



# EVENT PERMIT

Ordinance 17-08

## 2023 Race to Give

**PERMIT NUMBER:** TMP2023-00086

**Date(s) of Event:** April 2, 2023

Property Owner: LEE COUNTY

Applicant: Lee County Tax Collector  
239-533-6029

Description: 5K Fundraiser for United Way April2,2023 from 7:00am until 10:00am

Location of event: 7330 GLADIOLUS DR, FORT MYERS, FL 33908

**Lakes Park**

Will the event be attended by 1000 or more people ? No

Will the event be held on County Owned Property ? Yes

Will there be alcohol consumed or sold at the event ? No

Will a bond be posted for this event ? No

**Permit Conditions:**

- \* Applicant must meet all event application requirements, including requirements of the sign-off agencies.
- \* The premises is to be left in the same condition as it was prior to the event.
- \* The permit is to be readily available for inspection during the entire event.
- \* If this approval includes the sale or consumption of alcoholic beverages, no alcoholic beverages may be consumed 1 1/2 hours prior to the conclusion of the event and vacating the facility/property.

Board of County Commissioners  
Lee County, Florida

  
 County Manager      Date 1/23/2023



Lee County  
*Southwest Florida*

# Event Application

Special Event

Use of  
County  
Property

Alcohol  
within Lee  
County  
Facilities

Film, Video  
&  
Photography

2023 Race to Give

TMP2023 - 00086

Lee County Event Permit Application



**Event Application**

Check the appropriate box(es) below:

- SPECIAL EVENT PERMIT
- USE OF COUNTY PROPERTY PERMIT
- PERMIT TO SELL AND CONSUME ALCHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
- FILM PERMIT

Section I - GENERAL INFORMATION (All Permit Types)	
Title of Event / Name of Production	2023 Race to Give
Date(s) of Event / Production:	Sunday, April 2, 2023
Location(s) of Event:	Lakes Park
Name of Applicant:	Lee County Tax Collector
Applicant Address:	2480 Thompson Street Fort Myers, FL 33901
Applicant Phone Number:	239-533-6029
Contact Person: (If different from applicant)	Lee County Tax Collector
Contact Phone Number: (If different from applicant)	239-533-6029
Email Address:	tammyhelmer@leetc.com
Estimated Attendance:	250
Event Description: Include each activity, when activities take place, etc.	5k Fundraiser for United Way
Hours of Operation:	7am - 10am
STRAP # of Parcel:	26-45-24-00-00008.0000
Owner of Premises*:	Lee County

\*Notarized statement from the property owner specifically consenting to the proposed use required.

## Lee County Event Permit Application



What is the Zoning Classification of the premises? Institutional

Are any temporary structures to be installed for the event?  Yes  No Type: \_\_\_\_\_

Do you have the appropriate permits for the temporary structures?  Yes  No

\* For a 'Special Event' and 'Use of County Property' permit, submit a site plan with all proposed facilities and activities identified, including all parking areas.

Insurance Company Insuring the Event: Lee County Tax Collector Policy

Note: Certificate of Insurance must be submitted at time of application

Surety Company Bonding this Event (Name and Address): \_\_\_\_\_

<p>Will Vehicles be Used as Part of This Event?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, automobile coverage must be included on the certificate of insurance.</p>	<p>Will Food be Available at this Event?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, products liability coverage must be included on the certificate of insurance.</p>	<p>Will Alcoholic Beverages be served/consumed at this Event?</p> <p><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p> <p>If yes, liquor liability coverage must be included on the certificate of insurance.</p>
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Name & Address of Organization Providing Food: \_\_\_\_\_

Type of Food being Served: \_\_\_\_\_

### Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: Lee County Tax Collector

### Section III - SALE/CONSUMPTION OF ALCHOLIC BEVERAGES PERMIT

Is alcohol being sold/consumed on County Property? Yes  No

If Yes, then a "Lee County Alcohol Permit" is required. Only non-profit organizations can sell alcohol on County Property.

