



# EVENT PERMIT

Ordinance 17-08



## ROYAL PALM PLAYERS 30TH ANNIVERSARY CELEBRATION

**PERMIT NUMBER:** TMP2020-00061

**Date(s) of Event:** MARCH 22, 2020

Property Owner: LEE COUNTY

Applicant: KATHLEEN KELLEHER  
941-964-2670

Description: COCKTAIL PARTY UNDER THE PAVILION WITH PERFORMANCE IN THE AUDITORIUM ON MARCH 22, 2020 FROM 5:00PM UNTIL 9:00PM

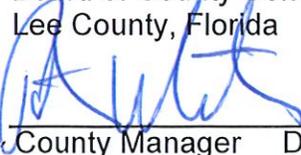
Location of event: 131 1ST ST W, BOCA GRANDE, FL 33921  
**BOCA GRANDE COMMUNITY CENTER**

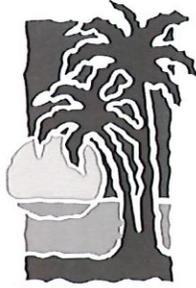
- Will the event be attended by 1000 or more people ? No
- Will the event be held on County Owned Property ? Yes
- Will there be alcohol consumed or sold at the event ? Sold and Consumed
- Will a bond be posted for this event ? No

**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

 2-29-2020  
\_\_\_\_\_  
County Manager Date



# Lee County

*Southwest Florida*

## Event Application

Special Event

Use of  
County  
Property

Alcohol  
within Lee  
County  
Facilities

Film, Video  
&  
Photography

Royal Palm Players - 30 Years of RPP Anniversary Celebration 3/22/20

*TMP 2020-00061*

**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

<b>Section I - GENERAL INFORMATION (All Permit Types)</b>	
<b>Title of Event / Name of Production</b>	Royal Palm Players 30th Anniversary Celebration
<b>Date(s) of Event / Production:</b>	March 22, 2020
<b>Location(s) of Event:</b>	Boca Grande Community Center
<b>Name of Applicant:</b>	Royal Palm Players - Alice Court
<b>Applicant Address:</b>	131 First St. W P.O. Box 954 Boca Grande, FL 33921
<b>Applicant Phone Number:</b>	941-964-2670
<b>Contact Person:</b> (If different from applicant)	Kathleen Kelleher
<b>Contact Phone Number:</b> (If different from applicant)	
<b>Email Address:</b>	royalpalplayers@comcast.net
<b>Estimated Attendance:</b>	184
<b>Event Description:</b> Include each activity, when activities take place, etc.	Cocktail Party under Pavilion  Performance in the Auditorium
<b>Hours of Operation:</b>	5pm - 9 pm
<b>STRAP # of Parcel:</b>	14432001000050010
<b>Owner of Premises*:</b>	Lee County

\*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? Public Facility

Are any temporary structures to be installed for the event? [ ] Yes [X] 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: RV Nuccio Associates Insurance Brokers - The American 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 [X] No

If yes, automobile coverage must be included on the certificate of insurance.

Will Food be Available at this Event?

[X] Yes [ ] No

If yes, products liability coverage must be included on the certificate of insurance.

Will Alcoholic Beverages be served/consumed at this Event?

[X] Yes [ ] No

If yes, liquor liability coverage must be included on the certificate of insurance.

Name & Address of Organization Providing Food:

Boca Bay Pass Club

Type of Food being Served: Hors d'oeuvres and finger foods

Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: Royal palm Players

Fill out this portion for applications for Solicitation in the County Rights-of-Way:

Name of Charity: Royal palm Players

Address of Charity: 131 First Street West, P.O. Box 954, Boca Grande, Fl 33921

Phone Number: 941-964-2670

Non-profit certificate/registration number: 85-8015091701C-5

(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 [X] No [ ] Host Only

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: N/A

(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):

- 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       Yes       No
- Traffic / Crowd Control       Yes       No
- Fire or Burning       Yes       No
- Explosives or Pyrotechnics       Yes       No
- Animals, Large or Small       Yes       No
- Construction of Any Kind       Yes       No
- Large and/or Numerous Vehicles       Yes       No
- Helicopters, Boats, etc.       Yes       No
- Stunts       Yes       No
- Other       Yes       No

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

[Empty rectangular box for providing details for marked Yes responses]

Special Parking Requirements:

[Empty rectangular box for Special Parking Requirements]

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

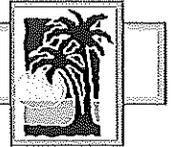
[Empty rectangular box for City or County Services Required]

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.

Lee County Event Permit Application



**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.

Kathleen Kelleher  
Signature of Applicant

[Signature]  
Witness

Kathleen Kelleher Managing Director  
Print Name of Applicant and Title

Joseph R. Wier  
Print Name of Witness

2/11/20  
Date

2/11/20  
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 ~~USE~~ 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: Alcoholic beverages must stay within the confines of the event.

