



AGENDA ITEM REQUEST FORM

Item No. 96

Municipal Services

Department Submitting Request

Don Prince

Dept Head's Signature

REG COMMISSION
Meeting Dates 7:00PM

DEADLINE TO
Town Clerk's Office

ROUNDTABLE
Meeting Dates 7:00PM

DEADLINE TO
Town Clerk's Office

- Oct 12, 2010
- Nov 9, 2010*
- Dec 14, 2010
- Jan 11, 2011
- Feb 8, 2011
- Mar 8, 2011

- Oct 1 (5:00 pm)
- Nov 12 (5:00 pm)
- Dec 3 (5:00 pm)
- Dec 31 (5:00 pm)
- Jan 28 (5:00 pm)
- Feb 25 (5:00 pm)

- Oct 26, 2010
- Nov 23, 2010*
- Dec 28, 2010*
- Jan 25, 2011
- Feb 22, 2011
- Mar 22, 2011

- Oct 15 (5:00 pm)
- Nov 12 (5:00 pm)
- Dec 17 (5:00 pm)
- Jan 14 (5:00 pm)
- Feb 11 (5:00 pm)
- Mar 11 (5:00 pm)

*Subject to Change

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

SUBJECT TITLE: Use of Jarvis Hall for Morning Star Condominium annual meeting

EXPLANATION: The Morning Star Condominium Assoc., Inc. would like to hold their annual meeting in Jarvis Hall on Saturday, November 20, 2010 from 11am to 2pm.

RECOMMENDATION: I recommend that Morning Star Condominium be granted the use of Jarvis Hall as they have been holding their annual meetings in Jarvis Hall for several years and have always left the facility in good condition.

EXHIBITS: N/A

FISCAL IMPACT AND APPROPRIATION OF FUNDS:

- Amount \$ _____
- Transfer of funds required
- Acct # _____
- From Acct # _____

Town Attorney review required

- Yes
- No

Town Manager Initials CA



Town of Lauderdale-By-The-Sea Application for Use of Jarvis Hall

776
0578

Return completed application thirty (30) days before the event with \$100.00 Application Fee (Civic Organizations exempt) to: Office of the Town Manager, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308, Phone: 954-776-0578 This application is downloadable from the internet at www.lauderdalebythesea-fl.gov.

Applicant Information

Name/Organization Moringstar Condominium
Provide copy of State Registration

Representative JOHN LANATA / President

Street Address 223 Marine Court

City State ZIP Code LBS FL 33308

Home Phone 954 772 7012

Work Phone _____

Fax Number _____

Cell Phone _____

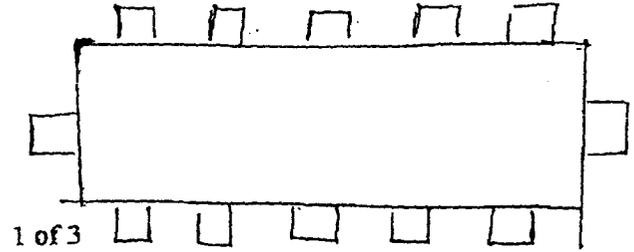
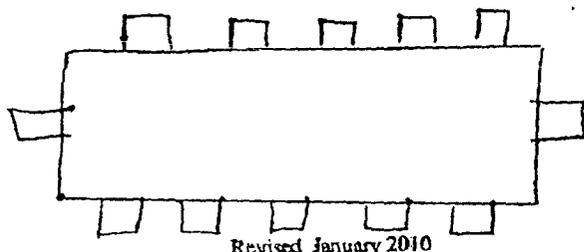
Event Description

Type of Event Annual Meeting

Date of Event Nov 20 2010 Saturday 11-2pm
Please indicate if event is more than one (1) Day

Hours of Event 11 AM - 2 PM 3 Hours

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 20
 (Maximum Room Capacity, Jarvis Hall, 260, 120 with tables)



Town Commission Approval Required for the Following Items *NO*

Serving/Selling of alcoholic beverages. (Proof of Insurance Required). *NO*

Waiving of User Fees. (Reference Attached Town Resolution 1254). *NO*

Collection of Donations/Entrance Fees. *NO*

Televising and/or Recording of the Event. (Reference Attached Ordinance). *NO*

Agendas/Publications/Advertising to be distributed before, during, and after the Event. *NO*

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. *NO*

Names/Addresses of All Financial Sponsors of the Event

- 1) *None*
- 2) *None*
- 3) *None*

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

- 1) *None*
- 2) *None*
- 3) *None*

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.

Summary Checklist of Required Items

N/A

- Application Fee (Civic Organizations Exempt)
- Copy of State Registration Attached, as Required.
- 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 *Josette Kahn*
 Name (printed) Josette Kahn
 Date 9/10/10

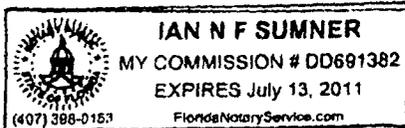
STATE OF FLORIDA:
COUNTY OF BROWARD:

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

Josette Kahn who is personally known to me/provided
as identification and who did/did not take an oath.

Ian F Sumner
Notary Public, State of Florida

My Commission Expires:



Approved by Town Commission June 26, 2007

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

INDEMNITY AND HOLD HARMLESS AGREEMENT

Moring Star Corporation ^{Josette Kahn} ("Moring Star") 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 Moring Star's use of the Town's property. Moring Star 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 herunto set my hand and seal this 10th day of September, 2010.