Non-profit certificate/registration number: \_\_\_\_\_

(Required if alcohol is to be **SOLD** at the event)

Please note: A permit from the State of Florida Division of Alcoholic Beverages and Tobacco may also be required; please call (239) 344-0885 for further details

## Lee County Event Permit Application



Type of Production (choose all that apply):

<input type="checkbox"/> TV Movie or Special	<input type="checkbox"/> TV Series / Pilot	<input type="checkbox"/> TV Commercial	<input type="checkbox"/> Still Photos
<input type="checkbox"/> Public Service Announcement	<input type="checkbox"/> Industrial / Documentary	<input type="checkbox"/> Other: _____	

Will any of the following be needed or included\*?

Street Closure	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Traffic / Crowd Control	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Fire or Burning	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Explosives or Pyrotechnics	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Animals, Large or Small	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Construction of Any Kind	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Large and/or Numerous Vehicles	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Helicopters, Boats, etc.	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Stunts	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No
Other	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No

\* For any marked Yes, provide further details below:

Special Parking Requirements:

NA

City or County Services Required: (Personnel, equipment, facilities, etc.)

NA

The following information is required for local and state records on production in Florida to track the economic impact of the industry. If exact figures are not available, please estimate as closely as possible.

Number in Cast: \_\_\_\_\_ Number in Crew: \_\_\_\_\_ Number of locals hired: \_\_\_\_\_

Total budget: \_\_\_\_\_ Estimate amount spent in Lee County: \_\_\_\_\_

Hotel room nights: \_\_\_\_\_ Number of shooting days: \_\_\_\_\_  
number of rooms x number of nights



**SECTION I - SAFETY**

The Applicant agrees to provide adequate traffic and crowd control, emergency medical services and any other items, at the Applicant's expense, required by Lee County to protect the health, safety and welfare of the public. Lee County shall have the power to review the proposal and require, as necessary, detailed plans, diagrams, and explanations to clearly outline to Lee County, exactly what the Applicant is proposing.

**SECTION II - INSURANCE**

The Applicant, at its sole expense, agrees to procure and maintain in force during the entire term of the application, liability insurance in the amounts determined by Lee County Risk Management to protect against damages or other claims arising from use of County property by the applicant or its guests. Other limits may also be established by Lee County Risk Management for events which will be serving or consuming alcoholic beverages at approved County property. The insurance policy must also include coverage for Applicant's contingent liability on damages, claims or losses. "Lee County Board of County Commissioners" must be named as "additional insured" on the Certificate of Insurance, and the Certificate must be delivered to Lee County prior to Applicant's use of the property. The Insurance may not be canceled during the term of the event, if this occurs, the County has the right to revoke approvals related to use of the County property for the event, without recourse by the applicant.

**SECTION III - INDEMNIFICATION**

The Applicant agrees to indemnify, release and save harmless Lee County against any and all claims, costs, demands, damages, judgments or injuries of any nature arising from the conduct or management of, or from any work or thing whatsoever done in or about said Lee County property or any building or structure appurtenant thereto or equipment thereof during the term of this Permit, or arising during such term from any act of negligence of the Applicant, Applicant's agents, contractors, or employees, or arising from any accident, injury, or damage whatsoever, however caused, to any person or persons, or to any property of any person, persons, corporation or corporations, occurring during the term of this agreement on, in, or about said Lee County property, and from and against all costs, attorney's fees, expenses and liabilities occurring in connection with any such claim or any action or proceeding brought thereon.

For film permit applicants: The permittee shall have on-site a responsible representative empowered with authority over the filming director, filming crews, participants and filming operation. Permittee shall indemnify, defend and hold harmless the county, its officers, agents and employees from and against all claims, suits, actions, damages, liabilities, expenditures or causes of action of any kind arising out of or occurring during the activities of the permittee, and resulting or occurring from any negligent act, omission or error of permittee, resulting in or relating to injuries to body, life, limb or property sustained in, about or upon the permitted premises or improvement thereto, or arising from the use of the premises.

