Lee County Community Development

EVENT PERMIT

Ordinance 17-08

Lee County Community Development

'Tween Waters Inn & Marina

PERMIT NUMBER: TMP2025-00268

Date(s) of Event: Friday, November 28, 2025, from 4:00PM until 10:00PM

Property Owner:	ROCHESTER RESORTS INC
Applicant:	Elizabeth Schramm 678-227-0224
Description:	Christmas Tree Lighting held on 'Tween Waters property.
Location of event:	15951 CAPTIVA DR, CAPTIVA, FL 33924

Will the event be attended by 1000 or more people ?	Yes
Will the event be held on County Owned Property ?	No
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

9/15/25

County Manager Date

ftmpprmt_specialevent.rpt

Lee County
Southwest Florida

Event Application

- Special Event
- Use of County Property
- Alcohol within Lee County Facilities
- Film, Video & Photography

TWeen Waters Inn : marina
Christmas Tree Lighting
TMP2025-00268

Lee County Event Permit Application

Event Application

Check the appropriate box(es) below:

- [x] 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	'Tween Waters Inn & Marina
Date(s) of Event / Production:	Friday, November 28th, 2025
Location(s) of Event:	'Tween Waters Inn & Marina
Name of Applicant:	'Tween Waters Island Resort & Spa
Applicant Address:	15951 Captiva Drive Captiva, FL 33924
Applicant Phone Number:	239-472-5161 ext. 434 / Will Oliver
Contact Person: (If different from applicant)	Elizabeth Schramm
Contact Phone Number: (If different from applicant)	678-227-0224
Email Address:	elizabeth@tween-waters.com
Estimated Attendance:	1000
Event Description: Include each activity, when activities take place, etc.	Christmas tree lighting
Hours of Operation:	4:00pm-10:00pm
STRAP # of Parcel:	
Owner of Premises*:	

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

What is the Zoning Classification of the premises? RM2

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: _____

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?	Will Food be Available at this Event?	Will Alcoholic Beverages be served/consumed at this Event?
☐ Yes ☒ No	☒ Yes ☐ No	☒ Yes ☐ No
If yes, automobile coverage must be included on the certificate of insurance.	If yes, products liability coverage must be included on the certificate of insurance.	If yes, liquor liability coverage must be included on the certificate of insurance.

Name & Address of Organization Providing Food: 'Tween Waters Inn & Marina

Type of Food being Served: TBD

Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: _____

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

Type of Production (choose all that apply):

☐ TV Movie or Special	☐ TV Series / Pilot	☐ TV Commercial	☐ Still Photos
☐ Public Service Announcement	☐ Industrial / Documentary	☒ Other: Tree lighting	

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:

Fireworks at end of tree lighting; fireworks permit to be handled by pyrotechnics company

Special Parking Requirements:

At Chadwick Square

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

N/A

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.

Signature of Applicant

Witness

Jiri Vilim

Print Name of Applicant and Title

Print Name of Witness

7/10/25

Date

7/10/25

Date

Lee County Event Permit Application

LEE COUNTY SHERIFF'S DEPARTMENT
14750 SIX MILE CYPRESS PARKWAY
FORT MYERS,FLORIDA33912
(239) 477-1199

Check the appropriate box(es) below:

- [x] 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.

2025 Tween Waters Tree Lighting

Parking:	All parking must be in authorized areas only & must not impede the right-of-way. There will be some street parking offered, but LCSO request that Captiva Dr not be used. Off-site parking & shuttle service will be offered at Castaways. Permit to use parking will be sought through City of Sanibel.
Deputies (How Many?):	Four (4) extra duty detail deputies will be required for traffic control & security & presence & will be done so at the event organizers expense.
Fee for Services:	Contact Details Unit 239-477-1171 for further information.
Special Arrangements:	Alcohol will be available for sale and consumption through the normal course of business. Tree ligthing event will be open to to the public & will take place throughout the Tween Waters property. A permit for the scheduled pyrotechnics will be sought out by the contracted company and will be handled separate from the special event permit application.

Print Name: P Cummins

Signature:

Title: Support Services

Date: 7 21 25

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

☐ PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES

☐ FILM PERMIT

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Fire Guards (How Many?)	(1) FIRE ENGINE (1) UTV W/FIRE PUMP
Fee for Services:	$ 0.00
Flammable Vegetation:	- DUNE GRASS (SEA OATS)
First Aid Equipment:	- ADVANCED LIFE SUPPORT W/PARAMEDICS
Fire Extinguishing:	- FIRE ENGINE - UTV W/FIRE PUMP
Special Arrangements:	- PRE-EVENT INSPECTIONS - STAND-BY UNITS

Print Name: SHARON KILGORE

Signature: Sharon Kilgore

Title: DEPUTY CHIEF

Date: 8/8/2025

DPS or LCEMS File Reference: 'Tween Waters Inn & Marina Tree Lighting - Captiva - 11-28-25

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:

- [X] SPECIAL EVENT PERMIT
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Treatment Facilities:	None necessary.
Medical Personnel:	None necessary.
Medical Supplies / Equipment:	None necessary.
Safety Requirements:	Applicants shall follow all CDC and FDOH directives, and the Florida Governor's Executive Orders concerning health and safety.
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 EMSDetail@leegov.com.

