

Event Permit



Event Name:

Mitch Seekins Cabaret Style Concert

Applicant:

Friends of Boca Grande Community Center

Contact:

Denise Searle 941.964.0827

Location:

Louise DuPont Crowninshield House

Valid only for the Following date(s):

February 20, 2015

Valid only for the Following time(s):

5:00 pm to 9:30 am

Permit Number

15-0220CPALC

Permit Type

- Special Event
- Use of County Property
- Sell & consume Alcohol
- Consume Alcohol only
- Film Permit

Permit Conditions:

- Applicant must meet all event application requirements, including requirements of the sign-off agencies.
- The premises is to be left in the same condition as it was prior to the event.
- This permit is to be readily available for inspection during the entire event.
- County-issued alcohol permits: Alcoholic beverages must not be sold/consumed 1½ hours prior to the conclusion of the event & vacating the facility.

Board of County Commissioners
Lee County, Florida

County Manager

12/25/2014

Date



Lee County
Southwest Florida

Event Application

Special Event

Use of
County
Property

Alcohol
within Lee
County
Facilities

Film, Video
&
Photography

Lee County Event Permit Application



Event Application

Check the appropriate box(es) below:

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

Section I - GENERAL INFORMATION (All Permit Types)	
Title of Event / Name of Production	Mitch Seekins
Date(s) of Event / Production:	2/20/15
Location(s) of Event:	Loise DuPont Crowninshield House
Name of Applicant:	friends of Boca Grande Community Center
Applicant Address:	131 West First Street Boca Grande, FL 33921
Applicant Phone Number:	941-964-0827
Contact Person: (If different from applicant)	Denise Searle
Contact Phone Number: (If different from applicant)	
Email Address:	dsearle@fobgcc.org
Estimated Attendance:	150
Event Description: Include each activity, when activities take place, etc.	Cabaret Style Concert, 2 performances, BYOB & table snacks
Hours of Operation:	5:00 - 6:30p.m & 8:00 - 9:30p.
STRAP # of Parcel:	14432001000050010
Owner of Premises*:	Lee County

*Notarized statement from the property owner specifically consenting to the proposed use required.

Lee County Event Permit Application



Fill out the following questions for all permit types:

What is the Zoning Classification of the premises? Public Facility

Are any temporary structures to be installed for the event? [] Yes [x] No Type:

Do you have the appropriate permits for the 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: BB&T - Oswald Trippe and Company

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

Surety Company Bonding this Event (Name and Address):

Table with 3 columns: Will Vehicles be Used as Part of This Event?, Will Food be Available at this Event?, Will Alcoholic Beverages be served/consumed at this Event? Each column contains checkboxes for Yes/No and a note about insurance coverage.

Name & Address of Organization Providing Food:

Type of Food being Served:

Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: Friends of Boca Grande Community Center

Fill out this portion for applications for Solicitation in the County Rights-of-Way:

Name of Charity:

Address of Charity:

Phone Number:

Non-profit certificate/registration number:

(Proof of registration with the Dept. of Agriculture & Consumer Services \$496.405 or proof of the organization is exempt from this requirement. \$316.2045)

Section III - SALE/CONSUMPTION OF ALCHOLIC BEVERAGES PERMIT

Is alcohol being sold/consumed on County Property? [x] 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:

(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

Applicant Agreement - Signature Required



SECTION V - AGREEMENT

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.

Denise J. Searle
Signature of Applicant

[Handwritten Signature]
Witness

Denise J Searle / Programs Director
Print Name of Applicant and Title

Joseph R. Wier
Print Name of Witness

12/15/14
Date

12/15/14
Date

Lee County Event Permit Application



LEE COUNTY SHERIFF'S DEPARTMENT
14750 SIX MILE CYPRESS PARKWAY
FORT MYERS, FLORIDA 33912
(239) 477-1199

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:

In authorized parking areas only.

Deputies (How Many?):

None required.

Fee for Services:

Special Arrangements:

Alcohol not allowed beyond the boundaries of the property.

Print Name: Capt. Scott Lucia

Signature: Lucia, Scott

Digitally signed by Lucia, Scott
DN: dc=org, dc=sherifflee, ou=LECSO Users, cn=Lucia, Scott,
email=SLucia@sherifflee.org
Date: 2014.12.16 09:05:00 -0500

Title: Detail Unit Commander

Date: 16 December 2014

Lee County Event Permit Application



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?)

None

Fee for Services:

None

Flammable Vegetation:

None

First Aid Equipment:

None

Fire Extinguishing:

None

Special Arrangements:

In case of emergency - Dial 911

Print Name: C.W. Blosser

Signature: 

Title: Fire Chief

Date: 12/16/2014



**EMERGENCY MEDICAL SERVICES / PUBLIC SAFETY
14752 SIX MILE CYPRESS PARKWAY
FORT MYERS, FL 33912
(239) 533-3911**

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:	N/A
Medical Personnel:	N/A
Medical Supplies / Equipment:	N/A
Safety Requirements:	N/A
Fee for Services	Patients are billed at time of service.
Special Arrangements:	Call 9-1-1 as needed for emergencies.

