



# EVENT PERMIT

Ordinance 17-08



## Hamilton Wedding Ceremony - Spencer and Madison

**PERMIT NUMBER:** TMP2023-01070

**Date(s) of Event:** June 22, 2024

Property Owner: LEE COUNTY

Applicant: Madison Cenate  
703-909-4314

Description: Wedding Ceremony to be held on June 22, 2024 from 3:00PM until 6:00PM with the ceremony from 4:30PM until 5:00PM at Louise DuPont Crowninshield

Location of event: 131 1ST ST W, BOCA GRANDE, FL 33921  
**Louise DuPont Crowninshield Community House**

Will the event be attended by 1000 or more people ? No

Will the event be held on County Owned Property ? Yes

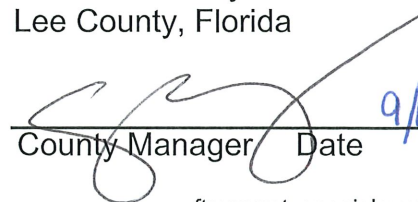
Will there be alcohol consumed or sold at the event ? No

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 9/14/2023



Lee County

# Event Application

Special Event

Use of  
County  
Property

Alcohol  
within Lee  
County  
Facilities

Film, Video  
&  
Photography

Hamilton Wedding Ceremony - Spencer and Madison

TMP2023 - 01070

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** Hamilton Wedding Ceremony - Spencer and Madison

**Date(s) of Event / Production:** Saturday, June 22, 2024

**Location(s) of Event:** Banyan Street, Boca Grande, Florida

**Name of Applicant:** Madison Cenate

**Applicant Address:** 138 Scottie Drive, Charles Town, WV 25414

**Applicant Phone Number:** (703) 909-4314

**Contact Person:**  
(If different from applicant)

**Contact Phone Number:**  
(If different from applicant)

**Email Address:** madisoncenater@outlook.com

**Estimated Attendance:** 100

**Event Description:** This request is being made for Madison Cenate and Spencer Hamilton's wedding ceremony. The ceremony will take place on Saturday, June 22, 2024, from approximately 4:30-5:00 pm. Something Borrowed Event Rental will set up and breakdown the ceremony chairs and will clear the street quickly and ensure it is clean upon departure.  
Include each activity, when activities take place, etc.

**Hours of Operation:** 3:00-6:00 p.m.

**STRAP # of Parcel:** Banyan Street, Boca Grande, FL

**Owner of Premises\*:** Lee County

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



## Lee County Event Permit Application

What is the Zoning Classification of the premises? Public Street

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: ERIE Insurance

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

Surety Company Bonding this Event (Name and Address): N/A

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 Providing Food: N/A

Type of Food being Served: N/A

### Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: N/A

### 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: 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



## Lee County Event Permit Application

Type of Production (choose all that apply):

- TV Movie or Special       TV Series / Pilot       TV Commercial       Still Photos  
 Public Service Announcement       Industrial / Documentary       Other: Videographer filming the ceremony

Will any of the following be needed or included\*?

- |                                |   |  |
|--------------------------------|---|--|
| Street Closure                 | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Traffic / Crowd Control        | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            |
| Fire or Burning                | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Explosives or Pyrotechnics     | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Animals, Large or Small        | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Construction of Any Kind       | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Large and/or Numerous Vehicles | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Helicopters, Boats, etc.       | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Stunts                         | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |
| Other                          | <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No |

\* For any marked Yes, provide further details below:

The wedding ceremony chairs and aisle will be set on Banyan Street. Therefore it is requested the street be closed from set up to breakdown.

Special Parking Requirements:

Guests will be arriving in their personal vehicles. Therefore they will need to know where they may park for the duration of the ceremony.

City or County Services Required: (Personnel, equipment, facilities, etc.)

N/A

The following information is required for local and state records on production in Florida to track the economic impact of the industry. If exact figures are not available, please estimate as closely as possible.

Number in Cast: \_\_\_\_\_ Number in Crew: \_\_\_\_\_ Number of locals hired: \_\_\_\_\_

Total budget: \_\_\_\_\_ Estimate amount spent in Lee County: \_\_\_\_\_

Hotel room nights: \_\_\_\_\_ Number of shooting days: \_\_\_\_\_  
number of rooms x number of nights

## Lee County Event Permit Application

### 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.



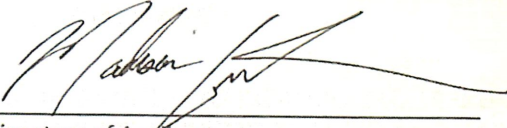
Lee County Event Permit Application

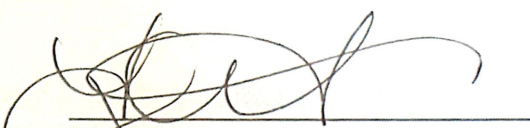
SECTION V - AGREEMENT

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.

  
\_\_\_\_\_  
Signature of Applicant

  
\_\_\_\_\_  
Witness

Madison Genate  
\_\_\_\_\_  
Print Name of Applicant and Title

Tracy Genate  
\_\_\_\_\_  
Print Name of Witness

06/26/2023  
\_\_\_\_\_  
Date

6/26/23  
\_\_\_\_\_  
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?):	Two deputies for road closure, traffic control and security on Banyan Street between Park Ave and Gilchrist while wedding takes place.
Fee for Services:	Contact LCSO Details Unit
Special Arrangements:	Each end of Banyan Street must be blocked in order to provide safety and security to participants. All chairs, tables and other items used for the event must be removed from the roadway as soon as possible in order to reopen Banyan Street.

