



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: <hr/> 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: _____

EVENT ADDRESS: _____

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: _____

ADDRESS: _____

TELEPHONE: _____ **CELL:** _____ **FAX:** _____

EMAIL ADDRESS: _____ **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:

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) _____

Event Date(s) _____

Tear-Down Date(s): _____

BEGINNING/ENDING TIME:

*Set-up and tear down must be included as part of event times.

Set-up Time(s) _____

Event Time(s) _____

Tear-Down Time(s) _____

NUMBER OF PARTICIPANTS EXPECTED: _____ **ADMISSION CHARGE (IF ANY):** _____

TYPE OF EVENT/SPECIFIC ACTIVITIES: _____

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

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: _____ 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 \$45, 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: _____

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) 344-0885**

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: _____

**--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

BEACH STANDARDS

There are two main “seasons” where beach activities could impact protected species:

- Snowy Plover and Least Tern Nesting Season: March 1 – July 31
- Sea Turtle Nesting Season: May 1 – October 31

Special Events Applicants should be aware that events requested during the above months may be limited in an effort to protect wildlife. All known turtle nests are marked by SCCF staff or volunteers as soon as found. Markers are near the actual nest but not directly above it to minimize the opportunity for egg poaching. Shorebird nests, especially snowy plover nests, are difficult to find and indeed not all are found and marked. All located shorebird nests are marked off by SCCF staff with an enclosure of 20 square feet or more, but the birds also utilize adjacent areas for feeding and resting. When juvenile snowy plover chicks hatch, they immediately leave the nest and feed along the shoreline. This means that the general area around the both marked shorebird and sea turtle nesting sites should also be areas of caution for human beach activities.

Beach events during Snowy Plover, Least Tern and Sea Turtle Nesting Season (March 1st through October 31st) shall not include:

- Any activity on the beach prior to sunrise or after sunset
- Lights on the beach or adjacent to the beach prior to sunrise or after sunset
- Any temporary structures other than folding chairs, portable podiums, light-weight arches, light-weight pillars and volleyball nets. All temporary structures must be removed from the beach prior to dusk.
- Activities within 20 feet of a marked nest or nesting area
- Staging of equipment, furniture or temporary structures within the beach dune system or vegetation. Absolutely no trampling of vegetation by applicant or participants.
- Releases of any non-native animals such as white doves

Beach events year –round shall not include the following:

- Tents (personal shade tents less than 10' x 12' and sun umbrella's are permitted)
- Tables
- Temporary flooring
- Isle runners
- Raking of sand
- Staking of temporary structures
- Flowers - Artificial and Real
- Balloons

Open fires are not permitted on Sanibel beaches. A campfire or other fire used solely for recreational purposes are permitted if a permit is secured from the Sanibel Fire Control District authorizing such campfire or other fire used solely for recreational purposes. Applicant must adhere to Sanibel Code Chapter 34, Article IV, Open Burning.

At no time shall a permitted beach event obstruct or restrict public access. Parking fees must be paid by participants, or appropriate parking permit displayed for parking at City Parks. Hourly parking fees at City Parks will not be waived. Right-of-way parking at City Parks is strictly prohibited.