Event Permit User Guide

Use of County Property

Special Event

Alcoholic Beverages within Lee County Facilities and Public Parks

Film / Video / Photography

Lee County Permitting
1500 Monroe Street
Forty Myers, FL 33901
239-533-8330

Visitor & Convention Bureau
2201 Second Street, Suite 600
Fort Myers, FL 33901
239-338-3500
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Welcome to Lee County Event Permitting!

Thank you for choosing one of Lee County’s many beautiful locations to host your special event.

This Event Permit User Guide will assist event organizers in planning, permitting, and hosting an event in Lee County. Along with providing a sample application form and insurance certificate, this user guide will assist you with the required steps to host an event in Lee County.

Essential procedural items, resources and contact information are provided to guarantee that the necessary approvals are acquired before the actual date(s) of the event.

If you have any questions or comments, please contact the Lee County Permitting Department at (239) 533-8330. Your feedback is welcome at any time. We look forward to hearing from you.
The Lee County Permitting Office issues three types of event permits; Special Event, Use of County Property and Sell and Consume Alcoholic Beverages within Lee County Facilities. To determine which permit(s) you may need, please review the descriptions below. The type of event will determine if one, two or three permit types will need to be marked in your application.

The Lee County Film Office issues Film permits. Coordination with the Film Office is key to a successful film or photography shoot.

Specific details for each permit type can be found on the following pages.

**Special Event**
Large events expecting 1,000 or more attendees per day, regardless of location (public or private property) in unincorporated Lee County, require a ‘Special Event’ Permit.

**Examples:** Festivals, Concerts, Fairs, Circuses, Large Community Events

**Use of County Property**
If the event is held within Lee County on or in a County park, facility, or roadway, a ‘Use of County Property’ permit is required. **Please note:** Specific requirements apply to solicitation in the right-of-way and use of Old Courthouse steps and the adjacent property.

**Examples:** Parades, Road Races, Solicitation in the Right of Way, Smaller Community Events

**Sell and Consume Alcoholic Beverages within Lee County Facilities**
If alcohol is being sold or consumed on Lee County property, an ‘Alcohol Permit’ is required. A nonprofit certification is required for the **sale** of alcohol at an event. No sale or consumption of alcoholic beverages is permitted 1½ hours prior to the conclusion of the event.

**Examples:** Authors’ Readings, Wedding Receptions, Art Receptions

**Film, Video and Photography**
If you are producing a feature/independent film, commercial or series, or any other film/video/digital related project that affects public property or if your production is taking place on private property and involves the use of pyrotechnics, explosives or other incendiary devices, firearms or use of gunfire or involves stunts of any kind, or your production is taking place on public property in unincorporated Lee County you will need to apply for a film permit.

**Examples:** Photo shoots, Documentaries, TV Commercials, Movies
**Application Process**

- **Application due date is 30 days prior to the event.**
- The applicant completes the first pages of the application with details about the event and contacts each agency whose signature is required. Contact information is provided at the top of each signature page and in this user guide on pp. 9-11. Each agency must complete **AND SIGN** their page. Please see Table 1 on p. 5 to determine the signatures needed. After the application is COMPLETE WITH ALL NECESSARY SIGNATURES AND INSURANCE CERTIFICATE, submit the entire package:

<table>
<thead>
<tr>
<th>Applications for Special Event, Use of County Property, Alcohol within County Facilities</th>
<th>Application for Film</th>
</tr>
</thead>
</table>
| **Lee County Permitting Department**  
Attn: Event Permitting  
1500 Monroe Street  
Fort Myers, FL 33901  
(239) 533-8330 - Call for other options | **Lee County Visitor & Convention Bureau**  
Attn: Film Office  
2201 Second Street, Suite 600  
Fort Myers, FL 33901  
(239) 338-3500/(800) 237-6444 - Call for other options |

- For ‘Special Event’ and ‘Use of County Property’ permits, attach a **detailed site plan**, including location of tents, entertainment, proposed parking accommodations, etc.
- **A Certificate of Insurance must be provided with the application packet.** Please see page 10 for specific insurance information.
- Lee County’s Noise **Ordinance 14-18** regulates noise and attempts to minimize disturbances for local residents. Please review this ordinance if you plan to have **amplified noise** at your event.
- As part of the approval process, the amount of the **bond** required, if any, will be established.
- Applications for Special Event, Use of County Property and Sale/Consumption of Alcohol within Lee County Facilities are reviewed by the Lee County Permitting Department and submitted to the County Manager for approval. Film permits are reviewed by the Visitor & Convention Bureau.
- Questions regarding the application for Special Event, Use of County Property and Sale/Consumption of Alcohol within Lee County Facilities should be directed to the Lee County Permitting Department by calling (239) 533-8330. Questions regarding the application for Film should be directed to the Visitor & Convention Bureau by calling (239) 338-3500.

**County Fees**

Any applicable permit fees must be submitted with the application. The applicant must pay for any additional fees charged by sign-off agencies or other required county permitting, if applicable.

- **Special Event** - $75.00 payable by cash or check to Lee County Board of County Commissioners.
- **Use of County Property** – No Charge.
- **Sell & Consume Alcoholic Beverages within Lee County Facilities & Public Parks** – No Charge.
- **Film Permit** – No Charge.

**Late Fee:** Applications are due 30 days prior to the event. Applications submitted after the deadline will be charged a fee of $5 per business day.

