



0 -14-11 P04:43 IN
AGENDA ITEM REQUEST FORM

Item No. 9e

MUNICIPAL SERVICES

Department Submitting Request

DON PRINCE

Dept Head's Signature

REGULAR
COMMISSION MTG
Meeting Dates - 7:00 PM

DEADLINE TO
Town Clerk

ROUNDTABLE
MEETING
Meeting Dates - 7:00 PM

DEADLINE TO
Town Clerk

- Nov 9, 2010
- Dec 7, 2010
- Jan 25, 2011
- Feb 22, 2011
- Mar 22, 2011

- Oct 29 (5:00 pm)
- Nov 30 (5:00 pm)
- Jan 14 (5:00 pm)
- Feb 11 (5:00 pm)
- Mar 11 (5:00 pm)

- Nov 22, 2010
- Dec 14, 2010
- Jan 11, 2011
- Feb 8, 2011
- Mar 8, 2011

- Nov 12 (5:00 pm)
- Dec 3 (5:00 pm)
- Dec 30 (5:00 pm)
- Jan 28 (5:00 pm)
- Feb 25 (5:00 pm)

***Subject to Change**

- | | | | |
|---------------------------------------|---|---|---------------------------------------|
| <input type="checkbox"/> Presentation | <input type="checkbox"/> Reports | <input checked="" type="checkbox"/> Consent | <input type="checkbox"/> Ordinance |
| <input type="checkbox"/> Resolution | <input type="checkbox"/> Quasi Judicial | <input type="checkbox"/> Old Business | <input type="checkbox"/> New Business |

SUBJECT TITLE: Bel-Air Civic Association Annual General Meeting

EXPLANATION: The Bel-Air Civic Association to hold their Annual General Meeting in Jarvis Hall on Thursday, February 24th from 6pm-9pm. They also request that parking be waived for non-permit holders in the Town Hall parking lot.

RECOMMENDATION: Approve use of Jarvis Hall in this event as there are no events taking place in the Hall on that day. We recommend the parking fees be waived for this event.

EXHIBITS: attached Jarvis Hall application.

FISCAL IMPACT AND APPROPRIATION OF FUNDS:

- | | |
|---|--|
| <input type="checkbox"/> Amount \$ _____ | <input type="checkbox"/> Acct # _____ |
| <input type="checkbox"/> Transfer of funds required | <input type="checkbox"/> From Acct # _____ |

Reviewed by Town Attorney
 Yes No

Town Manager Initials CP

10/26/2010



Town of Lauderdale-By-The-Sea

Application for Use of Jarvis Hall

Return completed application thirty (30) days before the event with \$100.00 Application Fee to: Municipal Services Department, Attn: Tiana Washington Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308, Phone: 954-776-5119, email: tianaw@lauderdalebythesea-fl.gov. This application is downloadable from the internet at www.lauderdalebythesea-fl.gov.

Applicant Information

Name/Organization	BEL-AIR Resident Civic Association
Representative	Edmund Malkoon
Street Address	2073 Oceanmist Drive
City State ZIP Code	L.B.T.S., FL 33062
Home Phone	
Work Phone	
Fax Number	
Cell Phone	954-802-3403
Email Address	emalkoon@gmail.com

Event Description

Type of Event	ANNUAL General Meeting
Date of Event	Thursday Please indicate if Event is more than one (1) Day February 24, 2011
Hours of Event	6-9pm
Set Up Requirements	Description of Use of the Facility. Include use of Hall, Portico, Kitchen, Electronic Equipment, Tables, Chairs, etc. *Setup fee may apply on weekend or after hour events. Number of Persons attending Event: <u>35-45</u> (Maximum Room Capacity, Jarvis Hall, 260, 120 with tables)

Please provide the following information:

Serving/Selling of alcoholic beverages. (Proof of Insurance and State Permit required). *N/A*

Collection of Donations/Entrance Fees. *N/A*

Agendas/Publications/Advertising to be distributed before, during, and after the Event.

Channel 78 / website

If the event is proposed to be Sponsored/Co-Sponsored by the Town, include a statement of Benefit to the Town from the proposed event, a projection of revenues from the event, if any, and distribution of those revenues.

