

CivicPlus Process Automation Digital Services (PADS)

Online Special Event Permits, Annual Sidewalk Sale Permits,
City Facility Rentals, Recreation Center Room Rentals



Same location ... Different look ...

The screenshot displays the website for the Sanibel Recreation Center. At the top, there is a green navigation bar with the Sanibel Florida logo on the left and menu items: GOVERNMENT, DEPARTMENTS, RESIDENTS, and HOW DO I... on the right. A search bar is also present. Below the navigation bar is a banner image of colorful beach chairs on a sandy beach. A dark green sidebar menu on the left contains various links, with 'Special Events/City Facility Rentals' circled in red. The main content area features a breadcrumb trail 'Home > Departments > Recreation' (with 'Recreation' circled in red), followed by the 'Recreation' title and 'Recreation Department Mission' section. Below this is the 'Our Role In The Community' section, 'Sanibel Recreation Center Links' with several external links, and a 'Contact Us' section featuring a photo of Andrea Miller, Recreation Director, and her contact information.

SANIBEL
Florida

GOVERNMENT DEPARTMENTS RESIDENTS HOW DO I... SEARCH...

Recreation Center Complex +

CLICK HERE to Register for Classes and Activities on Civic Rec

Beach Parking Permits

Bike / Hike on the Shared Use Path!

Calendar of Events

City of Sanibel 50th Anniversary!

Dog Licenses

Hurricane Passes

Upcoming Special Events

Special Events/City Facility Rentals

Volunteering at Sanibel Recreation Center

WAG Week at a Glance

Home > Departments > Recreation

Recreation

Recreation Department Mission

To create and deliver safe, dynamic programs and exceptional facilities that enrich the lives of Sanibel's residents and visitors, fostering community connection, wellness, and lifelong memories.

Our Role In The Community

Become a part of our Sanibel Recreation family! From the recreation center to the ballfields and beaches to the shared use paths, there is something to keep everyone 'Fit4Life!' The Sanibel Recreation Center is a vibrant hub for community connection, wellness, and enrichment, welcoming both residents and visitors alike. We proudly serve the community with a wide range of services and programs, including recreation center memberships for residents and non-residents, Sanibel Beach Parking Permits, Dog Licensing and Resident Hurricane Reentry Passes. Our program offerings cater to all ages and interests, spanning adult and youth sports, fitness, enrichment programs, health screenings, and aquatics. For our youngest residents, we offer afterschool care as well as summer and holiday camps, packed with fun themes, engaging activities, and exciting trips. Additionally, between our versatile, island-wide facility rentals facilities and Special Event Permitting, we're here to support your gatherings, activities, and milestones at every turn. We are proud to play a role in keeping Sanibel active, connected, and thriving.

Sanibel Recreation Center Links

Learn More About Our Program Offerings and Pricing


[Click Here to Visit CivicRec](#)

[Click Here for Our Membership Rates](#)

[Sanibel Recreation Center Facebook Page](#)

[Sanibel Recreation Center Instagram Page](#)

Contact Us



Andrea Miller
Recreation Director
[Email Andrea Miller](#)
[More Information](#)

Recreation

Physical Address [View Map](#)
3880 Sanibel Captiva Rd
Sanibel, FL 33957

[Directions](#)

Phone: [239-472-0345](tel:239-472-0345)

Select Language

Recreation Center Complex +

CLICK HERE to Register for
Classes and Activities on Civic
Rec

Beach Parking Permits

Bike / Hike on the Shared Use
Path!

Calendar of Events

City of Sanibel 50th
Anniversary!

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Upcoming Special Events

Special Events/City Facility
RentalsVolunteering at Sanibel
Recreation Center

WAG Week at a Glance

[Home](#) > [Departments](#) > [Recreation](#) > [Special Events/City Facility Rentals](#)