**Ordinances**

Please review the following ordinances and administrative codes for details pertaining to each event type:

- **Ordinance 17-08** – All permit types
- **Administrative Code 8-1** – All permit types
- **Ordinance 17-07** - Sell/Consume Alcoholic Beverages within Lee County Facilities & Public Parks
**Required Signatures**

Some events may require one or more types of permits. Lee County’s ‘all-in-one’ permit application is used for each type of permit, but the required signatures for each vary slightly. Table 1 below indicates which signatures are required for each application.

We strongly recommend starting the application process early; agency review can take some time so begin the process as soon as possible. The deadline for submission is 30 days prior to the event.

Table 1

<table>
<thead>
<tr>
<th>Agency</th>
<th>Special Event</th>
<th>Use of Lee County Property</th>
<th>Alcoholic Beverages at a Lee County Facility*</th>
<th>Film**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lee County Sheriff’s Department</td>
<td></td>
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<td></td>
<td></td>
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<tr>
<td>14750 Six Mile Cypress Parkway</td>
<td></td>
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<tr>
<td>Phone: (239) 477-1098</td>
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<tr>
<td>Fire Department</td>
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<tr>
<td>- A fire district map and listing of contacts is included at the end of this guide. Contact the district in which your event will take place.</td>
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<tr>
<td>Lee County EMS / Public Safety</td>
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<tr>
<td>14752 Six Mile Cypress Pkwy</td>
<td></td>
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<tr>
<td>Phone: (239) 533-3902</td>
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<tr>
<td>Department of Transportation</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>1500 Monroe Street</td>
<td></td>
<td></td>
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<tr>
<td>Phone: (239) 533-8580</td>
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<tr>
<td>Lee County Parks &amp; Recreation</td>
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<tr>
<td>3410 Palm Beach Boulevard</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Phone: (239) 533-7275</td>
<td></td>
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<tr>
<td>Lee County Risk Management</td>
<td></td>
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<tr>
<td>2115 Second Street, 4th Floor</td>
<td></td>
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<tr>
<td>Phone: (239) 533-2221</td>
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<tr>
<td>Lee County Visitor &amp; Convention Bureau</td>
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<tr>
<td>2201 Second Street, Suite 600</td>
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<td></td>
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<tr>
<td>Phone: (239) 338-3500</td>
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</table>

* According to Florida Statute §561.422, a state-issued alcohol permit may also be acquired. For details, contact: Florida Department of Business & Professional Regulation Division of Alcoholic Beverages and Tobacco 2295 Victoria Avenue, Suite 145, Fort Myers, FL 33901 Phone: (239) 344-0885

** Contact the Lee County Visitor & Convention Bureau’s Film Office for information regarding approvals, insurance requirements, and any needs you may have relating to film permitting. More information available on p. 8.
Use of Old Courthouse Steps and/or Adjacent Property
No permit is required to use the Old Courthouse steps; however, the County does request that organizers schedule the events for coordination purposes only. Please contact Lee County Permitting at (239) 533-8330 for details.

- Proof of Insurance coverage as determined by Lee County Risk Management must be provided.
- Use of the sidewalk area may require a permit from the City of Fort Myers.
- Fees may be charged for county staff assistance and/or equipment usage for government events.
- County equipment may not be used for private events.
- No electrical wires, or other hazards, as determined by County Risk Management, may be used on the property.

Picketing
There is no permit required for citizens to picket. Citizens are permitted to picket according to a citizen’s right under the First Amendment per Florida Statutes. Citizens wishing to picket must follow pedestrian rules:

- Picketers must stay off of private property.
- Hand-held signs only; no signs are allowed to be stuck into the ground.
- No brochures or pamphlets are allowed to be forced onto any citizen.
- No blockage or hindrance of the flow of traffic is allowed. Rules for roads are per Lee County and/or State Department of Transportation.

Banyan Street, Boca Grande
With a beautiful canopy of intertwined Banyan trees, Banyan Street is a picturesque location for weddings. If you are interested in hosting your event on Banyan Street, contact the Parks & Recreation office first to check availability. If the date is available, staff will put a hold on the date for 30 days for you to finalize the permit application and provide details on extra steps you will need to take in the permitting process. Contact information for the Boca Grande Parks & Recreation office is on p. 13.
Collection of Donations within the County Rights-of-Way

The collection of donations within the County rights-of-way must be conducted in accordance with Florida Statute §316.2045, Lee County Ordinance, Administrative Code, and Permit Conditions. Organized charities soliciting contributions within the County rights-of-way may be issued a permit provided that details regarding the locations of solicitation, the persons doing the solicitation and all of the permit requirements of Administrative Code AC-8-1 are met.

