

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: 18-20 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: COMMUNITY PARK

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.

Property Owner Signature

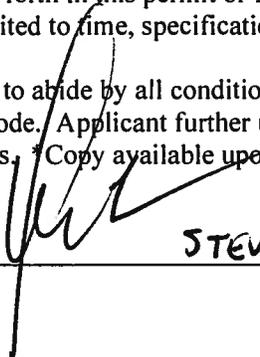
Print Name

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: STEVE GREENSTEIN EXECUTIVE DIRECTOR

PERMIT #

**--FOR CITY USE ONLY--
DEPARTMENT COMMENTS**

FEEES BY
DEPARTMENT:

Planning

\$ _____
Planning

Police

Six(6) police for security & manning two
CROSS WALKS FOR PEDESTRIANS. 11am - 6pm.
ON SITE SECURITY, TRAFFIC CROSSING,

\$ 1890
Police

Public Works

\$ _____
Public Works

Building

\$ _____
Building

Tent Standards attachment required? [] Yes [] No

Finance

\$475 Community Park rental fee and \$1000 depo
paid 7/27/11 #1120050

\$ 1,475
Finance

Business Tax Receipt Verified? [] Yes [] No

Natural Resources

\$ _____
Natural Resources

Beach Standards attachment required? [] Yes [] No

Recreation

\$ _____
Recreation

\$ _____
TOTAL

Comments/Permit Conditions: _____

City Manager Approval

Date

PARKING LOTS and TROLLEY STOPS

PARKING LOTS

- Bank of the Islands – Periwinkle (trolley stop)
- Congregational Church – Periwinkle Way
- Schoolhouse Theatre – Periwinkle Way (VIP)
- St. Michael’s Church – Periwinkle Way
- Village Shops (back lot) – Periwinkle Way
- Sanibel Bean / Nave – Periwinkle Way (restaurants and band)
Marcel/Bean Owner – 810-1681 Cell / 395-1919 Store

- Big Arts – Dunlop Road (trolley stop)
- City Hall – Dunlop Road (trolley stop)
- Sanibel Public Library – Dunlop Road (trolley stop)
- West side of Dunlop Road

TROLLEYS

12:00 pm Meet at SCA

12:30 am – 5:00 pm

Route A Dunlop Road (BIG Arts, City Hall, Sanibel Library) – 2 trolleys
Route B Bank of the Islands and Sanibel Library – 1 trolley

ASSIGNMENTS

Route A Adventures in Paradise
Route B Tarpon Bay Explorers

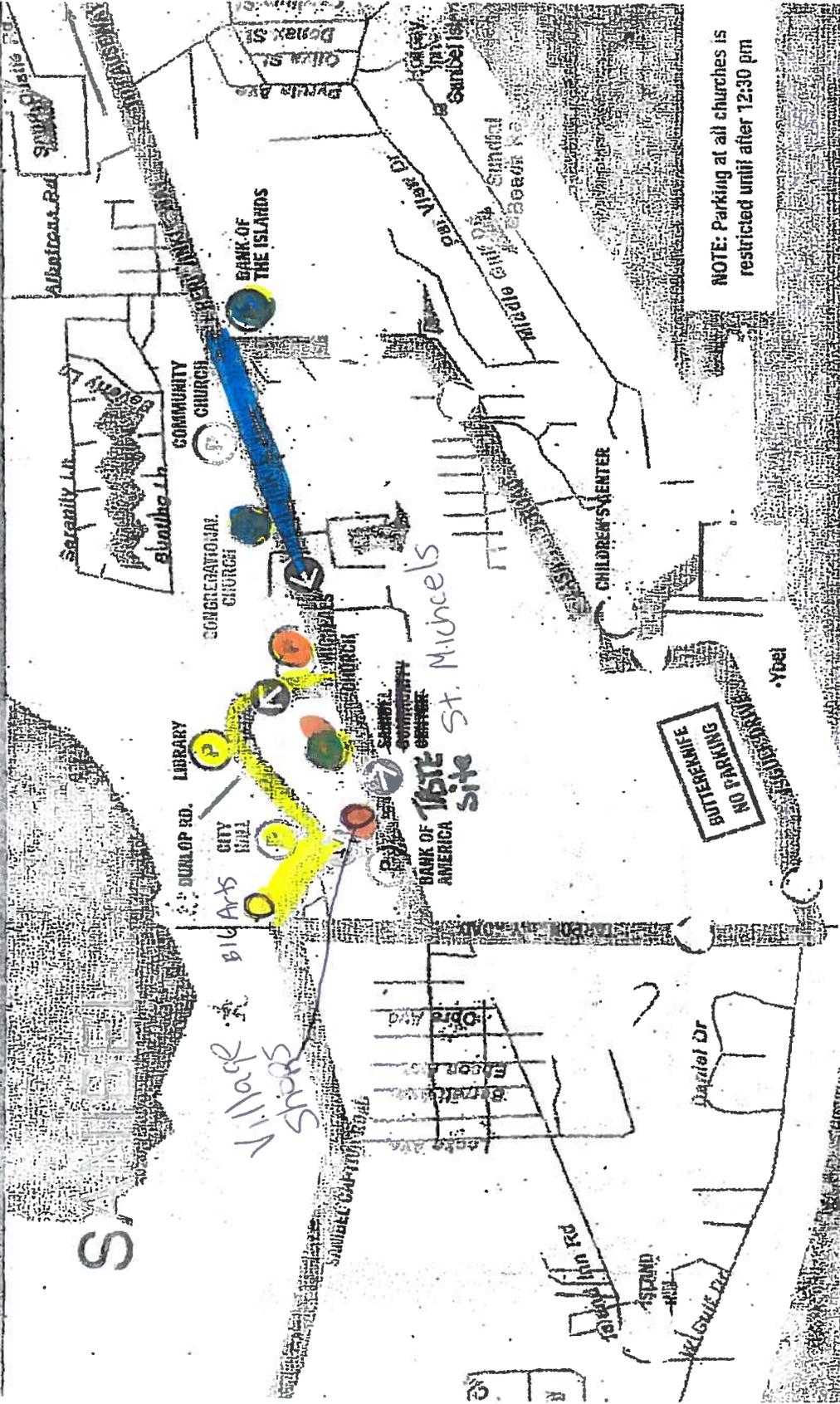
REMINDER: Kiwanis – Designated Parking Areas

