



EVENT PERMIT

Ordinance 17-08



Boca Grande Woman's Club Spring Fair

PERMIT NUMBER: TMP2026-00199

Date(s) of Event: March 20, 2027 from 10:00am until 12:30pm

Property Owner: LEE COUNTY

Applicant: Shelley Petenaude
5072772584

Description: Spring fair

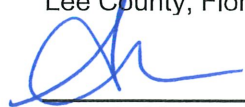
Location of event: 131 - 135 1ST ST W, BOCA GRANDE, FL 33921

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

 7/23/26
County Manager Date



Lee County
Southwest Florida

Event Application

Special Event

Use of
County
Property

Alcohol
within Lee
County
Facilities

Film, Video
&
Photography

TMP2026-00199



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	Boca Grande Woman's Club Spring Fair
Date(s) of Event / Production:	Saturday, March 20, 2027
Location(s) of Event:	Boca Grande Community Center Grounds & Park
Name of Applicant:	Shelley Patenaude
Applicant Address:	PO Box 65, Boca Grande FL 33921
Applicant Phone Number:	
Contact Person: (If different from applicant)	Shelley Patenaude
Contact Phone Number: (If different from applicant)	508-277-2584
Email Address:	info@bocagrandewomansclub.org
Estimated Attendance:	500
Event Description: Include each activity, when activities take place, etc.	Spring Fair to include petting zoo, pony rides, games, bake sale, popcorn stand, cake walk, food truck
Hours of Operation:	10:00am - 12:30pm
STRAP # of Parcel:	14-43-20-01-00005.0010
Owner of Premises*:	Lee County

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

Lee County Event Permit Application



What is the Zoning Classification of the premises? DOT ROW

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: Evanston 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 ☒ No

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

Will Food be Available at this Event?

☒ Yes ☐ No

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

Will Alcoholic Beverages be served/consumed at this Event?

☐ Yes ☒ No

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

Name & Address of Organization Tortuga/Pink Pony
Providing Food:

Type of Food being Served: tacos, hotdogs, popcorn, ice cream. water

Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: Boca Grande Woman's Club

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: 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

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: Spring Fair/community gathering

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:

N/A

Special Parking Requirements:

Free parking for public for two hours

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.

Lee County Event Permit Application

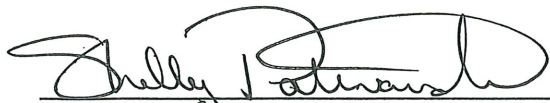


SECTION V - AGREEMENT

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.

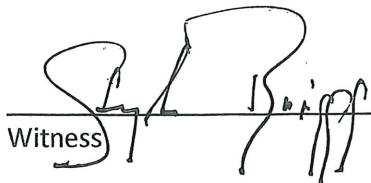
The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge.



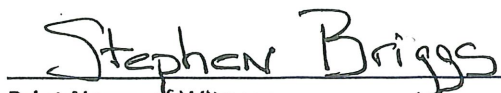
Signature of Applicant

Shelley Patenaude, Co-Chair

Print Name of Applicant and Title



Witness



Print Name of Witness

5-29-26

Date

5-29-26

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 for event will be in authorized areas only & must not impede the flow of traffic.

Deputies (How Many?):

One deputy for security & presence while event takes place.

Fee for Services:

Contact LCSO Details Unit 239-477-1098 for further information.

Special Arrangements:

According to the permit application alcohol will not be available for consumption at event. Any amplified sounds must adhere to the Lee County Noise Ordinance.

Print Name:

Signature:

Title:

Date:

Joseph Heuglin
J. H. R.
Commander
6/10/26

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

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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.

Fire Guards (How Many?)

0

Fee for Services:

0

Flammable Vegetation:

0

First Aid Equipment:

0

Fire Extinguishing:

0

Special Arrangements:

In Case of Emergency - Dial 911

Print Name:

C. L. Blosser

Signature:

[Signature]

Title:

Fire Chief

Date:

6/4/2024

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:

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FILM PERMIT

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

Treatment Facilities:

None necessary.

Medical Personnel:

None necessary.

Medical Supplies /
Equipment:

None necessary.

Safety Requirements:

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 emergency medical coverage (ambulance, cart, etc) or EMS participation, please fill out and submit the form at the following link: [EMS Special Detail Request Form](#)
For questions, contact our office at EMSDetail@leegov.com.