Print Name: Scott M tuttle

Signature: **Scott M Tuttle**

Digitally signed by Scott M Tuttle
DN: cn=Scott M Tuttle, o=EMS, ou=Department of Public Safety,
email=scottstuttl@leegov.com, c=US
Date: 2014.12.15 14:27:41 -0500

Title: Deputy Directors

Date: 12/15/2014

Lee County Event Permit Application



DEPARTMENT OF TRANSPORTATION
1500 MONROE STREET
FORT MYERS, FL 33901
(239) 533-8580

Check the appropriate box(es) below:

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

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

Parking:

No event parking on Lee County maintained road rights-of-way

Ingress and Egress:

Use all established means of ingress and egress

Special Arrangements:

Use Lee County Sheriff's Office for assistance with traffic control if needed

Print Name: Bryan Miller

Signature: Bryan D. Miller

Digitally signed by Bryan D. Miller
DN: cn=Bryan D. Miller, ou=Lee County, email=bmiller@leegov.com,
c=US
Date: 2014.12.18 15:37:36 -0500

Title: Senior Project Manager

Date: December 18, 2014



Lee County Event Permit Application

LEE COUNTY PARKS AND RECREATION
3410 PALM BEACH BOULEVARD
FORT MYERS, FLORIDA 33916
(239) 533-7275

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:

Additional lighting must be provided by permit holder. Open flames are prohibited.

Parking Areas:

Parking is permitted in existing parking areas located at the Boca Grande Community Park.

Special Arrangements:

Permit Holder must follow all guidelines under ordinance #95-09 (selling and consumption). All alcohol must be contained inside of the Louise Dupont Crowninshield House at the Boca Grande Community Park. Lee County Parks & Recreation Director or Deputy Director approves this alcohol permit (2 - permits already granted at the Boca Grande Community Park) by signing below.

Print Name: Dana Kasler Joe Wier

Signature: Dana Kasler Joseph R Wier

Digitally signed by Dana Kasler
D:cn=Dana Kasler, ou=Lee County, ou=Lee County, email=Dana.Kasler@leegov.com, c=US
Date: 2014.12.15 14:29:58 -0500

Title: Deputy Director Supervisor

Date: 12/15/14

Lee County Event Permit Application



LEE COUNTY RISK MANAGEMENT
COUNTY ADMINISTRATION BUILDING - 4TH FLOOR
2115 SECOND STREET
FORT MYERS, FLORIDA 33901
(239) 533-2221

Check the appropriate box(es) below:

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

Insurance Requirements:

Commercial general liability insurance with minimum limits of One Million Dollars (\$1,000,000) per occurrence to protect against bodily injury and/or property damage relative to the applicants use of aforementioned event on Lee County property.

In addition, Host Liquor Liability insurance will be required with minimum limits of One Million Dollars (\$1,000,000) per occurrence. Should Host Liquor Liability coverage be afforded under the Commercial General Liability policy, minimum acceptable limits will be Two Million Dollars (\$2,000,000) aggregate.

Special Arrangements:

A certificate of insurance shall be submitted as evidence of the required coverage listing Lee County Board of County Commissioners, P.O. Box 398, Fort Myers, FL 33902 as the certificate holder and as an additional insured.

Print Name: Mike Figueroa

Signature:

Title:

Risk Program Manager

Date:

December 15, 2014

Client#: 1430416

132FRIENBOC

ACORD

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 4/22/2014

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: BB&T-Oswald Trlpp and Company, 13515 Bell Tower Drive, Fort Myers, FL 33907, 239 433-4535. CONTACT NAME: Mary Hoshor, PHONE: 239 280-3814, FAX: 866-802-0680, ADDRESS: mhoshor@bbandt.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Western World Insurance Company, NAIC #: 13196.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Includes sections for GENERAL LIABILITY, AUTOMOBILE LIABILITY, UMBRELLA LIAB, and WORKERS COMPENSATION.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required) Lee County Board of County Commissioners, a political subdivision & Charter County of the State of Florida are Additional Insured on the General Liability. Host liquor liability is Included. Loc# 1 - 131 First Street; Boca Grande, FL.

CERTIFICATE HOLDER: Lee County Board of Commissioners, PO Box 308, Fort Myers, FL 33902. CANCELLATION: 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: [Signature]



**MEMORANDUM
FROM
THE DIVISION OF PUBLIC RESOURCES**

DATE: December 17, 2014
TO: County Management
FROM: Samantha Westen, Administrative Assistant
RE: **Event Permit for Signature**

Attached is an event application submitted by the **Friends of Boca Grande Community Center** for the **"Mitch Seekins Cabaret Style Concert"** event which will take place at **Louise DuPont Crowninshield House , Boca Grande on February 20, 2015 from 5:00 pm to 9:30 pm.**

All needed sign-off sheets are included as well as the insurance certificate.

Please sign the permit and return to Public Resources after review.

If you have any questions or concerns, please call me at 533-2112.

Thank you,

Samantha Westen

Attachment