

# EVENT PERMIT

Ordinance 14-15

## OCTIFEST 2016

**PERMIT NUMBER:** TMP2015-00329

**Date(s) of Event:** March 19, 2016 from 6:00pm until 10:00pm

Property Owner: LEE COUNTY

Applicant: SANIBEL SEA SCHOOL

Contact: KRISTEN POTTER

Description: Annual fundraiser and ocean celebration including cocktail hour, seated dinner, silent/live auctions, and music

Location of event: SANIBEL CSWY FORT MYERS  
CAUSEWAY ISLAND A/West side of Causeway Island A closest to Fort Myers  
\*\*\*239-472-8585

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 ? Yes

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

 3-4-16  
County Manager Date

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Ordinance 14-15

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Board of County Commissioners  
Lee County, Florida

 3-1-16  
\_\_\_\_\_  
County Manager      Date

3/19



**Lee County**  
*Southwest Florida*

## Event Application

Special Event

Use of  
County  
Property

Alcohol  
within Lee  
County  
Facilities

Film, Video  
&  
Photography

TM2015-00329

# 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)

<b>Title of Event / Name of Production</b>	Octifest 2016
<b>Date(s) of Event / Production:</b>	Saturday, March 19th, 2016 (set up will begin the day before on Friday, March 18th)
<b>Location(s) of Event:</b>	The west side of Causeway Island A, closest to Fort Myers
<b>Name of Applicant:</b>	Sanibel Sea School
<b>Applicant Address:</b>	P.O. Box 1229 Sanibel, FL 33957
<b>Applicant Phone Number:</b>	(239) 472-8585
<b>Contact Person:</b> (If different from applicant)	Kristen Potter
<b>Contact Phone Number:</b> (If different from applicant)	(same as applicant phone number)
<b>Email Address:</b>	kristen@sanibelseaschool.org
<b>Estimated Attendance:</b>	175-250
<b>Event Description:</b> Include each activity, when activities take place, etc.	Octifest is the annual fundraiser and ocean celebration put on by and benefiting Sanibel Sea School. It is not open to the general public, attendees are required to pre-purchase tickets to the event. There will be a cocktail hour, a seated dinner, silent and live auctions, and music throughout the night. Please see attached narrative for further details.
<b>Hours of Operation:</b>	On Friday, March 18th, 2016 set up: 12:00PM- 8:00PM. On Saturday, March 19th, 2015 set up: 8:00AM-5:00PM, actual event: 6:00PM-10:00PM, and clean up: approx. 10:30PM-1:00AM.
<b>STRAP # of Parcel:</b>	N/A 09462300000020090
<b>Owner of Premises*:</b>	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: Tent

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: First Non-Profit Insurance 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:

Global Event Marketplace  
2558 Fourth Street, Fort Myers, FL, 33901

Type of Food being Served: Hors D'oeuvres, salad, vegetarian dish, fish dish, key lime 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 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



#### **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.

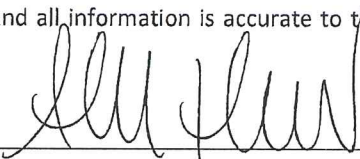
The Applicant agrees that the Lee County permit does not provide Applicant with any property rights in the County property in question or in the permit itself.

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

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

Kristen Potter, Development Coordinator  
Print Name of Applicant and Title

10/22/2015  
Date

  
\_\_\_\_\_  
Witness

Alexandria Hurd  
Print Name of Witness

10/22/2015  
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?):	Two deputies from 1700-2300 for safety and security of event participants and general public. Traffic concerns and pedestrian crossing will be addressed if necessary.
Fee for Services:	
Special Arrangements:	none.

Print Name: Capt. Scott Lucia  
Signature: *Capt. Scott H. Lucia*  
Title: Special Events, Permits and Details  
Date: 26 October 2015



**Extra Duty Detail Request Form**

Please fill out the Extra Duty Request form attached to this document completely. All details are a minimum of four (4) hours with the exception of boat details which are a minimum of six (6) hours and a half hour drive time to and from the detail location. When five (5) or more deputies are assigned to an event, 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.

