



EVENT PERMIT

Ordinance 14-15



THE MERMAID TOUR

PERMIT NUMBER: TMP2017-00306

Date(s) of Event: December 2, 2017 from 10am-1pm

Property Owner: CITY OF FORT MYERS

Applicant: NORTHWEST REGIONAL LIBRARY

Contact: AMY-JANE MCWILLIAM

Description: Jan Brett Author Visit

Location of event: 2450 FIRST ST FORT MYERS 33901
FORT MYERS REGIONAL LIBRARY, FORT MYERS PLAZA AND FORT MYERS
MEETING ROOMS/***239-533-4715

Will the event be attended by 1000 or more people ? Yes

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



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	Jan Brett Author Visit - The Mermaid Tour
Date(s) of Event / Production:	December 2, 2017
Location(s) of Event:	Fort Myers Regional Library, Fort Myers Plaza and Fort Myers Meeting Rooms
Name of Applicant:	Amy-Jane McWilliam
Applicant Address:	Northwest Regional Library 519 Chiquita Blvd. North Cape Coral, FL 33993
Applicant Phone Number:	239-533-4715
Contact Person: (If different from applicant)	
Contact Phone Number: (If different from applicant)	
Email Address:	amcwilliam@leegov.com
Estimated Attendance:	1000
Event Description: Include each activity, when activities take place, etc.	Come celebrate the publication of best-selling children's author Jan Brett's latest book, The Mermaid. She will demonstrate her drawing techniques and then meet with her fans afterward to sign books as time allows. Children's crafts and activities are sponsored by the Friends of the Library and will highlight the contributions that Jan has made to children's literature through her beloved stories and characters. All materials provided while supplies last. 7:00 - 9:00 - Event Set-up
Hours of Operation:	The event will take place from 10 a.m. - 1 p.m. but the complete event, including set-up and tear down will operate from 7 a.m. - 3 p.m.
STRAP # of Parcel:	00409-0020 & 00409-0010 134424P4004090020, 0010
Owner of Premises*:	Lee County BOCC

*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? PUD

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 indentified, including all parking areas.

Insurance Company Insuring the Event: Lee County - Self Insured

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:

Friends of the Fort Myers Regional Library

Type of Food being Served: Bottled Water, Bottled Soda, Juice Boxes, prepackaged concession style snacks.

Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: The Lee County Library System - Fort Myers Regional Library

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

Lee County Event Permit Application



Section IV - FILM / VIDEO / PHOTOGRAPHY PERMIT

Type of Production (choose all that apply):

- ☐ TV Movie or Special ☐ TV Series / Pilot ☐ TV Commercial ☐ Still Photos
☐ Public Service Announcement ☐ Industrial / Documentary ☐ Other: _____

Will any of the following be needed or included*?

- | | | |
|--------------------------------|---|--|
| Street Closure | <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No |
| Traffic / Crowd Control | <input type="checkbox"/> Yes | <input checked="" 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 checked="" type="checkbox"/> Yes | <input 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:

Richmond street will need to be closed for the duration of the event to ensure pedestrian safety during plaza use. Lee County Animal Services will have a booth at the event and may bring shelter pets including dogs and cats.

Special Parking Requirements:

Jan Brett's tour bus is 45 feet long and will be parked in the Fort Myers Meeting Room plaza where attendees are able to take pictures with the bus.

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.

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

Applicant Agreement - Signature Required



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]
Signature of Applicant

[Signature]
Witness

Amy-Jane McWilliam, Senior Librarian
Print Name of Applicant and Title

George Hobbs
Print Name of Witness

10/25/2017
Date

10.25.17
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 areas only.

Deputies (How Many?):

None. Applicant advised there will be security guards and an FMPD detail officer on site for security and presence.

Fee for Services:

None

Special Arrangements:

Road closure will be handled by FMPD per paperwork attached.

Print Name: Captain J. Loethen

Signature:

Capt. J. Loethen 92149

Title:

Special Events, Permits and Details

Date:

10-24-17

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?)

None required

Fee for Services:

\$0

Flammable Vegetation:

None

First Aid Equipment:

N/A

Fire Extinguishing:

No cooking or vendors reported

Special Arrangements:

Please advise Dawn in Engineering about the road closure.

