

AGREEMENT FOR LIMITED EVENT SUPPORT

This Agreement for Limited Event Support is entered into by and between the City of Lawton, Oklahoma, a municipal corporation (hereinafter referred to as “City”), and Darien’s Voice Foundation, a nonprofit organization, hereinafter referred to as the “Foundation”.

Whereas, the City, through its governing body, has determined that the City should provide limited support to the Foundation for the 3rd Annual Easter Egg Hunt for Special Needs Children & Adults for the purpose of providing free, family friendly, and all-inclusive activities for the community; and

Whereas, the City desires to provide limited-service support to the Foundation in addition to financial assistance;

Now, therefore, in consideration of the mutual obligations of the parties, the City and Foundation agree as follows:

A. City agrees as follows:

1. To provide the Foundation one-time financial support for the services to be performed under this agreement pursuant to the fund sources identified below:
 - a. Family Friendly Activity Fund- the City shall allocate funds from the Family Friendly Activity Fund to the following vendors: Bianca Hannah, Ronald Klemmer, Enchanted Mirror Events, Dancewear Etc., and 580 Bouncy Houses. Said funds are estimated as specified in the Foundation’s budget (attached hereto as “Exhibit A”), to be disbursed directly to the listed vendors through the Finance Department.
2. To print signs for the Foundation which are used in the administration of the event, provided that materials from or for other entities assisting the Foundation will not be printed at the City’s print shop, and that the foundation will supply all paper products for printing. This assistance will be made available to the Foundation only while the City’s print shop is in operation, and this provision is in no way intended to create any property right or interest in the Foundation to have its materials printed by the City for an indefinite period of time.
3. To assist the Foundation with the event as staff and equipment are available through the Parks and Recreation Department. The City shall not be required to provide staff assistance if it will cause the City to pay overtime without specific City Manager approval. The use of City equipment shall only be permitted if such use does not reduce the City’s ability to provide required services to the community. Specific equipment that may be requested are bouncy houses and game kits.

B. Authority agrees as follows:

1. To submit to the Lawton City Council a narrative report which will include pertinent details such as the total number of attendees served during the event, incurred expenses associated with the event, and any other information deemed relevant to the Lawton City Council's interests. The report is to be submitted within thirty (30) days following the conclusion of the event.

C. The Foundation shall assume full legal and liability responsibility for the event.

D. Term. This agreement will expire on April 1, 2024.

In witness whereof, the parties have hereunto set their hands on this ____ day of _____, 2024.

CITY OF LAWTON, OKLAHOMA
A Municipal Corporation

By: _____
Stanley Booker, Mayor

ATTEST:

Donalynn Blazek-Scherler, City Clerk

DARIEN'S VOICE FOUNDATION
A Nonprofit Organization

By: _____
Leslie Kopassah

APPROVED as to form and legality for the City of Lawton, Oklahoma, this ____ day of _____, 2024.

Timothy Wilson, Acting City Attorney

Exhibit A



EVENT BUDGET 2024

Vendor	Description	Amount
Bianca Hannah	Face Painting	\$280.00
DJ Ronnie -Ronald Clemmer	DJ Services	\$250.00
Enchanted Mirrors- Erin Cox	Photography/ Photo Booth	\$400.00
Dancewear Etc.	Costumes	\$245.00
580 Bouncy Houses	Bouncy Houses	\$1,250.00
		TOTAL: \$2,425.00