

Friends of Don, Inc.

Post Office Box 1531
Sanibel, Florida 33957
(239) 246-2981

May 19, 2012

Ms. Judie Zimomra
City Manager
City of Sanibel
800 Dunlop Road
Sanibel, Florida 33957

Dear Ms. Zimomra,

July fourth is just around the corner and the Friends of Don are busy planning for the 22nd Annual Independence Day Parade. We would like to extend the invitation to the City of Sanibel to be co-sponsor of the event again this year. We would like to request that all special event fees be waived.

Our theme this year, "We Salute The # 1 Vacation Destination Sanibel Island", was based on the Frommer's Travel Guides top ranking for 2012.

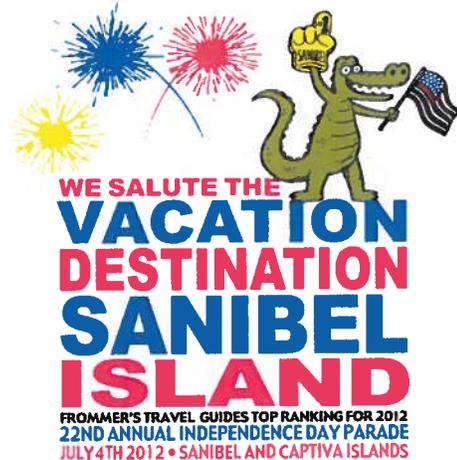
We thank you for your consideration in this matter and look forward to hearing from you.

Respectfully,



Trish Phillips
Committee Member

Enclosed - Special Events Application





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
 Email: admin@mysanibel.com

FOR CITY USE:
PERMIT # _____
_____ of _____

DATE: 5/1/12 Lee Co. Tax Parcel # ----.

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: Independence Day Parade - Destination Sanibel Island "We Salute the #1 Vacation"

EVENT ADDRESS: Periwinkle Way from Tarpon Bay Rd to Casa Ybel Rd

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: Friends of Don, Inc

ADDRESS: P.O. Box 1531, Sanibel, FL 33957

TELEPHONE: - CELL: 239-246-2981 FAX: -

EMAIL ADDRESS: lmdcphil@aol.com WEBSITE: -

NAME & ADDRESS TO MAIL DEPOSIT REFUND TO: (Deposits will be returned within 30 days following event.)
Friends of Don, Inc, P.O. Box 1531, Sanibel, FL 33957

NAME OF CONTACT PERSON AND PHONE NUMBER AT THE EVENT:
Tristi Phillips 246-2981 / Lisa Cochrane 246-8875

IS THE APPLICANT/ORGANIZATION A 501(C)3, NON-PROFIT? Yes [] No
 Certificate No. _____ 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) Monday, July 2nd
 Event Date(s) Wednesday, July 4th
 Tear-Down Date(s): Thursday, July 5th

BEGINNING/ENDING TIME:
 *Set-up and tear down must be included as part of event times
 Set-up Time(s) 7:30am
 Event Time(s) 9:30am - 12:00pm
 Tear-Down Time(s) 5:00pm

NUMBER OF PARTICIPANTS EXPECTED: 300 **ADMISSION CHARGE (IF ANY):** Parade Participant entry fee: Commercial \$30,- Non-Commercial \$15,-

TYPE OF EVENT/SPECIFIC ACTIVITIES: Independence Day Parade

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**: 24" x 36" - (1) West Gulf Dr + Island Inn Rd
Please indicate sign size, type, and locations of **directional signs** (Non-Profit Organizations only): (2) Parade Judges Viewing Area
Community Center

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: 10 x 10 Tent#2 Size: 10 x 10 Tent #3 Size: _____
Temporary Structure Type: Shade for Parade Check-In Quantity: 1
Temporary Structure Type: Shade for Parade Judges Quantity: 1
Temporary Structure Type: _____ Quantity: _____

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

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: T.B.D. **DATE:** 07/04/12 **TIME:** 9:00am - 11:30am

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: Periwinkle Way from Tarpon Bay Rd to Casa Ybel Rd.

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. - For Parade participants only.

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: Trish Phillips

Print Name: Trish Phillips

PERMIT #

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

FEEES BY
DEPARTMENT:

Planning

\$ _____
Planning

Police

\$ _____
Police

Public Works

\$ _____
Public Works

Building

\$ _____
Building

Tent Standards attachment required? Yes No

Finance

\$ _____
Finance

Business Tax Receipt Verified? Yes No

Natural Resources

\$ _____
Natural Resources

Beach Standards attachment required? Yes No

Recreation

\$ _____
Recreation

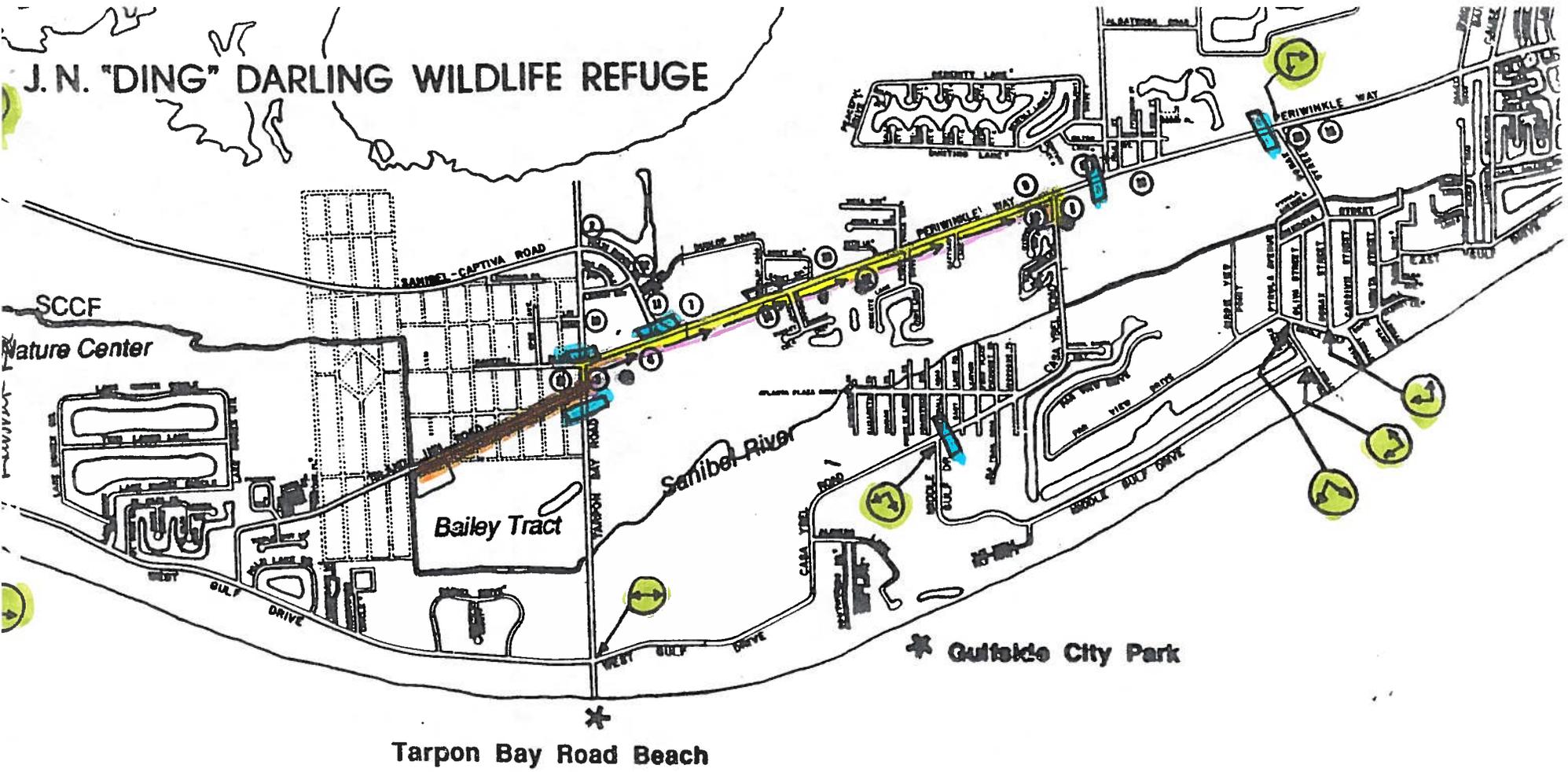
\$ _____
TOTAL

Comments/Permit Conditions: _____

City Manager Approval _____

Date _____

J. N. "DING" DARLING WILDLIFE REFUGE



LEGEND

- PARADE ROUTE 
- STAGING AREA 
- ROAD BARRICADE 
- DETOUR SIGNS 
- Sound Systems 

(Map #1)

- | | |
|-----------------------------|--------------------------|
| 1. ANCHOR POINT | 12. PELICAN PLACE |
| 2. TARPON BAY CENTER | 14. PERIWINKLE PLACE |
| 3. BAILEY'S SHOPPING CENTER | 18. SANIBEL CENTER |
| 4. ISLANDER CENTER | 20. SANIBEL SQUARE |
| 7. THE VILLAGE | 22. TAHITIAN GARDENS |
| 8. HEART OF THE ISLANDS | 24. WINDS PLAZA |
| 9. JERRY'S SHOPPING CENTER | 25. SANIBEL TOWN CENTER |
| 10. OLDE SANIBEL SHOPPES | 26. FOREVER GREEN CENTER |
| 11. PALM RIDGE PLAZA | |

