL	33403
Judith	Thomas	204 E Jasmine Drive	Lake Park	FL	33403



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: June 20, 2023

Originating Department: Special Events

Agenda Title: Centennial Art & Music Festival Discussion

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 Packet

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. Staff would like to discuss the recruitment of vendors, vendor guidelines and committee expectations.

Recommended Motion: No motion needed.



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.





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 4.

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.**



Item 4.

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: _____



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: June 20, 2023

Originating Department: Special Events

Agenda Title: Centennial Celebration Gala Discussion

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

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

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

Advertised: _____

Date: _____ **Newspaper:** _____

Attachments: Centennial Gala Ticket List

Town of Lake Park List of Mayors and Commissioners

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. The Mirror Ballroom has a limited capacity of 100 guests. At this time, staff would like the committee to discuss how many free tickets will be provided for the event.

Recommended Motion: No motion needed.

**CURRENT AND FORMER TOWN OF LAKE PARK MAYORS AND COMMISSIONERS
(LIVING IN LAKE PARK)**

Item 5.

FIRST NAME	LAST NAME	ADDRESS	CITY	ST	ZIP
Paul	Castro	230 E Ilex Drive	Lake Park	FL	33403
James	Dubois	516 Sabal Palm Drive	Lake Park	FL	33403
Erin	Flaherty	639 Evergreen Drive	Lake Park	FL	33403
Kimberly	Glas-Castro	230 E Ilex Drive	Lake Park	FL	33403
Steven	Hockman	638 Flagler Boulevard	Lake Park	FL	33403
John	Linden	568 E Redwood Drive	Lake Park	FL	33403
Anne	Lynch	349 Bayberry Drive	Lake Park	FL	33403
Roger	Michaud	355 E Ilex Drive	Lake Park	FL	33403
Michael	O'Rourke	233 1/2 Park Avenue	Lake Park	FL	33403
Patricia	Osterman	1451 Flager Boulevard	Lake Park	FL	33403
Kathleen	Rapoza	801 Lake Shore Drive, Unit 114	Lake Park	FL	33403
Mary Beth	Taylor	209 Park Avenue	Lake Park	FL	33403
Judith	Thomas	204 E Jasmine Drive	Lake Park	FL	33403



Town of Lake Park Centennial Celebration Committee

Agenda Request Form

Meeting Date: June 20, 2023

Originating Department: Special Events

Agenda Title: Centennial Celebration Committee Future Meeting Dates

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 Committee Future Meeting Dates:

- July 18, 2023
- August 15, 2023
- September 19, 2023
- October 3, 2023
- November 7, 2023
- December 5, 2023

Recommended Motion: No motion needed.