Print Name: Crystal Naegeli-Dobson

Signature:

Title:

Senior Fire Inspector

Date:

Oct 16, 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: 2017.10.13 13:21:11 -04'00'

Title: Chief

Date: 10/13/2017

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
☐ 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:

Ingress and Egress:

Special Arrangements:

None of the streets involved are County maintained. Applicant will need to coordinate with the City of Fort Myers

Print Name: Stephen M. Jansen

Signature: Stephen M. Jansen, P.E., FL Lic No. 043618

Digitally signed by Stephen M. Jansen, P.E., FL Lic No. 043618
DN: cn=Stephen M. Jansen, P.E., FL Lic No. 043618, o=Dept. of Transportation,
ou=Lee County, email=sjm@leegov.net, c=US
Date: 2017.10.18 08:20:44 -0400

Title: County Traffic Engineer

Date: Oct 18, 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
☐ 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:

N/A

Parking Areas:

Event will not affect Parks and Recreation operations or programs.

Special Arrangements:

Print Name: Alise Flanjack

Signature: Alise Flanjack

Digitally signed by Alise Flanjack
DN: cn=Alise Flanjack, o=Lee County Parks and Recreation, ou
email=alise@leeparks.com, c=US
Date: 2017.10.17 15:53:50 -0400

Title: Deputy Director

Date: October 17, 2017

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:

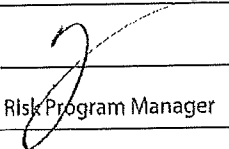
- ☐ SPECIAL EVENT PERMIT
☐ USE OF COUNTY PROPERTY PERMIT
☐ PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
☒ FILM PERMIT

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

Insurance Requirements: **Library is a department under the Board of County Commissioners and as such would fall under the County's self-insured program as outlined under Florida Statute 768.28. No insurance is needed or required.

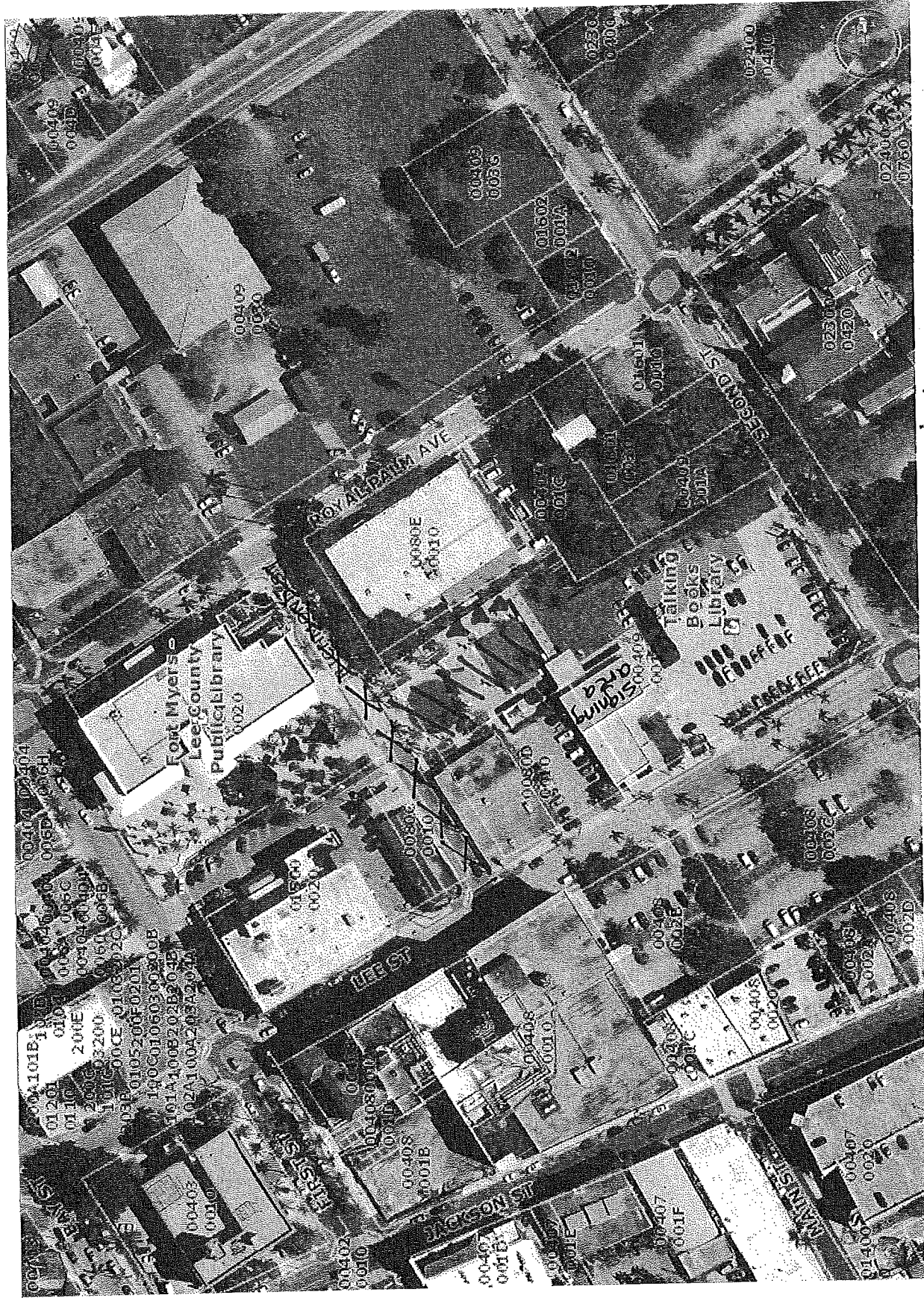
Special Arrangements:

Print Name: Mike Figueroa

Signature: 

Title: Risk Program Manager

Date: October 17, 2017



- ● Agency/City partner booths
- - Tour BUS 45' long
- - Concessions + Book Sales
- /// - Jan's outdoor presentation 10:00 - 10:30
- ▲ - Crafts activities



SPECIAL EVENT RIGHT OF WAY PERMIT

City of Fort Myers
2200 Second Street
Fort Myers, Florida 33901
Phone: 239-321-7453
Fax: 239-344-5943

Ser 2017-00082
RIGHT OF WAY #

Date Received: 10/13/17

Permit Fee: \$80.00

FMPD
Approved: S. Greber
Date: 10/1/17
Public Works/
Engineering
Approval: D. Miller
Date: 10/13/17

Right of Way permit is required for any event that requires streets or sidewalks to be barricaded and closed off. Completed permit application and all necessary attachments is required 60 days prior to the event date. Please contact Public Works/ Engineering Division @ 239-321-7453.

Organization:	Lee County Library System		
Nature of Event:	Jan Brett Author Visit		
Date of Event:	12/2/2017	Time of Event:	10:00 am. to 1:00 pm.
Neighbor Notification Form Included?	<input type="checkbox"/>		
Date of Road Closure:	12/2/2017	Times of Road Closure:	7:00 am. to 3:00 pm.
Location(Attach Site Plan):	<input type="text"/>	Road Closure Map Included?	<input checked="" type="checkbox"/> Y

M.O.T. (Maintenance of Traffic) Plan is required for all streets being closed. A City of Fort Myers Downtown map may be obtained online at www.cityofmyers.com, please contact Engineering @ 239-321-7453 if a map for another area of the city is needed.

No permanent markings may be made on any street, sidewalk, parking lot, sign or other public area or property.

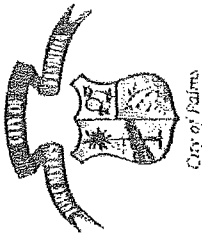
City Barricades?	<input checked="" type="checkbox"/> Y	If Not, Who will provide Barricades?	<input type="text"/>	
City Signs?	<input checked="" type="checkbox"/> Y	PW Operations Approval:	<input type="text"/>	Date <input type="text"/>
Contact for Event:	Amy-Jane McWilliam			
Phone Number:	239-533-4715	FAX Number:	<input type="text"/>	
Address:	Northwest Regional Library, 519 Chiquita Ave. N., Cape Coral, FL 33993			
Email Address:	amcwilliam@leegov.com			

