

# Event Permit



**Event Name:**

Boca Blast III – Memphis Blue & BBQ

**Applicant:**

Boca Grande Historical Society

**Contact:**

Kim Kyle, 941.964.1600

**Location:**

Boca Grande Community Park & Louise DuPont Crowninshield House

**Valid only for the Following date(s):**

February 7, 2015

**Valid only for the Following time(s):**

6:00pm – 11:00pm

**Permit Number**

15-0207CPALC

**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

A handwritten signature in blue ink, likely belonging to the County Manager.

County Manager

1-12-15

Date

**Lee County Event Permit Application**



**Event Application**

*Check the appropriate box(es) below:*

- SPECIAL EVENT PERMIT
- USE OF COUNTY PROPERTY PERMIT
- PERMIT TO SELL AND CONSUME ALCHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
- FILM PERMIT

<b>Section I - GENERAL INFORMATION (All Permit Types)</b>	
<b>Title of Event / Name of Production</b>	Boca Blast III - Memphis Blue and BBQ
<b>Date(s) of Event / Production:</b>	Saturday, February 7, 2015
<b>Location(s) of Event:</b>	131 First Street W. - Boca Grande Community Park, Boca Grande, FL 33921 131 Banyan Street - Crowninshield Community House, Boca Grande, FL 33921
<b>Name of Applicant:</b>	Boca Grande Historical Society, Inc.
<b>Applicant Address:</b>	170 Park Ave. Boca Grande, FL 33921 PO Box 553, Boca Grande, FL 33921-0553
<b>Applicant Phone Number:</b>	Office 941-964-1600
<b>Contact Person:</b> (If different from applicant)	Kim Kyle, Executive Director
<b>Contact Phone Number:</b> (If different from applicant)	or Cell 941-830-0454
<b>Email Address:</b>	kyleks@leegov.com
<b>Estimated Attendance:</b>	300
<b>Event Description:</b> Include each activity, when activities take place, etc.	Fundraiser, Saturday, February 7, 2015, (A Community Supper and Dance Event)
<b>Hours of Operation:</b>	6:00 - 11:00 pm
<b>STRAP # of Parcel:</b>	
<b>Owner of Premises*:</b>	Lee County Parks & Recreation

\*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? \_\_\_\_\_

Are any temporary structures to be installed for the event?  Yes  No Type: Tent -Permit applied for 12/29/14

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: Mt. Vernon Fire Ins. Company

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 Providing Food: Sonny's Catering, Venice, FL

Type of Food being Served: Prepared off site and delivered, barbecue meat, baked beans, cornbread, Iced Tea

Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: Major Sponsor, Fifth Third Bank

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

Name of Charity: Boca Grande Historical Society, Inc.

Address of Charity: 170 Park Ave, PO Box 553 Boca Grande, FL 33921-0553

Phone Number: 941-964-1600

Non-profit certificate/registration number: CH6860

(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 ALCOHOLIC 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: CH6860

(Required if alcohol is to be SOLD at the event)

Please note: A permit from the State of Florida Division of Alcoholic Beverages and Tobacco may also be required; please call (239) 344-0885 for further details







Applicant Agreement - Signature Required



**SECTION V - AGREEMENT**

The Applicant agrees that Lee County can, at its sole discretion, terminate and cancel its permit to use Lee County property at any time without prejudice. Applicant further agrees to waive, release, save and hold harmless Lee County from any and all claims, demands or cause of actions based upon Lee County's cancellation or termination of said permit.

The Applicant agrees that the Lee County permit does not provide Applicant with any property rights in the County property in question or in the permit itself.

The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge.

Kim Kyle  
Signature of Applicant

DI RST  
Witness

Kim Kyle, Executive Director  
Print Name of Applicant and Title

DAVID BARTELS  
Print Name of Witness

12/30/2014  
Date

12/30/2014  
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:

In authorized parking areas only.

Deputies (How Many?):

None required.

Fee for Services:

Special Arrangements:

Alcohol allowed only in designated areas according to permit.

Print Name: Capt. Scott Lucia

Signature: *Capt. Scott W. Lucia*

Title: Detail Unit Commander

Date: 31 December 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
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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.**

Fire Guards (How Many?)

None

Fee for Services:

None

Flammable Vegetation:

None

First Aid Equipment:

None

Fire Extinguishing:

None

Special Arrangements:

Tent needs to be inspected for fire extinguishers, emergency lighting & exit signs prior to use. Must provide flame spread documentation. Coordinate with BGFDD for inspection time. 964-2908 In case of emergency - Dial 911

Print Name: C.W. Blosser

Signature: 

Title: Fire Chief

Date: 01/09/2015

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	Pt. billed at time of service
Special Arrangements:	Call 9-1-1 as needed in emergency,

Print Name: SCOTT MITCHELL  
Signature: [Signature]  
Title: Safety Director  
Date: 12/31/14

Lee County Event Permit Application



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

Check the appropriate box(es) below:

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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 parking on Lee County maintained road rights-of-way. Use designated parking areas.

Ingress and Egress:

Use established means of ingress and egress.

Special Arrangements:

None

Print Name: Bryan D. Miller

Signature: Bryan D. Miller

Digitally signed by Bryan D. Miller  
DN: cn=Bryan D. Miller, ou=LEDOT, ou=Traffic, email=bmiller@leegov.com,  
c=US  
Date: 2014.12.31 13:57:42 -0500

Title: Senior Project Manager

Date: December 31, 2014



Lee County Event Permit Application

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

Check the appropriate box(es) below:

- SPECIAL EVENT 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.

Illumination:

Additional lighting must be provided by permit holder and removed after the event. Open flames are prohibited.

Parking Areas:

Parking is permitted in existing parking areas located at the Boca Grande Community Park.

Special Arrangements:

- Permit Holder must follow all guidelines under ordinance #95-09 (selling and consumption). All alcohol consumption must stay within the designated area discussed with the P&R supervisor at the Boca Grande Community Park.
- Fire Department must inspect tent and approve prior to event.
- Permit holder must remove all trash from grounds or rent a dumpster to be removed the next business day.
- Lee County Parks & Recreation Director or Deputy Director approves this alcohol permit (2 - permits already granted at the Boca Grande Community Park) by signing below.

Print Name: Dana Kasler Joe Wier

Signature: Dana Kasler Digitally signed by Dana Kasler  
DN: cn=Dana Kasler, o=Lee County, ou=Lee County, email=d.kasler@leegov.com, c=US  
Date: 2015.01.07 08:44:53 -0500 Joseph R Wier

Title: Deputy Director Supervisor

Date: 1/6/15

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

Check the appropriate box(es) below:

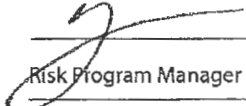
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AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

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 30, 2014



**MEMORANDUM  
FROM  
THE DIVISION OF PUBLIC RESOURCES**

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**DATE:** January 12, 2015  
**TO:** County Management  
**FROM:** Samantha Westen, Administrative Assistant  
**RE:** **Event Permit for Signature**

Attached is an event application submitted by **Boca Grande Historical Society** for the “**Boca Blast III – Memphis Blue & BBQ**” event which will take place at the **Boa Grande Community Park & Louise DuPont Crowninshield House** on **February 7, 2015 from 6:00pm – 11:00pm.**

All needed sign-off sheets are included as well as the insurance certificate and site plan.

Please sign the permit and return to Public Resources after review.

If you have any questions or concerns, please call me at 533-2112.

Thank you,



Samantha Westen

Attachment