

Event Permit



Event Name:

Octifest 2015

Applicant:

Sanibel Sea School

Contact:

Natalie Smith 239.472.8585

Location:

West Side of Sanibel Causeway Island 'A'

Valid only for the Following date(s):

March 27 – 28, 2015

Valid only for the Following time(s):

March 27 - afternoon set up, March 28 6:00 pm - 10:00 pm

Permit Number

15-0328CPALC

Permit Type

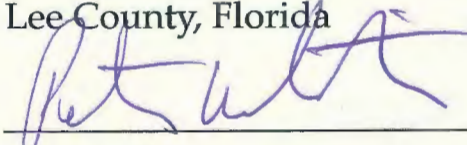
- Special Event
- Use of County Property
- Sell & consume Alcohol
- Consume Alcohol only
- Film Permit

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



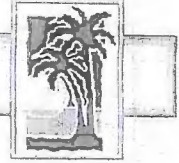
County Manager

12-15-14

Date

Add Paula@sanibelseaschool.net
Bruce@sanibelseaschool.net

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	Octifest 2015
Date(s) of Event / Production:	Saturday, March 28, 2015
Location(s) of Event:	The west side of Causeway Island "A" closest to Fort Myers.
Name of Applicant:	Sanibel Sea School
Applicant Address:	P.O. Box 1229
Applicant Phone Number:	239-472-8585
Contact Person: (If different from applicant)	Natalie Smith
Contact Phone Number: (If different from applicant)	239-472-8585
Email Address:	natalie@sanibelseaschool.org
Estimated Attendance:	175-200
Event Description: Include each activity, when activities take place, etc.	Annual Fundraiser and ocean celebration hosted by Sanibel Sea School. It is not open to the general public, attendees pre-purchase tickets to the events. Please see attached narrative for details.
Hours of Operation:	6:00 - 10:00 PM for the event on Saturday, March 28th, 2015, and requesting access for Friday, March, 27, 2015, in the afternoon for tent setup.
STRAP # of Parcel:	n/a
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? Park

Are any temporary structures to be installed for the event? Yes No Type: Tents

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 indentified, including all parking areas.

Insurance Company Insuring the Event: First Non-Profit

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.

Will Food be Available at this Event?

Yes No

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

Will Alcoholic Beverages be served/consumed at this Event?

Yes No

If yes, liquor liability coverage must be included on the certificate of insurance.

Name & Address of Organization Webster's Catering
Providing Food:

Type of Food being Served: Hors D'Oeuvres, salad, vegetarian dish, free range chicken, apple pie

Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: Sanibel Sea School

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 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?

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: Alcohol will only be consumed, not sold.

(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 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, at its sole expense, agrees to procure and maintain in force during the entire term of the application, liability insurance in the amounts determined by Lee County Risk Management 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 by Lee County Risk Management for events which will be serving or consuming alcoholic beverages at approved County property. The insurance policy must also 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 delivered to Lee County prior to Applicant's use of the property. The Insurance may not be canceled during the term of the event, if this occurs, the County has the right to revoke approvals related to use of the County property for the event, without recourse by the applicant.

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.

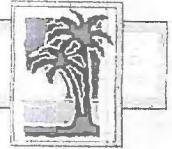
For film permit applicants: The permittee shall have on-site a responsible representative empowered with authority over the filming director, filming crews, participants and filming operation. Permittee shall indemnify, defend and hold harmless the county, its officers, agents and employees from and 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 premises or improvement thereto, or arising from the use of the premises.

SECTION IV - DELIVERY, ACCEPTANCE AND SURRENDER OF PREMISES

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

The Applicant must 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 restore the premises to the condition in which it existed before their placement. Any signs and markings created or used in connection with this event must be temporary and removable; painting roadways, trees or any other fixed object is strictly prohibited. Applicant agrees to clear the Lee County property of litter at the close of the event.

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.