** Request Parking Meters waived for non Permit holders in Town Hall Lot.*

Names/Addresses of All Financial Sponsors of the Event

- 1) *N/A*
- 2)
- 3)

Names/Addresses of All Charitable and/or Not-For-Profit Organization Receiving Any Portion of Proceeds from the Event

- 1) *N/A*
- 2)
- 3)

All organizations using Jarvis Hall shall provide the Town with an Indemnity and Hold Harmless Agreement.

All applicants conducting events/meetings where alcoholic beverages will be sold or served shall provide the Town with Insurance Certificates or Binders establishing proof of coverage for general liability insurance with a minimum coverage of one million dollars (\$1,000,000) per occurrence.

All events occurring in Jarvis Hall shall be subject to video recording for broadcast or rebroadcast on the town's governmental access channel if the event is determined by the Town Commission to be of great public importance.

All parking shall be the responsibility of the applicant unless other arrangements are approved by the Town Commission as part of this application. The applicant shall be responsible to ensure that all required permits are obtained prior to the event/meeting.

Applicant shall be responsible for clean-up of the premises following the conclusion of the event.

Summary Checklist of Required Items

- Refundable Security Deposit.
- Detailed Description of Event Attached.
- Floor Plan Detailing Room Set-Up Attached.
- Copy of License issued from Florida Division of Alcoholic Beverages & Tobacco if Alcoholic Beverages are to be served /sold.
- Insurance Certificates or Binders establishing minimum coverage of \$1,000,000 per occurrence and proof of coverage of general liability insurance with Town of Lauderdale-By-The-Sea as additional insured if alcoholic beverages are to be served/sold.
- Statement of Benefit if applicant is seeking sponsorship/co-sponsorship from Town.
- Notarized Indemnity and Hold Harmless Agreement

Application is considered incomplete if all Required Items are not Submitted with Application.

Applicant Signature	<i>Ed. Malkoon</i>
Name (printed)	Edmund Malkoon
Date	01/06/2011

STATE OF FLORIDA:
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by

Edmund Malkoon who is personally known to me/provided

DL as identification and who did/did not take an oath.

Karen Gates
Notary Public, State of Florida

My Commission Expires: 12/22/2013.

Approved by Town Commission _____

Attachments: Indemnity & Hold Harmless Agreement
Resolution 1254
Ordinance, Jarvis Hall



INDEMNITY AND HOLD HARMLESS AGREEMENT

Belair Civic Assoc. ("BARCA") in return for the ability to use Jarvis Hall, and the payment of other good and valuable consideration, the receipt of which is hereby acknowledged, agrees to protect, defend, indemnify and hold the Town of Lauderdale-by-the-Sea ("Town"), its officials, employees and agents harmless from and against any and all lawsuits, penalties, damages, settlements, judgments, decrees, costs, charges and other expenses or liabilities of every kind in connection with or arising directly out of the BARCA's use of the Town's property. BARCA further agrees to investigate, handle, respond to, provide defense for, and defend any such claims, at its sole expense and agrees to bear all other costs and expenses and attorney's fees relating thereto at both the trial and appellate levels.

IN WITNESS WHEREOF, I have hereunto set my hand and seal this 4 day of January, 2011.

Signed, sealed and delivered
in the presence of:

Name:

Karen Gates

Karen Gates

Print Name



STATE OF FLORIDA)
)
COUNTY OF BROWARD)

ss:

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgements, personally appeared Edmund F Alakoon, as Director (Title) of BARCA, a Florida corporation, personally known to be the person described in, or who produced _____ as identification, and who executed the foregoing and acknowledged before me that (s)he executed the same.

WITNESS my hand and seal in the County and State aforesaid on this 6 day of January, 2011.