Signed, sealed and delivered
in the presence of:

Name:

Josette Kahn

Josette Kahn
Print Name

STATE OF FLORIDA)
) ss:
COUNTY OF BROWARD)

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgements, personally appeared Josette Kahn as

Jane Kuhn (Title) of Morningside, 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
10th day of September, 2010.

Ian F Sumner
 NOTARY PUBLIC

My Commission Expires:



MDC:aw

H:\1990\900308.LBS\AGMT\Hold Harmless (Jarvis Hall).doc

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 10691
DATE 9/13/10

\$ 100.00

RECEIVED FROM Morningstar Condo

One hundred

FOR Jarvis Application

DOLLARS
 CASH
 CHECK
 M.O.
 CREDIT CARD

Thank You!

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

BY *Kurion*

001306000369100

MORNINGSTAR CONDOMINIUM ASSOC., INC.
P.O. BOX 488
POMPANO BEACH, FL 33061

Bank of America
ACH/RFT 063100277
63-4-630

2284

2284

CHECK NO.

PAY ONE HUNDRED AND 00/100 DOLLARS

DATE SEPTEMBER 09, 2010 AMOUNT *****\$100.00

PAY TO THE ORDER OF

TOWN OF LAUDERDALE BY THE SEA
4501 OCEAN DRIVE
LAUDERDALE BY THE SEA, FL 33308

[Signature]
AUTHORIZED SIGNATURE

Security features. Details on back.

⑈002284⑈ ⑆063000047⑆ 003445236410⑈

ARTICLE VII. JARVIS HALL*

Sec. 17-101. Use generally.

(a) The use of Jarvis Hall is limited to:

- (1) A resident of the Town;
- (2) A business that holds a Town occupational license;
- (3) A local civic organization; or
- (4) A local, County, State, or Federal government entity or agency.

(b) Use of Jarvis Hall shall be in accord with the procedures and limitations provided in chapter 17, article VII of the Code of Ordinances.

(Ord. No. 378, § 1, 7-9-96; Ord. No. 2008-10, § 1, 4-8-08)

Sec. 17-102. Definitions.

[For the purposes of this article:]

***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.

CD17:29

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.

(d) All organizations conducting events 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 \$1,000,000.00 per occurrence.

(e) All organizations using Jarvis Hall shall provide the Town with an indemnity and hold harmless agreement, the form of which shall be approved by the Town Attorney.

(f) 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.

(Ord. No. 378, § 3, 7-9-96)

Sec. 17-104. Application.

All persons or organizations who desire to use Jarvis Hall for any event shall first submit an application to the Town. The application shall provide information regarding the following:

- (1) A detailed description of the event and the hours of operation.
- (2) The names and addresses of all financial sponsors of the event.
- (3) The names and addresses of all charitable or not-for-profit organizations which will receive any portion of proceeds from the event.
- (4) Insurance certificates or binders establishing proof of coverage of general liability insurance.
- (5) An indemnity and hold harmless certificate in favor of the Town in a form approved by the Town Attorney.

(Ord. No. 378, § 4, 7-9-96)

Sec. 17-105. Review of application.

(a) The Town's administrative staff shall review all applications at time of submission. No application shall be accepted if it fails to provide any of the above required information.

(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 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)

Sec. 17-108—17-110. Reserved.

ARTICLE VIII. SPECIAL EVENTS

Sec. 17-111. Permit required.

It shall be unlawful for any person to advertise to the general public a special event which requires a permit without first obtaining a permit as provided herein. It shall be unlawful for any person to hold a special event as hereinafter defined without first making application to

NOVEMBER 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 3:00PM-6:00PM ELECTIONS SET-UP	2 10AM ART 1PM BRIDGE ELECTIONS	3 6:30PM BOA	4	5 10AM INTERIOR DEC. 10AM BRIDGE	6
7	8 8AM-12PM GARDEN CLUB	9 10AM ART 1PM BRIDGE 12PM SET-UP (PERFORMING ARTS) 7PM COMMISSION MEETING	10 3PM SET-UP (PERFORMING ARTS)	11 VETERANS DAY PERFORMING ARTS SHOW "MURDER AT HOWARD JOHNSONS"	12 10AM INTERIOR DEC 10AM BRIDGE PERFORMING ARTS "MURDER AT HOWARD JOHNSONS"	13 PERFORMING ARTS "MURDER AT HOWARD JOHNSONS"
14	15	16 10AM ART 1PM BRIDGE 7:00PM MASTER PLAN STEERING COMMITTEE	17 11AM BOA 1:30PM CODE HEARING 3PM PARKING HEARING 4:30PM P.N.C.	18	19 10AM INTERIOR DEC 10AM BRIDGE	20
21	22	23 10am ART 1pm BRIDGE 7PM COMMISSION ROUNDTABLE	24 Reserved for Commission Event 1:30PM - 4:00PM FIRE CODE VIOLATION HEARING	25 THANKSGIVING DAY TOWN HALL CLOSED	26 10AM INTERIOR DEC 10AM BRIDGE TOWN HALL CLOSED	27
28	29	30 10AM ART 1PM BRIDGE				
TWO OR MORE TOWN COMMISSIONERS MAY BE PRESENT AT ANY PUBLIC MEETINGS AS THIS CALENDAR CONSTITUTES LEGAL NOTICE REQUIREMENTS OF THE SUNSHINE LAWS					Notes: * Two or more members of the Lauderdale-By-The-Sea Advisory Board may be in attendance at this meeting, and the public is welcome to attend.	
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