Natalie Smith

Signature of Applicant

[Handwritten Signature]

Witness

Natalie Smith Development
Coordinator
Print Name of Applicant and Title

Kristen Potter

Print Name of Witness

11/13/2014

Date

11/13/14

Date



1 South Wacker Drive, Suite 2380
Chicago, IL 60606
312-715-3010

**PRIMARY LIABILITY POLICY
DECLARATIONS**

Policy Number: NPP1004037 00

Producer: Heidrick & Compan

Renewal of Policy Number: New

Named Insured: Sanibel Sea School

Mailing Address: P.O. Box 1229
Sanibel FL 33957

Term of Coverage: From 4/16/2014 To 4/16/2015 12:01 a.m. Local Time at Your Mailing Address Shown Above

First Annual Premium: 5,409.00
Includes Taxes, Surcharges of Fees of \$71.00

Coverages Provided

In return for your payment of the required premium, we provide the coverage described in this policy.

Section	Included	
	Yes	No
• General Conditions		
• Term & Conditions — Primary Liability Coverages		
• Optional Coverages		
I. Bodily Injury and Property Damage Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
II. Sexual Abuse Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
III. Social Work, Foster Care and Counseling Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
IV. Medical Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
V. Personal and Advertising Injury Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VI. Non-Owned and Hired Auto Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>
VII. Medical Payments	<input checked="" type="checkbox"/>	<input type="checkbox"/>
VIII. Employee Benefits Administration Liability	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Additional forms applicable to this policy:

Date: 4/21/2014

by: *Christopher E. Jindley*
First Nonprofit Insurance Company
Authorized Representative

APPLICATION NARRATIVE

After successfully featuring "Octifest" – the annual fundraiser for Sanibel Sea School – on Causeway Island A in the spring 2011, 2012, 2013, and 2014, we are respectfully requesting approval from Lee County to hold this upcoming year's event at the same location on March 28th, 2015.

Sanibel Sea School is a 501(c)3, non-profit foundation dedicated to marine conservation through education and research. For the past seven years since our inception, we have held an annual fundraising event to support our various scholarship programs and help purchase needed equipment.

In March 2011, we debuted the event on the Causeway, and it proved the perfect setting in which to demonstrate what Sanibel Sea School is all about – not only did our attendees enjoy an evening savoring our beautiful shoreline, but they learned much about how they could further support local conservation efforts. We held the event there in 2012, 2013, and 2014 as well, with the same favorable results.

Our spring 2015 event will feature more of the same: it will be a very sedate affair with approximately 175-200 guests, typically between 55-75 years of age. Wine and beer will be served (not sold) and the evening will feature a seated dinner – prepared by a caterer with little on-site food preparation – short program, and live auction.

We plan to again hire off-duty Lee County Sheriff officers to help direct traffic and ensure safety. The Sanibel-Captiva Kiwanis Club volunteers will supervise and control parking of the estimated 80 cars in a designated area.

A large tent will be erected for the event, with soft lighting, sanitation facilities, and electrical generators, and the appropriate fire inspection will be scheduled with the Iona McGregor Fire District.

We are a conservation organization and conduct all of our business with close attention to natural resource conservation, and we will work extremely hard once again this year to ensure no lasting effects of this activity will be left on the Causeway grounds. We are most grateful to all of the Lee County parties involved in the permitting process of our Causeway event, and are especially grateful to the assistance provided by Lee County Parks & Recreation. For each of the events over the past two years, we have been able to leave the beach area in as pristine condition as we found it.

Should you have any questions, please call us at (office) 472-8585 or (mobile) 223-4311.



LEE COUNTY
SOUTHWEST FLORIDA
BOARD OF COUNTY COMMISSIONERS

John E. Manning
District One

Cecil Pondergrass
District Two

Larry Kiker
District Three

Mike Hamman
District Four

Frank Mann
District Five

Roger Desjarlais
County Manager

Richard Wm. Wesch
County Attorney

Donna Marie Collins
County Hearing Examiner

November 21, 2014

To Whom It May Concern;

The Sanibel Sea School is granted permission to use the Lee County Park known as Causeway Islands Park, for their annual event "Octifest" on Saturday, March 28, 2015 as detailed and approved in the Event Application.

They will be required to pay a park rental fee of \$750.00 and for county staff to be on site from 5pm to 11pm at overtime rate of time and half. Exact amount will be determined and payment will be required prior to the event. They are required to keep all parking and event setup at the northern end of the island A on the bayside. Event staff will need to monitor and control parking and traffic flow.