DURING REVIEW BY VARIOUS CITY DEPARTMENTS, ADDITIONAL CONDITIONS MAY BE IMPOSED. THIS PERMIT IS VALID ONLY FOR THE TIME INDICATED ON THIS PERMIT. IN THE EVENT THAT THE APPLICANT FAILS TO FULFILL THE REQUIREMENT(S) AS SET FORTH IN THIS PERMIT OR FAILS TO OBTAIN PROPER AUTHORIZATION TO PROCEED, IF CONDITIONS HAVE CHANGED, OR THE EXPECTED OUTCOMES, IMPACTS, OR SPECIFICATIONS, INCLUDING BUT NOT LIMITED TO TIME AND ACTIVITIES, THIS PERMIT MAY BE CANCELLED BY THE CITY OF FORT MYERS AND THE ACTIVITY SHALL CEASE IMMEDIATELY.

 Signature of Applicant

 Date

10/13/17



CITY OF FORT MYERS
1825 Hendry Street, Suite 101
Fort Myers, Florida 33901

10/13/2017
2:36:03PM

Fees for #: SER2017-00082
2301 FIRST ST

of Units:
Meter Size:
Parcel: 134424P4004030010

Job Description:

The Lee County Library will have the Jan Brett Author Visit on Saturday December 2nd at the Library from 10am to 1pm. Richmond St. will be closed from 7am to 3pm.

Expiration:

Description	Revenue Account Number	Created By	Date	Amount	Due
FMPD Plan Review Fee	002-0000-369-0010	DMIL	10/13/2017	\$10.00	\$10.00
Engineering Plan Review	002-0902-329-0001	DMIL	10/13/2017	\$70.00	\$70.00
		Total Plan Review Fees Due:			\$80.00
8 Ft. French Barricade	106-0921-369-0100	DMIL	10/13/2017	\$8.00	\$8.00
6 Ft. French Barricade	106-0921-369-0100	DMIL	10/13/2017	\$9.00	\$9.00
Barricade Delivery and Setup	106-0921-369-0100	DMIL	10/13/2017	\$80.00	\$80.00
Detour Signs	106-0921-369-0100	DMIL	10/13/2017	\$6.00	\$6.00
Road Closure Signs	106-0921-369-0100	DMIL	10/13/2017	\$2.00	\$2.00
		Total Other Fees Due:			\$105.00

Grand Total of All Fees Due : \$185.00

PLEASE BE ADVISED:

The Plan Review Fees associated with the Permit Application which are collected at application submittal are to cover the expenses associated with the Plan Review Services necessary for permit issuance. These fees are calculated based on the Construction Value provided on the Permit Application, however, are subject to change during the Plan Review Process as deemed necessary.

ALL PLAN REVIEW FEES ARE NON-REFUNDABLE

Pay Permit, Code Enforcement and Business Tax Receipt fees with a credit card online at <http://www.cityofmyers.com/online-services> (select Community Development), or on our Interactive Voice Response (IVR) Automated Line 239-321-7210. Select Option 6 and follow the prompts. Business Tax Receipts must be current (not expired). Code Cases may be in any status except CFS or CNC, and Permits must be in RDY, INS, or CO status in order to use these convenient payment options. Select Option 4 on the IVR to confirm permit status. Paying permit fees online or IVR does not provide vesting of increases in impact fees. Customers must come to the CDD office for actual Permit issuance.

BROADWAY

MAIN

HENDRY ST

MAIN ST

Parking
Garage

SECOND ST

D

ROYAL PALM AVE

730
FOWLER ST

THIRD ST

ST

3-6Ft. French Barricades

180

JAC

LEE

JACKSON ST

RAY ST

EDWARDS DR

ST

LEE ST

BAY ST

VIVAS CT

2 8Ft. French Barricades

730

FIRST ST

WOODFORD AVE

HOUGH ST

Jan Brett Author Visit
Lee County Library
December 2, 2017
Event: 10:am to 1:00pm
RC: 7:00am to 3:00pm

Sources: Esri, HERE, DeLorme, Intermap, increment P Corp., GEBCO, USGS, FAO, NPS, NRCAN, GeoBase, IGN, Kadaster NL, Ordnance Survey, Esri Japan, METI, Esri China (Hong Kong), swisstopo, MapmyIndia, © OpenStreetMap contributors, and the GIS User Community