

# EVENT PERMIT

Ordinance 17-08

## SOUTHWEST FLORIDA READING FEST

**PERMIT NUMBER:** TMP2017-00382

**Date(s) of Event:** February 27 , 2018 thru March 3, 2018 from 10am-4pm

**Property Owner:** CITY OF FORT MYERS

**Applicant:** LEE COUNTY LIBRARY SYSTEM

**Contact:** COURTNEY BARR

**Description:** Reading Festival with author presentations, book sales, food sales, children's crafts and activities

**Location of event:** 2450 FIRST ST FORT MYERS 33901  
FORT MYERS REGIONAL LIBRARY\*\*\*239-533-4804

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

 1.16.18  
County Manager Date



**Lee County**  
*Southwest Florida*

# Event Application

Special Event

Use of  
County  
Property

Alcohol  
within Lee  
County  
Facilities

Film, Video  
&  
Photography

Tmp 2017-60382



## 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	Southwest Florida Reading Festival
Date(s) of Event / Production:	Move in begins Tuesday, Feb 27, 2018 Southwest Florida Reading Festival - March 3, 2018
Location(s) of Event:	Fort Myers Regional Library and campus including parking lots
Name of Applicant:	Lee County Library System
Applicant Address:	2345 Union Street Fort Myers, FL 33901
Applicant Phone Number:	239-533-4804
Contact Person: (If different from applicant)	Courtney Barr
Contact Phone Number: (If different from applicant)	
Email Address:	cbarr@leegov.com
Estimated Attendance:	10,000
Event Description: Include each activity, when activities take place, etc.	There will be tents set up around the campus to hold on-going author presentations, book sales, food sales, children's crafts and activities. The library and meeting rooms will be used for the e-Library demonstrations and author and volunteer refreshments.
Hours of Operation:	10 a.m. - 4 p.m.
STRAP # of Parcel:	13-44-24-P4-00409.0020, 13-44-24-P4-00409.0010
Owner of Premises*:	Lee County BoCC and City of Fort Myers

\*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, Municipally Owned, Offices, Library, Government Bldg \_\_\_\_\_

Are any temporary structures to be installed for the event? ☒ Yes ☐ No Type: Tents \_\_\_\_\_

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: Lee County - self insured \_\_\_\_\_

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

Surety Company Bonding this Event (Name and Address): \_\_\_\_\_

<p><b>Will Vehicles be Used as Part of This Event?</b></p> <p style="text-align: center;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><small>If yes, automobile coverage must be included on the certificate of insurance.</small></p>	<p><b>Will Food be Available at this Event?</b></p> <p style="text-align: center;"><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><small>If yes, products liability coverage must be included on the certificate of insurance.</small></p>	<p><b>Will Alcoholic Beverages be served/consumed at this Event?</b></p> <p style="text-align: center;"><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p><small>If yes, liquor liability coverage must be included on the certificate of insurance.</small></p>
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Name & Address of Organization Providing Food: Little Joe's Special Events, Inc. \_\_\_\_\_

Type of Food being Served: Lunch: sandwiches, burgers, stir fry, drinks, etc. \_\_\_\_\_

### Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: Lee County Library System \_\_\_\_\_

**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



## Section IV - FILM / VIDEO / PHOTOGRAPHY PERMIT

Type of Production (choose all that apply):

<input type="checkbox"/> TV Movie or Special	<input type="checkbox"/> TV Series / Pilot	<input type="checkbox"/> TV Commercial	<input type="checkbox"/> Still Photos
<input type="checkbox"/> Public Service Announcement	<input type="checkbox"/> Industrial / Documentary	<input type="checkbox"/> Other: _____	

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

Street Closure	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Traffic / Crowd Control	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Fire or Burning	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Explosives or Pyrotechnics	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Animals, Large or Small	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Construction of Any Kind	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Large and/or Numerous Vehicles	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Helicopters, Boats, etc.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Stunts	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Other	<input type="checkbox"/> Yes	<input type="checkbox"/> No

\* 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.

