



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Agenda

Wednesday, November 08, 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 - October 3, 2023

NEW BUSINESS:

2. Centennial Celebration Time Capsule Ceremony
3. Centennial Celebration Festival

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 December 5, 2023.



Town of Lake Park, Florida

Centennial Celebration Committee Meeting Minutes

Tuesday, October 03, 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

Committee Member Patricia Leduc

CONSENT AGENDA:

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

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

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

NEW BUSINESS:

2. Centennial Celebration Gala.
Special Events Director Riunite Franks explained that there were a total of 45 tickets sold or given away for the Gala. The Committee discussed who was being charged for tickets and who was receiving them for free. They also discussed not charging the guest of members of the Committee \$100 for their tickets. Special Event Director Franks asked how the Committee would like to proceed with the remaining tickets.

Motion made to offer 2-tickets for any Town employees that wanted to attend the Gala, up to a total of 10-tickets made by Commissioner Taylor. Seconded by Mayor Michaud.

Special Events Director Franks reviewed the program for the Gala. Vice-Chair Harris Clark had questions regarding the program and the presentation of the cake. After some discussion, the Committee made changes to the program and decided to have the “Cake Presentation” following the Mayor and Town Manager Remarks.

Public Comment:

Jo Porter, owner of the Brew House Gallery, asked the Committee to consider gifting some tickets to those sponsors in the lower tier, such as \$250 and \$500 before raffling them away.

She suggested that the Committee seek the assistance of the caterer on the program for the Gala. Lastly, she asked what time the time capsule would be opened and how that event would affect the businesses on Park Avenue.

The Committee discussed the time capsule ceremony as their next agenda item.

Motion made to offer the eight sponsors two tickets each to the Gala and raffle two tickets for those Town employees that would like to attend by Commissioner Taylor, Seconded by Mayor Michaud.

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

3. Centennial Celebration Time Capsule Ceremony Discussion.

Special Events Director Franks explained the time capsule ceremony and asked the Committee to review the suggested items on the list to be placed into the next time capsule. The Committee made the following suggestions:

- Remove the Marina rates and Town staff contact list.

The Committee asked that the following be added:

- Pictures of entry ways to Town
- Pictures of staff removing the items from the clock tower.

Public Comment:

Rick Goodsell, 419 9th Street suggested having pictures of structures that were here in 1923 photographed and a picture of the structure now to show how it has changed over the years. He explained that they could not open a bottle that was in the Lake Park Elementary time capsule. He suggested that if some type of beverage were stored in the time capsule that they include an opener. He encouraged everyone visit the Nautilus 220 model.

4. Centennial Celebration Festival Update.

Special Events Director Franks explained that the Commission will consider a fire works contract during the next Regular Commission meeting. As a result they would not be able to discuss much about that Request for Qualifications for fireworks or the contract. She stated that the Committee could discuss the event.

Special Events Director Franks explained that the Commission asked that Lake Shore Park be remained Kelsey Park. A Resolution would be forthcoming to the Commission for that action to take affect.

Commissioner/Chair Linden explained that Lake Park Elementary would like to display their time capsule items next to the Town's time capsule items at the final event. He notified Lake Park Elementary that it would be okay. He explained that they would only need a table and maybe a tent.

Committee Member Leduc stated that the Suncoast High School Band was at the Lake Park Elementary Centennial Event and they were wonderful. She asked if they could invite the Seacoast High School Band and "Steppers" to perform at the final event.

Motion made to have Special Events Director Franks invite and introduce the Seacoast High School Band to the stage, because she is an alumni of Seacoast High School, by Commissioner Taylor. Seconded by Vice-Chair Harris Clark. All members of the Committee voted: Aye

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:

Vice-Chair Harris Clark asked if the Town received any feedback after the Arts & Music Festival. The Committee shared the feedback they received.

Mayor Michaud stated that it was wonderful and everyone had a great time. He was asked if the festival would be put on yearly. He stated that it was a success, with only minor issues that were immediately addressed. Overall it was great.

