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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

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

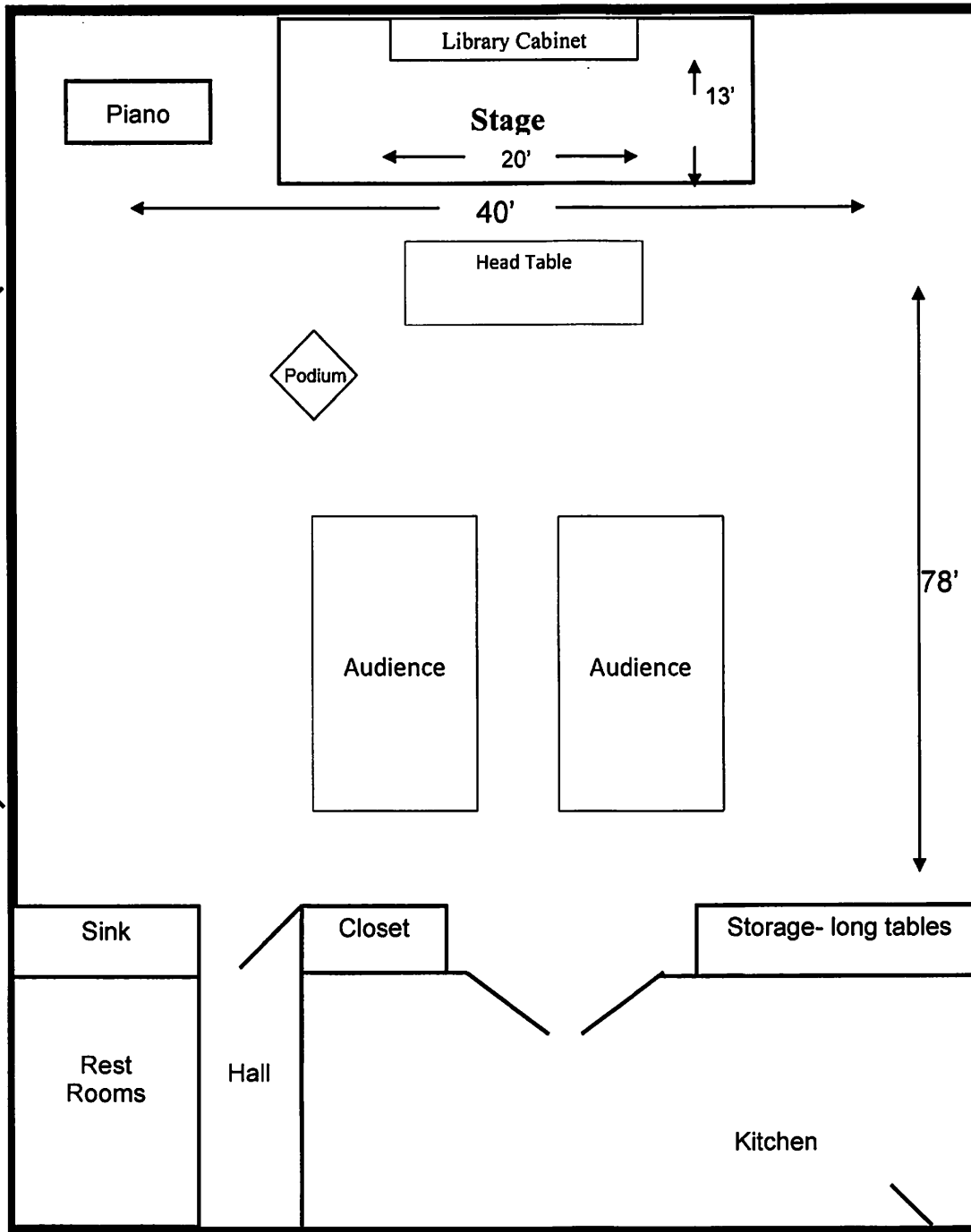
Staff Approval Date Signed

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



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