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		



## **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.



**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.

Courtney S. Barr  
Signature of Applicant

Debbie West  
Witness

Courtney Barr, Reading Festival  
Print Name of Applicant and Title Coordinator

Debbie West  
Print Name of Witness

12/12/17  
Date

12/12/17  
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. There will be two private security guards at the library as well as (4) FMPD officers scheduled to work during the time of the event.

Fee for Services:

None.

Special Arrangements:

None.

Print Name: Captain J. Loethen

Signature: Capt. J. Loethen 92149

Title: Special Operations Commander

Date: 12-18-17



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

TMP 2017 - 00382

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 per 250 occupants.

Fee for Services: None.

Flammable Vegetation: None Permitted.

First Aid Equipment: Provided by LCEMS.

Fire Extinguishing: Fire Extinguishers shall be provided at each tent, or group of smaller tents.

Special Arrangements: None.

Print Name: Jennifer Campbell

Signature:

Title: Fire Marshal

Date: 12/21/2017

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: 2017.12.13 14:49:09 -05'00'

Title: Chief

Date: 12/13/2017

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  
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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:

Park in designated areas.

Ingress and Egress:

Use all established means of ingress and egress.

Special Arrangements:

Use Law Enforcement for assistance with traffic control as needed.

Print Name: Bryan Miller

Signature: Bryan D. Miller

Digitally signed by Bryan D. Miller  
Date: 2017.12.13 13:36:50 -05'00'

Title: Senior Project Manager

Date: December 13, 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:

N/A

Special Arrangements:

Event will not affect any Lee County Park operations or programs.

Print Name: Alise Flanjack

Signature:

*Alise Flanjack*

Title:

Deputy Director

Date:

December 15, 2017

*SW Fla Reading Fest  
March 3, 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

Check the appropriate box(es) below:

- ☒ SPECIAL EVENT PERMIT  
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☐ 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: ~~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.~~

County is self-insured under Florida Statute Chapter 768.28, no insurance required.

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:

December 13, 2017



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/2/2017

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).

<b>PRODUCER</b> Public Risk Insurance Agency P. O. Box 2416  Daytona Beach FL 32115		<b>CONTACT NAME:</b> Brittany O'Brien <b>PHONE (A/C, No, Ext):</b> (386) 252-6176 <b>FAX (A/C, No):</b> (386) 239-4049 <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Lee County BOCC, DBA: Lee County Board of County Commissioners P.O. Box 398 Fort Myers FL 33902		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: Lee County BOCC INSURER B: Colony Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	
		<b>NAIC #</b> 39993	

**COVERAGES**

CERTIFICATE NUMBER: CL1792901640


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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			As Per F.S. 768.28	10/1/2017	10/1/2018	EACH OCCURRENCE \$ 200,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$
							MED EXP (Any one person) \$
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 300,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$
	OTHER:						\$
A	AUTOMOBILE LIABILITY			As Per F.S. 768.28	10/1/2017	10/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$ 200,000
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$ 300,000
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
						\$	
B	UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB	<input checked="" type="checkbox"/> OCCUR		PXL 17108902	10/1/2017	10/1/2018	EACH OCCURRENCE \$ 2,000,000
	<input checked="" type="checkbox"/> CLAIMS-MADE		Includes General Liability and Auto Liability	AGGREGATE \$ 4,000,000			
	DED <input checked="" type="checkbox"/> RETENTION \$ 500,000			\$			
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			PXL 17108902	10/1/2017	10/1/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y/N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Subject to FS 768.28.

**CERTIFICATE HOLDER****CANCELLATION**

Lee County BOCC P.O. 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 M Martin/CCARTE 

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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:

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Other:

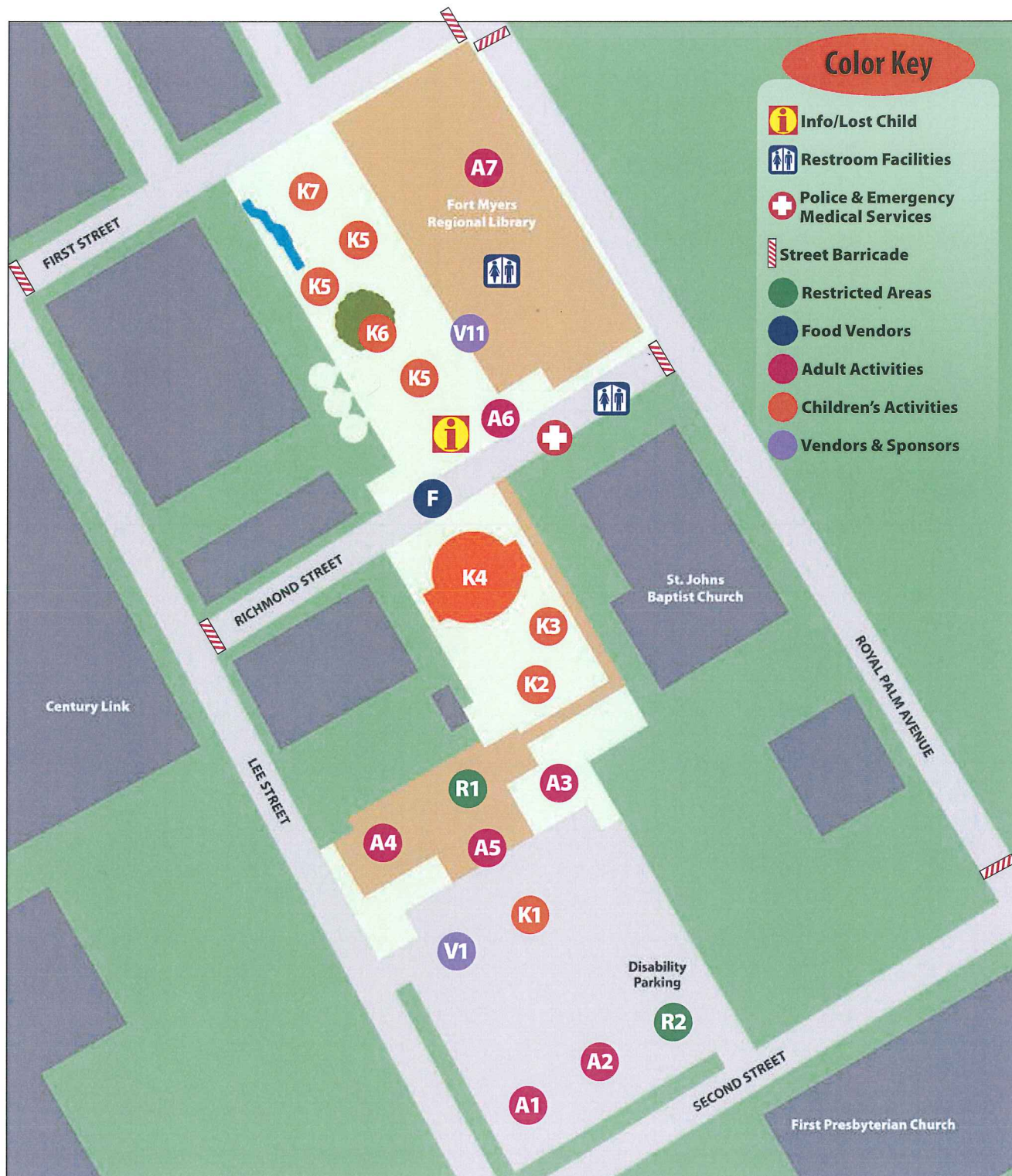
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Print Name: \_\_\_\_\_

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

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

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



### ADULT AREAS

- A1 AUTHOR PRESENTATIONS
- A2 AUTHOR PRESENTATIONS
- A3 AUTHOR BOOK SIGNINGS  
*Limit 3 per signing*
- A4 TALKING BOOKS LIBRARY
- A5 E-LIBRARY
- A6 SELFIE STATION & T-SHIRT SALES
- A7 GENEALOGY

### KIDS AREA

- K1 CHILDREN'S BOOK SIGNINGS  
*Limit 3 per signing*
- K2 STORYTELLING
- K3 ASPIRING AUTHORS DISPLAY
- K4 CHILDREN'S AUTHORS
- K5 CHILDREN'S CRAFTS
- K6 CHALK WALL
- K7 A BOOK FOR EVERY CHILD

