



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	
Representative	
Street Address	
City State ZIP Code	
Home Phone	
Work Phone	
Fax Number	
Cell Phone	
Email Address	

Event Description

Type of Event	
Date of Event	Please indicate if Event is more than one (1) Day
Hours of Event	
Set Up Requirements	<p>Description of Use of the Facility. Include use of Hall, Portico, Kitchen, Electronic Equipment, Tables, Chairs, etc.</p> <p>*Setup fee may apply on weekend or after hour events.</p> <p>Number of Persons attending Event: _____</p> <p>(Maximum Room Capacity, Jarvis Hall, 260, 120 with tables)</p>

Please provide the following information:

Serving/Selling of alcoholic beverages. (Proof of Insurance and State Permit required).

Collection of Donations/Entrance Fees.

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.

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)
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 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.
- 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	
Name (printed)	
Date	

STATE OF FLORIDA:
 COUNTY OF BROWARD:

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

_____ who is personally known to me/provided

_____ as identification and who did/did not take an oath.

 Notary Public, State of Florida

My Commission Expires:

Approved by Town Commission _____

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

INDEMNITY AND HOLD HARMLESS AGREEMENT

_____ (“_____”) 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 _____ day of _____, 20____.

Signed, sealed and delivered
in the presence of:

Name:

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 _____, as _____(Title) of _____, 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 _____day of _____, 20____.

NOTARY PUBLIC

My Commission Expires:

MDC:aw
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