All people soliciting contributions must comply with the following minimum safety measures and requirements:

- Collections must stop when a traffic crash or any other traffic disturbance occurs at the location. Collections are not to resume until the vehicles and emergency workers clear the crash scene.
- Collections must stop when a major traffic incident occurs and the route is being used as a detour. Collections may resume as soon as traffic returns to normal conditions.
- Collections must stop upon direction from a Law Enforcement Officer, Lee County Department of Transportation employee, or other Lee County official.
- You must be at least 18 years old to solicit contributions in the right-of-way. No one younger than 18 is permitted to stand, sit, walk, or otherwise be positioned in the right-of-way at any time.
- Soliciting is only permitted between sunrise and sunset, and only if visibility is not reduced due to conditions such as fog, precipitation, or other visibility obstruction.
- Solicitors must erect **36”x36” WORKERS AHEAD** (W21-1) or **ROAD WORKERS SYMBOL** (W21-1A) warning signs 500’ in advance of the workers warning motorists to expect workers in the roadway.
- Solicitors are not permitted to park vehicles on the median, paved shoulder, sidewalks, or anywhere within the right-of-way.
- Submit a detailed safety plan with permit application which outlines full compliance with the permit conditions and provides additional measures to provide for the safety of all people who are soliciting and for all road users in the solicitation area.
- Solicitation may only occur while the traffic is stopped for a solid red light or steady red arrow.
- People must be positioned to observe the cross street signal at all times to warn solicitors (by two-way radio, whistle, air horn, or by other approved method) to clear the travel lanes when the cross street light turns yellow.
- A green traffic signal will turn yellow for approximately 3 to 4 seconds; people at the intersection observing the signal changes must immediately warn people who are in or adjacent to the roadway to stop collections and move to a safe location. A limited All Red signal occurs following the yellow signal which provides a final warning for the next traffic signal cycle. All people at the intersection are required to familiarize themselves with the signal sequence and develop safety procedures which will stop collections before the signal changes to green.
• Continuing to collect donations after the traffic signal has changed to green is a violation of Florida Statute §316.2045(1) which is punishable in accordance with Chapter 318 of State Statutes. Continued violations of soliciting after the signal has turned green may result in immediate suspension of the permit.

• The flow of vehicle traffic must not be impeded. All soliciting/collection of donations must stop and solicitors must step out of the path of vehicle traffic prior to or as soon as any traffic signal on the approach changes to green.

• While traffic is moving in adjacent lanes, all solicitors must stand on the roadside or on a raised median 6’ or more wide. Standing on painted medians, center lines, lane lines, painted traffic separators, or traffic separators less than 6’ wide is not allowed. All people must stand as far as practical from the edge of the roadway.

• Pedestrian regulations and requirements as listed in Chapter 316.130 of Florida Statutes must be adhered to by all people standing in or adjacent to the roadway.

• No solicitors may step into the roadway approach until red signals are displayed for all vehicles on that approach and vehicular traffic within at least 200’ of the soliciting area has come to a full stop.

• All solicitors must wear safety apparel:
  o High-visibility safety apparel which meets the requirements of the International Safety Equipment Association (ISEA) and the American National Standards Institute (ANSI) for High Visibility Safety Apparel, and be labeled as ANSI/ISEA 107-2004.
  o Class 2 apparel may be worn in the daytime in lieu of Class 3; however, Class 3 apparel is recommended for all people who will be working in the roadway.
  o Class 3 apparel must be worn for all dawn and dusk activities.
  o The apparel background material color must be orange, yellow-green, or a fluorescent version of these colors. The retro-reflective material must be orange, yellow, white, silver, yellow-green, or a fluorescent version of these colors, and must be visible at a minimum distance of 1,000’.

![Class 2 Safety Vest](image1.png) ![Class 3 Safety Vest](image2.png)
Below is a typical minimum traffic safety plan. Label the intersection streets’ names and provide parking details below. Submit this sheet with your application packet (Fill in a new one in for each intersection where solicitations will take place.)

A. Signal observers will be stationed at corners where they can see all signal displays. They will each have a radio or other approved device which they will use to inform solicitors in the street when the light for thru traffic changes to yellow.

B. Orange and Black 36”x 36” WORKERS AHEAD (W21-1) or ROAD WORKERS SYMBOL (W21-1A) signs will be placed on the shoulder and in the raised median 500’ from the intersection.

C. All cars will be parked at the ____________________________ parking lot.

D. Collectors will stand on the roadside, at least 4’ or more from the travel lane, while traffic is moving.

E. Collectors will enter roadway only after all the traffic has stopped. They will start soliciting at the stop bar and walk away from the intersection, always facing approaching traffic. Upon hearing the designated signal they will immediately return to the safe area that is designated away from the road pavement.
Signs, Tents, Fireworks, Other Permits
Any signs and marking needed for your event should be temporary and removable. Painting on roadways, trees or any other fixed object is strictly prohibited. If there will be any signage, contact the Community Development Office to inquire if a permit may be needed.

If the event applied for involves any fireworks, tents or air-supported structure, or is a carnival, fair, circus, or has amusement devices the applicant will also need to contact the Community Development Office to inquire about other permits that may be needed.

Community Development & Public Works Building
Permitting Section
1500 Monroe Street
Fort Myers, FL 33901
(239) 533-8330

Insurance
Insurance must be obtained and kept in effect during the entire event. Liability insurance amounts are determined by the Risk Management office to protect against damages or other claims arising from use of County property by the applicant or its guests. Other limits may also be established for events that include sale or consumption of alcoholic beverages at approved events. The insurance policy must include coverage for Applicant’s contingent liability on damages, claims or losses. “Lee County Board of County Commissioners” must be named as “additional insured” on the Certificate of Insurance, and the Certificate must be submitted with the application. If the insurance is canceled during the event, the County has the right to revoke approvals for the event, without recourse by the applicant.

