

Event Permit



Event Name:

Mote Marine Laboratory Lecture Series

Applicant:

Jennifer Vigne, Mote Marine

Contact:

941.388.4441 x393

Location:

Boca Grande Community Center Auditorium, Woman's Club Room

Valid only for the Following date(s):

March 25, 2015

Valid only for the Following time(s):

3:30pm – 5:30pm

Permit Number

15-0325CPALC

Permit Type

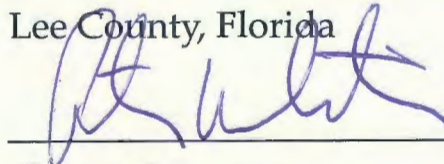
- Special Event
- Use of County Property
- Sell & Consume Alcohol
- Consume Alcohol only
- Film Permit

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

1-28-15

Date

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	Mote Marine Laboratory Lecture Series
Date(s) of Event / Production:	March 25th, 2015
Location(s) of Event:	Boca Grande Community Center Auditorium and Woman's Club Room
Name of Applicant:	Jennifer Vigne
Applicant Address:	Mote Marine Laboratory 1600 Ken Thompson Parkway Sarasota, FL 34236
Applicant Phone Number:	1-941-388-4441 ext. 393
Contact Person: (If different from applicant)	
Contact Phone Number: (If different from applicant)	
Email Address:	jvigne@mote.org
Estimated Attendance:	150 maximum
Event Description: Include each activity, when activities take place, etc.	1 hour lecture with Mote scientist (3:30 - 4:30pm) and a 1 hour cocktail reception
Hours of Operation:	3:30 - 5:30 P.M.
STRAP # of Parcel:	14432001000050010
Owner of Premises*:	Lee County Government

*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 Insurance

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: N/A

Type of Food being Served: Cocktails and hors d'oeuvres

Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: US Trust

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

Name of Charity: Mote Marine Laboratory

Address of Charity: 1600 Ken Thompson Parkway, Sarasota, FL 34236

Phone Number: 1-941-388-4441 x 393

Non-profit certificate/registration number:

(Proof of registration with the Dept. of Agriculture & Consumer Services \$496.405 or proof 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: N/A

(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.

Jennifer Vigne
Signature of Applicant

Susan L. May
Witness

Jennifer Vigne
Print Name of Applicant and Title

Susan L. May
Print Name of Witness

12-17-14
Date

12/17/14
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:

Parking in authorized parking areas only.

Deputies (How Many?):

None required.

Fee for Services:

Special Arrangements:

3 December 2014 and 25 March 2015, 1530-1730 hours.

Print Name: Capt. Scott Lucia

Signature: *Capt. Scott H. Lucia*

Title: Detail Unit Commander

Date: 9 October 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:

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- FILM PERMIT

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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: C.W. Blosser

Title: Fire Chief

Date: 12/17/2014

Lee County Event Permit Application



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	Patient is 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=tuttleam@leegov.com, c=US
Date: 2014.12.17 15:49:12 -0500

Title: Deputy Director

Date: 12/17/2014

Lee County Event Permit Application



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

Check the appropriate box(es) below:

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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.

Parking:

No event parking on County-maintained road rights-of-way. Use designated parking areas.

Ingress and Egress:

Use all established means of ingress and egress.

Special Arrangements:

None.

Print Name: Bryan Miller

Signature: Bryan D. Miller

Digitally signed by Bryan D. Miller
DN: cn=Bryan D. Miller, ou=LCCDOT, ou=Traffic, email=millarbm@leegov.com,
c=US
Date: 2014.12.19 09:46:53 -0500

Title: Senior Project Manager

Date: December 19, 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:

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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.

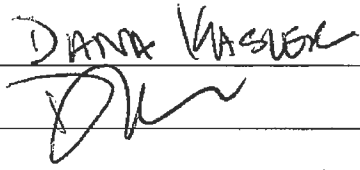
Illumination: Additional lighting must be provided by permit holder. Open flames are prohibited.

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 Woman's Club Room at the Boca Grande Community Center.

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: DIANA KASSEL Joe Wier

Signature: 

Title: _____ Supervisor

Date: _____ 10/9/14

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:

January 21, 2015

Client#: 1132234

73MOTEMAR

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 1/16/2015

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 Insurance Services, Inc. 1111 8th Avenue W P.O. Box 9029 (34206) Bradenton, FL 34205
CONTACT NAME: PHONE (AG, No, Ext): 941 748-1431 FAX (AG, No): 8662420807
INSURER(S) AFFORDING COVERAGE: INSURER A: Markel Insurance Company NAIC #: 38970
INSURER B: FCCI Commercial Insurance Compa 33472
INSURER C: Great American Insurance Co of 22136
INSURER D: Indian Harbor Insurance Company 36940
INSURER E:
INSURER F:

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, SUBR, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include General Liability, Automobile Liability, Umbrella Liability, Workers Compensation, Hull P&I, and Professional Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Certificate Holder is named as additional insured pertaining to General Liability.
General Liability limit \$1,000,000 includes host liquor.
Handwritten: MR 1/21/15

CERTIFICATE HOLDER: Lee County Board of County Commissioners Atten: Public Works Contract Mgmt PO Box 398 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]

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MEMORANDUM
FROM
THE DIVISION OF PUBLIC RESOURCES

DATE: January 27, 2015
TO: County Management
FROM: Samantha Westen, Administrative Assistant
RE: **Event Permit for Signature**

Attached is an event application submitted by **Jennifer Vigne, Mote Marine Laboratory** for the “**Mote Marine Laboratory Lecture Series**” event which will take place at the **Boca Grande Community Center Auditorium, Woman’s Club Room** on **March 25, 2015 from 3:30pm – 5:30pm.**

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