



EVENT PERMIT

Ordinance 17-08



Boca Grande Historical Society Board Meeting

PERMIT NUMBER: TMP2022-00074

Date(s) of Event: March 25, 2022 & April 19, 2022

Property Owner: LEE COUNTY

Applicant: KIM KYLE
941-964-1600

Description: Board meeting with orientation of new board members on March 25, 2022 and April 19, 2022 from 1:00PM until 5:30PM

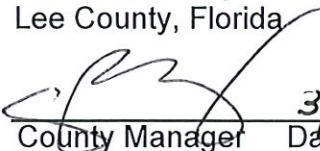
Location of event: 131 1ST ST W, BOCA GRANDE, FL 33921
Banyan Street Boca Grande

Will the event be attended by 1000 or more people ?	No
Will the event be held on County Owned Property ?	Yes
Will there be alcohol consumed or sold at the event ?	To Be Consumed
Will a bond be posted for this event ?	No

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.
- * The permit is to be readily available for inspection during the entire event.
- * If this approval includes the sale or consumption of alcoholic beverages, no alcoholic beverages may be consumed 1 1/2 hours prior to the conclusion of the event and vacating the facility/property.

Board of County Commissioners
Lee County, Florida


 County Manager Date 3/24/2022



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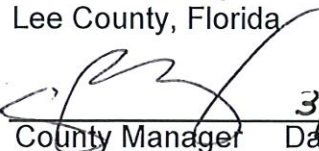
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Board of County Commissioners
Lee County, Florida


 County Manager Date 3/24/2022



Lee County
Southwest Florida

Event Application

Special Event

Use of
County
Property

Alcohol
within Lee
County
Facilities

Film, Video
&
Photography

Boca Grande Historical Society Board Meeting

TRP2022-0074



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	Boca Grande Historical Society Board Meetings
Date(s) of Event / Production:	Friday, March 25, 2022, and Tuesday, April 19, 2022
Location(s) of Event:	Boca Grande Community Park 131 First Street W. Boca Grande, FL 33921
Name of Applicant:	Kim Kyle
Applicant Address:	P.O. Box 553, 170 Park Ave., Boca Grande, FL 33921
Applicant Phone Number:	941-964-1600, cell 941-830-0454
Contact Person: (If different from applicant)	
Contact Phone Number: (If different from applicant)	
Email Address:	kim@bocagrandehistoricalsociety.com
Estimated Attendance:	30 - 40 for both meetings
Event Description: Include each activity, when activities take place, etc.	Board meetings with orientation of new board members and members
Hours of Operation:	1:00 - 5:30 pm
STRAP # of Parcel:	14-43-20-01-00005.0010
Owner of Premises*:	Lee County Government

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



What is the Zoning Classification of the premises? Public Facility

Are any temporary structures to be installed for the event? Yes 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: Event Helper

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

Surety Company Bonding this Event (Name and Address): _____

<p>Will Vehicles be Used as Part of This Event?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, automobile coverage must be included on the certificate of insurance.</p>	<p>Will Food be Available at this Event?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, products liability coverage must be included on the certificate of insurance.</p>	<p>Will Alcoholic Beverages be served/consumed at this Event?</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, liquor liability coverage must be included on the certificate of insurance.</p>
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Name & Address of Organization Providing Food: Boca Grande Historical Society, Inc.

Type of Food being Served: Hors D' Oeuvres

Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: Boca Grande Historical Society, Inc.

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: Host serving only
(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 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.

Kim Kyle
Signature of Applicant

Crystal Diff
Witness

Kim Kyle, Executive Administrator
Print Name of Applicant and Title

Crystal Diff
Print Name of Witness

March 1, 2022
Date

March 1, 2022
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 areas only.
Deputies (How Many?):	None
Fee for Services:	None
Special Arrangements:	All alcoholic beverages must remain within the confines of the event.

