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LAUDERDALE • BY • THE • SEA

### Agenda Item Memorandum

**Municipal Services**

Department

**Don Prince**

Department Director

<b>COMMISSION MEETING DATE - 7:00 PM</b>	<b>Deadline to Town Clerk</b>
September 24, 2012	September 21

- Presentation   
 Reports   
 **Consent**   
 Ordinance

**SUBJECT TITLE:** Lauderdale-By-The-Sea Garden Club Parking Permits in FY 2013

**EXPLANATION:** The Lauderdale-By-The-Sea Garden Club has submitted an application (exhibit 1) for the use of Jarvis Hall for their monthly meetings listed on the calendar of events provided in (exhibit 2), Rummage Sale (1/25-26), Flower Show (3/1-2) and Luncheon (5/13).

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 36 permit parking passes for Club members to park on the days of their events at Town Hall (front/rear) and El Prado parking lots.

**RECOMMENDATION** Approve the issuance of 36 parking permits to the Garden Club for use at the Town Hall and El Prado parking lots for their events.

**EXHIBITS: 1. Jarvis Hall application.**

**2. Calendar of events.**

On Town Attorney approved form

- Yes   
 No

Town Manager Initials CA



## 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](mailto:tianaw@lauderdalebythesea-fl.gov). This application is downloadable from the internet at [www.lauderdalebythesea-fl.gov](http://www.lauderdalebythesea-fl.gov).

**Applicant Information**

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

**Event Description**

<b>Type of Event</b>	Monthly Meetings, Rummage Sale - Flower Show <sup>1/25 + 1/26</sup> <sup>3/1 + 3/2</sup>
<b>Date of Event</b>	Every 2 <sup>ND</sup> Monday Oct thro May <small>Please indicate if Event is more than one (1) Day</small>
<b>Hours of Event</b>	8 AM - 12 P.M. Noon
<b>Set Up Requirements</b>	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). <i>No</i>
Collection of Donations/Entrance Fees. <i>No</i>
Agendas/Publications/Advertising to be distributed before, during, and after the Event.
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>No</i>

**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)	<i>Habitat For Humanity Landscape projects</i>
2)	<i>Holy Cross Atriums at the Cancer Center</i>
3)	<i>Camp W. Riva</i>

**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)	<i>Marilyn Carr</i>
Date	<i>8/31/12</i>

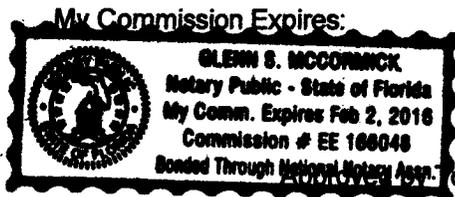
STATE OF FLORIDA:  
COUNTY OF BROWARD:

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

*Marilyn Carr* who is personally known to me/provided

\_\_\_\_\_ as identification and who did/did not take an oath.

*[Signature]*  
\_\_\_\_\_  
Notary Public, State of Florida



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 Garden Club's use of the Town's property. Garden Club 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 1 day of

August, 2012.

Signed, sealed and delivered  
in the presence of:

Name:



Marilyn Carr

Print Name

STATE OF FLORIDA     )  
  )  
COUNTY OF BROWARD    )

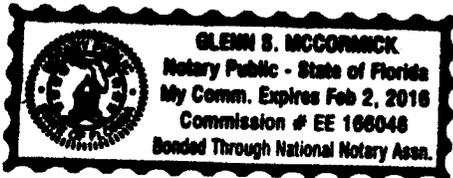
ss:

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 NA 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 1<sup>st</sup> day of August, 2012.

  
Glenn S. McCormick  
NOTARY PUBLIC

My Commission Expires:



MDC:aw  
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2012

## Lonsdale-by-the-Sea Garden Club

## Calendar of Events

2012 - 2013

October 8<sup>th</sup> - General Meeting 8am - 12:00November 12<sup>th</sup> " " " "December 10<sup>th</sup> " " 8am - 1pmJanuary 14<sup>th</sup> " " 8am - 12:00January 25<sup>th</sup> Rummage Set Up 1 - 4 pmJanuary 26<sup>th</sup> Rummage Sale 8 - 2:30February 11<sup>th</sup> General Meeting 8 & 12March 1<sup>st</sup> Flower Show set up - 8am - 9pmMarch 2<sup>nd</sup> Flower Show 7am - 5pmMarch 11<sup>th</sup> General Meeting 8am - 12April 8<sup>th</sup> " " 8am - 12May 13<sup>th</sup> General Meeting 8am - 1:30  
& Luncheon

AV 6.1 2012

For Parking Permits 36.

# Calendar of Events

2012 - 2013

## L.B.T.S. Garden Club

2012: 10/8, 11/12, 12/10

2013: 1/14, 1/25 & 1/26 R.S.

2/11, 3/1 & 3/2 F.S.

3/11, 4/8, 5/13

Marilyn Carr

H- 954-938-9076

Cell 954-393-2008