

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: sanadmin@mysanibel.com

 FOR CITY USE:
PERMIT#
of

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DATE: Lee Co. Tax Parcel Application must be submitted no later than 6	#
refundable deposit (If applicable), and a non- Applications submitted less than 60 calendar of	refundable \$50/resident or \$150/non-resident application fee. days but not less than 7 days prior to the event, will be assessed will not be accepted later than 7 calendar days prior to the
EVENT NAME: 35th Luminary Holiday Stroll	
EVENT ADDRESS: Sanibel Island	
Name of shopping center or complex, if applic	cable:
NAME OF APPLICANT/ORGANIZATION: Sanibe	I & Captiva Islands Chamber of Commerce
ADDRESS: 1159 Causeway Blvd, Sanibel, FL	33957
TELEPHONE: 239.472.1080	CELL: 239.209.6068 FAX:
EMAIL ADDRESS: john@sanibel-captiva.org	
NAME OF CONTACT PERSON AND PHONE NUMBER	BER AT THE EVENT:
John Lai, 239.209.6068	
IS THE APPLICANT/ORGANIZATION A 501(C)3, N Certificate No.	
DATE(S) OF EVENT: *Set-up and tear down must be included as po	BEGINNING/ENDING TIME: art of event dates.
Set-Up Date(s) 12/3/2021	Set-up Time(s) 4:00pm
Event Date(s) 12/3/2021 Tear-Down Date(s): 12/3/2021	Event Time(s) 5:30pm-9:00pm
Tear-Down Date(s): 12/3/2021	Tear-Down Time(s) 9:00pm
NUMBER OF PARTICIPANTS EXPECTED: unknown	ADMISSION CHARGE (IF ANY): \$0.00
TYPE OF EVENT/SPECIFIC ACTIVITIES: Holiday S	troll
PLEASE CHECK APPROPRIATE BOX: Private *NOTE – Public events will be listed on the S	te Event 🗹 Public Event Special Events Calendar on the Citv'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, 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: *Vendors must have a Sanibel Business Tax Registration/Receipt (BTR), if applicable. ADDRESS:_____ADDRESS VENDOR #1 BUSINESS NAME:___ VENDOR #2 BUSINESS NAME:____ ADDRESS: ADDRESS: VENDOR #3 BUSINESS NAME: 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 #3 Size: Tent#2 Size: Tent #1 Size: Quantity: Temporary Structure Type: Quantity: Temporary Structure Type: Quantity: Temporary Structure Type: 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 # Are Police Services, such as Traffic/Pedestrian Control or Event Security requested? NUMBER OF OFFICERS: DATE: 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 V 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 If yes, please identify right-of-way and/or public property/park name: Periwinkle Way, Tarpon Bay Road 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

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, <u>alcohol is prohibited</u> 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.

	ill alcoholic beverages be served or sold? Yes No yes, please contact the Division of Alcoholic Beverages and Tobacco at (239) 344-0885, to determine if you are required obtain a liquor license. If a liquor license is required, applicant must submit the application for a liquor license attached this application for review and approval by the Planning Department.				
	Business and Professional Regulation. To fine	food and/or drink be served or sold? Yes No (Appropriately rated fire extinguishers required) s is an outdoor event, vendor may require a Lee County Department of Health Permit or a License from the Division of ness and Professional Regulation. To find out if you need a Health Department Permit or license, please call the Lee nty Health Department at (239) 690-2100 or Division of Business and Professional Regulation at (850) 487-1395.			
	Will temporary sanitary facilities be pro-	vided? Yes √No If yes, in	dicate location on site plan.		
	ill trash receptacles, dumpsters and recycling containers be provided? Yes No yes, indicate on site plan. Who will provide the receptacles, dumpsters or containers? OTE: Trash and recycling receptacles must be emptied at the end of each day into a dumpster for multiple day events to scourage the feeding or foraging of raccoons. Failure to do so will be in violation of this permit, may lead to forfeiture of eposit, 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. 07-016)				
	Is the applicant an organized homeowners association or neighborhood association? Yes VNO If yes, the application fee shall be waived. (Resolution 07-020)				
	Does event require Vehicle for Hire or a tour bus for guests and participants? Yes No (Ordinance 13-00 lf yes, please list bus/van length seating capacity Name of Company				
	Does event require electrical usage at any City Owned Property? Yes V No A daily power usage fee for electrical connection at any City owned property will apply. (Resolution 07-092)				
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--FOR CITY USE ONLY-DEPARTMENT COMMENTS

FEES BY DEPARTMENT:

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COMMUNITY SERVICES		Community Services
	PLANNING DIVISION:	
	BUILDING DIVISION: If checked "YES" applicant must comply with attached Tent Standard	s. \square Yes \square No
		Vacced Vacced
POLICE		\$Police
FINANCE		\$ Finance
	Business Tax Receipt Verified? Yes No	
NATURAL RESOURCES		
	If checked "YES" applicant must comply with attached Beach Standa	rds. 🗌 Yes 🔲 No
RECREATION		\$Recreation
Comments/Permit	Conditions:	1
City Manager App	proval Date	<u>.</u>