Portable restrooms, lightning, all event supplies, setup, breakdown, clean up, security and parking attendance will be provided by the Sanibel Sea School. Event setup (tent, portable restrooms, tables, chairs, generated lighted, trailers, etc.) can be set up prior to the event day on Friday, March 27, 2015 and all equipment and supplies should be removed by the end of the event or by 9 am Sunday, March 29, 2015.

County staff will close off designed event area to the general public by 4 pm on Saturday, March 28, 2015. County staff will provide an additional 6 trash receptacles for the event and will monitor and remove trash.

A completed copy of both permits must be provided to the park supervisor along with the staff fee payment prior to the event.

Sincerely,

Kathy Loomis
West District Manager
Lee County Parks & Recreation

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:

Directional, event, pathway and parking area lighting is required and should not be directed at roadway or affect traffic on the Causeway

Parking Areas:

Parking area is an open field and will require someone to coordinate traffic flow.

Special Arrangements:

See attached letter for additional requirements.
Follow guidelines and requirements for controlled area to consume alcohol as per Lee County Sheriff's Office.

Print Name: Dapa Kasler

Signature:

Title: Deputy Director

Date: 11/21/2014

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

N. billed @ time of service

Special Arrangements:

call 9-1-1 as needed or emergencies

Print Name: SCOTT TUTT

Signature:

[Handwritten Signature]

Title:

Deputy Chief

Date:

12/10/14

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 or within ten (10) feet of Lee County road right-of-way.

Ingress and Egress:

Use all established means of ingress and egress.

Special Arrangements:

Shall use Lee County Sheriff's Office for traffic control as needed during event duration.

Print Name: Bryan Miller

Signature: Bryan D. Miller

Digitally signed by Bryan D. Miller
DN: cn=Bryan D. Miller, o=Lee County, ou=Traffic, email=bmiller@legor.com,
c=US
Date: 2014.11.26 10:56:36 -0500

Title: Senior Project Manager

Date: November 26, 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?)

N/A

Fee for Services:

SPECIAL EVENT INSPECTION - FEE \$10000

Flammable Vegetation:

N/A

First Aid Equipment:

N/A

Fire Extinguishing:

AS REQUIRED BY CODE BASED ON TENT SIZE & NUMBER

Special Arrangements:

CALL FOR INSPECTIONS
425-9336

Print Name:

DAVE HOWARD

Signature:

Dave Howard

Title:

FIRE MARSHAL / IMFD

Date:

11/13/2014

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
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- 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?):

Two (2) deputies

Fee for Services:

Special Arrangements:

Deputies will direct traffic in and out of the event as well as provide safety and security.
Deputies will also keep non-participating citizens from interfering with the event.

Print Name: Capt. Scott Lucia

Signature: *Capt. Scott Lucia*

Title: Detail Unit Commander

Date: 18 November 2014

Mike Scott
Office of the Sheriff



State of Florida
County of Lee

Describe job duties of deputy/deputies:

2 UNIFORMED DEPUTIES FOR TRAFFIC CONTROL AND PEDESTRIAN SAFETY. DEPUTIES WILL ALSO KEEP NON-PARTICIPATING GUEST FROM INTERFERING WITH THE EVENT.

Requested by

I swear and affirm that the following information is a complete and accurate reflection of the event for which I am requesting assistance from the Lee County Sheriff's Office. I understand that my failure to provide an accurate and complete description is grounds for immediate termination of this detail. I also understand that details cancelled with **24 hours or less notice** I will be charged the **minimum of 4 hours per Deputy**.

Print Name

Signature

Date

Please e-mail your application to details@sherifflee.fl.org or fax to 239-477-1177. Once the application is reviewed you will receive notification of the total cost.

Submit by Email

Detail Coordinator Use Only

Total Deputy(s): 2 Total Hours: 6

Rate per hour: \$50.00 Vehicle Rate per Deputy: \$15.00

Total Cost for Detail: \$630

Payment Information

We accept cash, money order, cashier's check, and business check.

