



CITY OF SANIBEL
SPECIAL EVENTS PERMIT APPLICATION
 3880 SANIBEL CAPTIVA RD, SANIBEL, FL 33957
 Phone (239) 472-0345
 Website: www.mysanibel.com
 Email: specialevents@mysanibel.com

FOR CITY USE:
26-071
 PERMIT #
4 of 6

DATE: 2.3.24 Lee Co. Tax Parcel # 400-80-1A-91-09027

Application must be submitted no later than 60 calendar days prior to the event accompanied by a refundable deposit (if applicable), and a non-refundable \$50/resident or \$150/non-resident application fee. Applications submitted less than 60 calendar days but not less than 14 days prior to the event, will be assessed a late fee. Applications will not be accepted later than 14 calendar days prior to the event. Applicants may not advertise the event until the special event permit is approved by the city council, city manager, or his/her designee.

NAME OF EVENT: Igram-shircliff wedding Reception
 EVENT ADDRESS: 949 Sand Castle Rd. Sanibel, FL 33957
 Name of shopping center or complex, if applicable: The Dunes Golf & TC
 NAME OF APPLICANT: The Dunes Golf & Tennis Club
 ADDRESS: 949 Sand Castle Rd. Sanibel, FL 33957
 TELEPHONE: 472-3355 CELL: 239-1205 FAX: ---
 EMAIL ADDRESS: dswanson@sanibeldunesresort.com WEBSITE: sanibelidunesresort.com
 NAME OF CONTACT PERSON AND PHONE NUMBER AT THE EVENT:
Dana Swanson 239-265-1205

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

**A Special Event Permit is issued for up to 3 consecutive days. An event that is longer than 3 consecutive days will require an additional permit to be issued resulting in additional fees.

DATE(S) OF EVENT:

BEGINNING/ENDING TIME:

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

Set-Up Date(s) 4.25.24 Set-up Time(s) 2:00pm 4.24
 Event Date(s) 4.25.24 Event Time(s) 5:00pm
 Tear-Down Date(s): 4.25 & 4.26 or 4.27 Tear-Down Time(s) 10pm 4.25
Tent 4.26 or 4.27

NUMBER OF PARTICIPANTS EXPECTED: 150 ADMISSION CHARGE (IF ANY): N/A

TYPE OF EVENT/SPECIFIC ACTIVITIES: wedding Reception w/ Tent
requesting 12am End Time

PLEASE CHECK APPROPRIATE BOX: Private Event Public Event

*NOTE - Public events will be listed on the Special Events Calendar on the City's website.

A drawing of event layout, parking area, placement of signs and temporary structures must be attached upon application submission.

TEMPORARY SIGN(S) The Sanibel Code permits one (1) on-site sign, that may be double-faced, per special event. Area and height are based on the district and land use. Residential districts – not to exceed 3 SF, 3 ft in height; all other districts, not to exceed 12 SF, 4 feet in height. Two (2) off-site directional signs not to exceed 3 SF, 3 ft in height are permitted. **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: _____ *Vendors must have a Sanibel Business Tax Registration/Receipt (BTR), if applicable.

VENDOR #1 BUSINESS NAME: Calusa Golf **ADDRESS:** _____

VENDOR #2 BUSINESS NAME: 07 **ADDRESS:** _____

VENDOR #3 BUSINESS NAME: _____ **ADDRESS:** _____

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) and inspection from the Sanibel Fire District.

Tent #1 Size: 100 x 50 Tent #2 Size: _____ Tent #3 Size: _____

Temporary Structure Type: TABLES Quantity: 25

Temporary Structure Type: CHAIRS Quantity: 150

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 Sanibel Business Tax Receipt Number or Business Registration Number # 4401462

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

NUMBER OF OFFICERS: _____ **DATE:** _____ **TIME:** _____

The rate is \$185 for a 3-hour minimum shift, per staff member and \$65, 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 *Must comply with Noise standards, Sanibel Code Chapter 30, Article III.

Will City property, public right-of-way or other public property, parks, beaches, 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 Sanibel Recreation Center at (239)472-0345 for information regarding fees and deposits.

Will alcoholic beverages be served or sold? Yes No

If yes, please contact the **Division of Alcoholic Beverages and Tobacco at (239) 344-0885**, to determine if you are required to obtain a liquor license. If a liquor license is required, applicant must submit the application for a liquor license attached to this application for review and approval by the Planning Department.

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 provide 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. (Ord. 24-004)

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

If yes, the application fee shall be waived. (Resolution 24-011)

Does event require Vehicle for Hire or a tour bus for guests & participants? Yes No (Ordinance 13-009)

If yes, please list bus/van length _____ seating capacity _____ Name of Company _____

Does event require electrical usage at any City Owned Property? Yes No

A daily power usage fee for electrical connection at any City owned property will apply. (Resolution 24-011)

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.

Michael K. Dopsloff
Property Owner Signature

Michael K. Dopsloff
Print Name

Director of Golf Operations
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, including Beach Standards, 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 (including sparklers), Explosives, and Upward Lighting are prohibited at all times. *Copy available upon request.

Applicant Signature: Dina Swanson Print Name: Dina Swanson

--FOR CITY USE ONLY--

DEPARTMENT COMMENTS

FEEES BY
DEPARTMENT:

PUBLIC WORKS

\$ _____
Public Works

**PLANNING
DIVISION**

\$ _____
Planning

**BUILDING
DIVISION**

If checked "YES" applicant must comply with attached Tent Standards.

Yes No

\$ _____
Building

POLICE

\$ _____
Police

FINANCE

\$ _____
Finance

Business Tax Receipt Verified? Yes No

**NATURAL
RESOURCES**

\$ _____
Natural
Resources

If checked "YES" applicant must comply with attached Beach Standards. Yes No

RECREATION

\$ _____
Recreation

ADMINISTRATION

\$ _____
Administration

City Council Approval Date: _____

Minutes Attached: Yes No

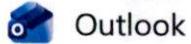
Comments/Permit Conditions: _____

City Manager Approval _____

Date _____



7 units
residing
at the
above property
location



Outlook

Re: Fw: 4.25.26 Igram - Shircliff Wedding Reception

From Dana Swanson <dswanson@sanibeldunesresort.com>

Date Thu 2/12/2026 10:36 AM

To Andrea L. Miller <Andrea.Miller@mysanibel.com>

Cc Dana Swanson <dswanson@theinnsofsanibel.com>

 1 attachment (38 KB)

Shircliff Tented Reception Location.pdf;

This Message Is From an External Sender

This message came from outside your organization.

Report Suspicious

Hi Andrea,

I am so sorry for the delay. It has been very busy here.

Please see the attached aerial view of the Aqua driving range where the tented reception will be.

They are also asking for a time extension until midnight like the other tented receptions. I have explained the decibel requirements.

Best,

Dana Swanson
Director of Sales & Business Development
The Dunes Island Club
949 Sand Castle Rd.
Sanibel, FL 33957
239-472-3355