



AGENDA ITEM REQUEST FORM

Item No. 116

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 01 (5:00 pm)

Insert Date/Time

Presentation

Reports

Consent

Ordinance

SUBJECT TITLE: Lauderdale-By-The Sea Garden Club Jarvis Hall Use in FY 2012

EXPLANATION: The Lauderdale-By-The-Sea Garden Club has submitted an application (**exhibit 1**) for the use of Jarvis Hall for their monthly meetings, bazaar (a plant and bake sale), rummage sale, flower show, and District Meeting on the dates listed on the calendar of events (**exhibit 2**). The monthly meetings will take place every 2nd Monday, from 8am-12pm October 2011 thru May 2012. The bazaar will be held on November 19, 2011 between the hours of 8am-12pm. The Garden club has requested the use of Jarvis Hall to setup for the bazaar on November 18, 2011 between the hours of 9am-10pm. The rummage sale will be held on January 28, 2012, between the hours of 8am-2pm. The Garden Club has requested the use of Jarvis Hall to setup for the rummage sale on January 27, 2011 between the hours of 1pm-10pm. The flower show will be held on February 25, 2012 between the hours of 7am-4pm. The Garden has requested the use of Jarvis Hall for two (2) days prior to the event for setup (February 23rd thru the 24th) between the hours of 12pm-10pm. The District Meeting will be held on May 14, 2012. The Garden Club has requested the use of Jarvis Hall two (2) days prior to the event for setup (May 12th thru the 13th) between the hours of 8am-10pm.

Section 17-105. (d) of the code provides that an organization that has multiple events may submit one application for the use of Jarvis Hall.

In the past parking enforcement has been suspended at the El Prado and Town Hall lots for the Garden Club events. It is now Town policy that all such requests go to the Commission for approval, therefore, the Garden Club has requested 44 permit parking passes for Club members to park on the days of their events at Town Hall (front/rear) and El Prado parking lots.

The Garden Club was established in 1955 and has been volunteering their time and services to make our Town beautiful since then. The Garden club has 44 active members that consist of residents and non-residents alike. The President of the Garden Club indicates that very few of their members have resident parking permits.

RECOMMENDATION:

1. Approve the Garden Club use of Jarvis Hall for their yearly calendar of events - there are no events booked on those dates.
2. Approve the issuance of 44 parking permits to the Garden Club for use at the Town Hall and El Prado lots for the approved events.

EXHIBITS:

1. Attached Jarvis Hall application
2. Calendar of Events

Reviewed by Town Attorney

Yes No

Town Manager Initials DP



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	Lauderdale -by -the-Sea Garden Club
Representative	Marilyn Carr
Street Address	254 Miramar Ave
City State ZIP Code	L. B. T. S. FL. 33308
Home Phone	954-938-9076
Work Phone	X - - - - -
Fax Number	X - - - - -
Cell Phone	954 - 393 - 2008
Email Address	X

Event Description

Type of Event	Monthly Meetings, Flower Show - Rummage Sale
Date of Event	Every 2 ND Monday - Oct - MAY Please indicate if Event is more than one (1) Day
Hours of Event	8 AM - 12 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: _____ (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).	NO
Collection of Donations/Entrance Fees.	NO
Agendas/Publications/Advertising to be distributed before, during, and after the Event.	TOWN TV
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.	<u>NO</u>

Names/Addresses of All Financial Sponsors of the Event

1)	
2)	
3)	

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

1)	Habitat for Humanity Landscape Projects
2)	Holy Cross Atriums
3)	Camp Wikivia

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. *rolled over*
- Detailed Description of Event Attached.
- Floor Plan Detailing Room Set-Up Attached. *Same as previous year*
- 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>Marilyn Carr</i>
Name (printed)	Marilyn Carr
Date	

STATE OF FLORIDA:
COUNTY OF BROWARD:

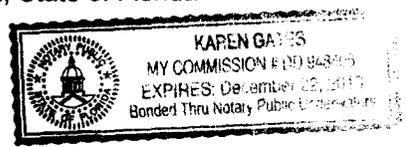
SWORN TO AND SUBSCRIBED BEFORE ME, a Notary Public of the State of Florida, by

Marilyn Carr. 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 _____

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

INDEMNITY AND HOLD HARMLESS AGREEMENT

Lauderdale-by-the-Sea ^{Garden} Club ("LBTS-GC") 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 _____'s use of the Town's property. _____ 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 25 day of April, 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 Marilyn Carr, as President (Title) of Garden Club, 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 25 day of April, 2011.

My Commission Expires: 12/22/2011

NOTARY PUBLIC

Karen Gates



MDC:aw
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**LAUDERDALE BY THE SEA
GARDEN CLUB
CALENDAR OF EVENTS**

OCTOBER 10TH	GENERAL MEETING	8AM-12PM
NOVEMBER 14TH	GENERAL MEETING	8AM-12PM
NOVEMBER 18TH	SET-UP FOR BAAZAR	9AM-10PM (ALL DAY)
NOVEMBER 19TH	BAAZAR (PLANT & BAKE SALE)	8AM-1PM
DECEMBER 12TH	GENERAL MEETING	8AM-12PM
JANUARY 9TH	GENERAL MEETING	8AM-12PM
JANUARY 27TH	SET-UP FOR RUMMAGE SALE	1PM-10PM
JANUARY 28TH	RUMMAGE SALE	8AM-2PM
FEBRUARY 13TH	GENERAL MEETING	8AM-12PM
FEBRUARY 23RD	SET-UP FOR FLOWER SHOW HORTICULTURE	12PM-10PM
FEBRUARY 24TH	SET-UP FOR FLOWER SHOW DESIGNS	12PM-10PM
FEBRUARY 25TH	FLOWER SHOW OPEN TO THE PUBLIC	7AM-4PM 1PM-4PM
MARCH 19TH	GENERAL MEETING	8AM-12PM
APRIL 9TH	GENERAL MEETING	8AM-12PM
MAY 12TH	SET-UP FOR DISTRICT MEETING	8AM-10PM
MAY13TH	SET-UP FOR DISTRICT MEETING	8AM-10PM
MAY 14TH	DISTRICT MEETING	8AM-3PM