



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	The Caribe' Inc. of Broward County
Representative	Helen Swinghammer & Pauline Johnson-Clarke
Street Address	4050 N. Ocean Drive
City State ZIP Code	Lauderdale by the Sea, FL 33308
Home Phone	
Work Phone	954-776-6484
Fax Number	954-776-4193
Cell Phone	
Email Address	

Event Description	50th Annual Shareholder's meeting
Type of Event	
Date of Event	Monday, March 5, 2012 <small>Please indicate if Event is more than one (1) Day</small>
Hours of Event	8:30 AM - 12:00 NOON
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>80</u> (Maximum Room Capacity, Jarvis Hall, 260, 120 with tables)

N.B: Floor Plan Attached

TOWN OF LAUDERDALE-BY-THE-SEA
RESIDENTIAL PARKING PERMIT APPLICATION

Name: The Caribe' Inc of Broward County

Address: 4050 N. Ocean Drive, LBTS, FL 33308

Telephone Number: 954-776-6484

Vehicle Description

Year: _____

Make: _____

Model: _____

Color: _____

Vehicle's License Plate Number: _____

*Requesting Permit
for members attending
Annual meeting
MARCH 5, 2012
8:30 - 12:00 Noon*

I understand that I must be a resident of the Town of Lauderdale-By-The-Sea, Florida, to be entitled to resident parking privileges; that this permit is only valid through September 30, 2011. I am aware that overnight parking is not permitted in areas designated for resident permit parking.

I also understand that the parking permit sticker is not transferable to another vehicle. That the parking permit entitles me to park at any meter spaces and at spaces designated "Resident Permit", for a maximum of three (3) hours. All other parking regulations must be adhered to.

NOTE:

PLACE STICKER ON THE INSIDE LOWER LEFT CORNER OF THE FRONT WINDSHIELD.

Signature of Owner: _____

TOWN HALL USE ONLY

Produced _____ as proof of residency.
(i.e. Driver's License, lease, ect)

Permit Number: _____ Price: _____ Receipt Number: _____

Senior Discount: _____ Age: _____ Date Issued: _____

Reviewed by: _____

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.

N/A

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.

Names/Addresses of All Financial Sponsors of the Event

1)

2)

3)

N/A

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

1)

2)

3)

N/A

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.

We will

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

Summary Checklist of Required Items

- o Refundable Security Deposit.
- o Detailed Description of Event Attached.
- o Floor Plan Detailing Room Set-Up Attached.
- o Copy of License issued from Florida Division of Alcoholic Beverages & Tobacco if Alcoholic Beverages are to be served /sold.
- o 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.
- o Statement of Benefit if applicant is seeking sponsorship/co-sponsorship from Town.
- o Notarized Indemnity and Hold Harmless Agreement

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

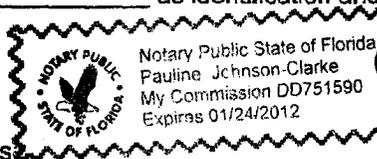
Applicant Signature	<i>Helen Swinghammer</i>
Name (printed)	Helen Swinghammer, President
Date	3/24/11

STATE OF FLORIDA:
COUNTY OF BROWARD:

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

Helen Swinghammer who is personally known to me provided

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



Pauline-Clarke
Notary Public, State of Florida

My Commission Expires _____

Approved by Town Commission _____

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

INDEMNITY AND HOLD HARMLESS AGREEMENT

The Caribe Inc. of Broward County ("Assoc") 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 Association's use of the Town's property. The Caribe Inc 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 24th day of MARCH, 2011.

Signed, sealed and delivered in the presence of:

Name:

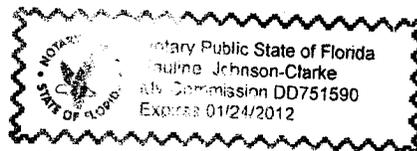
Helen Swinghammer
Helen Swinghammer
President

Print Name

Pauline Johnson-Clarke

STATE OF FLORIDA)
)
 COUNTY OF BROWARD)

SS:



Pauline Johnson-Clarke

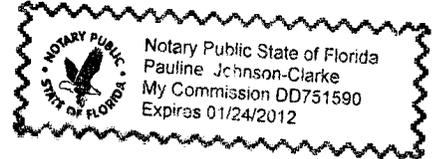
I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgements, personally appeared Helen Swinghammer, as President (Title) of The Canoe Inc Broward County, a Florida corporation, personally known to be the person described in, or ~~who~~ produced _____ as identification, 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 24th day of March, 2011.

