

9. **CONSENT AGENDA**

- k. Approval of a request for a Special Events Permit to hold the 2012 Sanibel Music Festival at the Sanibel Congregational Church, 2050 Periwinkle Way on March, 03, 06, 10, 13, 20, 24 and 27, 2012



**CITY OF SANIBEL**  
**SPECIAL EVENTS PERMIT APPLICATION**  
 800 DUNLOP ROAD, SANIBEL, FL 33957  
 Phone (239) 472-3700 Fax (239) 472-3065  
 Website: [www.mysanibel.com](http://www.mysanibel.com)  
 Email: [admin@mysanibel.com](mailto:admin@mysanibel.com)  
 ADMIN / LEGIS.

FOR CITY USE:
PERMIT # _____
_____ of _____

DATE: 4/7/11 Lee Co. Tax Parcel # 

25	-	06	-	22	-	51	-	00003	1000
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Application must be submitted no later than 30 calendar days prior to the event accompanied by a refundable deposit (if applicable), and a non-refundable \$50/resident or \$100/non-resident application fee. Applications submitted less than 30 calendar days but not less than 7 days prior to the event, will be assessed a late fee of \$5 per calendar day. Applications will not be accepted later than 7 calendar days prior to the event.

EVENT NAME: SANIBEL MUSIC FESTIVAL

EVENT ADDRESS: 2050 PERIWINKLE WAY - CONGREGATIONAL CHURCH

Name of shopping center or complex, if applicable: \_\_\_\_\_  
 A drawing of event layout, parking area, placement of signs and temporary structures must be attached upon application submission.

NAME OF APPLICANT/ORGANIZATION: SANIBEL MUSIC FESTIVAL, INC

ADDRESS: P.O. Box 1623 SANIBEL, FL 33957

TELEPHONE: 472-8232 CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: SMFMUSIC@AOL.NET WEBSITE: SANIBELMUSICFESTIVAL.ORG

NAME & ADDRESS TO MAIL DEPOSIT REFUND TO: (Deposits will be returned within 30 days following event.)  
N/A

NAME OF CONTACT PERSON AND PHONE NUMBER AT THE EVENT:  
ROBERT W. O'BRIEN 472-8232

IS THE APPLICANT/ORGANIZATION A 501(C)3, NON-PROFIT?  Yes [ ] No  
 Certificate No. 65-0032845 Please provide a copy of current certificate.

**DATE(S) OF EVENT:**  
 \*Set-up and tear down must be included as part of event dates.  
 Set-Up Date(s) MARCH 30, 31, 2012  
 Event Date(s) SAME  
 Tear-Down Date(s): \_\_\_\_\_

**BEGINNING/ENDING TIME:**  
 \*Set-up and tear down must be included as part of event times.  
 Set-up Time(s) \_\_\_\_\_  
 Event Time(s) \_\_\_\_\_  
 Tear-Down Time(s) \_\_\_\_\_

NUMBER OF PARTICIPANTS EXPECTED: 2000+ ADMISSION CHARGE (IF ANY): \$35.00

TYPE OF EVENT/SPECIFIC ACTIVITIES: CHAMBER MUSIC & OPERA

PLEASE CHECK APPROPRIATE BOX:  Private Event  Public Event  
 \*NOTE - Public events will be listed on the Special Events Calendar on the City's website.

**TEMPORARY SIGN(S)** The Sanibel Code permits one (1) on-site sign, not to exceed 12 square feet that may be double-faced, per Special Event. Non-Profit organizations are permitted up to six (6) off-site directional signs, with City Manager approval. **Banner signs and balloons are strictly prohibited at all times.**

Please indicate sign size, type, and location of **On-Site sign**: \_\_\_\_\_

Please indicate sign size, type, and locations of **directional signs** (Non-Profit Organizations only): \_\_\_\_\_

**NUMBER OF VENDORS:** \_\_\_\_\_ Note: Overnight Parking Fee of \$25 per vehicle, per event, for vendors camping overnight on City properties.

