



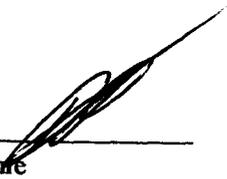
AGENDA ITEM REQUEST FORM

Item No. 11a

Municipal Services

Department Submitting Request

Don Prince

Dept Head's Signature 

**REGULAR
COMMISSION MTG**
Meeting Dates - 7:00 PM

**DEADLINE TO
Town Clerk**

**ROUNDTABLE/
SPECIAL MEETING**
Meeting Dates / TIME

**DEADLINE TO
Town Clerk**
7 Days Prior (noon)

- July 12, 2011
- July 26, 2011 SPECIAL BUDGET 5:30 PM
- July 26, 2011
- Aug 23, 2011
- Sept 12, 2011 1st PUBLIC HEARING
- Sept 13, 2011
- Sept 26, 2011 2nd PUBLIC HEARING
- Sept 27, 2011

- July 01 (5:00 pm)
- July 15 (5:00 pm)
- July 15 (5:00 pm)
- Aug 12 (5:00 pm)
- Sept 01 (5:00 pm)
- Sept 02 (5:00 pm)
- Sept 15 (5:00 pm)
- Sept 16 (5:00 pm)

- Insert Date/Time

*Subject to Change

- Presentation
- Resolution
- Reports
- Quasi Judicial
- Consent
- Old Business
- Ordinance
- New Business

FY2011 DESIGNATED HIGH PRIORITY ITEM
PRIORITY TOPIC:

SUBJECT TITLE: Use of Jarvis Hall for the Property Owners Association of Lauderdale By The Sea, Inc.

EXPLANATION: The Property Owners Association of Lauderdale By The Sea, Inc. has submitted an application for the use of Jarvis Hall (exhibit 1) to hold their Property Owners Association General Meetings on Friday, November 11, 2011 from 10:30am-9:00pm and Thursday, December 1, 2011 from 6:30pm-8:30pm. They also request that parking be waived for non-permit holders in the Town Hall parking lot in this event.

RECOMMENDATION:

1. Approve the use of Jarvis Hall as there are no events taking place in Jarvis Hall on those days.
2. Waive parking fees for the Property Owners Association meetings.

EXHIBITS: 1. Jarvis Hall application.

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 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	Property Owners Assoc of L.B.T.S., Inc. (POA)
Representative	Dennis Ritchie (President)
Street Address	3231 Oleander Way
City State ZIP Code	L.B.T.S. 33062
Home Phone	954-784-9495
Work Phone	954-784-9495
Fax Number	954-784-9495
Cell Phone	954-478-9116
Email Address	dennis.ritchie@comcast.net

Event Description

Type of Event	POA General Meetings
Date of Event	11/11/2011 12/01/2011 <small>Please indicate if Event is more than one (1) Day</small>
Hours of Event	11/11/2011 10:30 AM 12/01/2011 6:30 - 8:30 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>50 Commission style</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).	<i>No</i>
Collection of Donations/Entrance Fees.	<i>No</i>
Agendas/Publications/Advertising to be distributed before, during, and after the Event.	<i>N/A</i>
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.	<i>N/A</i>

Names/Addresses of All Financial Sponsors of the Event

1)	
2)	<i>None</i>
3)	

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

1)	
2)	<i>None</i>
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. *On File*
- 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

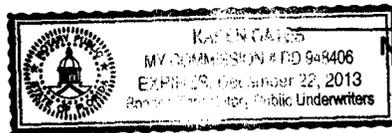
Application is considered Incomplete if all Required Items are not Submitted with Application.

Applicant Signature	<i>Dennis Ritchie</i>
Name (printed)	<i>Dennis Ritchie</i>
Date	<i>June 1, 2011</i>

STATE OF FLORIDA:
COUNTY OF BROWARD:

SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by
Dennis Ritchie who is personally known to me/provided
D/L as identification and who did/did not take an oath.

My Commission Expires:
12/23/2013



Karen Gates
Notary Public, State of Florida

Approved by Town Commission _____

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