



SPECIAL EVENT PERMIT APPLICATION

PERMIT NO. SEP-_____

Effective Date/Time: _____

Date Received: _____

Permit: \$50.00

\$25.00 (501C3 organizations)

City of Bonita Springs
9101 Bonita Beach Road
Bonita Springs, FL 34135

Phone: 239/949-6262 Fax: 239/949-6239

Use this form for: Parades * Festival/Carnival * Any Activity Requiring Off-Site Parking, Street Closure, Sound Amplification or City Personnel * Run/Race/Walk * Art Show * Concerts * Special Musical Presentation * Street Dance * Photography Shoot * Fireworks * Completed application with all necessary attachments is required sixty (60) days prior to actual event. For information call 949-6262.

Organization: _____

Nature of Event: _____

Location (Attach Site Plan): _____

	Set-Up Time	Actual Event Times	Take Down Time
Date: _____	_____ to _____	_____ to _____	_____ to _____
Date: _____	_____ to _____	_____ to _____	_____ to _____
Date: _____	_____ to _____	_____ to _____	_____ to _____

Has this event been held in the past? _____ If so, when was the last event? _____

Individual Contact for Activity/Event: _____ Phone: _____

Address: _____ Fax: _____

E-Mail Address: _____

Major Sponsor(s): _____

Promoter(s): _____ Phone or Contact #: _____

*** Items 1-6 marked yes require City Council approval.**

1. Crowd: Is anticipated crowd size 2,000 or more? Actual anticipated number: _____ Yes No

2. Parking: Will off-site parking be provided? _____ Yes No

Will "shuttle" service to parking be provided? By whom? _____ Yes No

3. Streets/Traffic: Will any street(s) or sidewalk(s) be closed? (If yes, provide location on site plan.) Yes No

Signs, barricades and traffic control plans will be the responsibility of the applicant and will be required in conjunction with Lee County Sheriff's Office, Department of Transportation and Emergency Services review and approval.

Note: If any traffic will be affected on U.S. 41 a separate permit must be filed with the Florida Department of Transportation, District One, P.O. Box 1030, Ft. Myers, FL 33902. (239) 694-2941

* **Items 1-6 marked yes require City Council approval. (cont'd)**

Yes No

4. Noise: Will there be amplified music or entertainment? If yes, please attach type(s) of entertainment and time(s) of performance(s). Indicate stage location(s) on site plan.
5. City Co-Sponsorship:
Is City co-sponsorship being requested? If yes, please describe reason(s): _____
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- Organization(s) benefiting from event proceeds: _____
6. Fireworks: Is this a public _____ or private _____ display? Applicant must comply with State Law F.S. 791; and NFPA 1123 and obtain any applicable Lee County permit.
7. Banners, Signs, Etc.: Will exterior banners, balloons, signs or other types of advertising techniques be used? Temporary signs may only be placed in accordance with the Sign Ordinance.
8. Alcoholic Beverages: Will alcoholic beverages be sold _____ or consumed _____ on the premises? Please check one or both. A copy of the Florida Beverages Commission permit is required at the time of application and prior to event approval. Permit Holder: _____
Division of Alcoholic Beverages and Tobacco: (239) 278-7195.
9. Security: Will private security be provided to protect exhibits, equipment or facilities brought on-site for the event? Name of Company: _____
Contact Number: _____
10. Private Property: Does the applicant own the property where the event is to be held? If not, please attach a letter of permission from the property owner.
11. Public Safety: Will Police and Emergency Services Personnel be requested? (Based on responses to questions 1-6 certain Public Safety personnel may be required, i.e., Lee County Sheriff's Office, emergency services, fire, etc. Once staffing needs are determined, applicant will be required to provide copies of its contracts detailing obligated public safety personnel staff necessary to assist with event.
12. Tents/Canopies: Will tents or canopies be used? If yes, indicate on site plan the tent size, location and type of surface on which the tent(s) will be installed and intended use of each tent.
13. Air Conditioning Units/Power Generators: Will exterior air conditioning units or power generating equipment be operated from vehicles or trailers? If yes, indicate location of equipment on-site plan.
14. Food/Cooking: Will food be cooked _____ catered _____ on-site during this event? Indicate on-site plan the location of vendors and cooking equipment to be used. (Appropriately rated fire extinguishers required.) Lee County Health Department approval is required prior to event approval. Environmental Health Section: (239) 332-9559.

Yes No

15. Sanitary Facilities:

Will temporary sanitary facilities be provided? If yes, indicate location on-site plan.

Will disposable cardboard trash receptacles be provided? If yes, indicate on-site plan.

Will additional refuse containers/dumpsters be provided?

If yes, by whom: _____

16. Insurance Requirement: (Events on City property or City co-sponsored) Please provide the City of Bonita Springs with a Certificate of Insurance for property and liability coverage of the event, naming the City as additional insured. (Liability - \$1,000,000 each occurrence, \$2,000,000 aggregate; Property Damage - \$500,000). Must be provided prior to permit approval.

DURING REVIEW BY VARIOUS CITY DEPARTMENTS, ADDITIONAL CONDITIONS MAY BE IMPOSED. 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, OR THE EXPECTED OUTCOMES, IMPACTS, OR SPECIFICATIONS, INCLUDING BUT NOT LIMITED TO TIME AND ACTIVITIES, THE PERMIT MAY BE CANCELLED BY THE CITY MANAGER AND THE ACTIVITY SHALL CEASE IMMEDIATELY.

I, the undersigned, will indemnify, defend and hold harmless, the City of Bonita Springs, its agents, employees, officers and any and all other associates, from and against any and all actions, in law or in equity, from liability or claims for damages, demands or judgments to any person or property which may result now or in the future from the conduct of this event.

The undersigned has read and voluntarily signed the release and waiver of liability and Indemnity Agreement, and further agrees that no oral representations, statements, or inducements apart from the foregoing written agreement have been made.

Signature of Applicant

Date

Comments: _____

City Manager

Date

Comments: _____