SPD - Traffic

Local Service Clubs - Parking

TASTE OF THE ISLANDS

PARKING LOCATIONS AND BUS ROUTES



NOTE: Parking at all churches is restricted until after 12:30 pm

- Two Trolleys on Dunlop Loop
- One Trolley Bank of Islands 2800m
- One Trolley Congregational Lot - until 3:00pm
- One Trolley Village - St Michael, Big Arts
- One Trolley Pedestrian Route - Village Square Lot, Dunlop



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/21/2011

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 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 Heidrick & Company Insurance and Risk 1648 Periwinkle Way STE A Sanibel FL 33957	CONTACT NAME: Chris Heidrick	FAX (A/C, No.): (888) 767-1665
	PHONE (A/C, No. Ext.): (239) 579-0660	E-MAIL ADDRESS: Chris@SanibelInsurance.com
INSURED Clinic for the Rehabilitation of Wildlife 3883 Sanibel Captiva Road Sanibel FL 33957	PRODUCER CUSTOMER ID#: 00000080	INSURER(S) AFFORDING COVERAGE
	INSURER A: Burlington Insurance Co	NAIC#
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input checked="" type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR	X		535B020162	11/13/11	11/14/11	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included Liquor Liability \$ 1,000,000
A	GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		535B020162	11/13/11	11/14/11	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ \$
	AUTOMOBILE LIABILITY ANY AUTO ALL OWNED AUTOS SCHEDULED AUTOS HIRED AUTOS NON-OWNED AUTOS						EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	UMBRELLA LIAB EXCESS LIAB DEDUCTIBLE RETENTION \$						WC STATU-TORY LIMITS OTHER E.L EACH ACCIDENT \$ E.L DISEASE - EA EMPLOYEE \$ E.L DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Special Events

CERTIFICATE HOLDER City of Sanibel 800 Dunlop Rd. Sanibel, FL 33957	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

CROW's 30th Annual
Taste of the Islands
Sanibel & Captiva Islands



November 13, 2011 ~ 12:30 to 5 pm
Sanibel Community Park

Oct. 4, 2011

Mr. Marcel Middendorf
West Gulf Co LLC
2248 Periwinkle Way
Sanibel, FL 33957

Dear Marcel,

I am writing to ask for your assistance with our parking requirements for CROW's 30th Annual Taste of the Islands to be held Sunday, Nov. 13. We would appreciate using your side lot and adjacent back lots for restaurant parking. We would keep the front parking available to your patrons during the day. We would need your lot from 9 a.m. until 6 p.m. The event is from 12:30 p.m. to 5 p.m. Security in the lot during the event will be handled by roving SPD road officers. A clean-up crew will police the lots after the close of the event to be sure any trash is removed.