### VENDORS & SPONSORS

- V10 BOOK SALES - ALL AGES
- V11 SPONSOR BOOTHS

### FOOD VENDORS

- F FOOD VENDORS

### RESTRICTED AREAS

- R1 PRIVATE HOSPITALITY
- R2 DISABILITY PARKING & DROP-OFF



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

## TEMPORARY PERMIT

**Permit #** TEM2017-00099  
**Issued:** 1/10/18  
**Valid:** to

*For Inspection, call (239) 321-7210*

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Type of Permit:	Tent	Project Name:	SW FLORIDA READING FESTIVAL	
Job Description:	(P-DOX) Southwest Florida Reading Festival (12 tents larger than 10x10) (15 tents 10x10)			
Job Location:	2450 First St.			

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Parcel #	134424P4004090020					
Lot:	Blk:	Subdiv:	EVANS JAMES HOMESTEAD			
Zoning:	PUD	Flood:	AE	Base Flood Elevation:	FI Map:	12071C0288f
Owner:	CITY OF FORT MYERS					

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Applied Date:	12/28/2017	Entered By:	PMCC
Contact Phone:	239-810-1344		
Contractor Name:			

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Job Value:	\$0.00	Square Footage:	0
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License #	Company Name	Telephone #
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**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT  
MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF  
YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN  
ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

**NOTICE:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

*Bonnie Sherma*

Building Official or Authorized Signature

*01/10/2018*

Date





**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

Date Received: 12/21/17

Permit Fee: \$80.00

RIGHT OF WAY # 2017-00116

FMPD  
Approved: S. Gaubie  
Date: 1/11/18  
Public Works/  
Engineering  
Approval: D. Mullen  
Date: 1/11/18

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:	Southwest Florida Reading Festival		
Date of Event:	3/3/18	Time of Event:	10 a.m. - 4 p.m.
Neighbor Notification Form Included?			
Date of Road Closure:	Starting 3/1 @ 6 a.m. - 3/3 at 6 a.m. - 10 a.m. - 1st Street Richmond St.	Times of Road Closure:	3/3 at 6 a.m. - 10 a.m. - 1st Street Richmond St.
Location(Attach Site Plan):	Road Closure Map Included? <input type="checkbox"/>		