Karen Gates

NOTARY PUBLIC

My Commission Expires: 12/22/2013



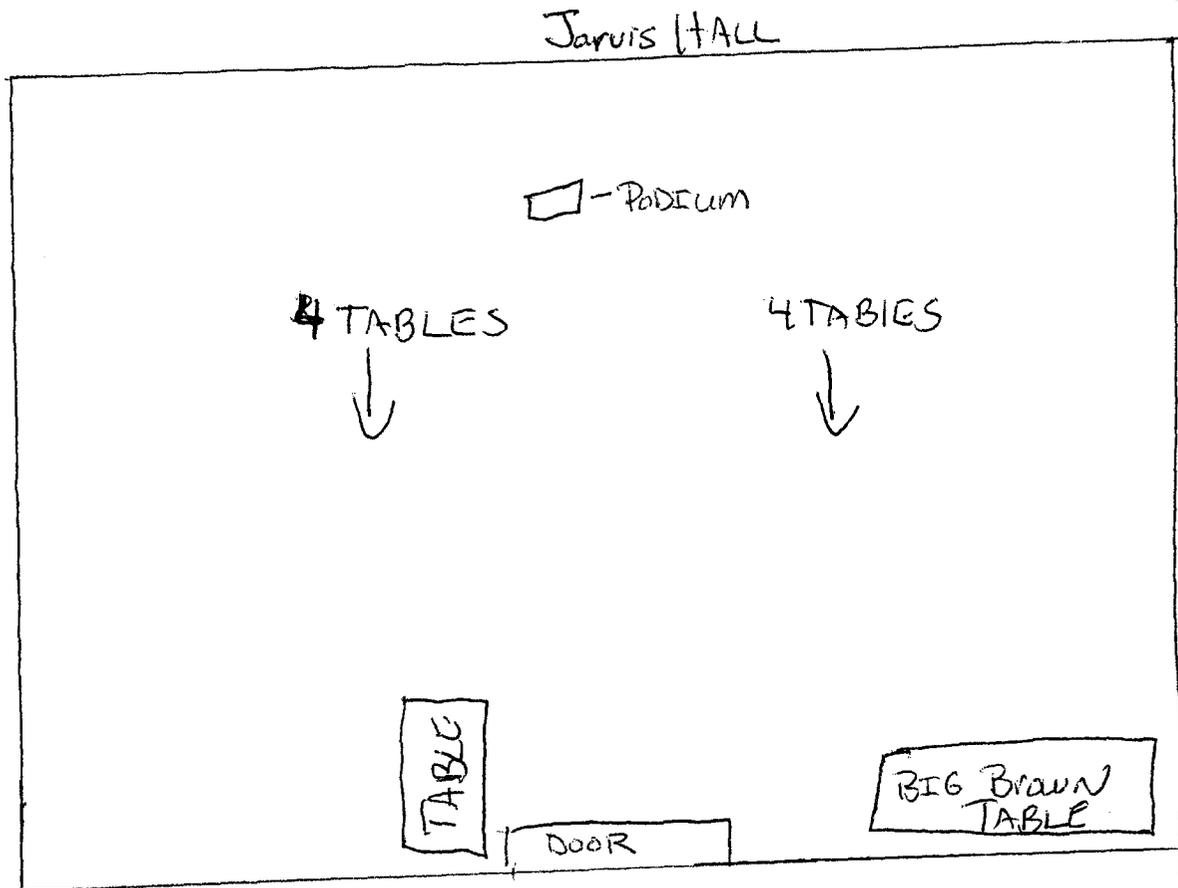
MDC:aw
H:\1990\900308.LBS\AGMT\Hold Harmless (Jarvis Hall).doc

Bel -Air Resident Civic Association

Annual General Meeting (AGM)

February 24, 2011 at Jarvis Hall

Description: Pursuant to our bylaws, the Bel-Air Resident Civic Association must hold a annual meeting for our members. The purpose is to elect a new board of directors for the upcoming year. This event is also used as a social occasion as we will be having the event catered by a local establishment (no kitchen facilities are needed).



Front

TOWN OF LAUDERDALE-BY-THE-SEA
 4501 Ocean Drive
 Lauderdale-By-The-Sea, Florida 33308-3610
 Telephone (954) 776-0576 Fax (954) 776-0094

No 11944
 DATE 1-13-11

RECEIVED FROM Bel Air Residents \$ 100.00

one hundred DOLLARS

FOR James Hall Application

AMOUNT OF ACCOUNT \$ _____
 AMOUNT PAID \$ _____
 BALANCE DUE \$ _____ BY Kevin

Thank You!

001.306.000.369.200

BEL-AIR RESIDENTS CIVIC ASSOCIATION, INC 03-01 1006
 1921 SE 19TH AVE
 LAUD BY THE SEA, FL 33062

DATE 1-13-2011 63-1322/631
 32049

PAY TO THE ORDER OF Town of Lauderdale By the Sea \$ 100.00
one hundred & 00/100 DOLLARS

COLONIAL BANK BUSINESS ADVANTAGE
 You'll like it here.
 Fort Lauderdale, Florida
 24 hr Colonial Connection 1-877-502-2265

FOR James Hall

MP

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