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STATE OF FLORIDA



DIVISION OF ENGINEERING  
TOM BALLINGER  
DIRECTOR  
(850) 413-6910

## Public Service Commission

July 8, 2019

Ms. Debby Blais  
City of Tavares Civic Center  
100 E. Caroline Street  
Tavares, FL 32778  
[dblais@tavares.org](mailto:dblais@tavares.org)

VIA EMAIL

**Re: Docket No. 20190124-WU - Petition for limited alternative rate increase in Lake County by Raintree Waterworks, Inc.**

Dear Ms. Blais:

This letter is to confirm our reservation of the Tavares Civic Center for August 7, 2019, from 5:00 p.m. to 11:00 p.m. We are also confirming that there are no charges incurred to use these facilities.

Please find the attached facility reservation form, as well as the Civic Center Set-Up form. If you have any questions, please contact me by phone at (850) 413-6127. Thank you.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jeff Doehling".

Jefferson Doehling  
Engineering Specialist  
Division of Engineering

JD:jp

cc: Office of Commission Clerk (DN 20190124-WU)

**PARKS AND RECREATION FACILITY RESERVATION FORM**

Person/Group Jeff Doehling / Public Service Commission Date Needed August 7, 2019  
Address 2540 Schumard Oak Blvd. Time (From) 5:00 pm (To) 11:00 pm  
Tallahassee, FL 32399 Function Raintree Waterworks Customer Meeting  
Telephone (850) 413-6127 Cell # \_\_\_\_\_  
E-mail JDOEHLIN@psc.state.fl.us Fax (850) 413-6128

Is the reservation for a Non-Profit Organization?  Yes  No

If yes provide Tax Exempt # \_\_\_\_\_


Please identify which facility you will be renting and the amenities you need. **Check all that apply.**

Civic Center. Kitchen: \_\_\_\_\_ Chairs (Quantity Needed): 25 Tables (Quantity Needed): long 1 round \_\_\_\_\_  
 TRA Room. Chairs (Quantity Needed): \_\_\_\_\_ Tables (Quantity Needed): \_\_\_\_\_  
 Ingraham Center. Kitchen: \_\_\_\_\_ Chairs (Quantity Needed): \_\_\_\_\_ Tables (Quantity Needed): \_\_\_\_\_  
 Other Facilities: \_\_\_\_\_

Are there any safety/security precautions required? : Yes  No

Please Explain: Handicap Access

I have read and understand all of the rules and regulations governing the use of the City of Tavares facilities as defined on the back of this page. I Agree to indemnify and save harmless the City of Tavares from and against all claims, suites, damages, cost, losses and expenses in any manner resulting from, arising out of, or connected with their events, as a result of the use of the above rented premises. Facility keys to be picked up and returned to the Community Services Department at Tavares City Hall.

 July 8, 2019  
Signature of Representative Date Signed

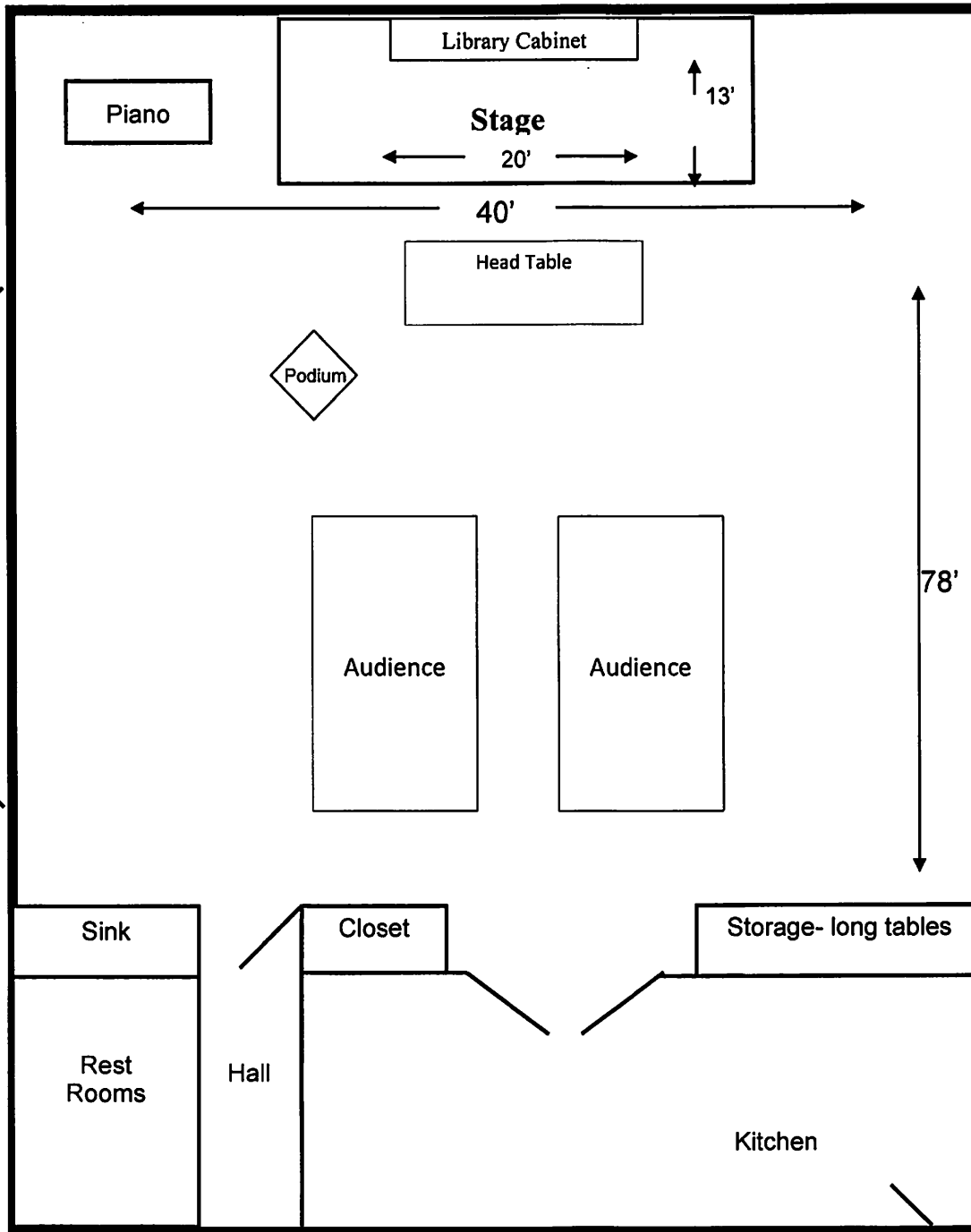
\_\_\_\_\_  
Staff Approval Date Signed

Staff Use Only	
Insurance Required: <input type="checkbox"/> Yes <input type="checkbox"/> No	Received Date _____
Facility Rental: Date Paid _____	Amount Paid \$ _____ Check # _____
Keys Needed: Civic Center _____ Kitchen _____ Microphone _____ TRA Room _____ Ingraham Center _____	

# Civic Center Set-Up

**Organization/Name** Florida Public Service Commission    **Cell Phone #** (850) 413-6127

**Date of Event** August 7, 2019    **Time of Event** 5:00



**Available:**

**22** Round Tables – 60”  
Seats 7 max.

**25** Long Tables  
96” x 30”  
Seats 8 max.

**180** chairs

**Please check if needed:**

Podium & Microphone

Kitchen

(keys must be checked out for both of the above)

**Tavares Community Services:**  
Phone: (352) 742-6319  
Fax: (352) 742-6351

