



LEE COUNTY

SOUTHWEST FLORIDA

SPECIAL EVENT PERMIT

APPLICATION

Please complete this application and

Fax

(239) 485-2149

Mail or Hand Deliver

Public Resources

2115 Second Street

Fort Myers, FL 33901

(239) 533-2737

Note: application requires signatures to be valid

TO THE APPLICANT FOR A SPECIAL EVENTS PERMIT:

Ordinance #91-26 is attached which establishes the license requirements and application procedures to obtain a Special Events Permit. The following information is for your assistance in completing the application:

- (1) Complete the application form responding to each question. Attach a notarized statement from the owner of the premises indicating consent to hold the special event on the premises. Sign the application and turn it in to the Public Resources Office **AT LEAST** 21 days prior to the scheduled event.
- (2) Attach a detailed site plan, including a STRAP number and your proposed parking accommodations.
- (3) Take your completed application and site plan to each one of the following agencies for review and approval. Each agency must complete **AND SIGN** the review form attached to the application.
 - (a) Lee County Sheriff's Department
14750 Six Mile Cypress Parkway
Phone: (239) 477-1000
 - (b) Fire Department (the Fire Department in the area where the event is to be held)
 - (c) Lee County Emergency Medical Services
14752 Six Mile Cypress Parkway
Phone: (239) 533-3902
 - (d) Department of Transportation
1500 Monroe Street
Phone: (239) 533-8580
 - (e) Department of Public Safety
14752 Six Mile Cypress Parkway
Phone: (239) 533-3911
 - (f) Lee County Parks & Recreation
3410 Palm Beach Boulevard
Phone: (239) 533-7275
 - (g) Lee County Risk Management
County Administration Building – 4th Floor
Phone: (239) 533-2221

- (4) In your meeting with Lee County Risk Management, the amount(s) of insurance coverage required for your event will be established. You must then obtain a Certificate of Insurance in the specified amount(s), naming **Lee County Board of County Commissioners as "additional insured"**.
- (5) After your application is COMPLETE WITH ALL NECESSARY SIGNATURES AND INSURANCE CERTIFICATE, submit the entire package, **along with the \$75.00 permit fee**, to the Public Resources Office, First Floor in the County Administration Building, 2115 Second Street or mail to P.O. Box 398, Fort Myers, Florida 33902.
- (6) Your application will then be submitted to the County Manager for approval. As part of the approval process, the amount of the bond you are required to submit, if any, will be established.
- (7) If you have any questions, please call Public Resources Office at (239) 533-2737.

If the event applied for involves any of the following:

1. Fireworks Display
2. Tent or Air Supported Structure
3. Carnival, Fair, Circus or Amusement Device

The applicant will need to obtain a Temporary Use Permit from:

Community Development & Public Works Building
Division of Codes & Building Services
1500 Monroe Street
Fort Myers, Florida 33901
(239) 533-8329

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant: _____

Address of Applicant: _____

Phone Number of Applicant: _____

Name of Contact Person: _____

Phone Number of Contact Person: _____

Date/Dates of Event: _____

Hours of Operation: _____

Estimated/Anticipated Number of Person Per Day: _____

Type of Event Planned:

◆ (Detailed Description, Including Each Activity, When Each Activity Takes Place, etc.):

Location of Event:

Strap Number of the Parcel: _____

Owner of the Premises where the Event is to be Held:

◆ (Please Submit a Written **Notarized Statement** from Owner Indicating Consent to Have the Event on the Premises)

What is the Zoning Classification of the Premises? _____

Please Submit a Sketch Plan of the Site with All Proposed Facilities and Activities Identified, Including All Parking Areas.

Type of Structure(s) at Site of Event: _____

Are Any Temporary Structures to be Installed for Event? Yes No

Do You Have Appropriate Permits for Temporary Structure/Structures? Yes No

YOU MUST MEET WITH THE LEE COUNTY RISK MANAGER TO ESTABLISH THE AMOUNTS OF INSURANCE REQUIRED FOR YOUR EVENT. A CERTIFICATE OF INSURANCE IN THESE AMOUNTS, NAMING LEE COUNTY AS ADDITIONAL INSURED, SHALL BE ATTACHED TO YOUR APPLICATION.

Insurance Company Insuring the Event:

Policy Amounts of Liability Insurance:

Policy Amounts of Property Insurance:

Bonding Company Bonding this Event (Name and Address):

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

◆ (If Yes, Automobile Coverage Shall be Included on the Certificate of Insurance)

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

◆ (If Yes, Products Liability Coverage Shall be Included on the Certificate of Insurance)

Name and Address of Organization Providing Food:

Type of Food to be Served:

Alcoholic Beverages at Event: Yes No

NOTE: ANY SIGNS AND MARKINGS IN CONNECTION WITH THIS EVENT SHALL BE TEMPORARY AND REMOVABLE. PAINTINGS ON ROADWAYS, TREES OR ANY OTHER FIXED OBJECT IS STRICTLY PROHIBITED.

