



AGENDA ITEM REQUEST FORM

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: Poinciana 4630, Inc.

EXPLANATION: Poinciana 4630, Inc. to hold their Annual Meeting of Unit Owners in Jarvis Hall on Monday, February 7th from 2pm-4pm. 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:

- Amount \$ _____ Acct # _____
- Transfer of funds required From Acct # _____

Reviewed by Town Attorney
 Yes No

Town Manager Initials CS



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 (Civic Organizations exempt) to: Office of the Town Manager, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308, Phone: 954-776-0576 This application is downloadable from the internet at www.lauderdalebythesea-fl.gov.

Applicant Information

Name/Organization	POINCIANA 4630, INC. Provide copy of State Registration
Representative	RONALD ROGLIANO, TREASURER
Street Address	4630 POINCIANA ST.
City State ZIP Code	L-B-T-SEA, FL 33308
Home Phone	561-687-1837
Work Phone	
Fax Number	
Cell Phone	954-294-4774

Event Description

Type of Event	ANNUAL MEETING OF UNIT OWNERS
Date of Event	MONDAY FEB. 7, 2011 Please indicate if Event is more than one (1) Day
Hours of Event	2 PM - 4 PM
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>20</u> (Maximum Room Capacity, Jarvis Hall, 260, 120 with tables)

Town Commission Approval Required for the Following Items

Serving/Selling of alcoholic beverages. (Proof of Insurance Required). *N/A*

Waiving of User Fees. (Reference Attached Town Resolution 1254).

Collection of Donations/Entrance Fees.

Televising and/or Recording of the Event. (Reference Attached Ordinance).

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

Sponsorship/Co-Sponsorship 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.

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 prior to the event/meeting. 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

- Application Fee (Civic Organizations Exempt)
- Copy of State Registration Attached, as Required.
- Detailed Description of Event Attached. *UNIT OWNERS ANNUAL MEETING*
- ✓ ○ Floor Plan Detailing Room Set-Up Attached. *WILL SET UP APPROX. 20 CHAIRS + 1 TABLE AS NEEDED*
- N/A ○ Copy of License issued from Florida Division of Alcoholic Beverages & Tobacco if Alcoholic Beverages are to be served/sold.
- N/A ○ 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.
- N/A ○ 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>Ronald Rogliano</i>
Name (printed)	RONALD ROGLIANO
Date	JAN. 13, 2011

STATE OF FLORIDA:
COUNTY OF BROWARD:

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

Ronald Rogliano who is personally known to me/provided
D/L 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 June 26, 2007

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

RESOLUTION NO.: 2008-18

1 A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF
2 LAUDERDALE-BY-THE-SEA, FLORIDA, REPEALING RESOLUTION NO.
3 1254, WHICH PROVIDED FOR RENTAL FEES TO BE CHARGED FOR THE
4 USE OF JARVIS HALL. AND IMPOSING, INSTEAD, THE REQUIREMENT
5 THAT ALL USERS OF JARVIS HALL MAKE A \$100 REFUNDABLE
6 SECURITY DEPOSIT, TO BE APPLIED AGAINST ANY COSTS INCURRED
7 IN CLEANING AND/OR REPAIRING JARVIS HALL AFTER ITS USE.
8

9 WHEREAS, Sec. 17-103 of the Code of Ordinances establishes the "Standards for use" of
10 Jarvis Hall; and

11
12 WHEREAS, pursuant to Sec. 17-103(b) of the Code of Ordinances, fees for the use of Jarvis
13 Hall are adopted by Town resolution; and

14
15 WHEREAS, pursuant to the above authority, the Town adopted Resolution No. 1254, which
16 established certain rental fees for the use of Jarvis Hall; and

17
18 WHEREAS, the Town Commission has determined that, for those events approved by the
19 Town Commission, no fee should be charged but that, instead, a refundable security deposit should
20 be required from all users and be applied against any costs incurred by the Town in cleaning and/or
21 repairing Jarvis Hall after it is used.

22
23 NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE
24 TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA:

25
26 SECTION 1. That Resolution No. 1254, which provided for rental fees for the use of Jarvis
27 Hall, is hereby repealed.

28
29 SECTION 2. That, pursuant to Sec. 17-103 of the Code of Ordinances, all users of Jarvis
30 Hall shall be required to make a \$100 refundable security deposit to the Town, to be applied against
31 any costs incurred by the Town in cleaning and/or repairing Jarvis Hall after it is used.

32
33 SECTION 3. This Resolution shall become effective immediately upon its passage and
34 adoption.

35
PASSED AND ADOPTED this 12 of September, 2008



MAYOR ROSEANN MINNET

ATTEST:


June White, Town Clerk

TREASURER (Title) of POINCIANA 4630, INC.; a Florida corporation,
personally known to be the person described in, or who produced
D/L 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
11 day of January, ~~2009~~ ²⁰¹¹

Karen Gates
NOTARY PUBLIC

My Commission Expires: 12/22/2013



except for enforcement purposes. After two (2) months from the filing of any such lien which remains unpaid, the Town may foreclose or otherwise execute on the lien.