**SECTION IV - DELIVERY, ACCEPTANCE AND SURRENDER OF PREMISES**

The Applicant agrees to accept the County property on possession as being in a satisfactory state of repair and in sanitary condition.

The Applicant must surrender the premises to Lee County in the same condition as when Applicant takes possession, allowing for reasonable use and wear, and damage by acts of God. Applicant agrees to remove all business signs or symbols placed on the premises by the Applicant before redelivery of the premises to Lee County, and restore the premises to the condition in which it existed before their placement. Any signs and markings created or used in connection with this event must be temporary and removable; painting roadways, trees or any other fixed object is strictly prohibited. Applicant agrees to clear the Lee County property of litter at the close of the event.

Lee County Event Permit Application



SECTION V - AGREEMENT

The Applicant agrees that Lee County can, at its sole discretion, terminate and cancel its permit to use Lee County property at any time without prejudice. Applicant further agrees to waive, release, save and hold harmless Lee County from any and all claims, demands or cause of actions based upon Lee County's cancellation or termination of said permit.

The Applicant agrees that the Lee County permit does not provide Applicant with any property rights in the County property in question or in the permit itself.

The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge.

Andrew M. Roth  
Signature of Applicant

Katie Roth  
Witness

Andrew Roth/Apex Promoz  
Print Name of Applicant and Title

Katie Roth  
Print Name of Witness

12/14/2022  
Date

1/4/23  
Date

Lee County Event Permit Application



LEE COUNTY SHERIFF'S DEPARTMENT  
14750 SIX MILE CYPRESS PARKWAY  
FORT MYERS, FLORIDA 33912  
(239) 477-1199

Check the appropriate box(es) below:

- SPECIAL EVENT PERMIT
- USE OF COUNTY PROPERTY PERMIT
- PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
- FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Parking:

Parking in authorized areas only.

Deputies (How Many?):

None are required for this event.

Fee for Services:

None

Special Arrangements:

Race is to remain along the pathways and walkways within the confines of the park. Any amplified sounds must adhere to the Lee County Noise Ordinance.

Print Name:

David M. Lebid

Signature:

Ept. David M. Lebid

Title:

Tactical Support Unit

Date:

12/15/22



RE: 2023 Race to Give Application

Sellers, Amy <asellers@sheriffleefl.org>

Mon 12/19/2022 9:29 AM

To: Andrew Roth <Andrew@apexpromoz.com>

I have attached the signed permit for the new date.



**Amy Sellers**

Detail Assistant

Details

O: 239-477-1098

E: asellers@sheriffleefl.org



[www.sheriffleefl.org](http://www.sheriffleefl.org)

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**From:** Andrew Roth [mailto:Andrew@apexpromoz.com]

**Sent:** Wednesday, December 14, 2022 11:52 AM

**To:** Sellers, Amy <asellers@sheriffleefl.org>

**Subject:** Re: 2023 Race to Give Application

Hi Amy,

We have had to move the date to April 2, 2023 and I wanted to reach out if there are any concerns. I have attached the updated application with the new date.

Thank you,



**Andrew Roth**

Event Director

[Andrew@ApexPromoz.com](mailto:Andrew@ApexPromoz.com)

(443) 244-1533

[www.ApexPromoz.com](http://www.ApexPromoz.com)

---

**From:** Andrew Roth <Andrew@apexpromoz.com>

**Sent:** Tuesday, November 29, 2022 12:58 PM

**To:** Sellers, Amy <asellers@sheriffleefl.org>

**Subject:** Re: 2023 Race to Give Application

Ok, sounds good!



