



# EVENT PERMIT

Ordinance 17-08



## SPRINT FOR MUSIC 5K RACE

**PERMIT NUMBER:** TMP2017-00334

**Date(s) of Event:** JANUARY 27 , 2018 FROM 6:30AM-10:30AM

Property Owner: LEE COUNTY

Applicant: CYPRESS LAKE BAND BOOSTERS

Contact: HEATHER MACPHERSO

Description: 5K Run/Walk Race

Location of event: 7330 GLADIOLUS DR FORT MYERS 33908  
LAKES REGIONAL PARK\*\*\*239-537-8373

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

 11-22-17  
County Manager 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

Section I - GENERAL INFORMATION (All Permit Types)	
Title of Event / Name of Production	Sprint for Music 5k Race
Date(s) of Event / Production:	January 27, 2018
Location(s) of Event:	Lakes Regional Park
Name of Applicant:	Cypress Lake Dan Boosters Inc.
Applicant Address:	6750 Panther Lane, Ft. Myers, FL, 33919
Applicant Phone Number:	239-537-8373
Contact Person: (If different from applicant)	Heather Macpherson
Contact Phone Number: (If different from applicant)	239-537-8373
Email Address:	Heather.MacPherson@wildcatruncc.com
Estimated Attendance:	200
Event Description: Include each activity, when activities take place, etc.	5k Run/Walk race sponsored by Cypress Lake HS Band program 1. Participants gather to register. 2. Race begins at 7:30am. Students play instruments throughout park for inspiration. 3. Results and awards are distributed, racers are thanked. Conclusion.
Hours of Operation:	6:30am-10:30am
STRAP # of Parcel:	26452400000080000
Owner of Premises*:	Lee County

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

Tmp2017-00334

## Lee County Event Permit Application



**Fill out the following questions for all permit types:**

What is the Zoning Classification of the premises? CF

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: AIM Insurance

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:

Cypress Lake Band Boosters Inc. 6750 Panther Ln. Ft. Myers, FL 33919

Type of Food being Served: Pre-race foods/drinks. Juice, water, fruit, muffins.

### Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: Cypress Lake Ban Boosters Inc.

**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. 5316.2045)

### 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 type="checkbox"/> Yes	<input checked="" 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 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:

Still photos taken for use in CLHS Band Website only.

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.

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 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

Heather MacPherson - Chairperson  
Print Name of Applicant and Title

Janet Sherwood  
Print Name of Witness

11-9-17  
Date

11-9-17  
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.

Fee for Services:

None.

Special Arrangements:

The route for the 5k keeps the entire event on the pathways within the park. The event should therefore not impede the normal flow of traffic.

Print Name: Captain J. Loethen

Signature:

*Capt J. Loethen 92149*

Title:

Special Operations Commander

Date:

11-14-17

## 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.*

Permit Number: TMP2017-00334

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Fire Guards (How Many?)

4 Certified Crowd Managers

Fee for Services:

\$55.00 inspection fee for each tents over 900 sq ft.

Flammable Vegetation:

Cleared from around tents.

First Aid Equipment:

See special arrangements.

Fire Extinguishing:

Minimum 2A10BC extinguishers at all tent(s), cooking tents and trailers must be NFPA 96 complaint, all propane tanks must be kept 10 feet away from tents and secured as to not tip over.

Special Arrangements:

Contact Division Chief Rogers to arrange medical coverage if desired, 239-433-0080.

Print Name: C. Wolfe

Signature: Chris Wolfe

Digitally signed by Chris Wolfe  
Date: 2017.11.09 15:04:43 -05'00'

Title: Division Chief

Date: November 9, 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:*

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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.

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: 2017.11.09 14:35:38 -05'00'

Title: Chief

Date: 11/09/2017



Lee County Event Permit Application



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

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Parking:

No event parking on Lee County maintain 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: 2017.11.09 14:44:03 -05'00'

Title: Senior Project Manager

Date: November 9, 2017

Lee County Event Permit Application



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

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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:

Event organizer must provide own lighting if needed to safely run the event.

Parking Areas:

Park Gates Open at 7:00 am  
Parking is limited to the designated parking areas inside Lakes Park. All vehicles are required to display their event parking pass.

Special Arrangements:

Event organizer is responsible for set up and break down of race route/event signs, drink stations and first stations. All trash and event debris must be cleaned up and removed prior to check out.  
No painting or temporary markings allowed on the roads or pathways. Removable directional signs (IE: survey flags, real estate signs and cones) are permitted.  
Event banners may be hung at your shelters.  
No motorized carts or vehicles are permitted on the pathways.  
Park Gates Open at 7:00 am

Print Name: Alise Flanjack

Signature:

*Alise Flanjack*

Title:

Deputy Director

Date:

*Nov. 15, 2017*

*Sprint for Music  
Lakes Park  
Jan 27, 2018*

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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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:

November 17, 2017



Association Insurance Management, Inc.  
your partner for insurance and risk solutions

**MEMBER CERTIFICATE OF INSURANCE**

11/17/17

Thank you for purchasing your insurance from AIM. This is your Member Certificate and should be kept with your permanent records.

Insured #: FL128747

**NAMED INSURED MEMBER:**

Cypress Lake Band Boosters  
Attn: Erin Parson or Current Officer  
6750 Panther Lane  
Fort Myers, FL 33919

**Named Insured & Mailing Address**

Education Support Purchasing Group  
c/o AIM  
P.O. Box 674051  
Dallas TX, 75267-4051

**PRODUCER NAME**

AIM Association Insurance  
Management, Inc.  
PO Box 674051  
Dallas TX, 75267-4051

Company / Coverage	Policy #	Effective Dates	Deductible	Limits of Insurance
Tudor Insurance Company / Commercial General Liability	CPG1035150	8/7/17 - 8/7/18	\$ 0	Each Occurrence \$1,000,000 General Aggregate \$2,000,000 Products - COMP/OPS - Subject to General Aggregate Included Personal & Advertising Injury \$1,000,000 Fire Damage (any one fire) \$50,000
Tudor Insurance Company / Medical Payments	CPG1035150	8/7/17 - 8/7/18	\$ 0	Any One Person \$5,000

Lee County BOCC is added as an additional insured for General Liability only.

Event: Sprint for Music 5K Race  
Date/Time: January 27, 2018 6:30am - 11:00am

**Certificate Holder:**

Lee County BOCC  
PO Box 398  
Fort Myers, FL 33902

This member certificate, together with the common policy conditions, coverage part(s), coverage form(s), and endorsements, if any, complete the above numbered policy. Copies of the Master Policies are available upon request or may be printed at [www.aim-companies.com](http://www.aim-companies.com)

**AUTHORIZED REPRESENTATIVE**

OK  
ME  
11/17/17