By my signature at the close of this letter CROW, Inc. agrees to the following:

- To use the property only for the restaurant staff event parking for the fundraising event known as CROW's Taste of the Islands on Sunday, Nov. 13, 2011.
- To use the property only for lawful purposes and to obey all federal, state, and city laws, regulations, and ordinances.

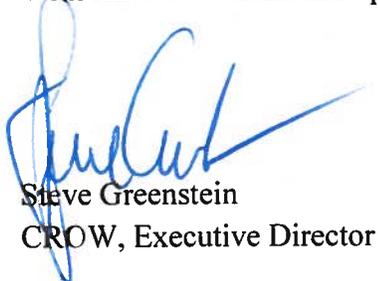
- CROW, Inc. agrees to indemnify, defend and save owners harmless from any action resulting from CROW's use of this land.

By your signature on the enclosed duplicate of this letter, you grant to CROW, Inc. the following:

- License and permission to use the land rent-free for the express aforementioned purposes for CROW's Taste of the Islands 2011 event.

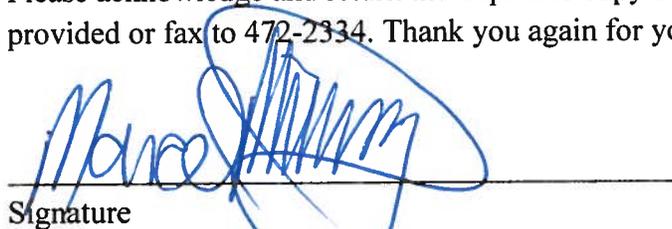
Thank you in advance for your gracious assistance. The wildlife patients we endeavor to help will be the true beneficiaries of your generosity and cooperation. All of us would greatly appreciate your help in making CROW's 30th Annual Taste of the Islands an unparalleled success.

With sincerest thanks and appreciation,



Steve Greenstein
CROW, Executive Director

Please acknowledge and return the duplicate copy of this letter to CROW in the envelope provided or fax to 472-2334. Thank you again for your consideration.



Signature

Marcel Middendorf
Printed Name

West Gulf Co. LLC
Church or Business Represented

10/24/11 11:50 a.m.
Date Signed

CROW's 30th Annual
Taste of the Islands
Sanibel & Captiva Islands



November 13, 2011 ~ 12:30 to 5 pm
Sanibel Community Park

Oct. 4, 2011

Mr. Rob Lisenbee
Bank of the Islands
1699 Periwinkle Way
Sanibel, FL 33957

Dear Rob,

I am writing to ask for your assistance with our parking requirements for CROW's 30th Annual Taste of the Islands to be held Sunday, Nov. 13. Just as we have done in the past, we would utilize your bank lot for public parking. The Sanibel-Captiva Kiwanis Club, as well as several other local service club members, will assist with parking in all lots. Security in the lot during the event will be handled by roving SPD road officers. A clean-up crew will police the lots after the close of the event to be sure any trash is removed.

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With sincerest thanks and appreciation,

Steve Greenstein
CROW, Executive Director

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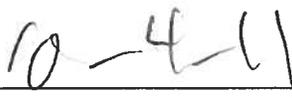
Signature



Printed Name



Church or Business Represented



Date Signed

CROW's 30th Annual
Taste of the Islands
Sanibel & Captiva Islands



November 13, 2011 ~ 12:30 to 5 pm
Sanibel Community Park

Oct. 4, 2011

Ellen Sloan, Rector
St. Michael and All Angels Episcopal Church
2304 Periwinkle Way
Sanibel, FL 33957

Dear Ellen,

I am writing to ask for your assistance with our parking requirements for CROW's 30th Annual Taste of the Islands to be held Sunday, Nov. 13. Just as we have done in the past, we would utilize your church lot for public parking. The Sanibel-Captiva Kiwanis Club, as well as several other local service club members, will assist with parking in all lots. Security in the lot during the event will be handled by roving SPD road officers. A clean-up crew will police the lots after the close of the event to be sure any trash is removed.

By my signature at the close of this letter CROW, Inc. agrees to the following:

- To use the property only for the restaurant staff event parking for the fundraising event known as CROW's Taste of the Islands on Sunday, Nov. 13, 2011, after 12:30 p.m.
- To use the property only for lawful purposes and to obey all federal, state, and city laws, regulations, and ordinances.

- CROW, Inc. agrees to indemnify, defend and save owners harmless from any action resulting from CROW's use of this land.