**Andrew Roth**

Event Director

[Andrew@ApexPromoz.com](mailto:Andrew@ApexPromoz.com)

(443) 244-1533

[www.ApexPromoz.com](http://www.ApexPromoz.com)

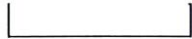
---

**From:** Sellers, Amy <asellers@sheriffleefl.org>  
**Sent:** Tuesday, November 29, 2022 12:57 PM  
**To:** Andrew Roth <Andrew@apexpromoz.com>  
**Subject:** RE: 2023 Race to Give Application

No I will take it as is, I just wanted to verify.

**Amy Sellers**

Detail Assistant  
Details  
O: [239-477-1098](tel:239-477-1098)  
E: [asellers@sheriffleefl.org](mailto:asellers@sheriffleefl.org)



[www.sheriffleefl.org](http://www.sheriffleefl.org)

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**From:** Andrew Roth [mailto:Andrew@apexpromoz.com]  
**Sent:** Tuesday, November 29, 2022 11:01 AM  
**To:** Sellers, Amy <asellers@sheriffleefl.org>  
**Subject:** Re: 2023 Race to Give Application

Should I create a new one and fix it?

Thank you,



**Andrew Roth**

Event Director  
Andrew@ApexPromoz.com  
(443) 244-1533  
[www.ApexPromoz.com](http://www.ApexPromoz.com)

**From:** Sellers, Amy <asellers@sheriffleefl.org>  
**Sent:** Tuesday, November 29, 2022 10:08 AM  
**To:** Andrew Roth <Andrew@apexpromoz.com>  
**Subject:** RE: 2023 Race to Give Application

Thank you!

**Amy Sellers**

Detail Assistant  
Details  
O: [239-477-1098](tel:239-477-1098)  
E: [asellers@sheriffleefl.org](mailto:asellers@sheriffleefl.org)





[www.sheriffleefl.org](http://www.sheriffleefl.org)

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**From:** Andrew Roth [mailto:Andrew@apexpromoz.com]  
**Sent:** Tuesday, November 29, 2022 9:59 AM  
**To:** Sellers, Amy <asellers@sheriffleefl.org>  
**Subject:** Re: 2023 Race to Give Application

No alcohol will be served. I just noticed it looks like an issue with the PDF when I select no it checks both.

Thank you,



**Andrew Roth**  
Event Director

Andrew@ApexPromoz.com  
(443) 244-1533  
www.ApexPromoz.com

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**From:** Sellers, Amy <asellers@sheriffleefl.org>  
**Sent:** Tuesday, November 29, 2022 9:49 AM  
**To:** Andrew Roth <Andrew@apexpromoz.com>  
**Subject:** RE: 2023 Race to Give Application

Thank you! The permit application has both yes and no marked for Alcohol being served or consumed. Can you confirm if alcohol will be served?

**Amy Sellers**

Detail Assistant  
Details  
O: [239-477-1098](tel:239-477-1098)  
E: [asellers@sheriffleefl.org](mailto:asellers@sheriffleefl.org)



[www.sheriffleefl.org](http://www.sheriffleefl.org)

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**From:** Andrew Roth [mailto:Andrew@apexpromoz.com]  
**Sent:** Tuesday, November 29, 2022 9:43 AM  
**To:** Sellers, Amy <ASellers@sheriffleefl.org>  
**Subject:** 2023 Race to Give Application

Hi Amy,

We are working with the Lee County Tax Collector to run this event in January and I want to submit this for approval from the Sheriff's office. Let me know if you have any questions.

Thank you,



**Andrew Roth**  
Event Director

[Andrew@ApexPromoz.com](mailto:Andrew@ApexPromoz.com)

(443) 244-1533

[www.ApexPromoz.com](http://www.ApexPromoz.com)

Lee County Event Permit Application



FIRE DEPARTMENT

The Fire Department serving the area where the event is to be held signs this form. Please see User's Guide for contact information and Fire District Map.