Print Name: Captain S Brady
Signature: Capt. Steven J Brady
Title: Special Events, Permits and Details
Date: 3/7/22



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: C.W. Blosser

Title: Fire Chief

Date: 03/03/2022

Teeter, Pamela

From: Swiger, Melissa
Sent: Tuesday, March 22, 2022 10:27 AM
To: Teeter, Pamela
Subject: FW: [EXTERNAL] RE: Boca Grande Historical Society Board Meeting - Special Event

Pam,
Here is the confirmation from the Fire Department.



Melissa Swiger | Customer Service Specialist

Department of Community Development

1500 Monroe St, Fort Myers, FL 33901

office: (239) 533-8329

email: mswiger@leegov.com

web: www.leegov.com/dcd

Connect With Us On Social Media



From: nancybocafire@comcast.net <nancybocafire@comcast.net>
Sent: Tuesday, March 22, 2022 10:25 AM
To: Swiger, Melissa <MSwiger@leegov.com>
Subject: RE: [EXTERNAL] RE: Boca Grande Historical Society Board Meeting - Special Event

Melissa,
Your original email did not specify written confirmation.
Alcohol consumption on county property was considered when the form was signed off the first time and also the second time.
nancy
administrative assistant
Boca Grande Fire Dept

From: Swiger, Melissa <MSwiger@leegov.com>
Sent: Tuesday, March 22, 2022 7:36 AM
To: nancybocafire@comcast.net
Subject: RE: [EXTERNAL] RE: Boca Grande Historical Society Board Meeting - Special Event

Nancy,
Thank you for returning the page to me. However, I need written confirmation from your department that the alcohol consumption on county property was considered when the form was signed off.



Melissa Swiger | Customer Service Specialist

Department of Community Development

1500 Monroe St, Fort Myers, FL 33901

office: (239) 533-8329

email: mswiger@leegov.com

web: www.leegov.com/dcd

Connect With Us On Social Media



From: nancybocafire@comcast.net <nancybocafire@comcast.net>

Sent: Monday, March 21, 2022 4:42 PM

To: Swiger, Melissa <MSwiger@leegov.com>

Subject: [EXTERNAL] RE: Boca Grande Historical Society Board Meeting - Special Event

From: Swiger, Melissa <MSwiger@leegov.com>

Sent: Monday, March 21, 2022 12:27 PM

To: nancybocafire@comcast.net

Subject: FW: Boca Grande Historical Society Board Meeting - Special Event

Good Morning,

The box for permit to sell and consume alcoholic beverages within Lee County Facilities is missing from your pages. It is in the process of being corrected. However, we need confirmation the alcohol consumption was considered in your initial approval.



Melissa Swiger | Customer Service Specialist

Department of Community Development

1500 Monroe St, Fort Myers, FL 33901

office: (239) 533-8329

email: mswiger@leegov.com

web: www.leegov.com/dcd

Connect With Us On Social Media





Lee County Event Permit Application

EMERGENCY MEDICAL SERVICES / PUBLIC SAFETY
2000 Main St., Suite #100
FORT MYERS, FL 33901
(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: None necessary.
Medical Personnel: None necessary.
Medical Supplies / Equipment: None necessary.
Safety Requirements: Applicants shall follow all CDC and FDOH directives, and the Florida Governor's Executive Orders concerning health and safety, especially with regards to COVID-19 and the number of people congregating at the event.
Fee for Services: Not applicable.
Special Arrangements: Please call 911 in the event of an emergency. To arrange special event coverage, contact our office at 239 533-3911.

Print Name: Douglas B. Higgins
Signature: Douglas B. Higgins
Title: Division Chief
Date: March 11, 2022

Teeter, Pamela

From: Swiger, Melissa
Sent: Monday, March 21, 2022 2:13 PM
To: Teeter, Pamela
Subject: FW: Boca Grande Historical Society Board Meeting - Special Event

Pam,
Here is the one from EMS. I'm still waiting for the fire department. I will forward it to you as soon as it comes in.