Print Name: Lt. S. Brady  
Signature: *Lt. Steven Brady*  
Title: Special Events, Permits and Details  
Date: 2-13-20



**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
Fee for Services:	None
Flammable Vegetation:	None
First Aid Equipment:	None
Fire Extinguishing:	None
Special Arrangements:	In case of emergency - Dial 911

Print Name: C.W. Blosser

Signature:

Title: Fire Chief

Date: 02/13/2020



Lee County Event Permit Application

EMERGENCY MEDICAL SERVICES / PUBLIC SAFETY
2000 Main St., Suite #100
FORT MYERS, FL 33901
(239) 533-3911

Check the appropriate box(es) below:

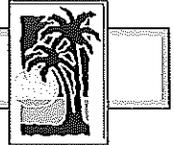
- SPECIAL EVENT PERMIT
USE OF COUNTY PROPERTY PERMIT
FILM PERMIT

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: Douglas B. Higgins
Signature: Douglas B. Higgins
Title: Division Chief
Date: February 27, 2020

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:

Parking is permitted only in previously designated parking areas. Vehicles shall not be parked in such a manner that would block free and safe flow of two-way traffic.

Ingress and Egress:

Use only previously designated streets and driveways to access the site.

Special Arrangements:

Use Sheriff as needed to control traffic around the site.

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, ou=Dept of Transportation,  
ou=Lee County, email=sjm@leegov.com, c=US  
Date: 2020.02.12 08:55:43 -0500

Title: Traffic Engineer

Date: 02/12/2020



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:** No open flames aloud on premises. Any additional lighting must be provided by permit holder.

**Parking Areas:** Use existing parking at the Boca Grande Community Park and Center

**Special Arrangements:**

- Must provide insurance with Lee County BOCC being additionally insured
- Alcohol will be allowed under the Friends Pavilion / Auditorium for this one occasion. Clean-up, cleaning of carpets and floor was agreed upon Alice Court with RPP. This will be scheduled with Joe Wier. Also, special cups w/ lids must be provided by permit holder to be used in Auditorium for drinks.
- Lee County Parks & Recreation Director or Deputy Director approves this alcohol permit (2 - permits already granted at the Boca Grande Community Park) by signing below.
- Due to Alcohol being served and after operating Hours, a Lee County employee will staff the event at a rate of \$20.00 per hour (4hrs). A Parks & Recreation Permit must be submitted 2 weeks prior to event.

<b>Print Name:</b>	Jesse Lavender	Joe Wier
<b>Signature:</b>	Jesse Lavender	Digitally signed by Jesse Lavender Date: 2020.02.12 16:05:23 -05'00'
<b>Title:</b>	Director	Supervisor
<b>Date:</b>	2/12/2020	2/11/20

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
- USE OF COUNTY PROPERTY PERMIT
- PERMIT TO ██████████ 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.

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 afford under the Commercial General Liability policy, minimum acceptable limits will be Two Milllon Dollars (\$2,000,000) aggregate.

**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: February 11, 2020





Lee County Parks and Recreation  
 131 West First Street.  
 Boca Grande, FL. 33921  
 Phone: 941-964-2564

Invoice Number: \_\_\_\_\_

This permit entitles holder to exclusive use of the following facilities during the hour and date shown below. This permit also serves as a bill. All reservations must be paid for in advance.  
 A non-refundable \$10 cancellation fee will be applied to facility rental transfers or cancellations received at least 72 hours prior to the facility rental date. Any cancellation made less than 72 hours prior to the facility rental date **will not** be entitled to any refund. Exceptions to this policy will be made at the discretion of the Parks and Recreation administration staff based on circumstances surrounding the cancellation.

Date issued: 2/11/20

Name: Kathleen Kelleher		Type of Activity: RPP 30 <sup>th</sup> Anniversary	
Address: 131 West First Street		Organization/Team: Royal Palm Players	
City/State/Zip: Boca Grande, Fl 33921		Phone Number: 941-964- 2670	
Times			
Date: 3/22/20	From: 5p	To: 9p	
Date:	From:	To:	
Name of Facility: Boca Grande Community Center		Bldg. / Field #: Auditorium and Stage Pavuilion	
Hours: 4		Rate: Staff Rate only @ \$20.00 per hr.	Total Fee: \$80.00

Please Make Check Payable To: Friends of Boca Grande Community Center

Approved by: Joe Wier Title: Senior Supervisor Date: 2/11/20

**WAIVER AND RELEASE OF ALL CLAIMS AND ASSUMPTION OF RISK FOR LEE COUNTY PARKS AND RECREATION PROGRAMS/ACTIVITIES PLEASE READ THIS FORM CAREFULLY** and be aware that in signing up and participating in Lee County Parks and Recreation program/activities, you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain as a result of participating in any and all activities connected with and associated with Lee County Park programs/activities (including transportation services/vehicle operation, when provided). I recognize and acknowledge that there may be certain risks involved in participating in park programs/activities, and I voluntarily agree to assume the full risk of any injuries, damages or loss, that my minor child/ward or I may sustain as a result of said participation. I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of participating in such program/activity against the County, including their respective officials, officers, employees, and volunteers (hereinafter collectively referred as "Parties"). I do hereby fully release and forever discharge the Parties from any and all claims for injuries, damages, or loss that my minor child/ward or I may have or which may accrue to me or my minor child/ward and arising out of, connected with, or in any way associated with these programs/activities.