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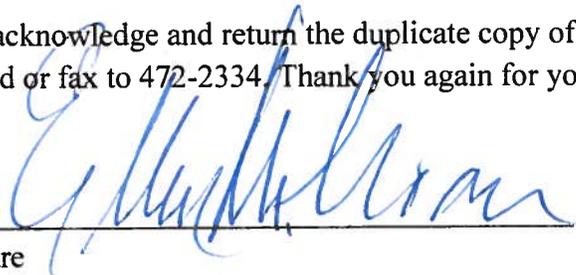
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With sincerest thanks and appreciation,



Steve Greenstein
CROW, Executive Director

Please acknowledge and return the duplicate copy of this letter to CROW in the envelope provided or fax to 472-2334. Thank you again for your consideration.



Signature

The Rev. Ellen M. Sloan
Printed Name

St. Michael + All Angels Episcopal Church
Church or Business Represented

10/10/11
Date Signed

CROW's 30th Annual Taste of the Islands Sanibel & Captiva Islands



November 13, 2011 ~ 12:30 to 5 pm
Sanibel Community Park

Oct. 4, 2011

Judy Palaia
Sanibel Congregational Church
2050 Periwinkle Way
Sanibel, FL 33957

Dear Judy,

I am writing to ask for your assistance with our parking requirements for CROW's 30th Annual Taste of the Islands to be held Sunday, Nov. 13. Just as we have done in the past, we would utilize your church lot for public parking. The Sanibel-Captiva Kiwanis Club, as well as several other local service club members, will assist with parking in all lots. Security in the lot during the event will be handled by roving SPD road officers. A clean-up crew will police the lots after the close of the event to be sure any trash is removed.

By my signature at the close of this letter CROW, Inc. agrees to the following:

- To use the property only for the restaurant staff event parking for the fundraising event known as CROW's Taste of the Islands on Sunday, Nov. 13, 2011, after 12:30 p.m.
- To use the property only for lawful purposes and to obey all federal, state, and city laws, regulations, and ordinances.

* Per Scucc: ① 1st 2 rows closest to street only
 ② Pull parking signs at 3:00 p.m.
 10.30.10.19.11 Spoke to Melissa Congress: she agreed

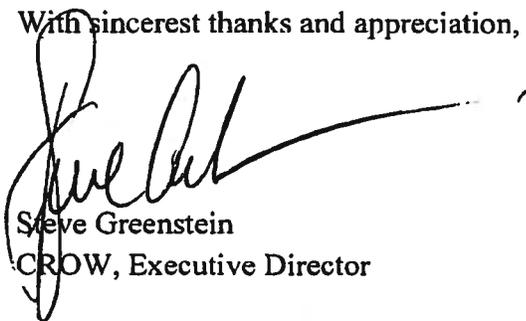
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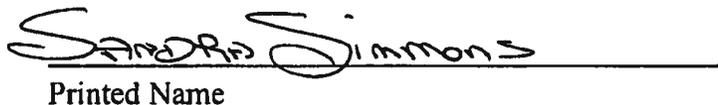
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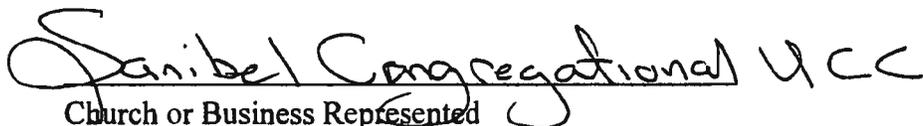
With sincerest thanks and appreciation,

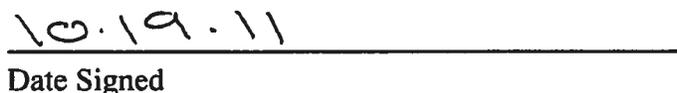

Steve Greenstein
CROW, Executive Director

Please acknowledge and return the duplicate copy of this letter to CROW in the envelope provided or fax to 472-2334. Thank you again for your consideration.


Signature


Printed Name


Church or Business Represented


Date Signed

CROW's 30th Annual
Taste of the Islands
Sanibel & Captiva Islands



November 13, 2011 ~ 12:30 to 5 pm
Sanibel Community Park

Oct. 4, 2011

Margaret Mohundro
Sanibel Public Library
770 Dunlop Road
Sanibel, FL 33957

Dear Margaret,

I am writing to ask for your assistance with our parking requirements for CROW's 30th Annual Taste of the Islands to be held Sunday, Nov. 13. I am requesting that we can use your Sanibel Public Library lot for public parking. The Sanibel-Captiva Kiwanis Club, as well as several other local service club members, will assist with parking in all lots. Security in the lot during the event will be handled by roving SPD road officers. A clean-up crew will police the lots after the close of the event to be sure any trash is removed.