**The current detail rates are:**

<b>Security</b>	<b>\$40/hr</b>	<b>Traffic</b>	<b>\$50/hr</b>
<b>Funeral Escort</b>	<b>\$40/hr</b>	<b>Security Supervisor</b>	<b>\$50/hr</b>
<b>Escort</b>	<b>\$40/hr</b>	<b>Traffic Supervisor</b>	<b>\$60/hr</b>
<b>Boat</b>	<b>\$40/hr</b>	<b>Civil Stand-by</b>	<b>\$60/hr</b>
<b>Holiday/Last Minute</b>	<b>\$60/hr</b>	<b>Prisoner Transport</b>	<b>\$60/hr</b>

*Details are charged a \$15 per deputy vehicle rate.*

*All boat details are charged a \$20 per hour boat rate.*

Extra Duty Details will not be provided to any person, firm or organization whose members, business or operations are of 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 the detail without notice and to recall the deputy(s) when necessary for community safety.

The Lee County Sheriff's Office will be the only armed personnel at any event where the detail is taking place. Any private security company that is hired to work alongside the Sheriff's Office will be a reputable, licensed and insured company whose employees are State D licensed unarmed security guards. Proof of the signed contract with private security company will be required.

In order to cancel a 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 and ask to have the on-call Detail Coordinator call you.

Unless otherwise specified, full payment of all details must be received one (1) week prior to the start of the event in the form of a cashier's check, money order, business check or cash. The Lee County Sheriff's Office does not accept credit cards or personal checks. **Payments can be sent to: The Lee County Sheriff's Office 14750 Six Mile Cypress Pkwy., Fort Myers, FL 33912 ATTN: Details Unit.**

LEE COUNTY SHERIFF'S OFFICE USE ONLY			
Total Deputy(s) <u>2</u>	Total Hours <u>6/each</u>	Rate per Hour <u>\$50</u>	Vehicle Rate <u>\$15</u>
Total Cost for Detail <u>\$630</u>			
Vender Signature _____		Date _____	



**14750 Six Mile Cypress Parkway • Fort Myers, Florida 33912-4406 • (239) 477-1000**

LCSO Details Main Phone Number: 239-477-1199			
Vendor Information			
Business Name: <u>Sanibel Sea School</u>			
Street: <u>P.O. Box 1229</u>			
City: <u>Sanibel</u>	State: <u>FL</u>	Zip Code: <u>33957</u>	
Business Contact: <u>Kristen Potter</u>		Phone: <u>239-472-8585</u>	
Email Address: <u>kristen@sanibelseaschool.org</u>			
Event Information			
Detail Location: <u>Causeway Island Span A</u>			
Street: _____			
City: _____	State: _____	Zip Code: _____	
Contact During Event: _____		Phone: _____	
Event Date: <u>3/19/16</u>		Event Time: <u>1700-2300</u>	
Anticipated Crowd Size : <u>175-250</u>		Type of Event: <u>Fundraiser</u>	
Additional Security Working 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		Alcohol Served: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Detail Information			
Security <input type="checkbox"/>	Traffic <input checked="" type="checkbox"/>	Prisoner Transport <input type="checkbox"/>	
Escort <input type="checkbox"/>	Holiday <input type="checkbox"/>	Funeral Escort <input type="checkbox"/>	
Last Minute <input type="checkbox"/>	Stand-by <input type="checkbox"/>		
Marked Vehicle <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Unmarked Vehicle <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Uniformed Deputy <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Plain Clothes Deputy <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Detail Description: <u>2 Deputies for security and traffic control during event.</u>			



14750 Six Mile Cypress Parkway • Fort Myers, Florida 33912-4406 • (239) 477-1000

# 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:

Event Permit Inspection \$100.00

Flammable Vegetation:

N/A

First Aid Equipment:

N/A

Fire Extinguishing:

As per requirements of Temporary Permit Application

Special Arrangements:

CALL FOR INSPECTION 925-9336 OCT/FEST 2016  
Iona McGregor Fire District  
Prevention

Print Name:

DAVID HOWARD

Signature:

David Howard

Title:

FIRE MARSHAL

Date:

10-26-2015

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 for emergencies

Print Name: Scott Pate  
Signature: [Signature]  
Title: Deputy Director  
Date: 10/27/15

## 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
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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.

Parking:

No parking on the pavement, the shoulders, or in a manner that would reduce the safety or efficiency of the roadway for vehicular, bicycle, or pedestrian traffic.