Special Events/City Facility Rentals

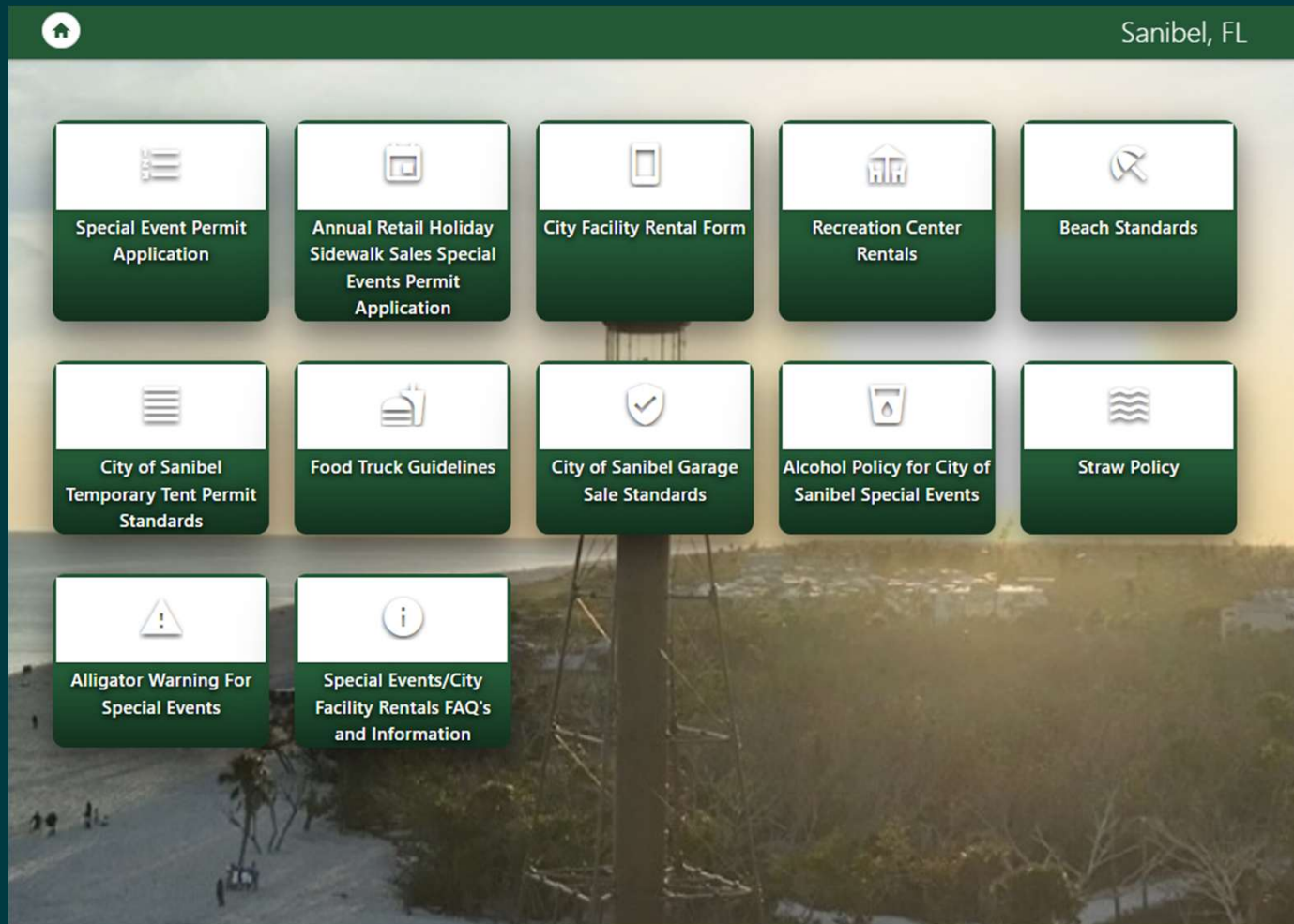
[Click here](#) to view the City of Sanibel Special Event Permit Application.[Click here](#) to view the City of Sanibel Facility Rental Application.[Click here](#) to view the Sanibel Recreation Center Room Rental Application.

FAQs

- [What is a Special Event?](#) ▾
- [Do I have to come in person to apply for a Special Event Permit or an Annual Retail Holiday Sidewalk Sales Special Event Permit?](#) ▾
- [Is there a fee to apply for a Special Event Permit?](#) ▾
- [Is a deposit required for a Special Event Permit?](#) ▾
- [How are deposit refunds determined?](#) ▾
- [Are signs permitted to advertise a Special Event?](#) ▾
- [Are directional signs permitted to advertise a Special Event?](#) ▾
- [Is a Permit required to set-up a Tent at a special event?](#) ▾
- [Is a Special Event Permit required for an outdoor wedding?](#) ▾
- [What is an Annual Retail Holiday Sidewalk Sales Special Event Permit?](#) ▾
- [Can a tent or other temporary structure be set-up with an approved Annual Retail Holiday Sidewalk Sales Special Event Permit?](#) ▾
- [Is an Annual Retail Holiday Sidewalk Sale Special Event Permit counted as one of the 6 Special Event Permits allowed per year, per location?](#) ▾
- [Are there fees associated with a Special Event Permit?](#) ▾

[View All FAQs](#)

<https://sanibel-fl-sanibel-fl.app.transform.civicplus.com/>





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

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.

