



Town of Lauderdale-By-The-Sea

Application for Use of Jarvis Hall

Return completed application at least thirty (30) days before event with a **\$100.00 Refundable Deposit (For Residents)** or **\$300 Deposit (For Non-Residents and Businesses outside of Town Limits)** made payable to Town of Lauderdale-By-The-Sea, to:

Clerk's Office, Attn: [Tedra Smith](mailto:tedras@lbts-fl.gov), 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308, Phone: 954-640-4201, email: tedras@lbts-fl.gov.

This application is downloadable from the internet at www.LBTS-fl.gov/documents. Rental fees are established by Resolution 2012-35, which is posted on our website.

Applicant Information

Name/Organization/Business	
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	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 INCLUDE DIAGRAM OF SETUP)

Please provide the following information:

Serving/Selling of alcoholic beverages. (Proof of Insurance and State Permit required). Serving alcoholic beverages will require specific approval and the applicant 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.

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.

All organizations using Jarvis Hall shall complete and return the attached Indemnity and Hold Harmless Agreement (exhibit 1).

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 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.

Town Hall lot parking shall be the responsibility of the applicant unless other arrangements are approved. The use of Jarvis Hall includes non-exclusive parking in the Town Hall parking lot.. 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 of \$100 for Town Residents, Town Civic Associations, Non-Profit Organizations located in Town and Town Businesses.
- Refundable Security Deposit of \$300 for Non-Residents, Non-Profit Organizations located out of Town and Businesses located out of Town.
- Rental fee for Non-residents is \$200 for up to 3 hours, then \$50 per hour.
- Rental fee for Businesses located outside of Town is \$300 for up to 3 hours, then \$50 per hour.
- 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 In-complete 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

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:

Signature: _____

Print: _____

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:

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RESOLUTION 2012-35

A RESOLUTION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA, ESTABLISHING FEES FOR THE USE OF JARVIS HALL; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Section 17-103(b) of the Code of Ordinances of the Town of Lauderdale-By-The-Sea provides that the fees for the use of Jarvis Hall shall be adopted by Town resolution; and

WHEREAS, the Town Commission finds it to be in the best interest of the Town and its citizens to establish fees as set forth in this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA:

Section 1. Recitals. Each "WHEREAS" clause set forth is true and correct and incorporated herein by this reference.

Section 2. The following fees for the use of Jarvis Hall shall be effective until further action of the Town Commission.

User	Deposit	Rental Fee
Resident	\$100	\$-0-
Civic association, non-profit located in Town or charity event that benefits Town residents	\$100	\$-0-
Business (located in Town)	\$100	\$-0-
Governmental entity or agency	-0-	\$-0-
Non-Profit (located out of Town)		\$100 for the event
Non-Resident	\$300	\$200 for up to 3 hours, then \$50 per hour
Business (located out of Town)	\$300	\$300 for up to 3 hours, then \$50 per hour
Special services, including by example and not limitation, opening and closing services beyond what is normally provided and special set-ups.	N/A	Town cost as determined by the Town Manager
Events (local or non-local user) that charges admission or registration or sell commercial products or services.	TBD	To be determined by the Town Manager based on purpose, number of attendees, and impact on the facility

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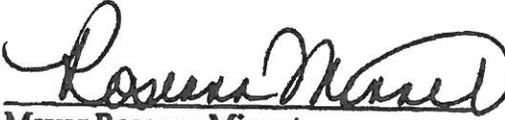
24 **Section 3. Conflict.** All resolutions or parts of resolution in conflict herewith are
25 hereby repealed to the extent of such conflict.

26 **Section 4. Severability.** If any clause, section or other part of this resolution shall be
27 held by any court of competent jurisdiction to be unconstitutional or invalid, such
28 unconstitutional or invalid part shall be considered as eliminated and in no way affecting the
29 validity of the other provisions of this resolution.

30 **Section 5. Effective Date.** This resolution shall become effective immediately upon
31 its passage.

32 **PASSED AND ADOPTED** this 24th day of September, 2012.

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Mayor Roseann Minnet

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39 **Attest:**

APPROVED AS TO FORM:

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41 June White, CMC
42 Town Clerk, June White CMC

Susan L. Trevarthen
Susan L. Trevarthen, Town Attorney

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45 **(CORPORATE SEAL)**

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