Please mail payment to:
Lee County Sheriff's Office
Attn: Details
14750 Six Mile Cypress Pkwy
Ft Myers, FL 33912

Vendor Signature

Date



Extra Duty Detail Request Form

Business/Company Information	
(Note: Failure to fully complete all applicable information may result in processing delays)	
Business Name:	SANIBEL SEA SCHOOL
Street:	PO BOX 1229
City:	SANIBEL
State:	FL
Zip:	33957
Business Contact:	NATALIE SMITH
Phone #:	239-472-8585
Email Address:	NATALIE@SANIBELSEASCHOOL.ORG
Detail Information	
Location Name:	WEST SIDE OF CAUSEWAY ISLAND "A"
Address:	
City:	
State:	
Zip:	
Contact Person:	NATALIE SMITH
Phone #:	239-472-8585
Date of Event:	3/28/15
Time of Event:	1700-2300
Type of Event:	UNDERCOVER SECURITY PATROL
Which service(s) is needed:	
<input checked="" type="checkbox"/> Security	<input type="checkbox"/> Traffic Control
<input type="checkbox"/> Holiday	<input type="checkbox"/> Last Minute
<input type="checkbox"/> Other:	
Anticipated Crowd Size:	150-200
Number of deputies requested:	2
Marked Vehicle:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Unmarked Vehicle:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Uniformed Deputy(s):	<input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Plain Clothes Deputy(s):	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Any additional security working this detail? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, how many?	
Permits Attached:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Will alcohol be sold?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

Mike Scott
Office of the Sheriff



State of Florida
County of Lee

Dear Off-Duty Employer:

Enclosed with this letter is an Extra Duty Detail Request Form. Please fill the form out completely. All details are a minimum of four (4) hours with the exception of boat details which are a minimum of six (6) hours. When five (5) or more deputies are requested, a supervisor with the rank of Sergeant or above will be assigned at an upgraded hourly charge. Depending on the type of event or crowd size it will be at the discretion of the Sheriff's Office to determine the number of deputies needed.

All details are charged a \$15 per deputy marked vehicle rate. Also, all boat details are charged \$10 per hour boat rate.

The current detail rates are as follows:

Security:	\$40hr	Funeral Escort:	\$40hr
Security Supervisor:	\$50hr	Boat:	\$40hr
Traffic:	\$50hr	Prisoner Transport:	\$60hr
Traffic Supervisor:	\$60hr	Civil Standby:	\$60hr
Holiday*:	\$60hr	Escort:	\$40hr
Last Minute Detail:	\$60hr		
<small>(3 hrs or less before start time)</small>			

***Holidays Include:** Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve and New Year's Day.

When your request is approved it will be given a job number and e-mailed or faxed to you. Payment is due in full one (1) week prior to the scheduled detail in the form of a certified check, money order, and business check or cash to the Lee County Sheriff's Office 14750 Six Mile Cypress Parkway, Ft. Myers, FL 33912 Attn: Details.

Extra duty details will not be provided to any person, firm or organization whose members, business or operations are of a questionable nature; or for any event that will discredit the assigned Deputy, Sheriff's Office or County. The Sheriff's Office reserves the right to cancel extra duty detail without notice and to recall the deputy(s) when necessary for community safety.

In order to cancel an off-duty detail, notice must be given to the Detail Coordinator twenty-four (24) hours prior to the start of the detail either by phone or email. If the cancellation is less than twenty-four (24) hours, a four (4) hour charge per deputy will be billed. In the case of weather, notice of cancellation must be received within two (2) hours of the starting time; otherwise a two (2) hour charge per deputy will be billed. In the event of a cancellation after business hours please call 239-477-1000.

If you have any additional questions please contact our office at 239-477-1199.

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 10, 2014



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/10/2014

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 Heidrick & Company Insurance and Risk Management Services LLC 1648 Periwinkle Way STE A Sanibel FL 33957	CONTACT NAME: Chris Heidrick PHONE (A/C No. Ext.): (239) 579-0660 FAX (A/C No.): (888) 767-1665 E-MAIL ADDRESS: Chris@SanibelInsurance.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED Sanibel Sea School, Inc 414 Lagoon Dr. Sanibel FL 33957	INSURER A: First Nonprofit Insurance Co NAIC # 10859	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES CERTIFICATE NUMBER: 14-15 GL REVISION NUMBER:

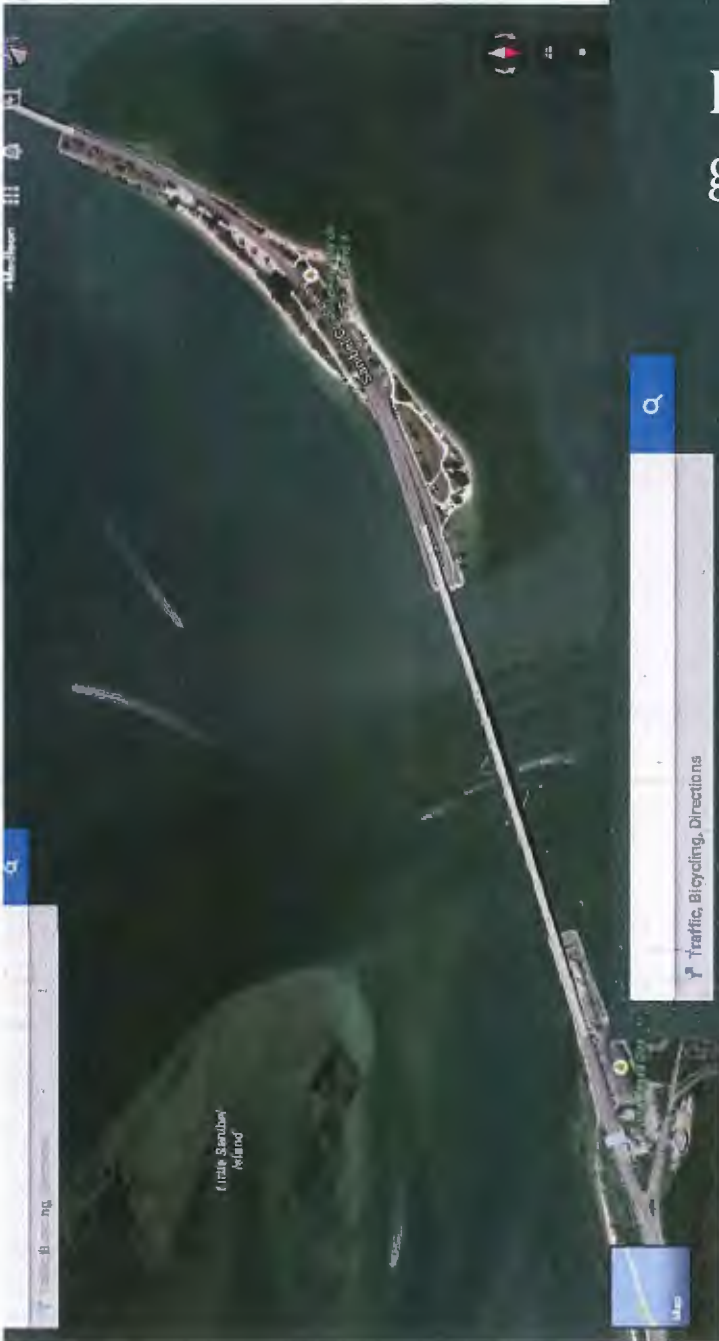
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (M/VDD/YYYY)	POLICY EXP (M/VDD/YYYY)	LIMITS
A	GENERAL LIABILITY			NPP100403700	4/16/2014	4/16/2015	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		X				MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 3,000,000
	GEN L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG \$ Excluded
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						Host Liquor Liability \$ Included
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB						AGGREGATE \$
	DED						\$
	RETENTION S						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		Y/N	N/A			OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Lee County Board of County Commissioners is added as Additional Insured as respects General Liability for the 3/28/2015 "Octifest On The Causeway" event.

ou MF 12/10/14

CERTIFICATE HOLDER Lee County Board of County Commissioners 2115 2nd St. Fort Myers, FL 33901	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 Chris Heidrick/MR





2014 DEC 12 AM 9:56

**MEMORANDUM
FROM
THE DIVISION OF PUBLIC RESOURCES**

DATE: December 12, 2014
TO: County Management
FROM: Samantha Westen, Administrative Assistant
RE: **Event Permit for Signature**

Attached is a Special Event application submitted by the **Sanibel Sea School** for the **"Octifest 2015"** event which will take place at **the West Side of Sanibel Causeway Island 'A'** on **March 27-28, 2015** with setup on **March 27** and event **March 28** from **6:00 pm to 10:00pm**.

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,

A handwritten signature in black ink, appearing to read "Samantha Westen", with a long horizontal flourish extending to the right.

Samantha Westen

Attachment