

#### **EVENT PERMIT**



Ordinance 17-08

#### Boca Grande Community Christmas Tree Lighting

**PERMIT NUMBER:** 

TMP2025-00375

Date(s) of Event:

December 7, 2025 from 3:30pm until 6:15pm

Property Owner:

LEE COUNTY

Applicant:

Regina Rockefeller

6172816814

Description:

**Christmas Tree Lighting** 

Location of event:

131 - 135 1ST ST W, BOCA GRANDE, FL 33921

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

County Manager

Date



### **Event Application**

**Special Event** 

Use of County Property Alcohol within Lee County Facilities

Film, Video & Photography



#### **Event Application**

Check	the appropriate box(es) below:
	SPECIAL EVENT PERMIT
	IX USE OF COUNTY PROPERTY PERMIT
	PERMIT TO SELL AND CONSUME ALCHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
	FILM PERMIT

Section I - GENERAL INF	FORMATION (All Permit Types)
Title of Event / Name of Production	Boca Grande Community Christmas Tree Lighting
Date(s) of Event / Production:	Sunday December 7, 2025 3:30 p.m. to 6 p.m. followed by clean up
Location(s) of Event:	Park Avenue (4th to 5th Street) across from Hudson's Grocery
Name of Applicant:	The Boca Grande Woman's Club Inc.
Applicant Address:	P.O. Box 65 Boca Grande, FL 33921
Applicant Phone Number:	Not applicable
Contact Person: (If different from applicant)	Regina S. Rockefeller, chair of Boca Grande Woman's Club Inc Tree Lighting Committee
Contact Phone Number: (If different from applicant)	617 281-6814
Email Address:	reginasrockefeller@gmail.com
Estimated Attendance:	200 estimated attendees
Event Description: Include each activity, when activities take place, etc.	Set up of two tables at 3:30 p.m.; clergy participation at 5 p.m.(invocation, scripture reading, message and benediction; children's Nativity tableau; choral singing; community sing-a-long; 6 p.m. clean up of area by our volunteers.
Hours of Operation:	3:30 p.m. tp 6:15 p.m.
STRAP # of Parcel:	Not applicable
Owner of Premises*:	Lee County Roadway

<sup>\*</sup>Notarized statement from the property owner specifically consenting to the proposed use required.



What is the Zoning Classification of the	premises? Not applicable- public ro	padway
Are any temporary structures to be inst	alled for the event? Yes X No	Type:
Do you have the appropriate permits fo	r the temporary structures?	Yes No
* For a 'Special Event' and 'Use of Counidentified, including all parking areas.	ty Property' permit, submit a site plan wi	
Insurance Company Insuring the Event:	Insurance Certificate will be provided today. Lee County Commissi	oners named as additional insured
Note: Certificate of Insurance must be submitted	d at time of application	
Surety Company Bonding this Event (Na	ame and Address): Not applicable.	
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	Yes X No	☐ Yes
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 No Providing Food: Not applie Type of Food being Served:	ot applicable cable	
Section II - USE OF COUNTY PR	ROPERTY PERMIT	
Organization Sponsoring the Event: Th	e Boca Grande Woman's Club Inc.	
Section III - SALE/CONSUMPT	ON OF ALCHOLIC BEVERAGES P	ERMIT
Is alcohol being sold/consumed on Cour	nty 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 numb (Required if alcohol is to be <u>SOLD</u> at the event)	per; Not applicable. No alcohol to be sold or consu	med by the applicant organization.
<b>Please note:</b> A permit from the State of Florida D further details	ivision of Alcoholic Beverages and Tobacco may al	so be required; please call (239) 344-0885 for



TV Movie	or Special		TV Series / Pilot		TV	Comme	rcial		Still I	hotos	
			Industrial / Documentary								Lighting
			en en ser pri es en les arras en regularismes escalarismes la q	X	Otr	ier: Oo	minum	ity On	11011110	0 1100	<u> </u>
ill any of th	ne following be neede	ed or in	ncluded*?								
	Street Closure				X	Yes		No			
	Traffic / Crowd Con	trol			X	Yes		No			
	Fire or Burning				Г	Yes	X	No			
	<b>Explosives or Pyrote</b>	echnic	S		П	Yes	X	No			
	Animals, Large or S	mall				Yes	X	No			
	Construction of Any	y Kind			Г	Yes	X	No			
	Large and/or Nume	rous V	ehicles/		П	Yes	X	No			
	Helicopters, Boats,	etc.			Γ	Yes	区	No			
	Stunts					Yes	×	No			
	Other				П	Yes		No			
One bloc 6:15 pm clergy, so	on Sunday afterno	5th a con 1 christr	and 4th Street on Park 2/7/2025. Approximat mas tableau and singe	ely 200	0 at	tende	es ma	ay att	end i	ncludi	ng 4
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#### **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 SHERIFF'S DEPARTMENT 14750 SIX MILE CYPRESS PARKWAY FORT MYERS,FLORIDA33912 (239) 477-1199