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With sincerest thanks and appreciation,

Steve Greenstein
CROW, Executive Director

Please acknowledge and return the duplicate copy of this letter to CROW in the envelope provided or fax to 472-2334. Thank you again for your consideration.

Margaret Mohundro
Signature

Margaret Mohundro
Printed Name

Sanibel Public Library
Church or Business Represented

10-5-11
Date Signed

CROW's 30th Annual
Taste of the Islands
Sanibel & Captiva Islands



November 13, 2011 ~ 12:30 to 5 pm
Sanibel Community Park

Oct. 4, 2011

Lee Ellen Harder
Big Arts
900 Dunlop Road
Sanibel, FL 33957

Dear Lee,

I am writing to ask for your assistance with our parking requirements for CROW's 30th Annual Taste of the Islands to be held Sunday, Nov. 13. I am requesting that we can use your Big Arts Herb Strauss Schoolhouse Theater lot for public parking. The Sanibel-Captiva Kiwanis Club, as well as several other local service club members, will assist with parking in all lots. Security in the lot during the event will be handled by roving SPD road officers. A clean-up crew will police the lots after the close of the event to be sure any trash is removed.

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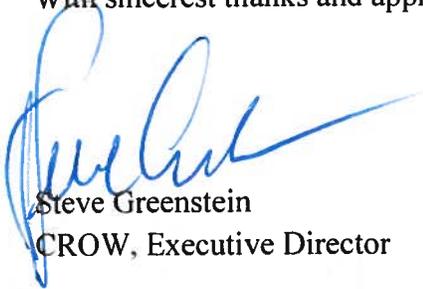
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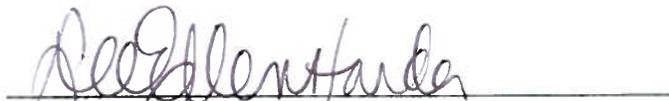
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With sincerest thanks and appreciation,



Steve Greenstein
CROW, Executive Director

Please acknowledge and return the duplicate copy of this letter to CROW in the envelope provided or fax to 472-2334. Thank you again for your consideration.



Signature

Lee Ellen Harder
Printed Name

BIG ARTS
Church or Business Represented

10-17-11
Date Signed

CROW's 30th Annual
Taste of the Islands
Sanibel & Captiva Islands



November 13, 2011 ~ 12:30 to 5 pm
Sanibel Community Park

Oct. 4, 2011

Ms. Barb Harrington
Royal Shell Property Management
1547 Periwinkle Way
Sanibel, FL 33957

Dear Barb,

I am writing to ask for your assistance with our parking requirements for CROW's 30th Annual Taste of the Islands to be held Sunday, Nov. 13. Just as we have done in the past, we would utilize your parking lot at the Village Shops for event attendees. The Sanibel-Captiva Kiwanis Club, as well as several other local service club members, will assist with parking in all lots. Security in the lot during the event will be handled by roving SPD road officers. A clean-up crew will police the lots after the close of the event to be sure any trash is removed.

By my signature at the close of this letter CROW, Inc. agrees to the following:

- To use the property only for the restaurant staff event parking for the fundraising event known as CROW's Taste of the Islands on Sunday, Nov. 13, 2011.
- To use the property only for lawful purposes and to obey all federal, state, and city laws, regulations, and ordinances.

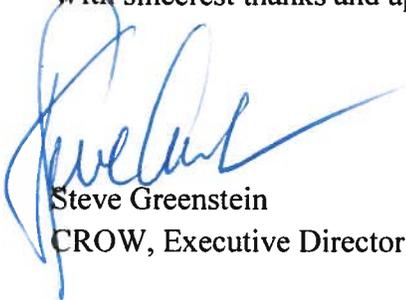
- CROW, Inc. agrees to indemnify, defend and save owners harmless from any action resulting from CROW's use of this land.

By your signature on the enclosed duplicate of this letter, you grant to CROW, Inc. the following:

- License and permission to use the land rent-free for the express aforementioned purposes for CROW's Taste of the Islands 2011 event.

Thank you in advance for your gracious assistance. The wildlife patients we endeavor to help will be the true beneficiaries of your generosity and cooperation. All of us would greatly appreciate your help in making CROW's 30th Annual Taste of the Islands an unparalleled success.

With sincerest thanks and appreciation,



Steve Greenstein
CROW, Executive Director

Please acknowledge and return the duplicate copy of this letter to CROW in the envelope provided or fax to 472-2334. Thank you again for your consideration.



Signature

BARBARA HARRINGTON
Printed Name

The Village Shops
Church or Business Represented

10/18/11
Date Signed