

RESOLUTION NO. 2025- 3394

A RESOLUTION OF THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, APPROVING THE EXPENDITURE OF FUNDS FOR THE TOWN OF SURFSIDE'S 90TH ANNIVERSARY CELEBRATION RECEPTION; FINDING THAT THE PURCHASE IS EXEMPT FROM COMPETITIVE BIDDING PURSUANT TO SECTION 3-13(I)F OF THE TOWN CODE AS FOOD AND CATERING AND SECTION 3-13(2) OF THE TOWN CODE AS PROFESSIONAL SERVICES; AUTHORIZING THE TOWN MANAGER TO ENTER INTO A PURCHASE ORDER FOR SUCH PURCHASE; PROVIDING FOR IMPLEMENTATION; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, May 18, 2025 marks ninety (90) years since the founding of the Town of Surfside ("Event"); and

WHEREAS, the Town of Surfside's ("Town") Administration has proposed a formal Evening Reception to celebrate the Event at the Four Seasons Hotel at The Surf Club (the "Four Seasons"), a property that is directly tied to the Town's origins ("Reception"); and

WHEREAS, the Reception would be one of five (5) events scheduled throughout May 2025 to commemorate the Town's milestone anniversary; and

WHEREAS, the Four Seasons has provided a proposal for the Reception ("Reception Contract") (Exhibit "A"); and

WHEREAS, the Event will be outdoors, the Reception will take place beneath a large event tent on the Four Seasons' premises; and

WHEREAS, the total expenditure for the Event will not exceed \$30,000.00; and

WHEREAS, pursuant to Section 3-13(7)(i) of the Town's Code, food and catering services are exempt from competitive bidding; and

WHEREAS, pursuant to Section 3-13(2) of the Town's Code, professional services are exempt from competitive bidding; and

WHEREAS, the Event is not funded by the Resort Tax Fund; and

WHEREAS, the proposed contract attached hereto as Exhibit "A" (Reception Contract) (hereinafter, the "Services") shall not exceed \$30,000.00; and

WHEREAS, pursuant to Section 3-6(c) of the Town's Code, the Services in the proposed amount require approval of the Town Commission; and

WHEREAS, the Town Commission wishes to authorize the Town Manager to purchase the Services, in substantially the same form as the contract attached hereto as Exhibits "A"; and

WHEREAS, the Town Commission finds that the purchase of the Services is in the best interest and welfare of the Town and its residents.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COMMISSION OF THE TOWN OF SURFSIDE, FLORIDA, AS FOLLOWS:

Section 1. Recitals Adopted. Each of the above stated recitals is hereby adopted, confirmed, and incorporated herein.

Section 2. Purchase of Services, Approved; Exemption from Competitive Bidding. The purchase of the Services totaling not more than \$30,000.00 from the Four Seasons and its vendors is hereby approved. The Town Commission finds that pursuant to Section 3-13(7)(f) and 3-13(2) of the Town's Code, the purchase of the Services is exempt from competitive bidding.

Section 3. Implementation. The Town Manager and Town Officials are authorized to take any and all necessary or further action to implement the purchase of the Services and the purposes of this Resolution.

Section 4. Effective Date. This Resolution shall be effective immediately upon adoption.

PASSED AND ADOPTED on this 8th day of April, 2025.

Motion By: Commissioner Velasquez

Second By: Vice Mayor Paul

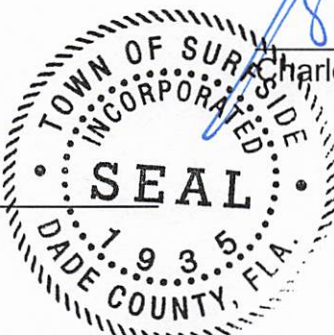
FINAL VOTE ON ADOPTION:

Commissioner Ruben A. Coto	<u>Yes</u>
Commissioner Nelly Velasquez	<u>Yes</u>
Commissioner Gerardo Vildostegui	<u>No</u>
Vice Mayor Tina Paul	<u>Yes</u>
Mayor Charles W. Burkett	<u>No</u>

Attest:




Sandra N. McCready, MMC
Town Clerk





Charles W. Burkett, Mayor

Approved as to Form and Legal Sufficiency:



Thais Hernandez, Town Attorney



EVENT PROPOSAL FOR
TOWN OF SURFSIDE 90TH ANNIVERSARY

MAY 12TH, 2025

BASED ON 150 GUESTS

*A serene and sophisticated oceanfront oasis
surrounding an architectural landmark.
Far from the crowds yet surrounded
by everything that matters.*



YOUR CELEBRATION AT THE SURF CLUB

A STORIED PAST

Legends and luminaries all came to The Surf Club for its reputation as a place where the proper impropriety was allowed. It was for people with good taste seeking good times. It combined power and pleasure, ceremony and swagger – its members felt off duty but on show, together. It provided its crowd with somewhere they felt they belonged: a ballroom and beach, behind closed doors. The Surf Club was a place of imagination and possibility; it turned experiences into memories.

The Surf Club today comprises a social club, a 77 room

Four Seasons Hotel, 120 Residences, 30 Hotel Residences,

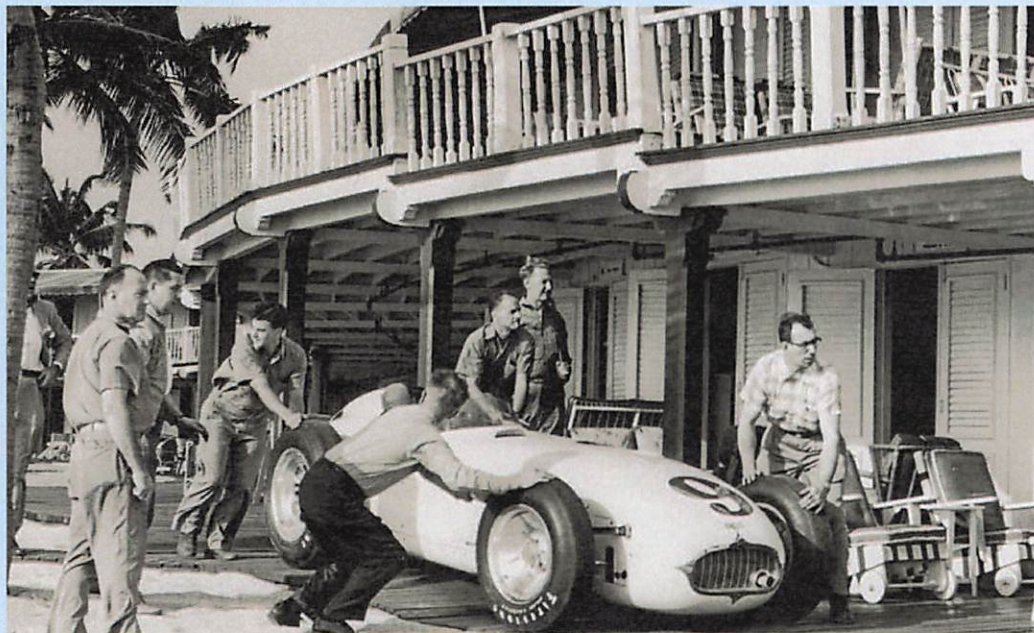
The Champagne Bar & Restaurant,

The Surf Club Restaurant by Thomas Keller, a state-of-the-art Spa, 40 beach cabanas and 2 Boutiques,

all spread over three buildings on 9 acres of pristine beachfront along the Atlantic Ocean.

Special Events require expertise and thoughtful coordination. Our dedicated event planning professionals are with you every step of the way to ensure your vision comes to life just as you imagined.

With a variety of iconic venues, The Surf Club provides breathtaking backdrops for your most celebrated occasion.



