



Sanibel-Captiva Audubon Society

PO Box 957

Sanibel, Florida 33957

www.san-capaudubon.org

Sanibel City Council
800 Dunlap Road
Sanibel, Florida 33977

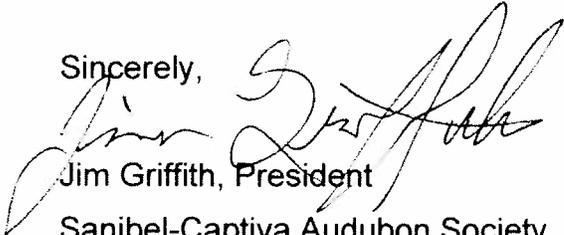
October 8, 2013

Re: Special Events Permit

The Sanibel-Captiva Audubon Society respectfully requests City Council to approve our Special Events Permit Application to include our entire Wildlife Conservation Lecture Series to be held each Thursday evening starting January 9, 2014. We have successfully sponsored similar lecture series at the Sanibel Community Center each year during the season for more than fifty years.

We employ Police Traffic Control for pedestrians and vehicles. To require individual permits for each of our eight scheduled programs will cause a significant financial hardship and endanger our sponsorship of future lecture programs. Your favorable consideration of our appeal is appreciated.

Sincerely,



Jim Griffith, President

Sanibel-Captiva Audubon Society

PO Box 957

Sanibel, Florida 33957

Tel. 239-472-3744/or 239-898 1995



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: tina.stanley@mysanibel.com

FOR CITY USE:

PERMIT # _____

_____ of _____

DATE: _____ 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: SANIBEL-CAPTIVA AUDUBON LECTURE SERIES

EVENT ADDRESS: SANIBEL COMMUNITY 2173 PERIWINKLE WAY

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-CAPTIVA AUDUBON SOCIETY

ADDRESS: P.O. BOX 957 SANIBEL, FLORIDA 33957

TELEPHONE: (239) 472-3744 CELL: (239) 898-1995 FAX: _____

EMAIL ADDRESS: JNGRIF@GMAIL.COM WEBSITE: WWW.SAN-LAPAUDUBON.ORG

NAME & ADDRESS TO MAIL DEPOSIT REFUND TO: (Deposits will be returned within 30 days following event.)
SANIBEL-CAPTIVA AUDUBON SOCIETY, BOX 957, SANIBEL FL 33957

NAME OF CONTACT PERSON AND PHONE NUMBER AT THE EVENT:
ELAINE JACOBSON (239)-395-1878 / OR JAMES M. GRIFFITH 239-472-3744

IS THE APPLICANT/ORGANIZATION A 501(C)3, NON-PROFIT? Yes No
 Certificate No 85-80130144240-C Please provide a copy of current certificate.

DATE(S) OF EVENT:
 *Set-up and tear down must be included as part of event dates.
 2014 - 1/9-1/16-1/23-1/30 2/6-2/13-2/20-2/27
 Set-Up Date(s)
 2014
 Event Date(s) SAME AS ABOVE
 2014
 Tear-Down Date(s) SAME AS ABOVE

BEGINNING/ENDING TIME:
 *Set-up and tear down must be included as part of event times.
 Set-up Time(s) 6:00 PM
 Event Time(s) 7:30 PM
 Tear-Down Time(s) 9:00 PM

NUMBER OF PARTICIPANTS EXPECTED: 100-200 ADMISSION CHARGE (IF ANY): DONATION

TYPE OF EVENT/SPECIFIC ACTIVITIES: CONSERVATION LECTURE SERIES
PRESENTED ON CONSECUTIVE THURSDAY EVENINGS

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**: N/A

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

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.

Tent #1 Size: N/A 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 # N/A

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

NUMBER OF OFFICERS: ONE **DATE:** JAN/FEB-TUES **TIME:** 6:30-9:30 PM

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: N/A

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)

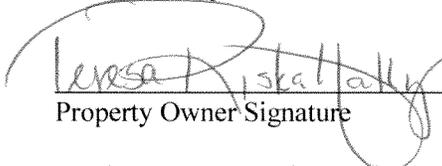
Is the applicant an organized homeowners association or neighborhood association? Yes No

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

TERESA RISKA-HALL

Print Name

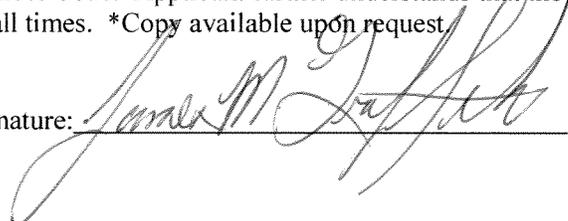
EXECUTIVE DIRECTOR

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: JAMES M. GRIFFITH
SAN-CAP AUDUBON SOCIETY