Commissioner Taylor had one resident that was upset because they were confused that the Town was having an event and they did not know about the event because of the lack of communication to the residents from the Town.

Committee Member Leduc stated that the road closure issue was concerning and glad that it was resolved fairly quickly. She heard that a vendor that was selling food was placed in front of one of our restaurants. The restaurant owner felt they could have had more business that day if that vendor would have been placed elsewhere. She suggested that the placement of vendors be reevaluated during events. She suggested that restrooms be placed at both ends of the event, so vendors do not need to go to far to use the restroom. She enjoyed the event and vendors were glad.

Vice-Chair Harris Clark received positive feedback. She only received one negative feedback, which was the one she brought to Commissioner Taylor. She went back out the evening of the event to see if people were still around and she was told that during the event the businesses were busy, but after the event everything was quiet. She suggested a multicultural board be established to work on putting together the multicultural festival.

Commissioner/Chair Linden stated that it was a great event. He suggested better parking signage in the future. He stated that the music was too loud. Vendors were surprised that there was a low turnout. He stated that the businesses could have stepped up their advertisement of the event. He explained that the roads were closed due to an error on the part of the barricade company.

Commissioner Taylor was glad to see the sidewalks cleaned.

Vice-Chair Harris Clark asked that the vendors be polled to get their feedback. Special Events Director Franks explained that she did not plan on doing a poll. She had good feedback from vendors. She explained that they accepted vendor application up until the night before the event. She hesitated placing vendors past 8th Street because she did not want people to walk to far. The vendors that were near the kids' area (8th and Park Avenue) were geared to kids.

She explained that the parking signs were out, but people will do whatever they want to do. She stated that the parking lots in the area were full early in the day.

The Committee were hopeful that this would become a yearly event.

ADJOURNMENT:

8:33 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, Commissioner Taylor, Board Member Leduc

FUTURE MEETING DATE: The next scheduled Centennial Celebration Committee will be conducted on November 7, 2023.

Chair/Commissioner, John Linden

Town Seal

Town Clerk, Vivian Mendez, MMC

Deputy Town Clerk, Laura Weidgans

Approved on this _____ of _____, 2023



TOWN OF LAKE PARK
PUBLIC COMMENT CARD

Item 1.

MEETING DATE: 10/3/23

Cards must be submitted before the item is discussed!!
*****Three (3) minute limitation on all comments**

Name: Jo Porter
Address: 139 EVERGREEN DR

If you are interested in receiving Town information through Email, please provide your E-mail address: ajomama@gmail.com

I would like to make comments on the following Agenda Item:
- ART & MUSIC EVENT.
- GALA.
- TIME CHASEL

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

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
PUBLIC COMMENT CARD

Item 1.

MEETING DATE: 10-3-20

Cards must be submitted before the item is discussed!!
*****Three (3) minute limitation on all comments**

Name: RICK GOODSELL

Address: _____

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:
CAPSULE ITEMS

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: November 8, 2023

Originating Department: Special Events

Agenda Title: Centennial Celebration Time Capsule Ceremony

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

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

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

Advertised:

Date: _____ **Newspaper:** _____

Attachments: Centennial Celebration Time Capsule Ceremony Flyer

Centennial Celebration Time Capsule Ceremony Items

Please initial one:

_____ Yes I have notified everyone

 X Not applicable in this case

Summary Explanation/Background:

EVENT LOGISTICS

The Centennial Celebration Time Capsule Ceremony will take place on Thursday, November 16 at 4:00 pm in the Commission Chambers. The time capsule will travel from the Clock Tower to Town Hall and will be opened in the Commission Chambers. After the opening and viewing of the contents, the Centennial Celebration Committee will discuss the contents of the new time capsule.

PHOTOGRAPHY & VIDEOGRAPHY

The Town Commission and Centennial Celebration Committee will meet at 3:30 pm to take photos in front of the Clock Tower located at Park Avenue and 7th Street. Guerrier Films, Inc will be onsite to take the photos and videos. They will also video the time capsule as it travels from the Clock Tower to Town Hall.