**TEMPORARY TENTS AND STRUCTURES - Including arches, tents (specify number of tents and tent size), chairs, tables, bounce houses, dunk tanks, etc.** Tents exceeding 120 square feet require a tent permit (per tent) from the Building Department and a fire inspection.

Tent #1 Size: \_\_\_\_\_ Tent#2 Size: \_\_\_\_\_ Tent #3 Size: \_\_\_\_\_

Temporary Structure Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

Temporary Structure Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

Temporary Structure Type: \_\_\_\_\_ Quantity: \_\_\_\_\_

**TRAFFIC CONTROL PLAN:** Please attach traffic control and parking plan for events requiring off-site parking or pedestrian street crossing.

**A Business Tax Receipt or Business Registration is required to work in the City of Sanibel.** Please provide your Business Tax Receipt Number or Business Registration Number # \_\_\_\_\_

**Are Police Services, such as Traffic/Pedestrian Control or Event Security requested?**  Yes  No

**NUMBER OF OFFICERS:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **TIME:** \_\_\_\_\_

The rate is \$135 for a 3-hour minimum shift, per staff member and \$40, per staff member, per hour thereafter. In the interest of public safety, the Sanibel Police Chief may require an applicant retain Police Services as a condition of granting a Special Events Permit, in which case, applicant is responsible for payment of fees as described above.

**Will amplified music be played?**  Yes  No

If yes, applicant must adhere to Noise standards set forth in Sanibel Code Chapter 30, Article III.

**Will City property, public right-of-way or other public property (beach parks, community parks, etc.) be utilized?**

Yes  No

If yes, please identify right-of-way and/or public property/park name: \_\_\_\_\_

**EVENTS HELD AT COMMUNITY PARK – SMOKING IS PROHIBITED** at Community Park. Applicant is responsible for ensuring compliance with this policy. **Failure to do so will be in violation of this permit, may lead to forfeiture of deposit, and may constitute a violation of City Policy.** Spot maintenance will be provided at Community Park by the City of Sanibel Public Works Department between the hours of 8 a.m. to 5 p.m., daily. In addition, for overnight events, applicant is responsible for bathroom maintenance (emptying trash containers, stocking of toilet paper and paper towels) between the hours of 5 p.m. and 8 a.m.

**EVENTS HELD ON CITY PROPERTY:** Liability Insurance in the amount of \$1,000,000 listing the City of Sanibel as an additionally insured party may be applicable for certain events held on City property. Proof of insurance must be provided before application is approved.

**NOTE:** If event is held on City property, such as a City Park or City Hall, **alcohol is prohibited** unless approved by City Council. A rental fee and deposit is applicable for use of certain City Properties. Please contact the City Manager's Office at (239) 472-3700 for information regarding fees and deposits.

Will alcoholic beverages be served or sold? [ ] Yes [ ] No

If yes, please attach copy of liquor license. If liquor license is not attached, applicant must provide license to the City prior to issuance of a Special Event Permit. To find out if you are required to obtain a liquor license, please contact the Division of Alcoholic Beverages and Tobacco at (239) 278-7195

Will food and/or drink be served or sold? [ ] Yes [ ] No (Appropriately rated fire extinguishers required)

If this is an outdoor event, vendor may require a Lee County Department of Health Permit or a License from the Division of Business and Professional Regulation. To find out if you need a Health Department Permit or license, please call the Lee County Health Department at (239) 690-2100 or Division of Business and Professional Regulation at (850) 487-1395.

Will temporary sanitary facilities be provided? [ ] Yes [ ] No If yes, indicate location on site plan.

Will trash receptacles, dumpsters and recycling containers be provided? [ ] Yes [ ] No

If yes, indicate on site plan. Who will be providing the receptacles, dumpsters or containers?

NOTE: Trash and recycling receptacles must be emptied at the end of each day into a dumpster for multiple day events to discourage the feeding or foraging of raccoons. Failure to do so will be in violation of this permit, may lead to forfeiture of deposit, and may constitute a violation of other City Ordinances.

