

Island Seniors, Inc  
City of Sanibel Recreation Department  
2401 Library Way, Sanibel, FL 33957  
Phone 239-472-5743

April 21, 2014

City Council of Sanibel,

Attached are two applications from Island Seniors Inc. for a Special Events permits. The first is for the annual November Trash and Treasure Sale; the second is for the annual Arts and Craft Fair. Our insurance policy is enclosed as well as the two applications.

We respectfully request that the Council waive the application fee for these small events. Transportation requirements will be coordinated through the Recreation Center closer to the event date.

We are a not-for-profit organization whose Board advises the City of Sanibel on senior programs. We raise funds to support our many programs at the Civic Center (Center 4 Life) to benefit island citizens and visitors. We also strive through our fund raising activities to defray the cost of recreation programs for the City.

We thank you in advance for your consideration.

Sincerely,

A handwritten signature in blue ink that reads "Katherine Reid". The signature is fluid and cursive, with the first name being more prominent.

Katherine Reid, President  
Island Seniors, Inc.  
Sanibel, FL 33957



**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)

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: ISLAND SENIOR'S INC TRASH & TREASURE SALE

EVENT ADDRESS: CENTER 4 LIFE LIBRARY 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: ISLAND SENIORS INC

ADDRESS: 2401 Library Way Sanibel FL 33957

TELEPHONE: 472-0292 CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL ADDRESS: reidkv@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:  
Katie Reid - 804-332-1832

IS THE APPLICANT/ORGANIZATION A 501(C)3, NON-PROFIT?  Yes [ ] No  
 Certificate No. 65-0372291 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) Nov 14, 2014  
 Event Date(s) Nov 15, 2014  
 Tear-Down Date(s): Nov 15, 2014

**BEGINNING/ENDING TIME:**  
 \*Set-up and tear down must be included as part of event times.  
 Set-up Time(s) 2:00 - 4:00 pm  
 Event Time(s) 9:00 am - 7:00 pm  
 Tear-Down Time(s) 1:00 - 3:00 pm

NUMBER OF PARTICIPANTS EXPECTED: 400 ADMISSION CHARGE (IF ANY): N/A

TYPE OF EVENT/SPECIFIC ACTIVITIES: "TRASH AND TREASURE" SALE

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**: 14" x 24" ENTRANCE TO PARKING LOT

Please indicate sign size, type, and locations of **directional signs** (Non-Profit Organizations only):  
14" x 24" Periwinkle & Lindgren, Periwinkle & Palm Ridge, Jarpon Bay & Library Way

**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: 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. N/A

**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 [X] 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 [X] 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?**

[X] Yes [ ] No

If yes, please identify right-of-way and/or public property/park name: Center 4 Life Library Way

**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 [X] 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? [X] 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 [X] No If yes, indicate location on site plan.

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

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

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 [X] 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 [X] No

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

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

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: Katherine V Reid

Print Name: Katherine V Reid

**--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

**UNITED STATES LIABILITY INSURANCE GROUP  
WAYNE, PENNSYLVANIA**

This endorsement modifies insurance provided under the following:

**Non Profit Directors and Officers**

**AMENDMENT TO POLICY DECLARATIONS-THREE-YEAR  
POLICY TERM**

The Policy Declarations attached hereto are amended as follows:

ITEM II. POLICY PERIOD consists of three Coverage Periods:

First Coverage Period:	<del>From 06/02/2014</del>	<del>To 06/02/2015</del>
Second Coverage Period:	From 06/02/2015	To 06/02/2016
Third Coverage Period:	From 06/02/2016	To 06/02/2017

ITEM III. LIMITS OF LIABILITY, apply separately to each Coverage Period shown above and are reinstated for each successive Coverage Period.