Bond
Lee County may require an indemnity and/or performance security bond for the event, and the amount of the bond will be set by the County Administrator. The bond will be with a corporate bonding company authorized to do business in the State of Florida, or a cash bond in the form of a cashier’s check payable to the Board of Lee County Commissioners. The bond shall totally indemnify the County of Lee, its agents or employees against all claims arising out of the preparations, conduct or aftermath of the concert or event.

Alcohol Policy
Prior arrangements must be made with Parks & Recreation to reserve the specific facility for the event. You can dial (239) 533-7275 or locate park-specific numbers on their website at www.leeparks.org.

CONSUMPTION ONLY: Any individual or group may apply for a permit as long as there will be no selling of alcoholic beverages. A Not-For-Profit status is not required for consumption only permit applications.

SELLING AND CONSUMPTION: Applicants are required to have a BONA FIDE FLORIDA NOT-FOR-PROFIT status. According to Florida Statute §561-422, the applicant must also obtain a temporary permit from:

Florida Department of Business & Professional Regulation
Division of Alcoholic Beverages and Tobacco
2295 Victoria Ave., Suite 145
Fort Myers, FL 33901
(239) 344-0885
Filming in Lee County

A Lee County shoot permit is required when:

- You are producing a feature film, TV special/commercial/pilot/series, industrial film/video or photography shoot that affects public property, equipment or facilities.
- The production is taking place on private property and involves the use of pyrotechnics, explosives or other incendiary devices, firearms, use of gunfire or involves stunts of any kind.
- The production is taking place on public property in unincorporated Lee County.

NOTE: Projects requiring street closures, stunts, special effects and other unusual circumstances should allow substantial lead-time for arrangements and approval. Most locations are available with no permit or location fees. Exceptions may include the City of Sanibel, the town of Fort Myers Beach and state parks.

Contact the Film Office if you have specific questions related to permitting, shoot locations and production related services. Contact us directly at:

- Josh Lambert, Tourism & Hospitality Assistant (JLambert@leegov.com) or
- Miriam Dotson, Communications Coordinator (MDotson@leegov.com)

Lee County Film Office
2201 Second Street, Suite 600
Fort Myers, FL 33901
(239) 338-3500, (800) 237-6444 (U.S. & Canada)
Fax: (239) 334-1106

Parking

Event organizers are responsible for ensuring there is sufficient parking for event attendees. You will need to coordinate parking arrangements with the Sheriff’s Office, the Department of Transportation, and Parks & Recreation. Notation of parking areas is required on the site plan submitted.
To assist you with the permitting process, below you will find contact information for sign-off agencies and county contacts, helpful websites, as well as contact information for fire districts and local agencies.

**Sign-off Agency Contacts**

<table>
<thead>
<tr>
<th>Sheriff</th>
<th>(239) 477-1098</th>
<th><a href="mailto:ASellers@sheriffleefl.org">ASellers@sheriffleefl.org</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Amy Sellers</td>
<td>(239) 533-3916</td>
<td><a href="mailto:DHiggins@leegov.com">DHiggins@leegov.com</a></td>
</tr>
<tr>
<td>Public Safety/EMS</td>
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<tr>
<td>Douglas B. Higgins</td>
<td></td>
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<tr>
<td>EMS Division Chief</td>
<td></td>
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<tr>
<td>Bryan Miller</td>
<td>(239) 533-8562</td>
<td></td>
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<tr>
<td>Randy Cerchie</td>
<td>(239) 533-8573</td>
<td></td>
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<tr>
<td>Parks &amp; Recreation</td>
<td></td>
<td></td>
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<tr>
<td>Alise Flanjack</td>
<td>(239) 533-7451</td>
<td></td>
</tr>
<tr>
<td>Risk Management</td>
<td>(239) 533-2221</td>
<td><a href="mailto:Risk@leegov.com">Risk@leegov.com</a></td>
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**County Departments**

**Community Development Division of Codes & Building Services**

 Signs, Tents, Fireworks, Temporary Use Permits, Circus, Fairs, Amusement Rides

<table>
<thead>
<tr>
<th>Address:</th>
<th>Contact:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1500 Monroe Street</td>
<td>Phone: (239) 533-8330</td>
<td><a href="mailto:JLambert@leegov.com">JLambert@leegov.com</a></td>
</tr>
<tr>
<td>Fort Myers, FL 33901</td>
<td>Fax: (239) 485-8340</td>
<td>or <a href="mailto:MDotson@leegov.com">MDotson@leegov.com</a></td>
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<tr>
<td></td>
<td>Hours: 8 am to 4 pm</td>
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**Visitor & Convention Bureau**

**Film Permits**

<table>
<thead>
<tr>
<th>Address:</th>
<th>Contact:</th>
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<tbody>
<tr>
<td>2201 Second Street, Suite 600</td>
<td>Local: (239) 338-3500</td>
</tr>
<tr>
<td>Fort Myers, Florida 33901</td>
<td>Toll-free: (800) 237-6444</td>
</tr>
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<td>Fax: (239) 334-1106</td>
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**Helpful Websites**