Is this a Sanibel student or Sanibel youth group event? [ ] Yes [ ] No

If yes, the fee for a special event permit shall be \$5 so long as proceeds from the event solely benefit a Sanibel student or Sanibel youth group; is a single day event generally not lasting longer than 8 hours; no vendor or related fees are charged (only the youth group fee or contribution is solicited); event is managed and conducted solely by volunteers; and temporary and/or permanent structures are not required. (Ordinance 07-016)

Is the applicant an organized homeowners association or neighborhood association? [ ] Yes [ ] No

If yes, the application fee shall be waived. (Resolution 07-020)

Does event require electrical usage at any City Owned Property? [ ] Yes [ ] No

If yes, a \$10 daily power usage fee for electrical connection at any City owned property will apply for each 110 volt outlet, and \$20 daily power usage fee per 220 volt outlet, per 24-hour day or any portion thereof. (Resolution 07-092)

OWNER OF PROPERTY: If the person/group applying for this permit is not the owner of the property, the property owner must sign this application. If the property owner is unavailable to sign the application, a letter of permission from owner is acceptable.

*Barbara Cavanaugh*  
Property Owner Signature

Barbara Cavanaugh  
Print Name

Moderator  
Title

By signature below, it is understood by applicant that this application is subject to review and approval by City staff and may be revoked at any time for non-compliance with rules, local ordinances, state statutes or if the event endangers the health, safety, or welfare of the public. The City reserves the right to cancel the event should any conflicts arise with scheduling, and will give reasonable notice to the applicant for the purpose of rescheduling. During reviews by various City Departments, additional conditions may be imposed. As required by Section 110-83, City services determined necessary for the conduct of the Special Event, such as temporary lighting or police officers to direct or reroute traffic, shall be paid by applicant.

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, including but not limited to time, specifications and activities, deposit may be forfeited and the permit may be cancelled.

As applicant, I agree to abide by all conditions and requirements of the City of Sanibel and will comply with \*Chapter 110 of the Sanibel Code. Applicant further understands that the use of Fireworks, Explosives and Upward Lighting are prohibited at all times. \*Copy available upon request.

Applicant Signature: \_\_\_\_\_ Print Name: \_\_\_\_\_



# City of Sanibel Special Events –SCHEDULE OF FEES

**APPLICATION FEES:**

- \$50 Resident     \$100 Non-Resident     \$50 Retail Sidewalk Sale \_\_\_\_\_  
 \$5 Late Fee, per day @ \_\_\_\_\_ days \_\_\_\_\_

**DEPOSIT (For events held on City properties)**

- \$50 (1-100 ppl)     \$100 (101-500 ppl)     \$250 (501-1000 ppl)     \$1,000 (1001+ppl) \_\_\_\_\_

**CITY FACILITIES**

	<b>Resident</b>	<b>Non-Resident</b>	
<input type="checkbox"/> Community Park – Entire Park (CP)	<input type="checkbox"/> \$475/day	<input type="checkbox"/> \$575/day	@ _____ days
<input type="checkbox"/> (CP) Pavilion	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	@ _____ days
<input type="checkbox"/> (CP) Volleyball Court (Hourly)	<input type="checkbox"/> \$10	<input type="checkbox"/> \$20	@ _____ hours
<input type="checkbox"/> (CP) Shuffleboard Court (Hourly)	<input type="checkbox"/> \$10	<input type="checkbox"/> \$20	@ _____ hours
<input type="checkbox"/> Bowman’s Beach Pavilion	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	@ _____ days
<input type="checkbox"/> MacKenzie Hall (2 Hour Block)	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	@ _____ hours
<input type="checkbox"/> City Hall Gazebo	<input type="checkbox"/> \$25	<input type="checkbox"/> \$50	@ _____ days
<input type="checkbox"/> Recreation Center Pavilion (4 Hour Block)	<input type="checkbox"/> \$150	<input type="checkbox"/> \$300	@ _____ hours