Event Information

NAME OF EVENT*

EVENT ADDRESS

Street*

City*



Signature Fields

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 Print Name*

Property Owner Title*

Property Owner Signature

Clear

If the owner is unavailable to sign, please upload a letter of permission from the property owner:

+



1
City of Sanibel Rental Agreement

2
City Facility Rental Policy

City of Sanibel Rental Agreement

3880 Sanibel Captiva Rd, Sanibel, FL 33957
(239) 472-3700
Website: www.mysanibel.com
Email: reccenter@mysanibel.com

Prior to filling out this form contact the Sanibel Recreation Center at (239) 472-0345, to ensure the facility is available and to determine if event activities require a Special Event Permit. Events with more than 25 participants/attendees require a Special Event Permit.

Applicant Name*

Applicant Address*

Applicant City/State/Zip*

Applicant Phone Number *

Applicant Email Address*



Lee Co. Tax Parcel #*

City of Sanibel Business Tax Receipt #:

EVENT ADDRESS:*

Application must be submitted no later than 7 calendar days prior to the first holiday for which permit is being requested, accompanied by a \$50 non-refundable application fee. Applications will not be accepted later than 7 calendar days prior to the first event date.

SHOPPING CENTER NAME, if applicable:

BUSINESS NAME:*

APPLICANT NAME:*

ADDRESS:*

Process Automation and Digital Services <noreply@civicplus.com>
To: ames@civicplus.com; Andrea L. Miller; Charlotte M. Durand; Gabrielle S. Cooper Angeles
Tue 5/5/2026 11:40 AM

Flagged
Some content in this message has been blocked because the sender isn't in your Safe senders list. Trust sender Show blocked content

This Message Is From an External Sender
This message came from outside your organization. Report Suspicious

Logo

New Pending Approval

You have been assigned a new pending approval for the form: **Special Event Permit**

Please click the button below to view and action the form submission.

[View Form Submission](#)

[Click here](#) to update your notification preferences

Reply Reply all Forward



Special Event Department Comments/Limitations
05/19/2026 1:56 PM (EDT)
Submitted by Jon Smith (Jon.Smith@mysanibel.com)

Special Event Department Comments/Limitations

Department Comments/Limitations	1) Police Officer 1) Traffic Control Officer 8:30am - 3:00pm- \$890.00. No roadside or roadway parking.
Department Personnel Name	Lt. Jon Smith
Department Personnel Signature	
Date	05/19/2026

Approvals | Administration

Submitted After
05/21/2026 12:00 AM

Submitted Before

Last Updated After

Last Updated Before

Last Updated By

Form

Submission Title

Status

- Awaiting Approval
- Approved
- Clarification Requested
- Clarification Received
- Denied

By Identifier

External Id

Submission Id

Approval Flow Id

ANNUAL RETAIL HOLIDAY SIDEWALK SALES SPECIAL EVENTS PERMIT APPLICATION-Heart of the Island As...

Clarification Received

Today At 9:56 AM | Submitted

Today At 10:25 AM | Approved by Erin.Tansey@mysanibel.com

245bc851-b048-4c56-9088-feb9adffa03

History

- Rec Department**

Today At 9:51 AM | Clarification requested by Andrea.Miller@mysanibel.com

Notification Notes

strap number format

ADD NOTE
- Clarification Submission**

Today At 9:56 AM | Submitted

245bc851-b048-4c56-9088-feb9adffa03

VIEW
- Rec Department**

Today At 10:00 AM | Approved by Andrea.Miller@mysanibel.com

VIEW SUBMISSION ADD NOTE
- Finance Department**

Today At 10:25 AM | Approved by Erin.Tansey@mysanibel.com

VIEW SUBMISSION ADD NOTE
- City Manager**



CIVICPLUS Process Automation Submissions

FL - Sanibel (Implementation)