<table>
<thead>
<tr>
<th>Agency</th>
<th>Website</th>
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<tbody>
<tr>
<td>Division of Alcoholic Beverages and Tobacco</td>
<td><a href="http://www.myfloridlicense.com/dbpr">http://www.myfloridlicense.com/dbpr</a></td>
</tr>
<tr>
<td>Visitor &amp; Convention Bureau</td>
<td><a href="http://www.fortmyers-sanibel.com/">http://www.fortmyers-sanibel.com/</a></td>
</tr>
<tr>
<td>Parks &amp; Recreation</td>
<td><a href="http://www.leeparks.org/index.html">http://www.leeparks.org/index.html</a></td>
</tr>
<tr>
<td>Community Development - Permitting</td>
<td><a href="http://www.leegov.com/dcd/BldPermitServ">http://www.leegov.com/dcd/BldPermitServ</a></td>
</tr>
</tbody>
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## Fire Districts

<table>
<thead>
<tr>
<th>Fire Districts</th>
<th>Phone</th>
<th>Town</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Alva</td>
<td>(239) 728-2223</td>
<td>Iona/McGregor</td>
<td>(239) 433-0660</td>
</tr>
<tr>
<td>Bayshore</td>
<td>(239) 543-3443</td>
<td>Lehigh Acres</td>
<td>(239) 303-5300</td>
</tr>
<tr>
<td>Boca Grande</td>
<td>(941) 964-2908</td>
<td>Matlacha / Pine Island</td>
<td>(239) 283-0030</td>
</tr>
<tr>
<td>Bonita Springs</td>
<td>(239) 949-6200</td>
<td>N. Fort Myers</td>
<td>(239) 997-8654</td>
</tr>
<tr>
<td>Cape Coral</td>
<td>(239) 574-0401</td>
<td>San Carlos</td>
<td>(239) 267-7525</td>
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<tr>
<td>Captiva</td>
<td>(239) 472-9494</td>
<td>Sanibel</td>
<td>(239) 472-5525</td>
</tr>
<tr>
<td>Cayo Costa/Cabbage Key</td>
<td>(239) 533-8597</td>
<td>South Trail</td>
<td>(239) 433-0080</td>
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<tr>
<td>Estero</td>
<td>(239) 390-8000</td>
<td>Tice</td>
<td>(239) 694-2380</td>
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<tr>
<td>Fort Myers</td>
<td>(239) 321-7311</td>
<td>Upper Captiva</td>
<td>(239) 472-8899</td>
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<tr>
<td>Fort Myers Beach</td>
<td>(239) 590-4200</td>
<td>Useppa Island</td>
<td>(239) 283-7578</td>
</tr>
<tr>
<td>Ft Myers Shores</td>
<td>(239) 694-2833</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Local Agencies

### Town of Fort Myers Beach

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tracey Gore</td>
<td>Mayor</td>
<td>(239) 560-8079</td>
<td><a href="mailto:tracey@fortmyersbeachfl.gov">tracey@fortmyersbeachfl.gov</a></td>
</tr>
<tr>
<td>Roger Hernstadt</td>
<td>Town Manager</td>
<td>(239) 765-0202 x1100</td>
<td><a href="mailto:roger@fortmyersbeachfl.gov">roger@fortmyersbeachfl.gov</a></td>
</tr>
</tbody>
</table>

### City of Sanibel

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kevin Ruane</td>
<td>Mayor</td>
<td>(239) 472-4135</td>
<td><a href="mailto:sancouncil@mysanibel.com">sancouncil@mysanibel.com</a></td>
</tr>
<tr>
<td>Judie Zimomra</td>
<td>City Manager</td>
<td>(239) 770-0013</td>
<td><a href="mailto:sancouncil@mysanibel.com">sancouncil@mysanibel.com</a></td>
</tr>
<tr>
<td>William Tomlinson</td>
<td>Police Chief</td>
<td>(239) 472-3111</td>
<td><a href="mailto:bill.tomlinson@mysanibel.com">bill.tomlinson@mysanibel.com</a></td>
</tr>
</tbody>
</table>

### City of Bonita Springs

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Peter Simmons</td>
<td>Mayor</td>
<td>(239) 949-6262</td>
<td><a href="mailto:peter.simmons@cityofbonitasprings.org">peter.simmons@cityofbonitasprings.org</a></td>
</tr>
<tr>
<td>Carl Schwing</td>
<td>City Manager</td>
<td>(239) 949-6232</td>
<td><a href="mailto:carl.schwing@cityofbonitasprings.org">carl.schwing@cityofbonitasprings.org</a></td>
</tr>
</tbody>
</table>

### City of Fort Myers

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Randy Henderson</td>
<td>Mayor</td>
<td>(239) 321-7020</td>
<td></td>
</tr>
<tr>
<td>Saeed Kasemi, P.E.</td>
<td>City Manager</td>
<td>(239) 321-7022</td>
<td></td>
</tr>
<tr>
<td>Event Permitting</td>
<td>Recreation Division</td>
<td>(239) 321-7530</td>
<td></td>
</tr>
</tbody>
</table>

### City of Cape Coral

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Coviello</td>
<td>Mayor</td>
<td>(239) 574-0436</td>
<td><a href="mailto:jnoviell@capecoral.net">jnoviell@capecoral.net</a></td>
</tr>
<tr>
<td>Special Events Division</td>
<td></td>
<td>(239) 573-3123</td>
<td><a href="mailto:specialevents@capecoral.net">specialevents@capecoral.net</a></td>
</tr>
</tbody>
</table>

### Boca Grande

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joe Wier</td>
<td>Parks &amp; Rec</td>
<td>(941) 964-2564</td>
<td><a href="mailto:jwier@leegov.com">jwier@leegov.com</a></td>
</tr>
<tr>
<td>Lt. Jeff Corkhill</td>
<td>Sheriff’s Office</td>
<td>(941) 964-2400</td>
<td><a href="mailto:jcorkhill@sheriffleefl.org">jcorkhill@sheriffleefl.org</a></td>
</tr>
</tbody>
</table>