FOREST DEVELOPMENT/NAUTILUS 220

Peter Baytarian and other staff members from Forest Development/Nautilus 220 will attend the event. Peter will present their selected item to be place in the new time capsule.

LIST OF ITEMS

The list of items that will be included in the new time capsule is attached.

FOOD

Sabatino's Catering will provide a dessert display for the event. Items include cookies, brownies, Italian pastries, chocolate covered strawberries, cheesecake, dessert shooters and coffee.

DECORATIONS

We have rented a red carpet with stanchions and balloon columns to be places outside of the Commission Chamber.

ENTERTAINMENT

After the last meeting, staff reached out to several schools regarding their bands participating in the event. However, most bands will be traveling to Orlando, FL to participate in the Florida Classic. Are there any other entertainment suggestions?

POST EVENT INFORMATION

The items from the 75th Anniversary time capsule and the new items will be on display at the Centennial Celebration Festival on Saturday, November 18. The Public Works Department will bury the new time capsule following the event. At this time, staff would like the committee to discuss possible items to be placed in the new time capsule.

Recommended Motion: No motion required.

CENTENNIAL CELEBRATION TIME CAPSULE CEREMONY

Item 2.



THURSDAY, NOVEMBER 16, 2023
4:00 PM - 6:00 PM
TOWN HALL
535 PARK AVENUE
LAKE PARK, FL 33403

The Centennial Celebration Committee and the Lake Park Historical Society invite you to join us as we unveil the Town's 75TH Anniversary Time Capsule that was buried at the Clock Tower on Park Avenue in 1998. The contents of the time capsule will be displayed in the Commission Chamber located in Town Hall. The Centennial Committee will reveal the items that will be placed in the new time capsule to be buried this year as part of the Town's anniversary. Please contact the Special Events Department at 561-840-0160 or specialevents@lakeparkflorida.gov for more information.

SUGGESTED ITEMS FOR TIME CAPSULE

Item 2.

ITEMS
CENTENNIAL COMMEMORATIVE BOOK
CENTENNIAL GALA PROGRAM BOOK
CENTENNIAL KEEPSAKES
CENTENNIAL HISTORICAL TOUR BOOKLET
CENTENNIAL LIST OF EVENTS
LIST OF CENTENNIAL SPONSORS
INFORMATION ABOUT NAUTILUS 220
PHOTO FROM NAUTILUS 220
PHOTO OF TOWN COMMISSION
PHOTO OF TOWN STAFF
TOWN NEWSLETTER FOR NOVEMBER 2023
USB WITH PHOTOS & VIDEOS OF CENTENNIAL EVENTS
NEWSPAPER FROM NOVEMBER 18, 2023
LETTER FROM THE MAYOR
INFORMATION FROM LAKE PARK ELEMENTARY CENTENNIAL EVENT



Town of Lake Park
Centennial Celebration Committee

Agenda Request Form

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

Approved by Town Manager: _____ Date: _____

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

Advertised:
Date: _____ Newspaper: _____

Attachments: Centennial Celebration Festival Flyer
Centennial Celebration Festival Vendor Packet

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

Summary Explanation/Background:

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

LAKE SHORE PARK NAME CHANGE

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

FIREWORKS DISPLAY

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

LIVE ENTERTIANMENT

The live entertainment will be as follows:

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

STAGE, SOUND & LIGHTING

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

VENDORS

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

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

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

GAMES & ACTIVITIES

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

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

TENTS

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

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

ALCOHOL

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

SPONSOR T-SHIRTS

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

SPONSOR PLAQUES

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

TRANSPORTATION

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

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

VIP LANYARDS

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

Recommended Motion: No motion needed.