**OTHER**

- Traffic Control Devices (Cones/Barricades)     \$1/each     \$1/each    qty. \_\_\_\_\_  
 Traffic Control Devices – Installation     \$30     \$30    qty. \_\_\_\_\_  
 Road Closure Fee     \$250     \$250    qty. \_\_\_\_\_  
 110V Power @ City Facilities-Per outlet/day     \$10/each     \$10/each    qty. \_\_\_\_\_  
 220V Power @ City Facilities-Per outlet/day     \$20/each     \$20/each    qty. \_\_\_\_\_  
 Temporary Fencing (100 feet/5 Posts)     \$10/each     \$20/each    qty. \_\_\_\_\_  
 Temporary Fence Deposit (100 feet/5 Posts)     \$40     \$40    qty. \_\_\_\_\_  
 Temporary Fence Installation (100 feet/5 Posts)     \$40/each     \$40/each    qty. \_\_\_\_\_  
 Equipment Delivery Fee     \$30     \$30    qty. \_\_\_\_\_  
 Overnight Parking Fee, per RV     \$25    qty. \_\_\_\_\_  
 Tent Permit Fee, per tent exceeding 120 sq.ft.     \$75 (\$50 permit/\$25 SFD Inspection)    qty. \_\_\_\_\_  
 Tent Rental Fee, per tent \_\_\_\_\_
- 10’ x 10’     \$30     \$60
  - 20’ x 20’     \$100     \$200
  - 20’ x 40’     \$200     \$400

- Police Services    (\$135/Minimum 3-Hour Shift, \$40 per each additional hour – PER Officer)  
 Number of Officers: \_\_\_\_\_    Number of Hours: \_\_\_\_\_

**TOTAL DUE:** \_\_\_\_\_



Department of the Treasury  
Internal Revenue Service  
ATLANTA, GA 39901

Date of this notice: APR. 3, 1995  
Taxpayer Identifying Number 65-0032845  
Form: Tax Period:



For assistance you may  
call us at:

1-800-829-1040 ST. OF I

SANIBEL MUSIC FESTIVAL INC  
PO BOX 1623  
SANIBEL FL 33957-1623236

**WE CHANGED YOUR NAME AND/OR ADDRESS**

THANK YOU FOR YOUR CORRESPONDENCE. AS YOU REQUESTED, WE'VE MADE THE FOLLOWING  
CHANGES TO YOUR NAME AND/OR ADDRESS:

NAME AND ADDRESS PREVIOUSLY  
SHOWN ON YOUR ACCOUNT

NAME AND ADDRESS NOW  
SHOWN ON YOUR ACCOUNT

SANIBEL FESTIVAL INC  
PO BOX 1623  
SANIBEL FL 33957-1623236

SANIBEL MUSIC FESTIVAL INC  
PO BOX 1623  
SANIBEL FL 33957-1623236

IF YOU DON'T AGREE WITH THIS CHANGE, PLEASE LET US KNOW.

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
C - 1130  
ATLANTA, GA 30301

DEPARTMENT OF THE TREASURY

Date: **JUN 23 1992**

SANIBEL FESTIVAL INC  
500 BIRDSONG PLACE  
SANIBEL, FL 33957

Employer Identification Number:  
65-0032845

Contact Person:  
LORETTA HAMILTON

Contact Telephone Number:  
(404) 331-0170

Our Letter Dated:  
January 9, 1989

Addendum Applies:  
Yes

--Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization that is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the Code because you are an organization of the type described in section 509(a)(2).

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

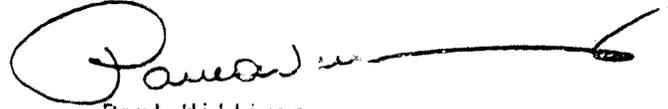
If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

SANIBEL FESTIVAL INC

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,

A handwritten signature in black ink, appearing to read "Paul Williams". The signature is written in a cursive style with a large initial "P" and a long horizontal stroke extending to the right.

Paul Williams  
District Director

Enclosure:  
Addendum