My Workspace Production

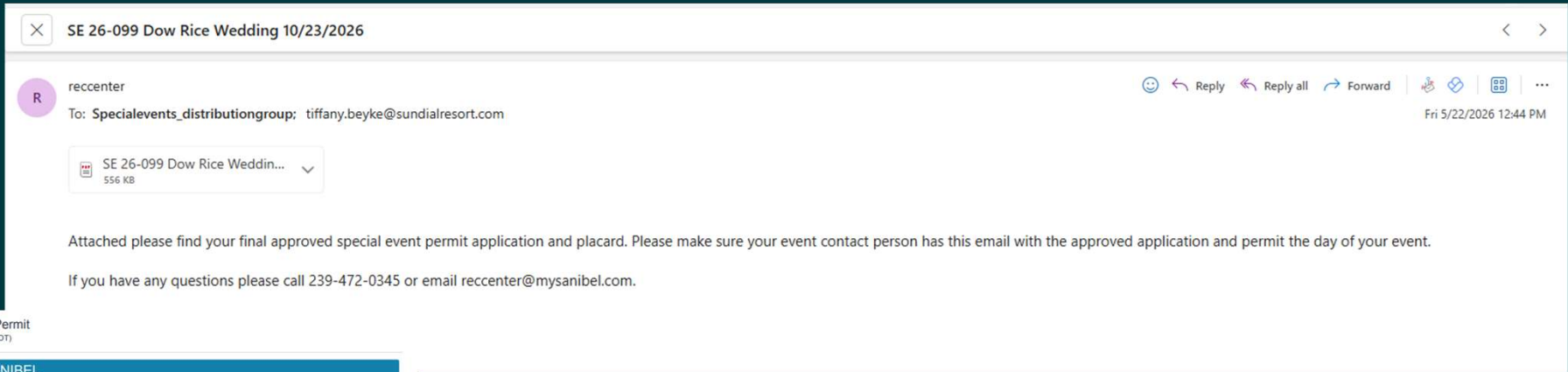
- Home
- Apps
- Forms
- Submissions
- Data Manager
- Approvals
- Scheduled Tasks
- Tasks
- Actions
- Groups
- Advanced Tools

App: [Dropdown] Form: [Dropdown] Submissions After: [Calendar] Submissions Before: [Calendar]

Submission Id: [Input] External Id: [Input] REFRESH

Total Submissions: 140

Submission Date Time	Submitted by	App	Form	External Id	Submission Id	
May 22nd, 2026 12:48 PM	Dana Souza	Approval s	Special Event Department Comments/Limitations		a3fd19a9-56d8-4222-8eed-93abe1a9eb95	[Icons]
May 22nd, 2026 12:43 PM	Dana Souza	Approval s	Special Event Department Comments/Limitations		1cd3f3ed-fd4b-45df-90d7-a2568e344a25	[Icons]
May 22nd, 2026 10:26 AM	Erin Tansey	Approval s	Special Event Department Comments/Limitations		19ff996a-09b2-4067-bc3f-de2b1003770c	[Icons]
May 22nd, 2026 10:25 AM	Erin Tansey	Approval s	Special Event Department Comments/Limitations		43179cac-6dd8-4bee-a774-46a33d462530	[Icons]
May 22nd, 2026 10:00 AM	Andrea Miller	Approval s	Special Event Department Comments/Limitations		75285abb-1bd0-49a4-a792-afd0478a9d1	[Icons]



Special Event Permit
05/14/2026 11:18 AM (EDT)

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


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.**

Event Information

DATE	05/12/2026
NAME OF EVENT	Dow Rice Wedding
Street	1451 Middle Gulf Drive
City	Sanibel
State	FL
Zip	33957
Lee County Parcel (STRAP) Number	30-46-23-T4-00009-0010
Name of shopping center or complex, if applicable	n/a
NAME OF APPLICANT	Tiffany Beyke
Street	1451 Middle Gulf Drive
City	Sanibel
State	FL
Zip	33957
APPLICANT PHONE	239-395-6009
APPLICANT EMAIL ADDRESS	tiffany.beyke@sundialresort.com
NAME OF CONTACT PERSON AT THE EVENT	Amber Walker
PHONE NUMBER OF CONTACT PERSON AT THE EVENT	239-395-7220

Special Event Department Comments/Limitations
05/15/2026 9:59 AM (EDT)
Approved by Matthew Velazquez (matthew.velazquez@mysanibel.com)

Special Event Department Comments/Limitations

Department Comments/Limitations	Date of event coincides with Sea Turtle/Shorebird Nesting Season. Applicant must ensure no disturbance to any nearby identified nesting areas and must adhere to year-long beach standards. No activities may occur after sunset. Projected sunset time is 6:52 PM.
Department Personnel Name	Matthew Velazquez
Department Personnel Signature	
Date	05/15/2026