Pauline-Johnson-Clarke

NOTARY PUBLIC

My Commission Expires:

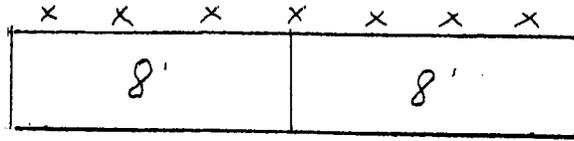


MDC:aw
 HA1990\900308.LBS\AGMT\Hold Harmless (Jarvis Hall).doc

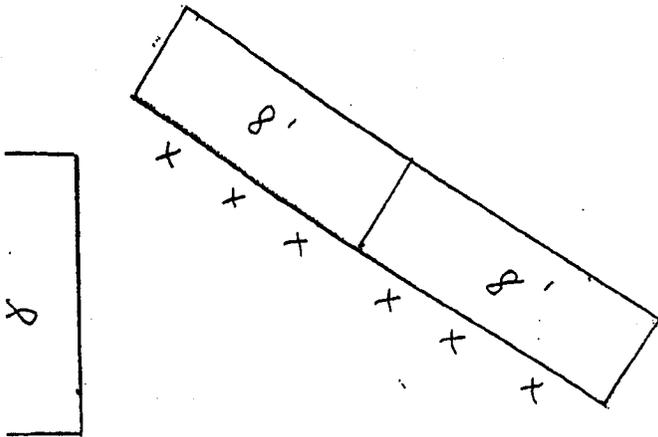
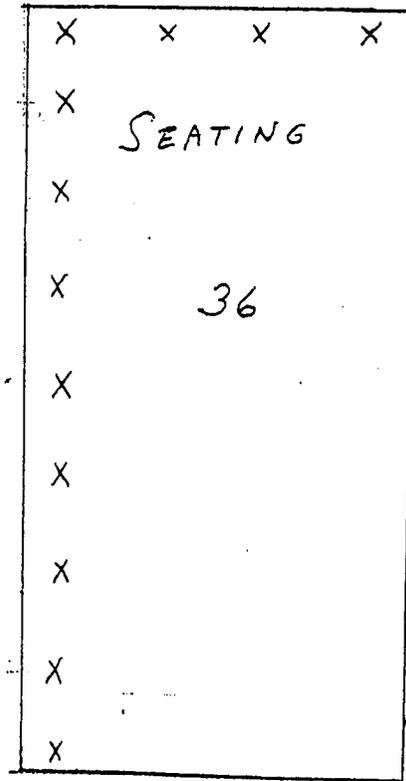
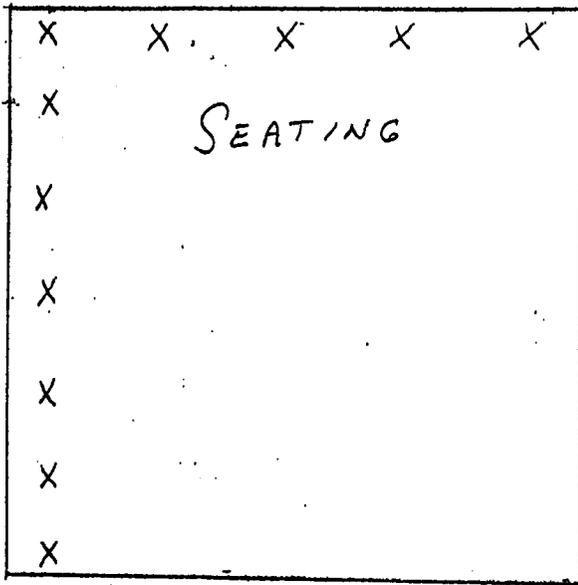
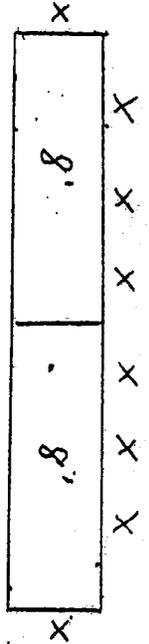
CARIBE INC. ANNUAL MEETING

AMERICAN
FLAG

PODIUM
W
MIKE



X CARD
TABLE



LARGE CONFERENCE
TABLE

X X

X - CHAIRS

FRONT ENTRANCE

2012 Calendar

Annual meeting.