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

CITY OF SANIBEL
*** CUSTOMER RECEIPT ***

Batch ID: MLM

10/08/13 01

Receipt no: 1400585

| Type | SvcCd | Description | Amount |
|------|-------|-----------------------|---------|
| MI | | MISC REVENUE GEN FUND | |
| | Qty | 1.00 | \$50.00 |

SANIBEL CAPTIVA AUDUBON
SPECIAL EVENTS PERM 00100003291001
SANIBEL CAPTIVA AUDUBON

Tender detail

| | | |
|-----------------|------|---------|
| CK Ref#: | 1234 | \$50.00 |
| Total tendered: | | \$50.00 |
| Total payment: | | \$50.00 |

Trans date: 10/08/13 Time: 14:03:18

THANK-YOU FOR YOUR PAYMENT

PAID
OCT 08 2013

BY: M



**City of Sanibel
Invoice – Special Events**

Applicant Name: SANIBEL CAPTIVA AUDUBON SOCIETY

- \$50 Resident \$100 Non-Resident \$50 Retail Sidewalk Sale \$5 Sanibel Youth Car Wash
 (001-0000-329-10-01) 50.00
- \$5 Late Fee, per day @ _____ days (001-0000-354-10-02) _____

DEPOSIT (For events held on City properties)

- \$50 (1-100) \$100 (101-500) \$250 (501-1000) \$1,000 (1001+) (001-0000-229-10-00) _____

CITY FACILITIES

| | Resident | Non-Resident | (001-0000-362-10-03) |
|---|-----------------|---------------------|----------------------|
| <input type="checkbox"/> Community Park – Entire Park (CP) | \$475 | \$575 | |
| <input type="checkbox"/> (CP) Pavilion | \$25 | \$50 | |
| <input type="checkbox"/> (CP) Volleyball Court (Hourly) | \$10 | \$20 | @ _____ hours |
| <input type="checkbox"/> (CP) Shuffleboard Court (Hourly) | \$10 | \$20 | @ _____ hours |
| <input type="checkbox"/> (CP) Parking Lot Closure Fee | \$125 | \$250 | |
| <input type="checkbox"/> (CP) Gazebo Rental Fee (Daily) | \$125 | \$250 | |
| <input type="checkbox"/> Bowman’s Beach Pavilion | \$25 | \$50 | |
| <input type="checkbox"/> MacKenzie Hall (2 Hour Block) | \$25 | \$50 | @ _____ hours |
| <input type="checkbox"/> City Hall Gazebo | \$25 | \$50 | |
| <input type="checkbox"/> Recreation Center Pavilion (4 Hours) | \$150 | \$300 | @ _____ hours |

OTHER

| | Resident | Non-Resident | |
|--|-----------------|---------------------|----------------------------|
| <input type="checkbox"/> Traffic Control Devices – Installation | \$30 | \$30 | |
| <input type="checkbox"/> Temporary Fence Installation (100 feet/5 Posts) \$40/each | | \$40/each @ _____ | (001-0000-347-40-10) _____ |

| | | | |
|--|-----------|-------------------|----------------------------|
| <input type="checkbox"/> 110V Power Fee @ City Facilities-Per outlet | \$10/each | \$10/each @ _____ | |
| <input type="checkbox"/> 220V Power Fee @ City Facilities-Per outlet | \$20/each | \$20/each @ _____ | (001-0000-347-40-11) _____ |

- Temporary Fencing (100 feet/5 Posts) \$10/each \$20/each @ _____ (001-0000-362-10-01) _____
- Temporary Fence Deposit (100 feet/5 Posts) \$40 @ _____ (001-0000-229-10-00) _____
- Equipment Delivery Fee \$30 (001-0000-347-40-12) _____
- \$25 Overnight Parking Fee, per RV @ _____ RV's (001-0000-329-10-04) _____
- Road Closure Fee \$250 \$250 (001-0000-329-10-03) _____

EQUIPMENT RENTAL

- \$1 Traffic Control Device, each @ _____ devices (001-0000-362-10-01) _____
- \$129 Tent Permit Fee for first tent/\$54 each additional tent (169-0000-322-01-00) _____
- Police Services (\$135/3-hour Minimum - \$40/hour thereafter) (001-0000-342.10-00) _____

TOTAL DUE: 50.00