Ingress and Egress:

Use only the paved driveways to access the site.

Special Arrangements:

Use Sheriff, FHP, or Sanibel PD to control traffic at the driveways and to escort pedestrians crossing the highway.

Print Name: Stephen M. Jansen

Signature: Stephen M. Jansen

Digitally signed by Stephen M. Jansen  
DN: cn=Stephen M. Jansen, o=Lee County Dept.  
of Transportation, ou=Traffic Engineer,  
email=jansen@leegov.com, c=US  
Date: 2015.10.22 13:13:41 -0400

Title: County Traffic Engineer

Date: Oct 22, 2015

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

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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: Alise Flanjack

Signature: Alise Flanjack

Digitally signed by Alise Flanjack  
DN: cn=Alise Flanjack, o=Lee County Parks and Recreation, ou=  
email=alisk@leegov.com, c=US  
Date: 2015.10.22 16:49:59 -0400

Title: Deputy Director

Date: 10/22/2015

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:

- ☐ SPECIAL EVENT PERMIT  
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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:	<p>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.</p> <p>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.</p>
Special Arrangements:	<p>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.</p>

Print Name: Mike Figueroa

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Risk Program Manager

Date: \_\_\_\_\_

October 23, 2015



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/21/2015

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: Holli Martin PHONE (A/C, No, Ext): (239) 579-0660 E-MAIL: Holli@SanibelInsurance.com ADDRESS: FAX (A/C, No): (888) 767-1665
INSURED Sanibel Sea School, Inc 414 Lagoon Dr. Sanibel FL 33957	INSURER(S) AFFORDING COVERAGE INSURER A: First Nonprofit Insurance Company NAIC # 010859 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

## COVERAGES

CERTIFICATE NUMBER: 15-16 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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>	NPP100403700	4/16/2015	4/16/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,00 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ Excluded Host Liquor Liability \$ Included
A	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER					
A	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	OCCUR CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A				PER STATUTE OTH-ER 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)  
The Lee County Board of County Commissioners is Additional Insured as respects General Liability for the Octifest 2016 event to be held on the West Side of Sanibel Causeway Island A on 3/19/16, with set up on 3/18/16.

ole NF  
10/23/15

## CERTIFICATE HOLDER

## CANCELLATION

Lee County Board of County Commissioners  
PO 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.