Print Name: Douglas B. Higgins

Signature: Douglas B. Higgins

Digitally signed by Douglas B. Higgins
Date: 2026.05.31 11:15:28 -04'00'

Title: Captain, EMS Operations

Date: May 31, 2026

Lee County Event Permit Application



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

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.

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

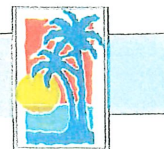
Signature: Nathan Thoman

Digitally signed by Nathan Thoman
Date: 2026.06.04 06:57:08 -04'00'

Title: Project Manager

Date: 06/04/2026

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:

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☐ FILM PERMIT

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Illumination:

Any illumination needs will be provided by the event organizer.

Parking Areas:

Parking is permitted at the Boca Grand Community Center. All vehicles must use designated parking area. Event Parking must be adhered to in accordance with Lee County Ordinance No. 25-16, enforced by Lee County Sheriff's Office. A copy of this ordinance has been e-mailed to the applicant.

Special Arrangements:

Event organizer will work with site supervisor for site specific event needs. Organizer will ensure all litter and trash debris is disposed of in the proper receptacles during and after the event.

Event organizer will ensure participants and spectators disperse and leave the park area to seek safe shelter during threatening weather.

Event organizer will adhere to Lee County and Parks & Recreation Ordinances (25-14, 22-10) and (18-12, 18-27 as amended). Pursuant to Lee County Ordinance No. 25-14, smoking and vaping is not permitted at any school property or within the boundaries of any public park facility or public beach.

Print Name: Trever Snearley

Signature: [Signature]

Title: Countywide Services Manager

Date: 6/1/2026

Boca - Woman's Club Spring Fair
(3/20/2027)

Lee County Event Permit Application



LEE COUNTY RISK MANAGEMENT
COUNTY ADMINISTRATION BUILDING - 4TH FLOOR
2115 SECOND STREET
FORT MYERS, FLORIDA 33901
(239) 533-2221

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.

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: Valerie Miller

Signature: Valerie Miller

Digitally signed by Valerie Miller
Date: 2026.06.08 09:31:30 -04'00'

Title: Risk Management Analyst

Date: 06.08.26



PROPOSAL

Event General Liability Insurance

[Payment Outstanding: Click here to make payment](#)

PREPARED FOR

c/o Emily Goetzman
Boca Grande Women's Club
PO Box 656
Boca Grande, FL 33921
(703) 362-4717
eggoat@gmail.com

POLICY TERM

1 Day Policy with the following date(s) of coverage:
03/20/2027

Policy dates cannot be changed after policy start

date: 03/20/2027.

LICENSED AGENT

Gaslamp Insurance Services
DBA Event Helper Insurance Services
PO Box 1549
Grass Valley, CA 95945
(855) 493-8368, info@theeventhelper.com

INSURED BY

Evanston Insurance Company
NAIC: 35378
Rating: A.M. BEST A(Excellent) XIV

COVERAGE LIMITS

Each Occurrence (Includes Bodily Injury and Property Damage)	\$1,000,000
Damage to Rented Premises (other than fire)	\$1,000,000
Personal & Advertising Injury	\$1,000,000
Products / Completed Operations Aggregate	\$2,000,000
General Aggregate	\$2,000,000
Medical Payments	\$5,000
Liquor Liability	Host Included
Waiver of Subrogation	Not Included
Primary & Non-Contributory	Not Included
Additional Insured(s)	Included
Hired & Non-Owned Auto	Not Included
Deductible	\$1,000

COST BREAKDOWN

Premium:	\$254.40
Stamping Fees:	\$0.20
Tax:	\$16.75
Policy Fee:	\$84.65
Risk Purchasing Group Membership:	\$0.00
Amount Due:	\$356.00

Pricing valid until 05/18/2026 (7 days)

If you don't have a credit card or debit card, please contact us at

least 30 days before the start date of your event at (855) 493-8368 or

info@theeventhelper.com.

Payment must be received and posted by us prior to the first coverage date on the policy.

EVENT DETAILS

Event Type: Festival & Fair - No Rides

Attendance: 300

Community Center of Boca Grande Certificate

CERTIFICATE HOLDER

	
Community Center of Boca Grande	
131 1st St W	
Boca Grande	FL 33921



FOOD
TRUCK

BAKE
SALE

CAKE WALK

BOUNCE
HOUSE

BOUNCE
HOUSE

PONIES &
PETTING
ZOO

POPCORN

ICE
CREAM



Boca Grande
Community Park

GAMES

FACE PAINTING &
BALLOONS