I indemnify and hold harmless Lee County, any of its employees and/or agents from any and all claims from my use of county property or participation in any county programs. I will further indemnify and "hold harmless" the County, its employees and/or agents from all costs, expenses and liabilities resulting from any claim brought from my child's/children's use of county property and/or participation in county programs to the extent of the County's liability under general law.

This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release as provided above and, for myself, my heirs, assigns, and my minor child(ren)'s involvement or participation in the program as provided above.

I have read and fully understand the above important information, warning of risk, assumption of risk and waiver and release of all claims. If registering via fax, your facsimile signature shall be substitute for and have the same legal effect as an original form signature.

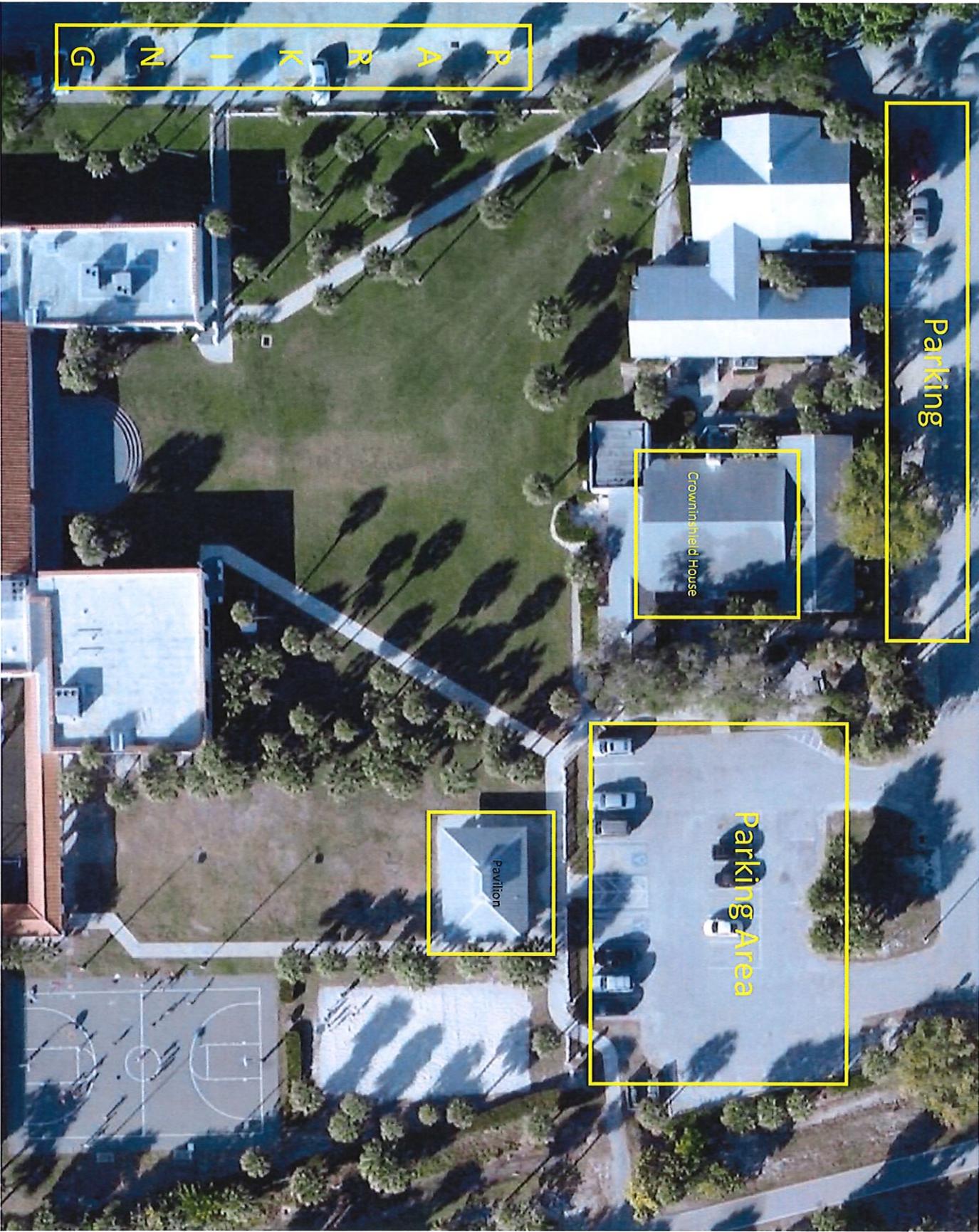
\_\_\_\_\_  
 PARTICIPANT'S SIGNATURE                      PRINT NAME OF PARTICIPANT                      DATE



Lee County Parks and Recreation  
131 West First Street.  
Boca Grande, FL. 33921  
Phone: 941-964-2564

Invoice Number: \_\_\_\_\_

**ALCOHOLIC BEVERAGES ARE NOT ALLOWED IN PARKS OR  
FACILITIES**



PARKING

Parking

Crownfield House

Pavilion

Parking Area