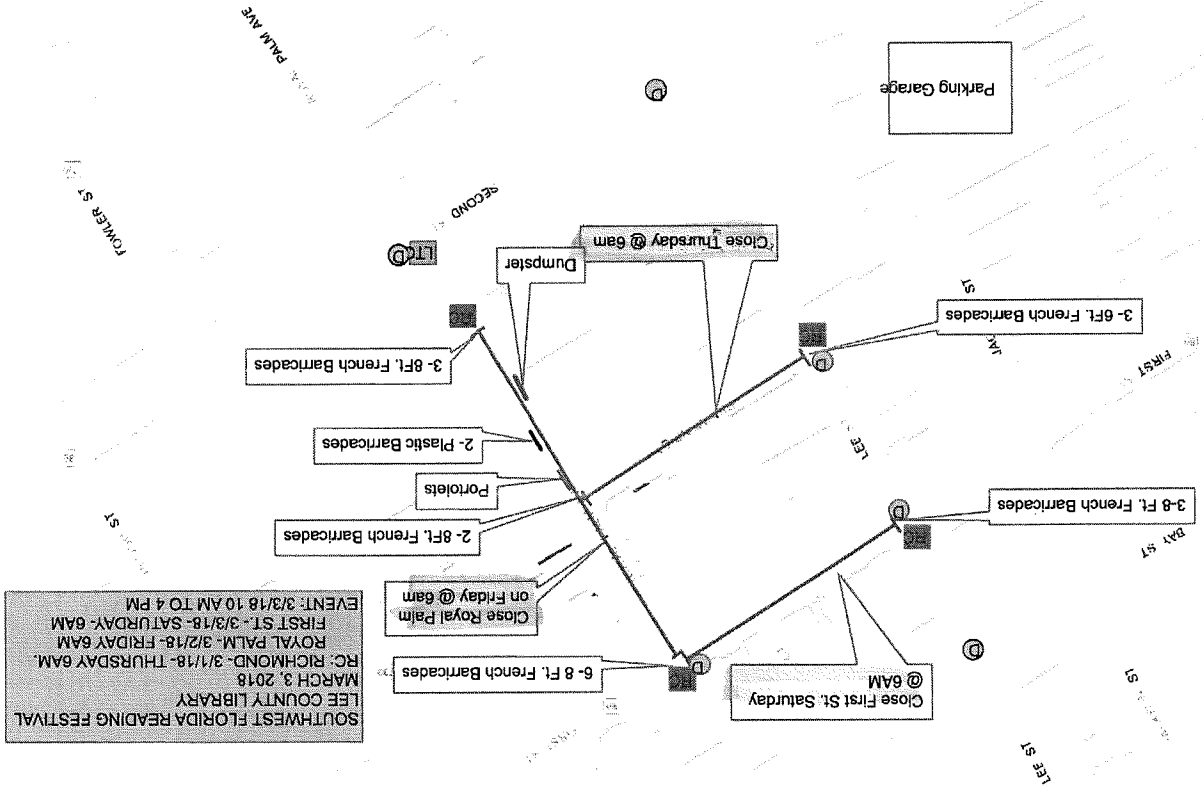
M.O.T. (Maintenance of Traffic) Plan is required for all streets being closed. A City of Fort Myers Downtown map may be obtained online at [www.cityofmyers.com](http://www.cityofmyers.com), please contact Engineering @ 239-321-7453 if a map for another area of the city is needed.  
No permanent markings may be made on any street, sidewalk, parking lot, sign or other public area or property.

City Barricades?	<input checked="" type="checkbox"/>	If Not, Who will provide Barricades?	
City Signs?	<input checked="" type="checkbox"/>	PW Operations Approval:	
Contact for Event:	Country Barr		
Phone Number:	239-810-1344 cell	FAX Number:	
Address:	2345 Union Street, Fort Myers, FL 33901		
Email Address:	cbarr@lee.gov.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: Country Barr Date: 12/21/17  
Created: 5/2009

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





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

Fees for #: SER2017-00116  
2301 FIRIST ST

12/21/2017  
10:30:44AM

# of Units:

Meter Size:

Parcel:

134424P4004030010

Expiration:

Job Description:

Southwest Florida Reading Festival will be held on March 3, 2018 from 10am to 4pm. The Event this year will be held on Library property along with First St. from Lee To Royal Palm closed Friday from 6am until Saturday March 3rd at 4pm. Royal Palm will be closed on Thursday starting at 6am until Monday at 6am. Richmond will be closed from Lee to Royal Palm Thursday until Monday.

Description	Revenue Account Number	By Created Date	Amount	Due
FMPD Plan Review Fee	002-0000-369-0010	DMIL 12/21/2017	\$10.00	\$10.00
Engineering Plan Review	002-0902-329-0001	DMIL 12/21/2017	\$70.00	\$70.00
Total Plan Review Fees Due:			\$80.00	\$80.00
8 Ft. French Barricade	106-0921-369-0100	DMIL 12/21/2017	\$56.00	\$56.00
6 Ft. French Barricade	106-0921-369-0100	DMIL 12/21/2017	\$9.00	\$9.00
Type 3 Plastic Barricade	106-0921-369-0100	DMIL 12/21/2017	\$6.00	\$6.00
Barricade Delivery and Setup	106-0921-369-0100	DMIL 12/21/2017	\$120.00	\$120.00
Road Closure Signs	106-0921-369-0100	DMIL 12/21/2017	\$8.00	\$8.00
Detour Signs	106-0921-369-0100	DMIL 12/21/2017	\$10.00	\$10.00
Local Traffic Only Signs	106-0921-369-0100	DMIL 12/21/2017	\$2.00	\$2.00
Total Other Fees Due:			\$211.00	\$211.00

Grand Total of All Fees Due :

\$291.00

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

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