Melissa Swiger | Customer Service Specialist

Department of Community Development

1500 Monroe St, Fort Myers, FL 33901

office: (239) 533-8329

email: mswiger@leegov.com

web: www.leegov.com/dcd

Connect With Us On Social Media



From: Higgins, Douglas <DHiggins@leegov.com>
Sent: Monday, March 21, 2022 11:11 AM
To: Swiger, Melissa <MSwiger@leegov.com>; nancy@bocafire.net
Subject: RE: Boca Grande Historical Society Board Meeting - Special Event

Ms. Swinger –

Public Safety and Lee County EMS did take into consideration the consumption of alcoholic beverages as a part of our review. Please consider our approval as still valid.

Thank you,

Douglas B. Higgins
Division Chief, Special Operations and Support Services
Lee County Emergency Medical Services
2000 Main St., Suite #100
Fort Myers, FL 33901
Cell: 239-672-9651
Office: 239-533-3916
dhiggins@leegov.com

From: Swiger, Melissa <MSwiger@leegov.com>
Sent: Monday, March 21, 2022 10:49 AM

To: Higgins, Douglas <DHiggins@leegov.com>; nancy@bocafire.net
Subject: Boca Grande Historical Society Board Meeting - Special Event

Good Morning,

The box for permit to sell and consume alcoholic beverages within Lee County Facilities is missing from your pages. It is in the process of being corrected. However, we need confirmation the alcohol consumption was considered in your initial approval.



Melissa Swiger | Customer Service Specialist

Department of Community Development

1500 Monroe St, Fort Myers, FL 33901

office: (239) 533-8329

email: mswiper@leegov.com

web: www.leegov.com/dcd

Connect With Us On Social Media



Receive updates from Lee County Government by [subscribing to our newsletter](#)

Please note: Florida has a very broad public records law. Most written communications to or from County Employees and officials regarding County business are public records available to the public and media upon request. Your email communication may be subject to public disclosure.

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

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
- 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:

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

Ingress and Egress:

Use all established means of ingress and egress.

Special Arrangements:

None.

Print Name: Bryan Miller

Signature: Bryan Miller

Digitally signed by Bryan Miller
Date: 2022.03.09 11:57:02 -05'00'

Title: Senior Project Manager

Date: March 9, 2022

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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- PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
- FILM PERMIT

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Illumination: N/A-Indoor event

Parking Areas: Parking in designated community center parking, only.

Special Arrangements: Alcohol will not be sold on site and consumption must stay in areas designated by county staff.

Print Name: Colleen Via
Signature: Colleen Via
Title: Operations Manager
Date: 3/7/22

Boea Grande Historic Society
meeting
3/25/24/19/22

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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- 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:


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 applicants use of aforementioned event within Lee County.

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 afford 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.

Subject to proof of insurance.

Print Name: Mike Figueroa
Signature: 
Title: Risk Program Manager
Date: March 10, 2022



BOCAGRA-02

KTORRES

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
1/7/2022

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 have ADDITIONAL INSURED provisions or 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 Italiano Insurance Services, Inc. PO Box 1406 Boca Grande, FL 33921	CONTACT NAME:		
	PHONE (A/C, No, Ext): (941) 964-0400	FAX (A/C, No): (941) 964-0595	
	E-MAIL ADDRESS: boca@italianoinsurance.com		
INSURER(S) AFFORDING COVERAGE		NAIC #	
INSURER A : Bankers Insurance Company		33162	
INSURED Boca Grande Historical Society PO Box 563 Boca Grande, FL 33921	INSURER B :		
	INSURER C :		
	INSURER D :		
	INSURER E :		
	INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

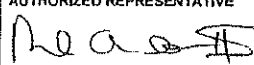
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			09 0004959299 3 22	1/21/2022	1/21/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Lee County BOCC, a political subdivision & Charter County of the State of Florida, are Additional Insured on the above listed Insureds GL policy, per attached form#BBOP99.307 for 170 Park Ave, Boca Grande, FL 33921

CERTIFICATE HOLDER

CANCELLATION

Lee County Board of County Commissioners P O Box 398 Fort Myers, FL 33902	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 
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