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: 4/17/2013 **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: Veteran's Day Ceremony

EVENT ADDRESS: Sanibel City Hall Flagpole

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: Lee Coast Chapter, Military Officers Association

ADDRESS: c/o Alex MacKenzie, 1036 Sandcastle Rd., Sanibel

TELEPHONE: 395-9232 **CELL:** 239-980-0485 **FAX:** _____

EMAIL ADDRESS: leecoastmoaa@aol.com **WEBSITE:** _____

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

_____

NAME OF CONTACT PERSON AND PHONE NUMBER AT THE EVENT:
Alex MacKenzie 980-0485

IS THE APPLICANT/ORGANIZATION A 501(C)3, NON-PROFIT? [✓] Yes [ ] No
Certificate No. 45-4378924 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) 11/11/2013
Event Date(s) 11/11/2013
Tear-Down Date(s): 11/11/2013

BEGINNING/ENDING TIME:
*Set-up and tear down must be included as part of event times.

Set-up Time(s) 9 AM
Event Time(s) 11:00 - 12 Noon
Tear-Down Time(s) Noon

NUMBER OF PARTICIPANTS EXPECTED: 150 **ADMISSION CHARGE (IF ANY):** None

TYPE OF EVENT/SPECIFIC ACTIVITIES: observance of Veteran's Day Ceremony

_____

_____

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

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

NUMBER OF VENDORS: None 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. Other requirements: 50 Color Guard + Bugler, 150 folding chairs, Portable public address system, parking available at City Hall

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 Color Guard & Bugler for Taps
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.

Sanibel Community Band will play live music

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: City Hall Parking Area

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.

PERMIT #

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 <u>must be emptied at the end of each day</u> 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: Alex MacKenzie Print Name: Alex MacKenzie

PERMIT #

--FOR CITY USE ONLY--
DEPARTMENT COMMENTS

FEES 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

Revised 9/09