Print Name: Douglas B. Higgins

Signature: Douglas B. Higgins Digitally signed by Douglas B. Higgins Date: 2025.07.13 17:11:42 -04'00'

Title: Captain, EMS Operations

Date: July 13, 2025

Lee County Event Permit Application

DEPARTMENT OF TRANSPORTATION
1500 MONROE STREET
FORT MYERS,FL33901
(239) 533-8580

Check the appropriate box(es) below:

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

Parking:	No event parking is permitted in Lee County maintained road right of ways.
Ingress and Egress:	Please use all established means of ingress and egress.
Special Arrangements:	Shall use Lee County Sheriff's Office for assistance with traffic control as needed. Emergency vehicle access and public vehicular access shall be maintained on all surrounding Lee County maintained roads.

Print Name: Nathan Thoman

Signature: Nathaniel C. Thoman Digitally signed by Nathaniel C. Thoman Date: 2025.07.30 07:57:38 -04'00'

Title: Project Manager

Date: 07/30/2025

Lee County Event Permit Application

LEE COUNTY PARKS AND RECREATION
3410 PALM BEACH BOULEVARD
FORT MYERS,FLORIDA33916
(239) 533-7275

Check the appropriate box(es) below:

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

Illumination:	NA
Parking Areas:	NA
Special Arrangements:	NA - Event is not on Parks and Recreation property and will not affect county park operations or programs.

Print Name: Trever Snearley

Signature:

Title: County Wide Services Manager

Date: 7/11/2025

NOT ON PARK PROP. – TWEEN WATERS CHRISTMAS TREE LIGHTING
11/28/2025

Lee County Event Permit Application

LEE COUNTY RISK MANAGEMENT
COUNTY ADMINISTRATION BUILDING - 4TH FLOOR
2115 SECOND STREET
FORT MYERS,FLORIDA33901
(239) 533-2221

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.

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. Certificate Must Read As: Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials are automatic additional insureds and includes an automatic waiver of subrogation with regard to general liability. The certificate holder is an additional insured on a primary and noncontributory basis with regards to general liability.
Special Arrangements:	A Certificate of Insurance shall be submitted as evidence of the required coverage listing Lee County, a political subdivision and Charter County of the State of Florida, P.O. Box 398, Fort Myers, FL 33902 as the certificate holder and as an additional insured as listed above. Subject to proof of insurance.

Print Name: Mike Figueroa

Signature: Mike Figueroa

Title: Risk Program Manager

Date: July 28, 2025

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/10/2025

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 have ADDITIONAL INSURED provisions or 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).

PRODUCER
Brown & Brown Insurance Services, Inc.
9617 Gulf Research Ln
Suite 202
Ft. Myers FL 33912

CONTACT NAME: Stephanie Wilkinson
PHONE (A/C, No, Ext): (239) 261-3000 **FAX (A/C, No):** (239) 261-8265
E-MAIL ADDRESS: Stephanie.Wilkinson@bbrown.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : StarStone Specialty Insurance Company	
INSURER B : FFVA Mutual Insurance Co.	10385
INSURER C : AGCS Marine Insurance Company	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Sanibel Captiva Beach Resorts, LLC
Tween Waters Island Resort & Spa
P.O. Box 249
Captiva Island FL 33924

COVERAGES **CERTIFICATE NUMBER:** Tween Waters 25-26 **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	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC [ ] OTHER:	Y		P0100000076002	07/01/2025	07/01/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 1,000,000 $ 500 $ 1,000,000 $ 2,000,000 $ 2,000,000
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N: N If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC8400798118-2025A	01/01/2025	01/01/2026	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 500,000 $ 500,000 $ 500,000
C	Leased or Rented Equipment			MXI9307982423398	09/10/2024	09/10/2025	Leased or Rented	$40,000

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

Location: 15951 Captiva Dr., Captiva, FL
Regarding events held at the above location, Lee County Boardof County Commissioners is named as an Additional Insured when required by a written contract or agreement.

OK 07.28.2025

CERTIFICATE HOLDER
Lee County Board of County Commissioners
1500 Monroe St.
Fort Myers FL 33901

CANCELLATION
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

Accommodations

1. Front Desk
2. Covered Parking
3. Canoe & Kayak Club
4. Wakefield Room
5. Ding Darling Room
L. Guest Laundry
Outdoor Grills

R Restrooms

Guest Cottages, Suites & Rooms

Guest Cottages 100-120
6. Areca Guest Suites
7. Gumbo Limbo Guest Suites
8. Coconut Guest Suites
9. Mangrove Guest Suites
10. Sea Grape Guest Rooms
11. Palmetto Guest Rooms

Dining & Bars

12. Old Captiva House
13. The Shipyard
14. 2nd Level Crow's Nest Steakhouse
15. Captiva Crust
16. Oasis Pool Bar
17. Hideaway Pool Bar
18. Captiva Coffee House

Recreation & Amenities

19. 2nd Level Fitness Center & Spa
20. 2nd Level Tennis & Pickleball
21. Oasis Pool
22. Serenity Pool
23. Private 'Tween Waters Beach
24. Parasailing & Jet Ski Rental
25. Adventure Sea Kayak Rental
26. Marina & Pelican Roost Ship Store
27. Captiva Watersports