



# AGENDA ITEM REQUEST FORM

**MUNICIPAL SERVICES**

Department Submitting Request

**DON PRINCE**

Dept Head's Signature

**REG COMMISSION**      **DEADLINE TO**  
**Meeting Dates 7:00PM**      **Town Clerk**

- |                                     |              |                  |
|-------------------------------------|--------------|------------------|
| <input type="checkbox"/>            | Oct 12, 2010 | Oct 1 (5:00 pm)  |
| <input checked="" type="checkbox"/> | Nov 9, 2010  | Oct 29 (5:00 pm) |
| <input type="checkbox"/>            | Dec 7, 2010  | Nov 23 (5:00 pm) |
| <input type="checkbox"/>            | Jan 11, 2011 | Dec 31 (5:00 pm) |
| <input type="checkbox"/>            | Feb 8, 2011  | Jan 28 (5:00 pm) |
| <input type="checkbox"/>            | Mar 8, 2011  | Feb 25 (5:00 pm) |

**ROUNDTABLE**      **DEADLINE TO**  
**Meeting Dates 7:00PM**      **Town Clerk**

- |                          |              |                  |
|--------------------------|--------------|------------------|
| <input type="checkbox"/> | Oct 26, 2010 | Oct 15 (5:00 pm) |
| <input type="checkbox"/> | Nov 22, 2010 | Nov 12 (5:00 pm) |
| <input type="checkbox"/> | Dec 14, 2010 | Nov 30 (5:00 pm) |
| <input type="checkbox"/> | Jan 25, 2011 | Jan 14 (5:00 pm) |
| <input type="checkbox"/> | Feb 22, 2011 | Feb 11 (5:00 pm) |
| <input type="checkbox"/> | Mar 22, 2011 | Mar 11 (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:** Use of Jarvis Hall for Holiday Party

**EXPLANATION:** Mr. Anibal Annartone is a resident of Lauderdale-By-The-Sea and would like to have a holiday party in Jarvis Hall on Sunday, December 12, 2010 from 6:30pm to 2 Midnight. (Party ends at 11pm, with 1hr cleanup time). They would also like to request that parking fees be waived.

**RECOMMENDATION:** We recommend that Mr. Annartone be granted use of Jarvis Hall and that parking fees be waived. There are no other events taking place on that day.

**EXHIBITS:** Attached application

**FISCAL IMPACT AND APPROPRIATION OF FUNDS:** N/A

- |                          |                            |                          |                   |
|--------------------------|----------------------------|--------------------------|-------------------|
| <input type="checkbox"/> | Amount \$                  | <input type="checkbox"/> | Acct #            |
| <input type="checkbox"/> | Transfer of funds required | <input type="checkbox"/> | From Acct # _____ |

Reviewed by Town Attorney  
 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 Refundable Security Deposit 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](http://www.lauderdalebythesea-fl.gov).

### Applicant Information

Name/Organization	Provide copy of State Registration
Representative	Anibal H. Annaratone
Street Address	1960 S.E. 16 Ct.
City State ZIP Code	Lauderdale By The Sea, FL 33062
Home Phone	954-461-3661
Work Phone	954-763-1932
Fax Number	954-713-0666
Cell Phone	

### Event Description

Type of Event	Holiday Party
Date of Event	Sunday, Dec. 12, 2010 <small>Please indicate if Event is more than one (1) Day</small>
Hours of Event	6:30 pm - 12 midnight *
Set Up Requirements	Description of Use of the Facility. Include use of Hall, Portico, Kitchen, Electronic Equipment, Tables, Chairs, etc. Separately attach a Floor Plan to indicate set up Requirements. Number of Persons attending Event: _____ (Maximum Room Capacity, Jarvis Hall, 260, 120 with tables)

\*party ends @ 11pm. 1 hr. to clean hall

**Town Commission Approval Required for the Following Items**

- Serving/Selling of alcoholic beverages. (Proof of Insurance Required).
- Waiving of Refundable Security Deposit. (Reference Attached Town Resolution 2008-18).
- 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.

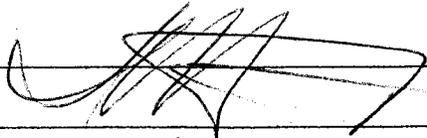
All events occurring in Jarvis Hall shall be subject to video recording for broadcast or rebroadcast on the town's governmental access channel if the event is determined by the Town Commission to be of great public importance.  
All parking shall be the responsibility of the applicant unless other arrangements 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. Security Deposit shall be applied against any costs incurred by the Town in cleaning and/or repairing Jarvis Hall after it is used.

**Summary Checklist of Required Items**

- o Refundable Security Deposit
- o Copy of State Registration Attached, as Required.
- 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.

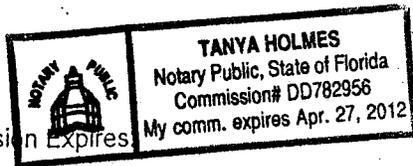
Applicant Signature	
Name (printed)	ANIBAL H. ANNARATORE
Date	10-15-2010

STATE OF FLORIDA:  
COUNTY OF BROWARD:

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

15<sup>th</sup> October 2010 who is personally known to me/provided

FL Drivers license as identification and who did/did not take an oath.



My Commission Expires



Notary Public, State of Florida

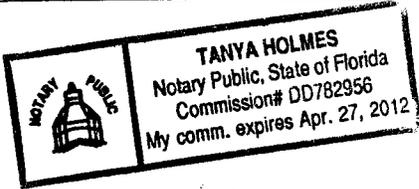
Approved by Town Commission 12 September 2008

Attachments: Indemnity & Hold Harmless Agreement  
Resolution 2008-18  
Ordinance, Jarvis Hall



Operations Mgr (Title) of The Home Depot a Florida corporation,  
store 6372  
personally known to be the person described in, or who produced  
Florida Driver License 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  
16 day of October, ~~2009~~ 2010



  
NOTARY PUBLIC

My Commission Expires:

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

NO 11035

DATE 9/24/10

RECEIVED FROM The Home Depot \$ 100.00

One hundred

FOR Special Events App

AMOUNT OF ACCOUNT ..... \$ \_\_\_\_\_  
 AMOUNT PAID ..... \$ \_\_\_\_\_  
 BALANCE DUE ..... \$ \_\_\_\_\_

CASH  
 CHECK  
 M.O.  
 CREDIT CARD

BY Thank You! Karen

001,306,000,369,900

THE HOME DEPOT 12-03  
 (EMPLOYEE FUND COMMITTEE)  
 954-763-1932  
 1000 N.E. 4TH AVE.  
 FORT LAUDERDALE, FL 33304-1921

1105

63-27/631 FL 802

Pay to the Order of Town of Lauderdale By The Sea Date Sept 24 2010

One Hundred and n/oo \$ 100<sup>00</sup>

Bank of America

ACH R/T 063100277

For dep Jarvis Hau Dec 12 Loena E Kelly

Security features are included. Details on back.

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.

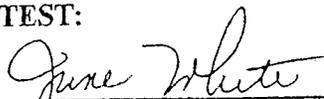
32  
33 SECTION 3. This Resolution shall become effective immediately upon its passage and  
34 adoption.

35  
PASSED AND ADOPTED this 12 of September, 2008



MAYOR ROSEANN MINNET

ATTEST:

  
June White, Town Clerk

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.

(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)