



Department Name

To: Kennie Hobbs, Jr., *Interim City Manager*
From: Scott Newton, Director of Parks and Recreation
RE: Special Events Permit
Date: 05/08/2025

The City of Lauderhill has received a Special Events Application from the Voice of the Caribbean, requesting exclusive use of the Lauderhill Sports Park. As such, the event requires approval from the appropriate City departments and final authorization by the City Commission, due to the proposed closure of the park to the public

The following information has been prepared for your consideration:

I. REQUESTED ACTION

Request the Commission to approve the temporary closure of Lauderhill Sports Park to the public for the proposed Voice of the Caribbean event, contingent upon final departmental approval of the Special Events Application.

II. SUMMARY AND HISTORY/BACKGROUND INFORMATION

Why is there a need for this action and provide summary/background?

The City of Lauderhill has received a Special Events Application from Voice of the Caribbean for a **Celebrity Soccer Match and Fun Day**, scheduled to take place on Monday, May 26th, from 12:00 PM to 9:00 PM at Lauderhill Sports Park. The event is open to the public, with an anticipated attendance of approximately 1,500 guests and an admission fee of \$30 per person.

Planned activities include a celebrity soccer match, a hotdog eating **contest**, and a domino competition, offering a day of entertainment for attendees of all ages. The event will be promoted through radio advertising, printed flyers, and onsite banners to attract regional participation.

As part of the event logistics, the organizer is requesting the temporary closure of Lauderhill Sports Park to the general public for the duration of the event. Additional requests include permission for food vendors and the sale of alcohol.

Commission approval is specifically sought for the **temporary closure of the park & fee waiver in the amount of \$7539.57**, while all other aspects of the event, including vendor participation and alcohol sales, remain subject to the standard departmental review and approval process. Required insurance and all fees must be collected 14 days prior to the event or the event will be cancelled. Cost includes a \$1,000.00 refundable clean up deposit so long as the organizer/applicant handles all cleanup for the event.

III. FINANCIAL IMPACT

All associated costs for the event—including park rental fees, City staff labor costs, required permit fees, and the security deposit etc —will be itemized and provided to the event organizer. These costs total \$11,479.57. Cost includes a \$1,000.00 refundable clean up deposit so long as the organizer/applicant handles all clean-up for the event. The event organizer has also requested a partial fee waiver in the amount of \$7,539.57.

IV. RECOMMENDATION/ACTION

Staff recommends that the Commission approve the temporary closure of Lauderhill Sports Park for this event, as it offers a welcomed and engaging activity for the community. The event has been reviewed to ensure it does not interfere with any existing City programming or scheduled use of the park.

V. ATTACHMENTS

1. *Special Events Permit*
2. *Memo*