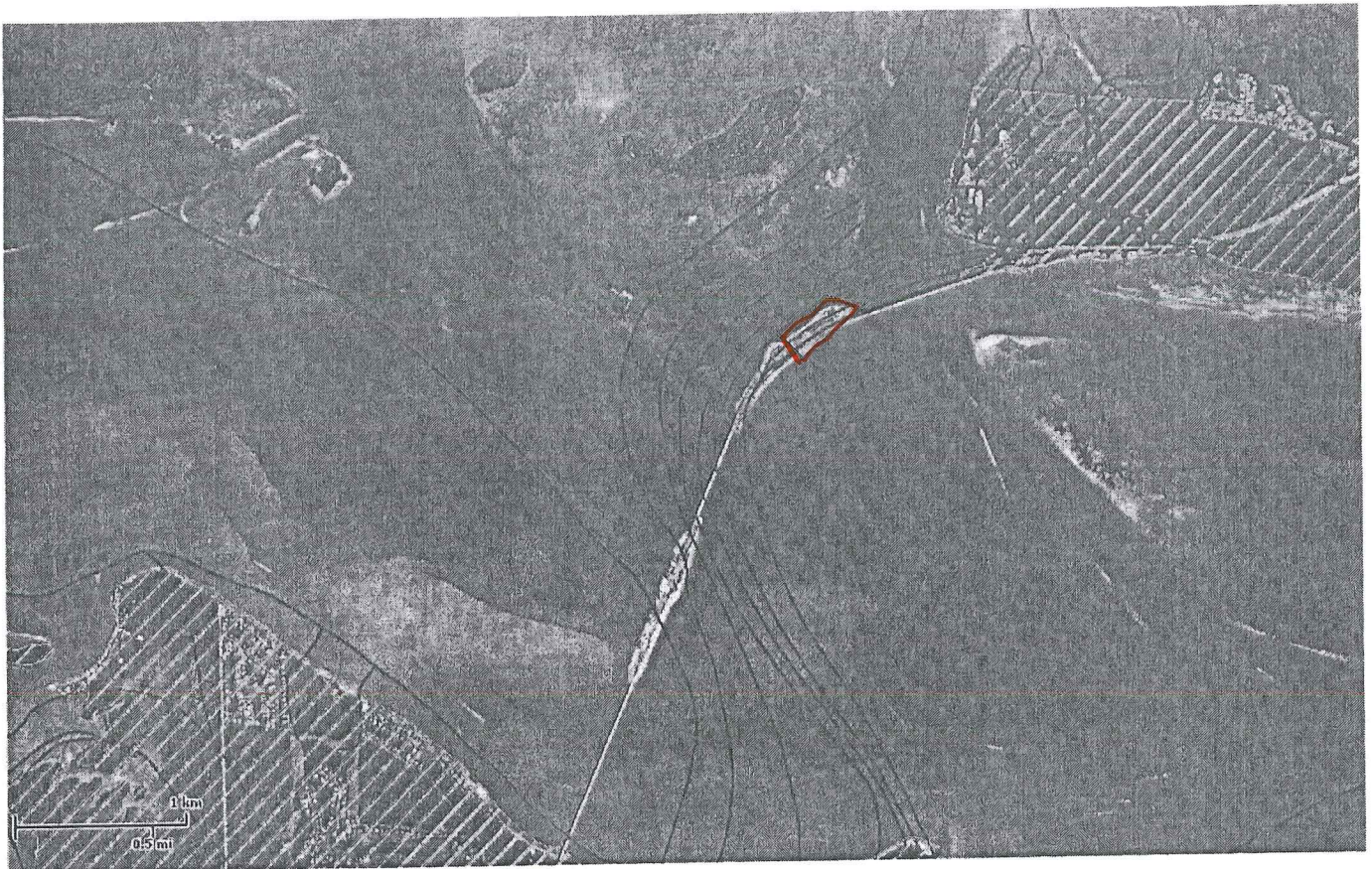
AUTHORIZED REPRESENTATIVE

Chris Heidrick/HM

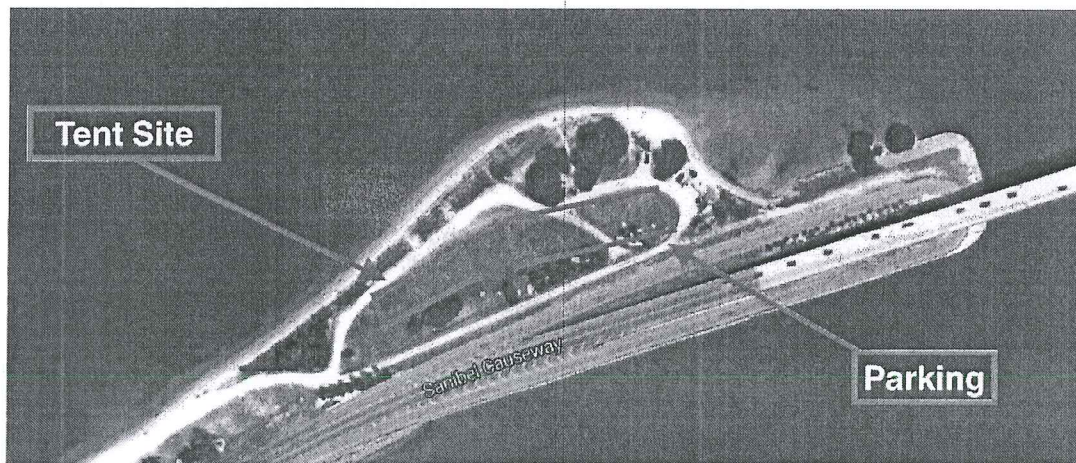
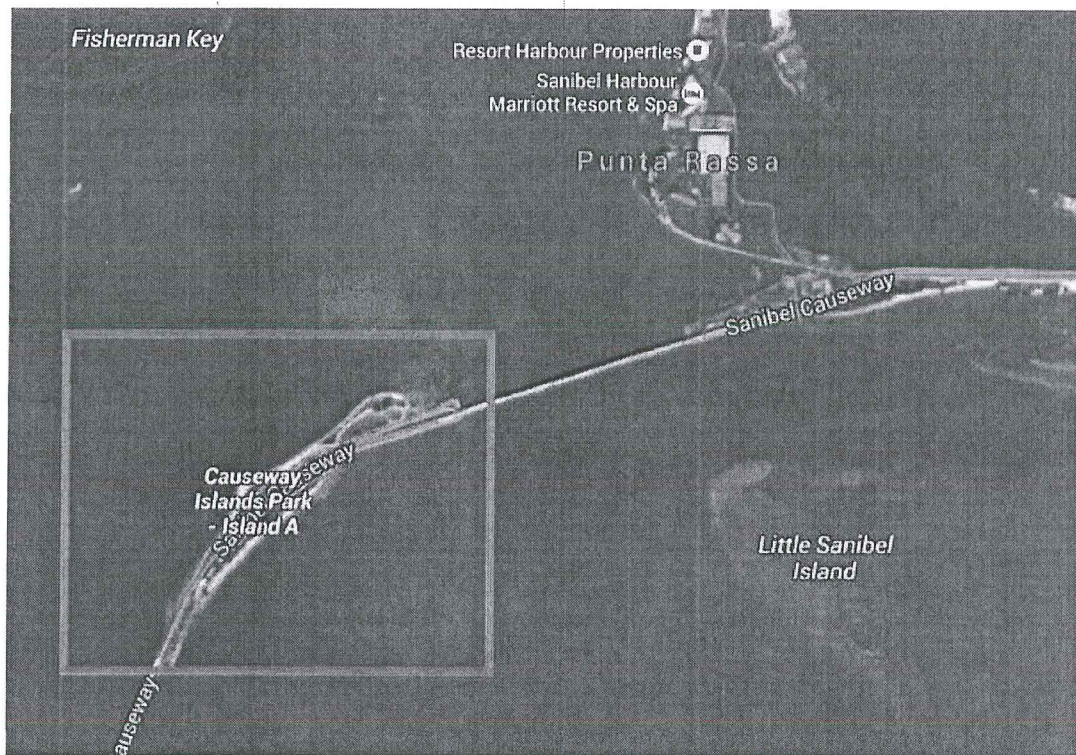
ACORD 25 (2014/01)  
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**LEE COUNTY**  
SOUTHWEST FLORIDA  
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October 22, 2015

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 19, 2016 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 18, 2016 and all equipment and supplies should be removed by the end of the event or by 9 am Sunday, March 20, 2016.

County staff will close off designed event area to the general public by 4 pm on Saturday, March 19, 2016. County staff will provide an additional 6 trash receptacles for the event and will monitor and remove trash.

A completed copy of 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

# sanibel sea school

## APPLICATION NARRATIVE

After successfully featuring "Octifest"- the annual fundraiser for Sanibel Sea School- on Causeway Island A in the Spring of 2011-2015, we are respectfully requesting approval from Lee County to hold this upcoming year's event at the same location on March 19<sup>th</sup>, 2016.

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

In March 2011, we debuted our event on the Causeway, and it proved to be the perfect setting in which to demonstrate what Sanibel Sea School is all about. Not only did our attendees spend an evening enjoying our beautiful shoreline, but they also helped us raise money to continue offering the best hands-on, educational experiences possible for all children. We have continued to host our event here ever since, with the same favorable results.

Our Spring 2016 event will feature much of the same. It will be a very laid back evening with approximately 175-250 guests, typically between the ages of 50-75. Wine and beer will be served (not sold) and the evening will feature a cocktail hour with silent auction, a seated dinner (prepared by a caterer with little on-site food preparation), a short program, and a 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 90 cars in a designated area.

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

We are an ocean-minded organization and conduct all of our business with close attention to the conservation of natural resources. As always, we will work extremely hard to ensure no lasting effects of this activity will be left on the causeway grounds. We are very grateful to Lee County Parks and Recreation for allowing us to continue hosting our event on the Causeway, and for always providing excellent assistance throughout the event process. We are also extremely grateful to all of the Lee County parties involved in the permitting process for our annual fundraiser event.

Should you have any questions, please feel free to contact us, by phone at (239) 472-8585, or you can email our Development Coordinator directly at, [Kristen@sanibelseaschool.org](mailto:Kristen@sanibelseaschool.org).

Sanibel Sea School A non-profit organization

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