ITEM V. PREMIUM, is the total premium due for the Three-Year Policy Term and is due and payable in three annual installments as follows unless a different payment plan is selected:

**Coverage Part A. Non Profit Directors and Officers Liability:**

First Coverage Period:	\$837 + Fees \$51.47 Total \$888.47
Second Coverage Period:	\$837
Third Coverage Period:	\$837

All other terms of the Policy Declarations are unchanged. This endorsement is a part of the **Parent Organization's** policy and takes effect on the effective date of the **Parent Organization's** policy unless another effective date is shown



SOUTHERN CROSS UNDERWRITERS (MIAMI, FL)  
 P.O. Box 26-0130  
 Miami, FL 33126-0003  
 Phone: (305) 262-7001  
 Fax: (800) 694-7208

To: Huff Insurance

**\* BINDER \***

Attn: STEVEN HUFF

04/14/2014

Commission: 10%

Renewal Of: NDO1048482E

From: Olga Baez  
 obaez@scui.com/(305) 262-7001 ext.337

3 years policy  
 will be billed on installments

Insured: **Island Seniors, Inc.**

**This policy is set up to be Agency Billed.  
 Next year's renewal is set up to be Agency Billed.**

Thank you for your order to bind. We appreciate your business! We have bound the below coverage. Policy to Follow Shortly

**POLICY INFORMATION**

<b>NON PROFIT DIRECTORS &amp; OFFICERS POLICY</b>	
<b>Policy Number:</b>	<b>NDO1048482F</b>
Policy Period:	06/02/2014 to 06/02/2017
Carrier:	United States Liability Insurance Company
Status:	Admitted
A.M. Best Rating:	A++ (Superior) - IX

<b>COVERAGE PART</b>	<b>PREMIUM</b>
Professional Liability	\$2,511.00
Directors and Officers Liability Each Claim Limit	\$1,000,000
Directors and Officers Liability In The Aggregate Limit	\$1,000,000
Directors and Officers Liability Retention	\$0

<b>POLICY PREMIUM</b>	<b>\$2,511.00</b>
<b>ADDITIONAL COSTS</b>	
FL CAT Fund Assess	\$32.64
FIGA Surcharge	\$18.83
<b>TOTAL</b>	<b>\$2,562.47</b>

Please note the premium is payable per bill plan selected. Any applicable taxes and fees are due at the time of the first installment.

**APPLICABLE FORMS & ENDORSEMENTS**

The following forms apply to the policy

DO-100 04/07	Coverage Part A. Non Profit Directors and Officers Liability	DO-207 01/94	Failure to Maintain Insurance Exclusion Endorsement
DO-283 05/11	Data & Security Endorsement	DO-3YR DEC 02/12	Amendment To Policy Declarations - Three Year Policy Term
DO-3YR-FL 05/07	Three-Year Policy Term Endorsement	DO-FL 04/07	Florida State Amendatory Endorsement
DO Jacket 09/10	Non Profit Professional Liability Policy	USL-DO J 04/07	Professional Liability Policy Common Policy Conditions



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Please indicate sign size, type, and location of **On-Site sign**: 14" x 24" Entrance to Center 4 Life

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

14" x 24" Periwinkle & Lindgren, Periwinkle & Palm Ridge, Tarpon Bay & Library City

**NUMBER OF VENDORS:** 40 Note: Overnight Parking Fee of \$25 per vehicle, per event, for vendors camping overnight on City properties.

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Tent #1 Size: N/A Tent#2 Size: \_\_\_\_\_ Tent #3 Size: \_\_\_\_\_

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

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

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

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

**NUMBER OF OFFICERS:** 2 **DATE:** Feb 7, 2014 **TIME:** 8:30 am

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: Center 4 Life

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\_\_\_\_\_  
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.

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Applicant Signature: Katherine V Reid Print Name: Katherine V Reid

PERMIT #

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

FEEES BY  
DEPARTMENT:

\$ \_\_\_\_\_  
Planning

\$ \_\_\_\_\_  
Police

\$ \_\_\_\_\_  
Public Works

\$ \_\_\_\_\_  
Building

\$ \_\_\_\_\_  
Finance

\$ \_\_\_\_\_  
Natural Resources

\$ \_\_\_\_\_  
Recreation

\$ \_\_\_\_\_  
**TOTAL**

\_\_\_\_\_  
Planning

\_\_\_\_\_  
Police

\_\_\_\_\_  
Public Works

\_\_\_\_\_  
Building

Tent Standards attachment required?  Yes  No

\_\_\_\_\_  
Finance

Business Tax Receipt Verified?  Yes  No

\_\_\_\_\_  
Natural Resources

Beach Standards attachment required?  Yes  No

\_\_\_\_\_  
Recreation

Comments/Permit Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
City Manager Approval

\_\_\_\_\_  
Date