Main Lawn

May 12th, 2025

Based on 150 Guests

Venue Rental

Waived

Food & Beverage Minimum

Price of \$60.00 per person (exclusive of service fees and tax)

To Include-

Two Hours Surfside Open Bar

Pasta Station- Small Plates

Pizza Station

Your itinerary of venues for your celebration coupled with our Four Seasons Fine China, Stemware, Flatware, banquet tables, chairs and selected linen are included in event space rental.

Portable bar, selected linen and florals available for rental through our preferred vendors.

A 20% service fee is added to all functions for payment to the hourly paid wait staff and service employees engaged in the service of the event. An administrative fee of 7% is added to all function event orders and room rental to defer overhead costs. No part of this administrative fee is provided to wait staff or service employees. The 9% sales tax applicable at the time of the Event will be added to your total bill.

Proposal expires on March 17th, 2025



TERMS & CONDITIONS

Dietary Options

The Four Seasons Hotel at the Surf Club has taken great care to incorporate items into the catering menus that account for diverse dietary and nutritional needs, including gluten-free options.

Additional dietary options or modifications are available and can be resolved to ensure an easily personalized culinary experience for your event.

Guarantee

The guaranteed number of attendees at each catered function is required a minimum of three business days, 72 hours, prior to the function. The guaranteed number of attendees shall constitute a guarantee, not subject to reduction, for which charges will be assessed accordingly.

You will be charged for the guaranteed guest count or the actual guest attendance, whichever is greater.

If we are not advised of a guaranteed count, the tentative number of guests will become the guaranteed count. If an increase of 10% or more is requested after the final guarantee is received, an additional charge above the food and beverage charges would apply to accommodate the last minute increase.

Please note that the kitchen prepares no more than 5% over actual guarantee.

Menu and Final Details

All final details (menu selection, room set-up, agenda/schedule of events, etc.) are due in writing to the Catering Manager and Coordinator assigned to your event, (4) weeks prior to the event date.

Banquet Event Orders (BEOs) will be created for each event outlining the specific details and sent for your review/approval.

A final signed version of the BEOs is due to the hotel (10) business days prior to the start of your event or program.

Your signature on the BEO indicates your acceptance of the estimated number of attendees and event details outlined on the BEO and the Resort's terms and conditions.

This important set timeline will allow the hotel to properly prepare and staff for each event. Any adjustment in the noted timeline may result in additional charges or labor fees.

Displays and Signs

The Hotel will not permit the affixing of any object to the walls, floors, ceilings of rooms or outdoor set ups by nails, staples, tape, spikes or any other substance. Signage, banners, logo, name badges, lanyards and displays are not permitted in Hotel areas.

Service Charges and Taxes

A 20% service charge is added to all functions for payment to hourly paid wait staff and service employees involved in the service of the event. An administrative fee of 7% is added to all function and event orders, inclusive of function space rental or public area fees to defer overhead costs. No part of this administrative fee is provided to wait staff or service employees. Taxes will be compiled in strict accordance with local, state or provincial and federal tax regulations.

Food Presentation Guidelines

As the health and safety of our guests and team members is our top priority, all food & beverage items will be packaged in individual, single serve portions.

Attended dining experiences are available and require server attendants (fee of \$150 each) to ensure proper food handling.

Self-service of non-packaged food & beverage items is not permitted.

Buffets will not be stationed for longer then 90 minutes as per Health code guidelines.

Miscellaneous fees

Chef attendant \$350.00 per station

Additional Servers \$250.00 per hour

Bartender \$300.00 per bar setup

Labor charge \$250.00 per meal period (added for attendance of less than 25 guests)

Cake Fee \$10.00 per person



*WE ARE LOOKING FORWARD TO THE OPPORTUNITY OF HOSTING
YOUR EVENT!*

DANA MOURAD
Catering & Conference Services Manager
E-mail: dana.mourad@fourseasons.com