### Village of Estero

<table>
<thead>
<tr>
<th>Name</th>
<th>Title</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mary Gibbs</td>
<td>DCD Director</td>
<td>(239) 390-8000</td>
<td><a href="mailto:gibbs@estro-fl.gov">gibbs@estro-fl.gov</a></td>
</tr>
</tbody>
</table>
Event Application

 SAMPLE

- Special Event
- Use of County Property
- Alcohol within Lee County Facilities
- Film, Video & Photography
# Event Application

*Check the appropriate box(es) below:*

- SPECIAL EVENT PERMIT
- USE OF COUNTY PROPERTY PERMIT
- PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
- FILM PERMIT

## Section I – GENERAL INFORMATION (All Permit Types)

<table>
<thead>
<tr>
<th>Title of Event / Name of Production:</th>
<th>The Best Carnival</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date(s) of Event / Production:</td>
<td>January 1-3, 2015</td>
</tr>
<tr>
<td>Location(s) of Event:</td>
<td>Lee County Park A</td>
</tr>
<tr>
<td>Name of Applicant:</td>
<td>John Q. Public Foundation</td>
</tr>
<tr>
<td>Applicant Address:</td>
<td>123 Main Street, Anytown, FL</td>
</tr>
<tr>
<td>Applicant Phone Number:</td>
<td>239-XXX-XXXX</td>
</tr>
<tr>
<td>Contact Person:</td>
<td>Sally Q. Public</td>
</tr>
<tr>
<td>Contact Phone Number:</td>
<td>239-XXX-XXXX</td>
</tr>
<tr>
<td>Email Address:</td>
<td><a href="mailto:sallyqpublic@thisisnotanemail.com">sallyqpublic@thisisnotanemail.com</a></td>
</tr>
<tr>
<td>Estimated Attendance:</td>
<td>4,500</td>
</tr>
<tr>
<td>Event Description:</td>
<td>Carnival including rides, petting zoo, food vendors, craft vendors, stilt walkers. All activities will be ongoing throughout the day. Parade will occur in the morning.</td>
</tr>
<tr>
<td>Hours of Operation:</td>
<td>9:00 am to 10:00 pm</td>
</tr>
<tr>
<td>STRAP Number of Parcel:</td>
<td>11-22-33-A1-00010.0000</td>
</tr>
<tr>
<td>Owner of Premises*:</td>
<td>Lee County Government</td>
</tr>
</tbody>
</table>

*Notarized statement from the property owner specifically consenting to the proposed use required.*
Fill out the following questions:

What is the Zoning Classification of the premises?  Park

Are any temporary structures to be installed for Event?  ☒ Yes  ☐ No

Type of structure(s) at the site of Event:  Tents

Do you have the appropriate permits for temporary structures?  ☒ Yes  ☐ No

- For a ‘Special Event’ and ‘Use of County Property’ permit, submit a site plan with all proposed facilities and activities identified, including all parking areas.

Insurance Company Insuring the Event:  ABC Insurance

Note:  Certificate of Insurance must be submitted at time of application

Surety Company Bonding this Event (Name and Address):

Will Vehicles be Used as Part of This Event?  ☐ Yes  ☒ No

(If yes, automobile coverage must be included on the certificate of insurance)

Is Food Going to be Available at this Event?  ☒ Yes  ☐ No

(If yes, products liability coverage must be included on the certificate of insurance)

Name and Address of Organization Providing Food:  Bob’s Carnival Foods, Mary’s Hot Dog Stand, Ice Cream and Cotton Candy Galore

Type of Food being Served:  Hot dogs, hamburgers, ice cream, cotton candy, funnel cake

Alcoholic Beverages at Event?  ☒ Yes  ☐ No

Section II – USE OF COUNTY PROPERTY PERMIT

- Organization Sponsoring the Event:  John Q. Public Foundation

Section III – SALE/CONSUMPTION OF ALCOHOLIC BEVERAGES PERMIT

Is alcohol being sold/consumed on County Property?  ☒ Yes  ☐ No

If Yes, then a "Lee County Alcohol Permit" is required. Only non-profit organizations can sell alcohol on County property.

NON-PROFIT CERTIFICATE/REGISTRATION NUMBER:  11-222111

(Required if alcohol is to be SOLD at the event)

Please note: A permit from the State of Florida Division of Alcoholic Beverages and Tobacco may also be required; please call (239) 344-0885 for further details.
SECTION IV – FILM / VIDEO / PHOTOGRAPHY PERMIT

Type of production (choose all that apply):

- TV Movie or Special
- TV Series / Pilot
- TV Commercial
- Still Photos
- Public Service Announcement
- Industrial / Documentary
- Other:

Will any of the following be needed or included*?

<table>
<thead>
<tr>
<th></th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Street Closure</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Traffic / Crowd Control</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fire or Burning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explosives or Pyrotechnics</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animals, Large or Small</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction of Any Kind</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Large and/or Numerous Vehicles</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Helicopters, Boats, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stunts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* For any marked Yes, provide further details below:

________________________________________________________________________

________________________________________________________________________

Special Parking Requirements:

________________________________________________________________________

City or County Services Required: (Personnel, equipment, facilities, etc.)