THE CENTENNIAL CELEBRATION
COMMITTEE AND
FOREST DEVELOPMENT / NAUTILUS 220
INVITE YOU TO THE

CENTENNIAL CELEBRATION FESTIVAL

SATURDAY, NOVEMBER 18, 2023
3:00 PM - 9:00 PM
KELSEY PARK

FIREWORKS, LIVE PERFORMANCES
ART, CRAFT, FOOD & BEVERAGE VENDORS
KIDS ZONE, GAMES, ACTIVITIES
FREE ADMISSION & PARKING

FOR MORE INFORMATION AND TO BECOME A VENDOR
OR VOLUNTEER CONTACT THE SPECIAL EVENTS
DEPARTMENT AT 561-840-0160 OR EMAIL
SPECIALEVENTS@LAKEPARKFLORIDA.GOV



FOREST
DEVELOPMENT

NAUTILUS 220

LUXE WATERFRONT RESIDENCES





VENDORS WANTED CENTENNIAL CELEBRATION FESTIVAL

The Town of Lake Park is looking for vendors to participate in the Centennial Celebration Festival on Saturday, November 18, 2023 from 3:00 PM to 9:00 PM in Kelsey Park.

Vendors shall be individuals or businesses that sell (or provide free) products and/or services.

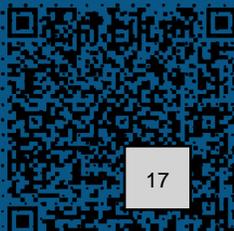
Vendors must submit a vendor application and pay all fees by November 13, 2023. Vendor spots are limited and will be selected on a first come, first served basis.

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 in the vendor application.

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

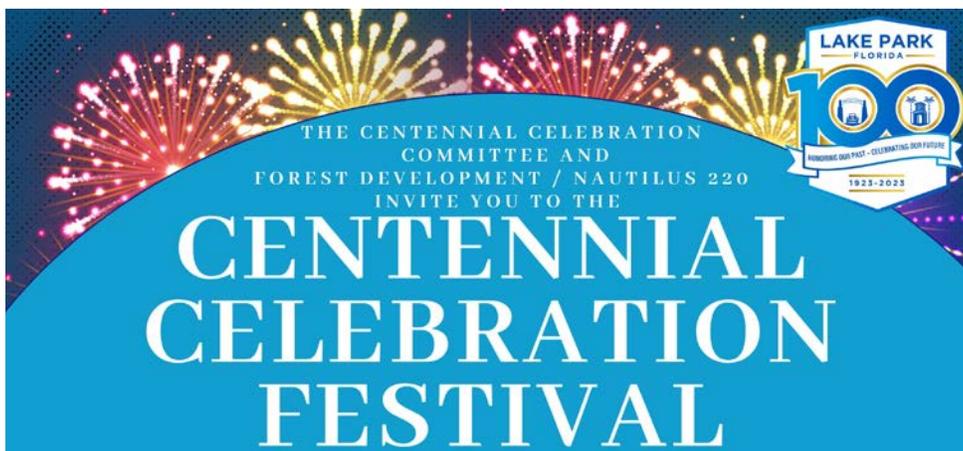
VENDOR TYPE (Please circle all that apply): **ART** **CRAFT** **FOOD** **BEVERAGE** **ALCOHOL**

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:** _____



VENDOR GUIDELINES

DESCRIPTION OF EVENT

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

APPLICATION SUBMISSION

- All vendors must fill out and sign a Centennial Celebration 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 Celebration Festival
- 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 Monday, November 15. Item 3.
- 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 Celebration 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 11:00 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.**



THE CENTENNIAL CELEBRATION
COMMITTEE AND
FOREST DEVELOPMENT / NAUTILUS 220
INVITE YOU TO THE

CENTENNIAL CELEBRATION FESTIVAL

SATURDAY, NOVEMBER 18, 2023
3:00 PM - 9:00 PM
KELSEY PARK

FIREWORKS, LIVE PERFORMANCES
ART, CRAFT, FOOD & BEVERAGE VENDORS
KIDS ZONE, GAMES, ACTIVITIES
FREE ADMISSION & PARKING

FOR MORE INFORMATION AND TO BECOME A VENDOR
OR VOLUNTEER CONTACT THE SPECIAL EVENTS
DEPARTMENT AT 561-840-0160 OR EMAIL
SPECIALEVENTS@LAKEPARKFLORIDA.GOV



NAUTILUS 220
LUXE WATERFRONT RESIDENCES

