



## Cover Memorandum/Staff Report

File #: 22-1206

Agenda Date: 9/6/2022

Item #: 6.I.

**TO:** Mayor and Commissioners  
**FROM:** Samuel Metott, Director, Parks and Recreation  
**THROUGH:** Terrence R. Moore, ICMA-CM  
**DATE:** September 06, 2022

APPROVAL OF REVOCABLE LICENSE AGREEMENT WITH JPR PRODUCTIONS, INC. TO PROMOTE AND PRODUCE THE LOTUS FESTIVAL TO BE HOSTED AT THE DELRAY BEACH TENNIS CENTER

**Recommended Action:**

Motion to approve Revocable License Agreement with JPR Productions, Inc. to promote and produce the Lotus Festival to be hosted on January 7, 2023 at the Delray Beach Tennis Center.

**Background:**

At the August 9, 2022 City Commission meeting, Parks and Recreation was directed to provide the costs and revenue associated with the event. Please see below table of anticipated costs and revenue expected from the event.

**Revenue:**

Rental Fee (load-in, event day, striking)	\$15,000.00
Sales Tax	\$ 1,330.00

**Expenses:**

Estimated staffing	\$1,250.00
Janitorial supplies	\$ 500.00

**Net Profit**

**\$13,250.00**

\*All police, fire, ushers, ticket takers, cleaning staff, etc. is the responsibility of the promoter

The set up and breakdown of the event will be January 6, 2023 and January 8, 2023. The day of the event, all set up and rehearsals must occur between the hours of 8:00am-12:00pm and performances to begin no earlier than 5:00 pm and conclude no later than 11:00 pm

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Stadium rental fees to GL 001-00-00-362-002

**Timing of Request:**

N/A