________________________________________________________________________

The following information is required for local and state records on production in Florida to track the economic impact of the industry. If exact figures are not available, please estimate as closely as possible.

<table>
<thead>
<tr>
<th>Number in cast:</th>
<th>Number in crew:</th>
<th>Number of locals hired:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total budget:</td>
<td>Estimate amount spent in Lee County:</td>
<td></td>
</tr>
<tr>
<td>Hotel room nights: (number of rooms x number of nights)</td>
<td>Number of shooting days:</td>
<td></td>
</tr>
</tbody>
</table>

Use of local businesses (please check all that apply):

- Catering
- Boat Rental
- Production equipment rental
- Restaurants
- Dry cleaner / Laundry
- Stores for props or supplies
- Car rental
- Lumber/Hardware
- Other equipment rental
- Other:
SECTION I – SAFETY

The Applicant agrees to provide adequate traffic and crowd control, emergency medical services and any other items, at the Applicant’s expense, required by Lee County to protect the health, safety and welfare of the public. Lee County shall have the power to review the proposal and require, as necessary, detailed plans, diagrams, and explanations to clearly outline to Lee County, exactly what the Applicant is proposing.

SECTION II – INSURANCE

The Applicant agrees to procure and maintain in force during the term of the use of aforesaid Lee County property, at Applicant’s expense, public liability insurance in companies and through brokers approved by the Licenser, adequate to protect against liability for damage claims through public use of or arising out of accidents occurring in or around the aforesaid Lee County property, in a minimum amount of One Hundred Thousand Dollars ($100,000) per person, Three Hundred Thousand Dollars ($300,000) per occurrence for bodily injury liability, and Fifty Thousand Dollars ($50,000) for property damage or whatever other limits may be established by Lee County. Such insurance policy shall provide coverage for Applicant’s contingent liability on such claims or losses. “Lee County Board of County Commissioners” shall be named as “additional insured” on the Certificate of Insurance, and said Certificate shall be delivered to Lee County prior to Applicant’s use of the property. Said Insurance cannot be canceled unless approved by Lee County.

SECTION III – INDEMNIFICATION

The Applicant agrees to indemnify, release and save harmless Lee County against any and all claims, costs, demands, damages, judgments or injuries of any nature arising from the conduct or management of, or from any work or thing whatsoever done in or about said Lee County property or any building or structure appurtenant thereto or equipment thereof during the term of this Permit, or arising during such term from any act of negligence of the Applicant, Applicant’s agents, contractors, or employees, or arising from any accident, injury, or damage whatsoever, however caused, to any person or persons, or to any property of any person, persons, corporation or corporations, occurring during the term of this agreement on, in, or about said Lee County property, and from and against all costs, attorney’s fees, expenses and liabilities occurring in connection with any such claim or any action or proceeding brought thereon.

For film permit applicants: The permittee shall have on-site a responsible representative empowered with authority over the filming director, filming crews, participants and filming operation. Permittee shall indemnify, defend and hold harmless the county, its officers, agents and employees from and against all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising out of or occurring during the activities of the permittee, and resulting or occurring from any negligent act, omission or error of permittee, resulting in or relating to injuries to body, life, limb or property sustained in, about or upon the permitted permises or improvement thereto, or arising from the use of the premises.

SECTION IV – DELIVERY, ACCEPTANCE AND SURRENDER OF PREMISES

The Applicant agrees to accept said Lee County property on possession as being in a satisfactory state of repair and in sanitary condition.

The Applicant shall surrender the premises to Lee County in the same condition as when Applicant takes possession, allowing for reasonable use and wear, and damage by acts of God. Applicant agrees to remove all business signs or symbols placed on the premises by the Applicant before redelivery of the premises to Lee County, and shall restore the portion of the premises on which they were placed in the same condition as before their placement. Any signs and markings in connection with this event shall be temporary and removable; painting on roadways, trees or any other fixed object is strictly prohibited. Applicant agrees to clear the Lee County property of litter.
SECTION V

The Applicant agrees that Lee County can, at its sole discretion, terminate and cancel its permit to use Lee County property at any time without prejudice. Applicant further agrees to waive, release, save and hold harmless Lee County from any and all claims, demands or cause of actions based upon Lee County’s cancellation or termination of said permit.

The Applicant agrees that the Lee County permit does not provide Applicant with any property rights in the County property in question or in the permit itself.

The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge.

Sally Q. Public
Print Name of Applicant and Title

John Q. Public
Witness

Sally Q. Public
Signature of Applicant

11/30/14
Date
Check the appropriate box(es) below:

☐ SPECIAL EVENT PERMIT
☐ USE OF COUNTY PROPERTY PERMIT
☐ PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
☐ FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Parking: ____________________________________________________________

Deputies (How Many?): ______________________________________________

Fee for Services: _____________________________________________________

Special Arrangements: ________________________________________________

PRINT NAME of PERSON SIGNING

SIGNATURE

TITLE

DATE
FIRE DEPARTMENT
The Fire Department serving the area where the event is to be held signs this form. Please see User’s Guide for contact information and Fire District Map.