January							February							March						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4					1	2	3
8	9	10	11	12	13	14	5	6	7	8	9	10	11	4	5	6	7	8	9	10
15	16	17	18	19	20	21	12	13	14	15	16	17	18	11	12	13	14	15	16	17
22	23	24	25	26	27	28	19	20	21	22	23	24	25	18	19	20	21	22	23	24
29	30	31					26	27	28	29				25	26	27	28	29	30	31

April							May							June						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7			1	2	3	4	5						1	2
8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16
22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23
29	30						27	28	29	30	31			24	25	26	27	28	29	30

July							August							September						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4							1
8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8
15	16	17	18	19	20	21	12	13	14	15	16	17	18	9	10	11	12	13	14	15
22	23	24	25	26	27	28	19	20	21	22	23	24	25	16	17	18	19	20	21	22
29	30	31					26	27	28	29	30	31		23	24	25	26	27	28	29
														30						

October							November							December						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1	2	3	4	5	6					1	2	3							1
7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29
														30	31					

U. S. Federal Holidays	New Year's Day	Monday, January 2
	Martin Luther King, Jr.'s Birthday	Monday, January 16
	Washington's Birthday	Monday, February 20
	Memorial Day	Monday, May 28
	Independence Day	Wednesday, July 4
	Labor Day	Monday, September 3
	Columbus Day	Monday, October 8
	Veterans Day	Monday, November 12
	Thanksgiving Day	Thursday, November 22
	Christmas Day	Tuesday, December 25

The Caribe' Inc. of Broward County

4050 N. Ocean Drive, Lauderdale by the Sea, FL 33308

Telephone: 954-776-6484 - Fax: 954-776-4193

Email: caribe4050@yahoo.com

March 30, 2011

The Office Manager
Town of Lauderdale by the Sea
4501 Ocean Drive
Lauderdale by the Sea, FL 33308

Attention: Don Prince

Dear Sir:

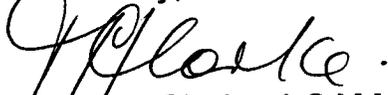
Enclosed is our check #51577 in the amount of \$100.00 being security deposit for the use of Jarvis Hall for the Annual Membership Meeting to be held on March 5, 2012, commencing at 8:30 a.m. to 12:00 noon.

We are enclosing for your attention the completed application form as well as a copy of the seating arrangements.

It would be appreciated if you would provide us with forty-five (45) parking permits to be collected on February 19, 2012.

Your kind cooperation into the foregoing will be appreciated.

Sincerely,



Pauline Clarke, LCAM
Manager

Enclosures

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

№ 12373
 DATE 9/1/11

RECEIVED FROM THE CARIBE INC \$ 100.00

FOR OWN HOME APPLICATION

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

Thank You!

DOLLARS
 CASH
 CHECK
 M.O.
 CREDIT CARD

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND NOT A WHITE BACKGROUND

THE CARIBE INC OF BROWARD COUNTY
 OPERATING ACCOUNT
 4050 NORTH OCEAN DRIVE
 LAUDERDALE BY THE SEA, FL 33308

COLONIAL BANK, N.A
 FORT LAUDERDALE, FL

CHECK #
 51577
 8/31/2007

DATE	AMOUNT
03/28/11	\$100.00

PAY ONE HUNDRED AND 00/100 DOLLARS
 PAY TO THE ORDER OF
 TOWN OF LAUDERDALE-BY-THE-SEA
 4501 OCEAN DRIVE
 LAUDERDALE-BY-THE-SEA, FL 33308

Karen
Kevin W. [Signature]

EXPLANATION OF ADDITIONAL SECURITY FEATURES INDICATED ON REVERSE SIDE

