



# EVENT PERMIT



COUNTY ADMINISTRATION

Ordinance 14-15

2017 APR 21 PM 2:01  
**22ND ANNUAL RV SUPERSAVER SHOW**

**PERMIT NUMBER:** TMP2017-00120

**Date(s) of Event:** Move-In April 19-20, 2017, Show April 21-23, 2017, Move-Out April 24, 2017

Property Owner: LEE COUNTY

Applicant: FLORIDA RV TRADE ASSOCIATION Contact: JACK CARVER

Description: RV Show with (7) different RV dealers featuring a variety of product.

Location of event: 14100 BEN C PRATT SIX MILE CYPRESS PKWY FORT MYERS 33912  
LEE COUNTY SPORTS COMPLEX\*\*\*239-482-6006

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

 4-11-17  
County Manager Date



**Lee County**  
*Southwest Florida*

# Event Application

Special Event

Use of  
County  
Property

Alcohol  
within Lee  
County  
Facilities

Film, Video  
&  
Photography

## 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	22nd Annual RV SuperSaver Show
Date(s) of Event / Production:	move-in April 19 & 20; show April 21, 22, 23, move-out April 24
Location(s) of Event:	CenturyLink-Lee County Sports Complex
Name of Applicant:	Florida RV Trade Association, Region 1
Applicant Address:	630 Astarias Circle, Fort Myers, FL 33919 10510 Gibsonton Drive, Riverview, FL 33578
Applicant Phone Number:	239-482-6006
Contact Person: (If different from applicant)	Jack Carver, Show Manager
Contact Phone Number: (If different from applicant)	
Email Address:	jcarverj@embarqmail.com
Estimated Attendance:	
Event Description: Include each activity, when activities take place, etc.	22nd Annual RV SuperSaver Show with 7 different RV dealers featuring variety of product.
Hours of Operation:	10am to 5pm daily
STRAP # of Parcel:	
Owner of Premises*:	Lee County, Florida

\*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: \_\_\_\_\_

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: Western World c/o Carron Insurance Agency

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

Surety Company Bonding this Event (Name and Address): not needed

<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 type="checkbox"/> Yes <input checked="" 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: Up-N-Smoke Barbecue, Fort Myers, FL

Type of Food being Served: Hamburgers, hot dogs, sodas, etc.

### Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: Florida RV Trade Association, Region 1

**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: \_\_\_\_\_  
(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

Type of Production (choose all that apply):

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

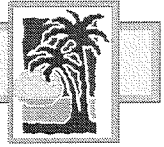
\* For any marked Yes, provide further details below:

**Special Parking Requirements:**

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

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.

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#### **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.

Chris Morse, AGENT

Signature of Applicant

Chris Morse, Region 1 show chair/agent

CHRIS MORSE, AGENT

Print Name of Applicant and Title

3-29-17

Date

Jack Carver

Witness

Jack Carver

Print Name of Witness

3/29/17

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?):

None

Fee for Services:

None

Special Arrangements:

None

Print Name: Capt. Scott Lucia

Signature: Lucia, Scott

Digitally signed by Lucia, Scott  
DN: cn=xp, dc=sheriff@fl.us, ou=Lee County Sheriff's Office, email=slucia@sheriff.fl.us, c=US  
Date: 2017.04.10 12:20:40 -0400

Title: Special Events, Permits and Details

Date: 10 April 2017

## 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?)	1 certified Crowd Manager
Fee for Services:	55.00 inspection fee per tent over 900 square feet
Flammable Vegetation:	cleared from around tents
First Aid Equipment:	call 911 as needed
Fire Extinguishing:	minimum 2A 10 BC extinguisher at all tents, cooking tents and food trucks must be NFPA 96 compliant, All propane must be 10 feet away from tents and secured as to not tip over
Special Arrangements:	none

Print Name: James Tanner

Signature: James Tanner

Digitally signed by James Tanner  
DN: cn=James Tanner, o=South Lee Fire District, ou=Fire Marshal,  
email=James.Tanner@leefire.org, c=US  
Date: 2017.04.04 07:27:54 -0400

Title: Fire Marshal

Date: Apr 4, 2017

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: None necessary.

Medical Personnel: None necessary.

Medical Supplies /  
Equipment: None necessary.

Safety Requirements: No additional precautions necessary.

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: Benjamin Abes

Signature: Benjamin Abes

Digitally signed by Benjamin Abes  
Date: 2017.04.03 15:32:16 -04'00'

Title: Chief

Date: 04/03/2017

**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  
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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:

Park in designated areas. No event parking on Lee County maintained road rights-of-way.

Ingress and Egress:

Use all established means of ingress and egress.

Special Arrangements:

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

Print Name: Bryan Miller

Signature: **Bryan D. Miller**

Digitally signed by Bryan D. Miller  
Date: 2017.04.07 09:07:31 -04'00'

Title: Senior Project Manager

Date: April 7, 2017

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

Illumination:

This is an RV Show that will be set up in our main parking lots in front of the stadium. This has not been a high traffic event. It is has been a steady flow throughout the days of the show which will be set up April 19th and 20th and the show is April 21, 22 and 23, Tear down April 24th.

Parking Areas:

Customers for the show will park in the same area. Work with on site staff to ensure event is set up to meet the needs of the CenturyLink Sports Complex which also have to meet the needs of the Twins and Miracle and to accommodate the softball event that weekend.

Special Arrangements:

Event promoter will coordinate and work with on site staff to ensure proper set up and tear down to ensure the facility is clean and free of debris. Also the event promoter is to provide staff and and traffic control devices and any other equip need to ensure a safe event and meet the rules of the Complex. This event organizer has been doing these for over 20 years with us and is familiar with what our needs are.

Print Name: Jesse Lavender

Signature: Jesse Lavender

Digitally signed by Jesse Lavender  
Date: 2017.04.03 16:43:39 -04'00'

Title: Director

Date: Apr 3, 2017

**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 applicants use of aforementioned event within Lee County.

**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:**

April 3, 2017



**NOTEPAD:**

HOLDER CODE **LEECOUB**  
INSURED'S NAME **Florida RV Trade Assoc., Inc.**

**FLORI-2**  
**OP ID: JR**

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Date **03/14/2017**

SHOW NAME: 22ND ANNUAL RV SUPERSHOW  
SET UP: WED & THURSDAY-APRIL 19 & 20, 2017  
SHOW: FRI, SAT, SUN, APRIL 21, 22, 23, 2017  
TEAR DOWN: SUN & MON, APRIL 23 & 24, 2017

SPECIFIC LOCATION: CENTURY LINK-LEE COUNTY SPORTS COMPLEX  
ADDRESS: 14230 BEN PRATT SIX MILE CYPRESS PARKWAY  
CITY, STATE, ZIP: FORT MYERS, FL 33912

**Lee County Event Permit Application**



**LEE COUNTY VISITOR & CONVENTION BUREAU  
2201 SECOND STREET, SUITE 600  
FORT MYERS, FLORIDA 33901  
(239) 338-3500**

*Check the appropriate box(es) below:*

☐ FILM PERMIT ONLY

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

Special Arrangements:

--

Other:

--

Print Name: \_\_\_\_\_

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

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

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



**CENTURYLINK (LEE COUNTY) SPORTS COMPLEX**  
**22nd Annual RV SuperSaver Show**  
**APRIL 21 • 22 • 23, 2017 (move-in 19 & 20)**  
 contact Jack Carver 239-482-6006 • fax 239-489-1775  
[jcarverj@embarqmail.com](mailto:jcarverj@embarqmail.com)