Check the appropri	iate box(es) below:
☐ SPECIAL EV	VENT PERMIT
	DUNTY PROPERTY PERMIT
	SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
FILM PERM	AIT
AFTER REVIEWING THE WILL REQUIRE THE APP	E APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION LICANT TO COMPLY WITH FOR THEIR EVENT.
Parking:	Parking for event will be in authorized areas only & right-of-way must not be impeded.
Deputies (How Many?):	None are required to be hired for this event.
Fee for Services:	
rec for services.	None
j	
Special Arrangements:	On duty LCSO deputies will assist with road closure for event. Event coordinator will be responsible for securing and placing any MOT devices necessary. All amplified sounds must adhere to Lee County Noise Ordinance.
	was administration of the state
	Print Name: DENNES PETRACCA
	Signature: 93/47
	Title:
	Date
	Date:/2- 2-25



#### 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.

The Boca Grande Woman's Club Inc. By: Regua S. Rockefeller Signature of Applicant Chair of Tree Lighting Committee of Bowe, Inc. Rebina S. Rockefeller, Chair of True Lighting
Print Name of Applicant and Title

Of Bowe, In 12/2/2025



#### **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

FILM PERMIT

▼ USE OF COUNTY PROPERTY PERMIT

	APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION ICANT TO COMPLY WITH FOR THEIR EVENT.
Fire Guards (How Many?)	B
Fee for Services:	J
Flammable Vegetation:	6
First Aid Equipment:	
Fire Extinguishing:	9
Special Arrangements:	Print Name: De Socr
	Signature:



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

Check the appropri	ate box(es) belo	w:		
	/ENT PERMIT			
FILM PERM	OUNTY PROPERTY P 41T	CKIVIII		
AFTER REVIEWING THE WILL REQUIRE THE APPL			BELOW WHAT ARRANGEMENTS IR EVENT.	YOUR ORGANIZATION
Treatment Facilities:	None necessary.			
Medical Personnel:	None necessary.			
Medical Supplies / Equipment:	None necessary.			
Safety Requirements:	No additional precau	utions necessary.		
Fee for Services	Not applicable.			
Special Arrangements:	Please call 911 in the 239 533-3911.	e event of an emerg	ency. To arrange special event coverag	e, contact our office at
	Print Name:	B. Scott Roy		
	Signature:	ROYBS	Digitally signed by ROYBS Date: 2025.12.04 10:57:11 -05'00'	
	Title:	Captain - EMS Ope	erations	
	Date:	4 Dec 25		



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

Check the appropri	ate box(es) be	low:				
SPECIAL EV	/ENT PERMIT					
▼ USE OF CO	UNTY PROPERTY	PERMIT				
PERMIT TO	SELL AND CONS	UME ALCOHOLIC BEVERAGES WITHIN LEE COUNT	Y FACILITIES			
FILM PERM	1IT					
		PLEASE INDICATE BELOW WHAT ARRANGEMENTS PLY WITH FOR THEIR EVENT.	S YOUR ORGANIZATION			
Parking:	No event parking is	s permitted in Lee County maintained road right of ways.				
Ingress and Egress:	Please use all estak	olished means of ingress and egress.				
Special Arrangements:		nty Sheriff's Office for assistance with traffic control as need access and public vehicular access shall be maintained on I roads.				
	Print Name: Signature: Title:	Nathan Thoman  Nathaniel C. Thoman  Digitally signed by Nathaniel C. Thoman Date: 2025.12.02 14:31:46-05'00'  Project Manager				
	Date: 12/02/2025					



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

Check the appropri	ate box(es) below:
•	ENT PERMIT UNTY PROPERTY PERMIT SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
FILM PERM	
	APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION LICANT TO COMPLY WITH FOR THEIR EVENT.
Illumination:	
Parking Areas:	Follow all applicable parking ordinances. Follow all Lee county hoise ordinances. Complaints or concerns can be directed to LCSD.
Special Arrangements:	
	Print Name: Mack Young  Signature: Mack young  Title: Director  Date: 12/5/25  And Coes Notethet Parks and  Page 10



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

Check the appropriat	te box(es) be	low:							
SPECIAL EVE	NT PERMIT								
▼ USE OF COU	NTY PROPERTY	PERMIT							
PERMIT TO S	ELL AND CONS	UME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES							
FILM PERMIT	Γ								
		PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION PLY WITH FOR THEIR EVENT.							
nsurance Requirements:	occurrence to pr	eral liability insurance with minimum limits of One Million Dollars (\$1,000,000) per otect against bodily injury and/or property damage relative to applicants use of event within Lee County.							
	Certificate Must	Read As:							
	and public officia with regard to ge	plitical subdivision and Charter County of the State of Florida, its agents, employees, als are automatic additional insureds and includes an automatic waiver of subrogation eneral liability. The certificate holder is an additional insured on a primary and basis with regards to general liability.							
Special Arrangements:	political subdivis	nsurance shall be submitted as evidence of the required coverage listing Lee County, a sion and Charter County of the State of Florida, P.O. Box 398, Fort Myers, FL 33902 as older and as an additional insured as listed above.  of insurance.							
	Print Name: Signature: Title:	Mike Figueroa  Mike Figueroa  Risk Program Manager							
	Date: December 2, 2025								



#### CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 12/02/2025

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

tŀ	this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).											
PRO	DUCER				CONTACT NAME: Event Helper Customer Service							
	Gaslamp Insurance Services						PHONE (A/C, No, Ext): (855) 493-8368 FAX (A/C, No):					
	· · · · ·	DBA Event Helper Insurance	Sen	vices		E-MAIL ADDRESS: info@theeventhelper.com						
	vent	PO Box 1549	00	1000								
117	elper .com				CA 05045				DING COVERAGE			NAIC#
INICI	Grass Valley CA 95945 INSURED					INSURE	ERA: Evansto	on Insurance (	Jompany			35378
INSU	IKED					INSURE	RB:					
		The Boca Grande Woman's (	Club	lnc.		INSURE	RC:					
		c/o Kathy LaPoint, President				INSURE	RD:					
10		P.O. Box 65 (no street addres	ss for	·U.S.	Mail)	INSURE	RE:					
		Boca Grande			FL 33921	INSURE						
CO	VERAG	ES CER	TIFIC	CATE	NUMBER:				REVISION NUM	VIRER:		
Т	HIS IS TO	O CERTIFY THAT THE POLICIES	OF I	NSUF	RANCE LISTED BELOW HAY	VE BEE	N ISSUED TO	THE INSURE	D NAMED ABOV	/F FOR TH	HE POL	ICY PERIOD
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INSR LTR			ADDL	SUBR		DEEM						
LTR		TYPE OF INSURANCE	INSD	WVD	POLICY NUMBER		(MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)		LIMITS		
	COI	MMERCIAL GENERAL LIABILITY							EACH OCCURRENCE DAMAGE TO RENT		\$ 1,00	00,000
		CLAIMS-MADE OCCUR			,				PREMISES (other th	ian fire)	\$ 1,00	00,000
	✓ Ho	st Liquor Liability							MED EXP (Any one	person)	\$ 10,0	000
Α	Re	tail Liquor Liability	Υ	N	3DS5476-M4483161		12/07/2025	12/08/2025	PERSONAL & ADV	INJURY	\$ 1,00	00,000
	GEN'L AG	GGREGATE LIMIT APPLIES PER:					12:01 AM	12:01 AM	GENERAL AGGREC	SATE	\$ 2,00	00,000
	POL	ICY PRO- JECT LOC							PRODUCTS - COM		\$ 2,00	
	OTH	HER:							Deductible		\$ 500	
		DBILE LIABILITY							COMBINED SINGLE	- 1 15 417	\$	
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	l ow	NED SCHEDULED									\$	
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	DEC										\$	
		S COMPENSATION LOYERS' LIABILITY							PER STATUTE	OTH- ER		
	ANYPROF	PRIETOR/PARTNER/EXECUTIVE							E.L. EACH ACCIDE		\$	
	(Mandato	MEMBER EXCLUDED?	N/A						E.L. DISEASE - EA E		\$	
	If yes, des	scribe under TION OF OPERATIONS below							E.L. DISEASE - POL		\$	
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		*										
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Certi	ficate ho	older listed below is named as a	ditio	nal in	sured her attached MEGI	e, may b 2217 Ω	e attached if mor	e space is require	ea) ant Tyna: Chrietn	nac Troo	Liahtin	a Coromony
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						SHO	ULD ANY OF	THE ABOVE D	ESCRIBED POLIC	IES BE C	ANCELL	ED BEFORE
		Across 441Park Avenue, Boo	a Gr	ande	FI				REOF, NOTICE	WILL P	E DEI	LIVERED IN
		The Boca Grande Woman's (				ACC	OHDANCE WI	IN THE POLIC	Y PROVISIONS.			
		Lee CountyBoard of CountyC			nore	ALITUA	RIZED REPRESE	NTATIVE				
						AUTHO	NIZEV REPRESE		1 . 1	/		
	Across from Hudson's at 441 Park Avenue, Boca Grande  Boca Grande  FI 33921						But Milson					

Boca Grande

FL 33921



#### **EVANSTON INSURANCE COMPANY**

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

#### ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following: COMMERCIAL GENERAL LIABILITY COVERAGE FORM

#### **SCHEDULE**

Name	Of Additional	Insured Person	ı(s) Or Organi	zation(s):	
The Boo Lee Cou Across f	441Park Avenue, Boo a Grande Woman's ( intyBoard of CountyC rom Hudson's at 441 ande FL 33921	Club Inc.	Grande		

- A. Section II Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule of this endorsement, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by the acts or omissions of any insured listed under Paragraph 1. or 2. of Section II Who Is An Insured:
  - 1. In the performance of your ongoing operations; or
  - 2. In connection with your premises owned by or rented to you.

#### However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B.** With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
- 2. Available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

All other terms and conditions remain unchanged.

5th St E Barricade **Road Closed** 417 415