Check the appropriate box(es) below:

- SPECIAL EVENT PERMIT
- USE OF COUNTY PROPERTY PERMIT
- FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Fire Guards (How Many?)	NA
Fee for Services:	NA
Flammable Vegetation:	NA
First Aid Equipment:	Call 911 if needed
Fire Extinguishing:	NA
Special Arrangements:	NA

Print Name: Nate Burley

Signature: Nate Burley Digitally signed by Nate Burley  
Date: 2022.12.07 15:04:13 -05'00'

Title: Division Chief - Fire & Life Safety

Date: December 7, 2022

RE: 2023 Race to Give Application - Fire Dept

Nate Burley <nburley@southtrailfire.org>

Wed 12/14/2022 3:24 PM

To: Andrew Roth <Andrew@apexpromoz.com>

Cc: Diana Brown <dbrown3@leegov.com>; Richard Reed <RREED@southtrailfire.org>

Date is fine.

**Respectfully,**

**Nate Burley**

**Division Chief - Fire & Life Safety**

**South Trail Fire & Rescue**

**5531 Halifax Ave.**

**Fort Myers, FL 33912**

**T 239-482-8030**

**E [nburley@southtrailfire.org](mailto:nburley@southtrailfire.org)**

Isaiah 43:2 "When you pass through the waters, I will be with you; and through the rivers, they shall not overwhelm you; when you walk through fire you shall not be burned, and the flame shall not consume you."

From: Andrew Roth <Andrew@apexpromoz.com>

Sent: Wednesday, December 14, 2022 11:53 AM

To: Nate Burley <nburley@southtrailfire.org>

Cc: Diana Brown <dbrown3@leegov.com>; Richard Reed <RREED@southtrailfire.org>

Subject: Re: 2023 Race to Give Application - Fire Dept

Hi Chief Burley,

Thank you for the approval, we have had to move the date to April 2, 2023 and I wanted to reach out if there are any concerns. I have attached the updated application with the new date.

Thank you,



**Andrew Roth**

Event Director

[Andrew@ApexPromoz.com](mailto:Andrew@ApexPromoz.com)

(443) 244-1533

[www.ApexPromoz.com](http://www.ApexPromoz.com)

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From: Nate Burley <[nburley@southtrailfire.org](mailto:nburley@southtrailfire.org)>

Sent: Wednesday, December 7, 2022 3:04 PM

To: Andrew Roth <[Andrew@apexpromoz.com](mailto:Andrew@apexpromoz.com)>

Cc: Diana Brown <[dbrown3@leegov.com](mailto:dbrown3@leegov.com)>; Richard Reed <[RREED@southtrailfire.org](mailto:RREED@southtrailfire.org)>

Subject: RE: 2023 Race to Give Application - Fire Dept

Please see attached sign off. No inspection required. Thank you.

**Respectfully,**

**Nate Burley**

**Division Chief - Fire & Life Safety**

**South Trail Fire & Rescue**

**5531 Halifax Ave.**

**Fort Myers, FL 33912**

**T 239-482-8030**

**E [nburley@southtrailfire.org](mailto:nburley@southtrailfire.org)**

Isaiah 43:2 “When you pass through the waters, I will be with you; and through the rivers, they shall not overwhelm you; when you walk through fire you shall not be burned, and the flame shall not consume you.”

**From:** Andrew Roth <[Andrew@apexpromoz.com](mailto:Andrew@apexpromoz.com)>

**Sent:** Wednesday, November 30, 2022 11:16 AM

**To:** Nate Burley <[nburley@southtrailfire.org](mailto:nburley@southtrailfire.org)>

**Subject:** 2023 Race to Give Application - Fire Dept

Hi Chief Burley,

We are working with the Lee County Tax Collector to run this event in January and I want to submit this for approval from the South Trail Fire District. Let me know if you have any questions.