The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his knowledge. The applicant/permittee agrees to assume full responsibility and liability for and indemnify and save the County harmless from and against all liability, claims for damages, and suits for or by reason of any injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the County, their agents or employees.

WITNESS

APPLICANT'S SIGNATURE

DATE

**LEE COUNTY SHERIFF'S DEPARTMENT
14750 SIX MILE CYPRESS PARKWAY
FORT MYERS, FLORIDA 33912
(239) 477-1000**

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: _____

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)

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: _____

Flammable Vegetation: _____

First Aid Equipment: _____

Fire Extinguishing: _____

Special Arrangements: _____

PRINT NAME of PERSON SIGNING

SIGNATURE

TITLE

DATE

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

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: _____

Special Arrangements: _____

Fee For Services: _____

PRINT NAME of PERSON SIGNING

SIGNATURE

TITLE

DATE

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

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

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

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

Safety Requirements: _____

Comments: _____

PRINT NAME of PERSON SIGNING

SIGNATURE

TITLE

DATE

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

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

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

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

LEE COUNTY ORDINANCE NO. 91-26

AN ORDINANCE CREATING THE LEE COUNTY SPECIAL EVENTS ORDINANCE REGULATING OUTDOOR ENTERTAINMENT EVENTS; PROVIDING FOR REPEALER; DEFINING OUTDOOR ENTERTAINMENT EVENTS; ESTABLISHING LICENSE REQUIREMENTS AND APPLICATION PROCEDURES; REQUIRING PROOF OF INSURANCE AND PROOF OF A BOND; PROVIDING FOR THE FILING OF COMPLAINTS; PROVIDING FOR REVOCATION OF LICENSES; PROVIDING FOR ENFORCEMENT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF LEE COUNTY, FLORIDA, AS FOLLOWS:

SECTION ONE REPEALER

The Lee County Ordinance #81-48 is hereby repealed and declared null and void and of no effect.

SECTION TWO DEFINITION OF OUTDOOR CONCERT OR SPECIAL EVENT

An outdoor concert or special event is any musical, theatrical, or like event at which entertainment is provided in a permanent structure not constructed for such purposes, a temporary structure, or outdoors, to which persons are invited or admitted. This definition does not include functions put on by any County agency on County property or functions in structures which have been issued a certificate of occupancy as being utilized as an exhibition building. This ordinance specifically applies only to those events in which attendance is expected to exceed 1,000 persons per day.

SECTION THREE LICENSE REQUIREMENTS

No person, corporation, partnership, or other organization shall advertise, conduct, maintain, or sell or furnish tickets for an outdoor concert or event in the County of Lee unless and until that person or entity has obtained a license from Lee County to conduct such concert or event.

SECTION FOUR LICENSE APPLICATION

An application shall be made on a standard application form, approved by the County Administrator, for an outdoor concert or special event license. The application form may be obtained from the Lee Cares Office. At least twenty-one (21) days prior to the scheduled commencement of the event, the completed application with descriptive plans for all arrangements must be submitted to the Lee Cares Office along with the applicable fee. The applicant shall comply with any and all conditions set forth in the application and as required by the County Administrator, including but not limited to contacting and making sufficient and acceptable arrangements with the following agencies:

- (a) Lee County Sheriff's Department.
- (b) Fire Department serving the area where the event is to be held.
- (c) Lee County Emergency Medical Services.
- (d) Lee County Department of Transportation and Engineering.
- (e) Lee County Health Department.
- (f) Lee County Department of Public Safety.
- (g) Lee County Risk Manager.

Pursuant to these provisions, the County Administrator is provided authority to prepare said application form and revise same from time to time as needed.

SECTION FIVE INSURANCE

The applicant shall obtain adequate liability and property insurance for the event based upon guidelines which will be established in the application form packet by the Risk Manager and subject to periodic revisions. A Certificate of Insurance shall be included with the application and Lee County shall be name as "Additional Insured" on the Certificate.

SECTION SIX BOND

At its discretion, subject to other applicable laws or ordinances, Lee County may require an indemnity and/or performance security bond for the event, and the amount of the bond shall be set by the County Administrator. The bond shall 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 and all claims arising out of the preparations, conduct or aftermath of the concert or event.