Print Name: DENNIS PETRACCA  
Signature:  93147  
Title: LO  
Date: 7-10-23

Lea 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:

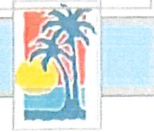
- SPECIAL EVENT PERMIT
- USE OF COUNTY PROPERTY PERMIT
- FILM PERMIT

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:	Be advised that EMERGENCY access on Banyan St. is required. Be prepared to move any and all objects from the street to allow emergency vehicle access. Any damage to BGFD vehicles while making access to emergency will be the responsibility of the permit holder.  In case of emergency - DIAL 911

Print Name: C.W. Blosser  
Signature:   
Title: Fire Chief  
Date: 07/20/2023





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
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.

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 EMSDetail@leegov.com.

Print Name: Douglas B. Higgins
Signature: Digitally signed by Douglas B. Higgins
Date: 2023.07.16 18:42:57 -04'00
Title: Captain, EMS Operations
Date: July 16, 2023



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 permitted on any portion of the Banyan St. road right of way. No vehicles shall be parked off the pavement that would damage the Banyan Tree root system.

Ingress and Egress:

Please use all established means of ingress and egress.

Special Arrangements:

Shall use Lee County Sheriff's Office for assistance with traffic control as needed.

Print Name: Nathan Thoman

Signature: Nathaniel C. Thoman Digitally signed by Nathaniel C. Thoman  
Date: 2023.07.24 07:25:32 -04'00'

Title: Project Manager

Date: 07/24/2023

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 provide by permit holder. Generators are permitted on Banyan St. Please do not hang or drape anything on the trees or vegetation.

Parking Areas: Parking is permitted at the Boca Grand Community Center.

Special Arrangements: All event guest must stay on county property at all times while on Banyan Street.

Print Name: Colleen Via  
Signature: Colleen Via  
Title: Operations Manager  
Date: 3/27/2023

Boca - Banyan St on by  
Spencer Madison wedding  
6/22/2023



Lee County Event Permit Application



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

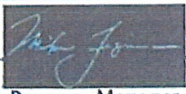
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AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

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 applicants use of aforementioned event within Lee County.  Certificate Must Read As:  Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials are automatic additional insureds and includes an automatic waiver of subrogation with regard to general liability. The certificate holder is an additional insured on a primary and noncontributory basis with regards to general liability.
Special Arrangements:	A Certificate of Insurance shall be submitted as evidence of the required coverage listing Lee County, a political subdivision and Charter County of the State of Florida, P.O. Box 398, Fort Myers, FL 33902 as the certificate holder and as an additional insured as listed above.  Subject to proof of insurance.

Print Name: Mike Figueroa

Signature: 

Title: Risk Program Manager

Date: August 21, 2023







# MARKEL AMERICAN INSURANCE COMPANY

P.O. Box 906, Pewaukee, Wisconsin 53072-0906  
(800) 236-2862 [www.markelamerican.com](http://www.markelamerican.com)

## Special Event Liability Insurance Policy Declarations Page

<b>Policy Number:</b>	M2WPL0000426080200	<b>Date of Issue:</b>	08/21/2023	<b>Event Date:</b>	06/22/2024
<b>Policy Period:</b>	If the event continues past 12:00 am at the location named on the Declarations Page, such continuation shall be considered as the event date. Event includes set up and break down and the scheduled rehearsal or rehearsal dinner scheduled within 48 hours of the event if the event is a wedding. Set up and Break down means decoration and removal of decoration at the event location that occurs no more than 24 hours prior to the event and 24 hours after the event.				
<b>Named Insured:</b>	Tracey Cenate				
<b>Mailing Address:</b>	138 Scottie Drive Charles Town, WV 25414				
<b>Honoree(s):</b>	Madison Cenate Spencer Hamilton				
<b>Insured Event:</b>	Wedding				
<b>Policy Premium:</b>	\$195.00				
Surcharges and Taxes (if applicable):	\$0.00				
1% FHCFA Tax: (if applicable):					
Multi Policy Discount (if applicable):					
<b>Total:</b>	\$195.00				
<b>Event Location 1:</b>	Lee County a political subdivision and Charter County of the State of Florida				
Hosting Facility Insured Extension: <input checked="" type="checkbox"/>	P.O. Box 398 Fort Myers, FL 33902				
<i>(coverage applies if box checked)</i>	OK 08/21/2023				
<b>Event Location 2:</b>					
Hosting Facility Insured Extension: <input type="checkbox"/>					
<i>(coverage applies if box checked)</i>					
<b>Event Location 3:</b>					
Hosting Facility Insured Extension: <input type="checkbox"/>					
<i>(coverage applies if box checked)</i>					
<b>Policy Coverage</b>	<b>Limit</b>	<b>Deductible</b>			
General Aggregate	\$1,000,000	\$0			
Each Occurrence	\$1,000,000	\$0			
Property Damage	Included	\$1,000			
Host Liquor Liability	Included				
Medical Payments					
Cancellation Endorsement					
<b>Administered by:</b>	K&K Insurance Group, Inc. 1712 Magnavox Way Fort Wayne IN 46804				
For Policy Questions Call Toll Free:	866-267-5244 - K&K Insurance Group, Inc.				
For Claims Call Toll Free:	800-237-2917 - K&K Insurance Group, Inc.				
<b>Policy Form (s):</b>	MIL 1214 09 17	EVL100-0708	EVL151-0708		
<b>Countersignature (if required):</b>					

Forms and endorsements made a part of this policy at inception are those which numbers are entered above.



U2271	U2272
U2273	U2274
U2275	U2276
U2277	U2278
U2279	U2280
U2281	U2282
U2283	U2284
U2285	U2286
U2287	U2288
U2289	U2290
U2291	U2292
U2293	U2294
U2295	U2296
U2297	U2298
U2299	U2300