Thank you,



**Andrew Roth**  
Event Director

[Andrew@ApexPromoz.com](mailto:Andrew@ApexPromoz.com)  
(443) 244-1533  
[www.ApexPromoz.com](http://www.ApexPromoz.com)

Lee County Event Permit Application



EMERGENCY MEDICAL SERVICES / PUBLIC SAFETY
2000 Main St., Suite #100
FORT MYERS, FL 33901
(239) 533-3911

Check the appropriate box(es) below:

- SPECIAL EVENT PERMIT
USE OF COUNTY PROPERTY PERMIT
PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Treatment Facilities: None necessary.
Medical Personnel: None necessary.
Medical Supplies / Equipment: None necessary.
Safety Requirements: Applicants shall follow all CDC and FDOH directives, and the Florida Governor's Executive Orders concerning health and safety, especially with regards to COVID-19 and the number of people congregating at the event.
Fee for Services: Not applicable.
Special Arrangements: Please call 911 in the event of an emergency. To arrange special event coverage, contact our office at EMSDetail@leegov.com.

Print Name: Douglas B. Higgins

Signature: Douglas B. Higgins
Digitally signed by Douglas B. Higgins
DN: cn=Douglas B. Higgins, o=Lee County Emergency Medical Services, Lee County Public Safety, ou=Division Chief, Special Operations and Support Services, email=higgins@leegov.com, c=US
Date: 2022.12.16 14:23:12 -0500

Title: Division Chief, Support Services

Date: December 16, 2022



RE: 2023 Race to Give Application - Public Safety/EMS

Higgins, Douglas <DHiggins@leegov.com>

Fri 12/16/2022 2:24 PM

To: Andrew Roth <Andrew@apexpromoz.com>

Cc: OccsZoning <OccsZoning@leegov.com>

Mr. Roth –

Thank you for your application. I have attached the signed Public Safety-EMS approval, thereby completing our portion of the permit process, noting that the applicant shall follow all CDC and FDOH directives and the Florida Governor's Executive Orders that may be in place at the time of the event, especially with regards to COVID.

If you need to do so, please feel free to reach me at the email address or cell phone below. Please let us know if there are any changes or concerns. We wish you a safe and successful race.

Sincerely,  
Doug

**Douglas B. Higgins**  
Division Chief, Support Services  
Lee County Emergency Medical Services  
2000 Main St., Suite #100  
Fort Myers, FL 33901  
Cell: 239-672-9651  
Office: 239-533-3916  
[dhiggins@leegov.com](mailto:dhiggins@leegov.com)

**From:** Andrew Roth <Andrew@apexpromoz.com>  
**Sent:** Wednesday, December 14, 2022 11:53 AM  
**To:** Higgins, Douglas <DHiggins@leegov.com>  
**Subject:** [EXTERNAL] Re: 2023 Race to Give Application - Public Safety/EMS

Hi Chief Higgins,  
We are working with the Lee County Tax Collector to run this event in April and I want to submit this for approval from the Public Safety/EMS office.

We have had to move the date to April 2, 2023 and I have attached the updated application with the new date.

Thank you,



**Andrew Roth**

Event Director

[Andrew@ApexPromoz.com](mailto:Andrew@ApexPromoz.com)

(443) 244-1533

[www.ApexPromoz.com](http://www.ApexPromoz.com)

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**From:** Andrew Roth  
**Sent:** Wednesday, November 30, 2022 11:17 AM  
**To:** [DHiggins@leegov.com](mailto:DHiggins@leegov.com) <[DHiggins@leegov.com](mailto:DHiggins@leegov.com)>  
**Subject:** 2023 Race to Give Application - Public Safety/EMS

Hi Chief Higgins,  
We are working with the Lee County Tax Collector to run this event in January and I want to submit this for approval from the Public Safety/EMS office. Let me know if you have any questions.

Thank you,



## Andrew Roth

Event Director

Andrew@ApexPromoz.com

(443) 244-1533

www.ApexPromoz.com

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Please note: Florida has a very broad public records law. Most written communications to or from County Employees and officials regarding County business are public records available to the public and media upon request. Your email communication may be subject to public disclosure.

