



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

DATE: 8/18/2021

Lee Co. Tax Parcel #

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 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: Veteran's Day Ceremony

EVENT ADDRESS: Sanibel City Hall Flagpole, 800 Dunlop Road

Name of shopping center or complex, if applicable: City Hall

NAME OF APPLICANT/ORGANIZATION: Lee County Chapter, Military Officers Association of America

ADDRESS: P.O. Box 682, Sanibel, FL 33957

TELEPHONE: 239-395-9232

CELL: 239-980-0485

FAX:

EMAIL ADDRESS: mrmacswfc@aol.com

WEBSITE: www.leecoastmoaa.org

NAME OF CONTACT PERSON AND PHONE NUMBER AT THE EVENT:

Alex MacKenzie (239) 980-0485

IS THE APPLICANT/ORGANIZATION A 501(C)3, NON-PROFIT? ☒ Yes ☐ No

Certificate No. 45-4378924 Please provide a copy of current certificate.

DATE(S) OF EVENT:

BEGINNING/ENDING TIME:

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

Set-Up Date(s) _____

Set-up Time(s) 9 a.m.

Event Date(s) 11/11/2021

Event Time(s) 11 a.m. to Noon

Tear-Down Date(s): _____

Tear-Down Time(s) Noon to 1 p.m.

NUMBER OF PARTICIPANTS EXPECTED: 300

ADMISSION CHARGE (IF ANY): None

TYPE OF EVENT/SPECIFIC ACTIVITIES: Flag presentation and ceremony to observe Veteran's Day

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, 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:** N/A

Please indicate sign size, type, and locations of **Directional Signs** (Non-Profit Organizations only):

6 Off-site Directional Signs

NUMBER OF VENDORS: N/A *Vendors must have a Sanibel Business Tax Registration/Receipt (BTR), if applicable.

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

VENDOR #2 BUSINESS NAME: _____ **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) from the Building Department and a fire inspection.

Tent #1 Size: _____ Tent #2 Size: _____ Tent #3 Size: _____

Temporary Structure Type: 350 Chairs Quantity: _____

Temporary Structure Type: Podium 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: _____ **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 *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: City Hall Campus Parking Area

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 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. 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 Vehicle for Hire or a tour bus for guests and 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 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: Alex MacKenzie Print Name: Alex MacKenzie

--FOR CITY USE ONLY--
DEPARTMENT COMMENTS

FEES BY
DEPARTMENT:

**COMMUNITY
SERVICES**

\$ _____
Community
Services

PLANNING DIVISION: _____

BUILDING DIVISION: _____

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

POLICE

\$ _____
Police

FINANCE

\$ _____
Finance

Business Tax Receipt Verified? ☐ Yes ☐ No

**NATURAL
RESOURCES**

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

RECREATION

\$ _____
Recreation

Comments/Permit Conditions: _____

City Manager Approval

Date