



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

FOR CITY USE:  
26-069  
 PERMIT #  
N/A  
 of A

DATE: 12/15/2025 Lee Co. Tax Parcel # 18-46-23-T4-00400-0900

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: Sanibel Isles/Water Shadows Annual Picnic

EVENT ADDRESS: Bock Park (no physical street address), 1586 San Carlos Bay Dr.

Name of shopping center or complex, if applicable: \_\_\_\_\_

NAME OF APPLICANT: SI/WS Civic Improvement Assoc. (via Jeannie Kendall)

ADDRESS: 1460 Angel Dr Sanibel, FL 33957

TELEPHONE: (212) 977-4993 CELL: (212) 977-4993 FAX: N/A

EMAIL ADDRESS: jeannie.kendall@hotmail.com WEBSITE: N/A

NAME OF CONTACT PERSON AND PHONE NUMBER AT THE EVENT:  
Jeannie Kendall (212) 977-4993

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) 3/20/2026 Set-up Time(s) 12pm  
 Event Date(s) 3/21/2026 Event Time(s) 4-7pm  
 Tear-Down Date(s) 3/21/2026 Tear-Down Time(s) 7pm

NUMBER OF PARTICIPANTS EXPECTED: 75 ADMISSION CHARGE (IF ANY): 0

TYPE OF EVENT/SPECIFIC ACTIVITIES: neighborhood annual picnic  
\* rain date 3/22/2026

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.\* Attached

**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**: none  
Please indicate sign size, type, and locations of **Directional Signs** (Non-Profit Organizations only): \_\_\_\_\_

**NUMBER OF VENDORS:** 2 \*Vendors must have a Sanibel Business Tax Registration/Receipt (BTR), if applicable.  
**VENDOR #1 BUSINESS NAME:** Mission BBQ **ADDRESS:** 12984 S. Cleveland Ave. FM 33907  
**VENDOR #2 BUSINESS NAME:** Top Truck Ft. Myers **ADDRESS:** 15960 Cindy Ct. FM 33908  
**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:** none **Tent #2 Size:** \_\_\_\_\_ **Tent #3 Size:** \_\_\_\_\_  
**Temporary Structure Type:** none **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 Sanibel 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:** none **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: Bock Park

**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. (see attached)

**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? Mission BBQ  
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.

City of Sanibel  
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, 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: Jeannie Kendall

Print Name: Jeannie Kendall

**--FOR CITY USE ONLY--**

**DEPARTMENT COMMENTS**

FEES BY  
DEPARTMENT:

**PUBLIC WORKS**

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

**PLANNING  
DIVISION**

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

**BUILDING  
DIVISION**

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

Yes  No

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

**POLICE**

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

**FINANCE**

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

Business Tax Receipt Verified?  Yes  No

**NATURAL  
RESOURCES**

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

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

  
**RECREATION**

*No Fee - HOA*

\$ 0  
Recreation

**ADMINISTRATION**

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\$ \_\_\_\_\_  
Administration

City Council Approval Date: \_\_\_\_\_

Minutes Attached:  Yes  No

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

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

Date \_\_\_\_\_

January 20, 2025

Dear Sanibel City Council Members and interested parties,

The Sanibel Isles-Water Shadows Civic Improvement Association requests that we be allowed to serve beer and wine at our annual picnic to be held in Bock Park on March 21, 2026 (rain date March 22). Mission BBQ will provide the catering. Tap Truck will provide beer and wine, and their staff will serve. We expect approximately 75 residents to attend. In addition to insurance the vendors already carry, attached to the permit application is a \$1 million policy, naming the City of Sanibel as an insured, that our Association took out for this event. The event will begin at 4:00pm (set up at 12:00pm) and be completed/cleaned up by 7:00pm. We received approval from City Council for this same request dating back to 2014 (with the exceptions of Covid and Hurricane Ian years when the annual picnic was not held) and hope that you will grant it again.

Additionally, regarding parking, we have never needed overflow parking as our attendees bike or walk to the event. In the unlikely event any additional parking is needed, Board Members Kyle Szymanczyk and Candi Mather own residences on San Carlos Bay Drive and will allow parking on their properties. Board Member volunteers will monitor the adjacent parking lot to ensure legal parking and the necessary visible A/B permit or handicapped permit. Again, we have never filled the lot.

Thank you for considering our special events permit application. Please contact me if you have questions or need additional information.

Sincerely,

Jeannie Kendall, Board Member  
Sanibel Isles-Water Shadows Civic Improvement Association





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/08/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

 <b>PRODUCER</b> Gaslamp Insurance Services DBA Event Helper Insurance Services PO Box 1549 Grass Valley CA 95945	<b>CONTACT NAME:</b> Event Helper Customer Service <b>PHONE (A/C, No, Ext):</b> (855) 493-8368 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> info@theeventhelper.com																				
	<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A:</td> <td>Lloyds Syndicate 2623 82%</td> <td>AA-1128623</td> </tr> <tr> <td>INSURER B:</td> <td>Lloyds Syndicate 623 18%</td> <td>AA-1126623</td> </tr> <tr> <td>INSURER C:</td> <td></td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Lloyds Syndicate 2623 82%	AA-1128623	INSURER B:	Lloyds Syndicate 623 18%	AA-1126623	INSURER C:			INSURER D:			INSURER E:			INSURER F:	
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<b>INSURED</b>  Karen Roberts (Sanibel Isles/Water Shadows HOA) 1571 San Carlos Bay Dr Sanibel FL 33957																					

### COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WYD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Host Liquor Liability <input type="checkbox"/> Retail Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	Y	N	EH-771325-L4646292	03/21/2026	03/23/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES \$ 100,000						
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Certificate holder listed below is named as additional insured per attached CG 20 26 04 13 Attendance: 80, Event Type: Picnic - No Pools or Lakes. Policy includes a 36 month Extended Reporting Period. Damage to Premises Rented (Other than Fire) included in the Each Occurrence Limit shown above.

<b>CERTIFICATE HOLDER</b>  City of Sanibel 800 Dunlop Rd Sanibel FL 33957	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**  
**ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies Insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

**Schedule**

Name of Additional Insured Person(s) or Organization(s):

City of Sanibel  
800 Dunlop Rd  
Sanibel, FL 33957

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **SECTION II - WHO IS AN INSURED** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury," "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. in the performance of your ongoing operations; or
2. in connection with your premises owned by or rented to you.

However:

1. the insurance afforded to such additional insured only applies to the extent permitted by law; and
2. if coverage provided to the Additional Insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these Additional Insureds, the following is added to **SECTION III - LIMITS OF INSURANCE:**

If coverage provided to the Additional Insured is required by a contract or agreement, the most we will pay on behalf of the Additional Insured is the amount of insurance:

1. required by the contract or agreement; or
2. available under the applicable Limits of Insurance shown in the Declarations; whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.