(Ord. No. 342, § 1, 6-22-93; Ord. No. 03-520, § 2, 10-28-03)

Secs. 17-95—17-100. Reserved.

ARTICLE VII. JARVIS HALL*

Sec. 17-101. Use generally.

No person or organization shall be permitted to use Jarvis Hall for any event except as provided herein.

(Ord. No. 378, § 1, 7-9-96)

Sec. 17-102. Definitions.

[For the purposes of this article:]

Event shall mean a meeting, concert, lecture, exhibit, board meeting, or other community or civic event. The use of Jarvis Hall by the supervisor of elections as a polling place for any special or general election shall not constitute an event under the terms of this article.

(Ord. No. 378, § 2, 7-9-96)

Sec. 17-103. Standards for use.

(a) Local civic organizations which are based in the town may use Jarvis Hall without charge.

(b) All other organizations will be charged fees in accordance with the schedule of user fees adopted by town resolution.

(c) Service of alcoholic beverages shall be limited to beer and/or wine.

*Editor's note—Ord. No. 378, §§ 1—7, adopted July 9, 1996, pertained to the use of Jarvis Hall. Such provisions did not specify manner of codification; hence, inclusion as Art. VII, §§ 17-101—17-107, has been at the editor's discretion.

(d) All organizations conducting events 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 (\$1,000,000.00) per occurrence.

(e) All organizations using Jarvis Hall shall provide the town with an indemnity and hold harmless agreement, the form of which shall be approved by the town attorney.

(f) 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.

(Ord. No. 378, § 3, 7-9-96)

Sec. 17-104. Application.

All persons or organizations who desire to use Jarvis Hall for any event shall first submit an application to the town. The application shall provide information regarding the following:

- (1) A detailed description of the event and the hours of operation.
- (2) The names and addresses of all financial sponsors of the event.
- (3) The names and addresses of all charitable or not-for-profit organizations which will receive any portion of proceeds from the event.
- (4) Insurance Certificates or binders establishing proof of coverage of general liability insurance.
- (5) An Indemnity and Hold harmless certificate in favor of the town in a form approved by the town attorney.

(Ord. No. 378, § 4, 7-9-96)

Sec. 17-105. Review of application.

(a) The town's administrative staff shall review all applications at time of submission. No application shall be accepted if it fails to provide any of the above required information.

(b) Following acceptance of an application, the town's administrative staff shall investigate the veracity of the information disclosed on the application. If any information is determined to be inaccurate or incomplete, the application shall be returned to the applicant for correction.

(c) Following acceptance and review of the application, the town administration shall submit the application, any supporting documentation thereto, together with any recommendation of the administration to the town commission for review and approval.

(d) Organizations which intend to have multiple or continuing events may submit one (1) application.
(Ord. No. 378, § 5, 7-9-96)

Sec. 17-106. Issuance of permit.

No permit shall be issued by the town until the special event has been approved by majority vote of the town commission. The commission may impose conditions on the permit necessary to protect the property and the health, safety and welfare of the participants in the event. No permit shall be issued until the conditions established by the town commission are reduced to writing and signed by the applicant.
(Ord. No. 378, § 6, 7-9-96)

Sec. 17-107. Town sponsored and co-sponsored events.

The town commission may agree to sponsor or co-sponsor a special event. If an applicant seeks sponsorship or co-sponsorship by the town, it shall include in its application a statement of how the town will benefit from the proposed event, shall project and net revenues from the event, and contain a statement of how the revenues will be distributed. The town administration shall estimate the total cost of the proposed event in terms of expenditures, costs, lost revenues where applicable and projected revenues when anticipated.

The town commission's approval to act as sponsor or co-sponsor of the event shall include a provision stating the source of funds that the town will use, if any in support of the sponsorship.
(Ord. No. 378, § 7, 7-9-96)

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

11943

DATE 1-13-11

RECEIVED FROM Poinciana 4630 Inc \$ 100.00

One hundred DOLLARS
FOR Services Hall Application
 CASH
 CHECK
 M.O.
 CREDIT CARD

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

Thank You!

001.706.000.569.000

POINCIANA 4630, INC.
4630 POINCIANA ST.
LAUDERDALE BY THE SEA, FL 33308

1158

63-9059-2670

Date JAN 13, 2010

Pay to the order of TOWN OF LAUDERDALE BY-THE-SEA \$ 100⁰⁰/₁₀₀

ONE HUNDRED ^{NO}/₁₀₀ Dollars

BANKUNITED
227 COMMERCIAL BOULEVARD
LAUDERDALE-BY-THE-SEA, FLORIDA 33308
954-776-6655 - 1-877-779-2265
WWW.BANKUNITED.COM

For _____

Ronald Ryzhikov MP

⑈001158⑈ ⑆267090594⑆ 0359821189⑈

CHECKS UNLIMITED - BLUE SAFETY