SECTION SEVEN MISCELLANEOUS

Any applicant may be required to meet any other condition reasonably imposed prior to receiving a license to conduct a concert or event which the County Administrator deems necessary to protect the health, safety, and welfare of the property and citizens of Lee County.

SECTION EIGHT PROCESSING APPLICATION

Upon receipt of the completed application with all required attachments, the County Administrator shall review same and make the final determination on all applications. The County Administrator shall make the final determination in those applications indicating an expectancy of less than 5,000 persons a day. The County Administrator shall submit the applications and set for hearing all those applications for a license where the expectancy is for 5,000 persons or more a day. The Board, in its discretion may hear any application of less than 5,000 persons per day.

SECTION NINE CONSIDERATION OF APPLICATION

The County Administrator shall approve applications when all conditions have been met. Should the application be denied, it must be in writing and for good cause. Good cause would be, but not limited to, failure to comply with the necessary arrangements dictated by the agencies listed in Section Four, conviction of a felony that indicates low moral character by the applicant or principal, or an event which would create a severe and actual nuisance to the surrounding community. The reason(s) for the denial must be succinctly stated in the denial. Denial should be without prejudice if the basis for the denial is a factor that can be corrected or changed. A copy of the denial should be sent to the applicant within fourteen (14) days of said action.

Upon written approval of the County Administrator, a license for the event will be issued.

SECTION TEN COMPLAINTS

Any person may petition the County Administrator to conduct a hearing concerning the denial or revocation of the license of any licensee. All petitions must be accompanied by an affidavit setting forth a factual basis for the petition and assurances that the action is being taken in good faith.

SECTION ELEVEN REVOCATION OF LICENSE

The County Administrator of Lee County, Florida shall have the power to revoke a license where the licensee fails to comply with any conditions required for operation of a concert or event, ordinances of Lee County, Florida, laws of the State of Florida, or otherwise places persons or property in jeopardy or serious harm or injury.

SECTION TWELVE REVOCATION HEARING

All parties to the revocation hearing shall be sent proper notice, in writing, of the hearing and the reason for the hearing in accordance with due process. The County Administrator shall hear all interested parties and may revoke a license only for good cause; good cause would be a violation of any of the conditions of operation, violation of the laws of the United States, Florida, or Lee County, or the nuisance to the surrounding community is excessive.

SECTION THIRTEEN VIOLATIONS: REMEDIES OF THE COUNTY

Outdoor concerts or special events which are subject to this ordinance and are being held without having obtained a license as provided in this ordinance are prohibited. Should the licensee, his agents or employees violate the terms of the agreement by which the license is granted, any ordinance of Lee County, or any law of the State of Florida or the United States, or knowingly allow those laws to be violated, such violation shall constitute a violation of this ordinance. Any violation shall be punished as provided by law. Lee County also retains any and all civil remedies which may be available.

SECTION FOURTEEN SEVERABILITY

The provisions of this Ordinance are severable, and it is the intention to confer the whole or any part of the powers herein provided for. If any of the provisions of this Ordinance shall be held unconstitutional by any court of competent jurisdiction, the decision of such court shall not affect or impair any remaining provisions of this Ordinance. It is hereby declared to be the legislative intent that this Ordinance would have been adopted had such unconstitutional provision not been included therein.

SECTION FIFTEEN **EFFECTIVE DATE**

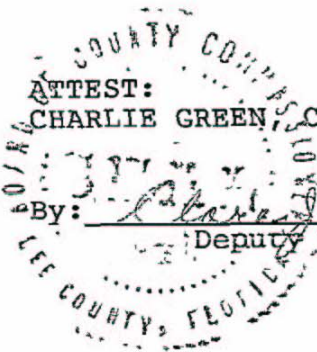
This Ordinance shall become effective immediately upon receipt of official acknowledgment of the Office of Secretary of State of Florida that this Ordinance has been filed with said office.

THE FOREGOING ORDINANCE was offered by Commissioner Manning, who moved its adoption. The motion was seconded by Commissioner Judah and, being put to a vote, the vote was as follows:

DOUGH ST. CERNY	<u>aye</u>
VICKI LOPEZ-WOLFE	<u>absent</u>
JOHN E. MANNING	<u>aye</u>
RAY JUDAH	<u>aye</u>
DONALD SLISHER	<u>absent</u>

DONE AND ADOPTED this 4th day of September, 1991.

ATTEST:
CHARLIE GREEN, CLERK
By: *Charlie Green*
Deputy Clerk



BOARD OF COUNTY COMMISSIONERS
OF LEE COUNTY, FLORIDA

By: *[Signature]*
Chairman

APPROVED AS TO FORM:

By: *[Signature]*
Office of County Attorney