Check the appropriate box(es) below:

☐ SPECIAL EVENT PERMIT
☐ USE OF COUNTY PROPERTY PERMIT
☐ FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Fire Guards (How Many?): ________________________________

Fee for Services: ________________________________

Flammable Vegetation: ________________________________

First Aid Equipment: ________________________________

Fire Extinguishing: ________________________________

Special Arrangements: ________________________________

PRINT NAME of PERSON SIGNING

________________________

SIGNATURE

________________________

TITLE

________________________

DATE
Check the appropriate box(es) below:
- ☐ SPECIAL EVENT PERMIT
- ☐ USE OF COUNTY PROPERTY PERMIT
- ☐ FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Treatment Facilities: ____________________________________________
______________________________________________________________

Medical Personnel: ____________________________________________
______________________________________________________________

Medical Supplies/Equipment: ___________________________________
______________________________________________________________

Safety Requirements: _________________________________________
______________________________________________________________

Special Arrangements: _________________________________________
______________________________________________________________

Fee for Services: _____________________________________________

______________________________________________________________

PRINT NAME of PERSON SIGNING

______________________________________________________________

SIGNATURE

______________________________________________________________

TITLE

______________________________________________________________

DATE
Check the appropriate box(es) below:

☐ SPECIAL EVENT PERMIT
☐ USE OF COUNTY PROPERTY PERMIT
☐ PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
☐ FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Parking: ____________________________________________________________

____________________________________________________________________

____________________________________________________________________

Ingress and Egress: ____________________________________________________

____________________________________________________________________

____________________________________________________________________

Special Arrangements: ________________________________________________

____________________________________________________________________

____________________________________________________________________

PRINT NAME of PERSON SIGNING

_______________________________________________________________

SIGNATURE

_______________________________________________________________

TITLE

_______________________________________________________________

DATE
Check the appropriate box(es) below:

☐ SPECIAL EVENT PERMIT
☐ USE OF COUNTY PROPERTY PERMIT
☐ PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
☐ FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Illumination: __________________________________________
________________________________________
________________________________________
________________________________________

Parking Areas: __________________________________________
________________________________________
________________________________________
________________________________________
________________________________________

Other: __________________________________________
________________________________________
________________________________________
________________________________________

PRINT NAME of PERSON SIGNING

________________________________________
SIGNATURE

________________________________________
TITLE

________________________________________
DATE
Check the appropriate box(es) below:

☐ SPECIAL EVENT PERMIT
☐ USE OF COUNTY PROPERTY PERMIT
☐ PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
☐ FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Insurance Requirements: __________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Special Arrangements: ____________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

__________________________
PRINT NAME of PERSON SIGNING

__________________________
SIGNATURE

__________________________
TITLE

__________________________
DATE
Check the appropriate box(es) below:

☐ FILM PERMIT ONLY

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Special Arrangements:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Other:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

PRINT NAME of PERSON SIGNING

________________________________________________________________________
SIGNATURE

________________________________________________________________________
TITLE

________________________________________________________________________
DATE
## Sample Certificate of Insurance

**CERTIFICATE OF LIABILITY INSURANCE**

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

### PRODUCER

**Name:** John Q. Public  
**Address:** 123 Main Street  
**City, State, Zip:** Anywhere, FL 33901

### INSURED

**Name:** Lee County Board of County Commissioners  
**Address:** PO Box 398  
**City, State, Zip:** Fort Myers, FL 33902

### INSURER(S) AFFORDING COVERAGE

<table>
<thead>
<tr>
<th>Insurer</th>
<th>Address</th>
</tr>
</thead>
</table>
| Riverport Insur. Co. | PO Box 398  
| Fort Myers, FL 33902 |
| Associated Int'l Ins Co | |
| Berkley Life & Health Ins. Co | |
| Zurich Insurance Co | |

### COVERAGES

**DATE (MM/DD/YYYY): 03/22/2013**

#### A. GENERAL LIABILITY

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>EFFECTIVE</th>
<th>EXPIRATION</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>03/18/2013</td>
<td>03/18/2014</td>
<td>EACH OCCURRENCE $1,000,000, DAMAGE TO TERRITORY $300,000, PREMISES (CA occurred)</td>
</tr>
<tr>
<td>MED EXP (Any one person)</td>
<td>$5,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PERSONAL &amp; ADV INJURY</td>
<td>$1,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>GENERAL AGGREGATE</td>
<td>$2,000,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PRODUCTS - COMPOP AGG</td>
<td>$2,000,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### B. UMBRELLA LIABILITY

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>EFFECTIVE</th>
<th>EXPIRATION</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>EXCESS LIABILITY</td>
<td>03/18/2013</td>
<td>03/18/2014</td>
<td>EACH OCCURRENCE $3,000,000, AGGREGATE $3,000,000</td>
</tr>
</tbody>
</table>

### D. WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>EFFECTIVE</th>
<th>EXPIRATION</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY</td>
<td>06/04/2014</td>
<td>06/04/2015</td>
<td>E.L. EACH ACCIDENT $500,000, E.L. DISAB - EA EMPLOYEE $500,000, E.L. DISAB - POLICY LIMIT $500,000</td>
</tr>
</tbody>
</table>

### C. MEDICAL/ACCIDENT

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>EFFECTIVE</th>
<th>EXPIRATION</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>MEDICAL/ACCIDENT</td>
<td>03/18/2013</td>
<td>03/18/2014</td>
<td>LIMIT per Person $10,000</td>
</tr>
</tbody>
</table>

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)**

**SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.**

**AUTHORIZED REPRESENTATIVE**