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Lee County Event Permit Application



DEPARTMENT OF TRANSPORTATION  
1500 MONROE STREET  
FORT MYERS, FL 33901  
(239) 533-8580

Check the appropriate box(es) below:

- SPECIAL EVENT PERMIT
- USE OF COUNTY PROPERTY PERMIT
- PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
- FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Parking:

No event parking permitted on Lee County maintained road rights-of-way.

Ingress and Egress:

Use all established means of ingress and egress.

Special Arrangements:

None.

Print Name: Bryan Miller

Signature: Bryan Miller Digitally signed by Bryan Miller  
Date: 2022.11.30 11:26:40 -05'00'

Title: Senior Project Manager

Date: November 30, 2022

RE: 2023 Race to Give Application - (Jan 15, 2023 @ Lakes Park) LCDOT Comments

Miller, Bryan <BMiller@leegov.com>

Thu 12/15/2022 9:01 AM

To: Andrew Roth <Andrew@apexpromoz.com>

[My prior signed and dated comments are OK for the April date.](#)

From: Andrew Roth <Andrew@apexpromoz.com>

Sent: Wednesday, December 14, 2022 11:53 AM

To: Miller, Bryan <BMiller@leegov.com>

Subject: [EXTERNAL] Re: 2023 Race to Give Application - (Jan 15, 2023 @ Lakes Park) LCDOT Comments

Hi,

We have had to move the date to April 2, 2023 and I wanted to reach out if there are any concerns. I have attached the updated application with the new date.

Thank you,



**Andrew Roth**  
Event Director

Andrew@ApexPromoz.com  
(443) 244-1533  
www.ApexPromoz.com

---

From: Miller, Bryan <BMiller@leegov.com>

Sent: Wednesday, November 30, 2022 11:27 AM

To: Andrew Roth <Andrew@apexpromoz.com>

Subject: RE: 2023 Race to Give Application - (Jan 15, 2023 @ Lakes Park) LCDOT Comments

[As requested see attached signed LCDOT signature page for the captioned event.](#)

From: Andrew Roth <Andrew@apexpromoz.com>

Sent: Wednesday, November 30, 2022 11:18 AM

To: Cerchie, Randy <RCerchie@leegov.com>; Miller, Bryan <BMiller@leegov.com>

Subject: [EXTERNAL] 2023 Race to Give Application - DOT

Good morning,

We are working with the Lee County Tax Collector to run this event in January and I want to submit this for approval from the DOT office. Let me know if you have any questions.

Thank you,



**Andrew Roth**  
Event Director

Andrew@ApexPromoz.com  
(443) 244-1533  
www.ApexPromoz.com

---

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Please note: Florida has a very broad public records law. Most written communications to or from County Employees and officials regarding County business are public records available to the public and media upon request. Your email communication may be subject to public disclosure.

Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

Lee County Event Permit Application



LEE COUNTY PARKS AND RECREATION  
3410 PALM BEACH BOULEVARD  
FORT MYERS, FLORIDA 33916  
(239) 533-7275

Check the appropriate box(es) below:

- SPECIAL EVENT PERMIT
- USE OF COUNTY PROPERTY PERMIT
- PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
- FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Illumination:

Event organizer must provide own lighting if needed to safely run the event.

Parking Areas:

Park Gates Open at 7:00am  
Parking is limited to the designated parking areas inside Lakes Park. All vehicles with the event are required to display their event parking pass.

Special Arrangements:

Event organizer is responsible for set up and break down of the race route/event signs, drink stations and first aid stations. No painting or temporary markings allowed on the roads or pathways. Removable directional signs (IE: survey flags, wire frame signs and cones) are permitted.  
Race course must be cleaned and cleared by 10 am.  
Banners may be hung at your designated Pavilions.  
All trash and event debris must be cleaned up and removed prior to checking out with staff.  
No motorized carts or vehicles permitted on the pathways.  
Park Gates open at 7:00 am

Print Name: Colleen Via

Signature: Colleen Via

Title: Operations Manager

Date: 12/28/2022

Lakes - Race to give  
4/12/2022

RE: 2023 Race to Give Application - Parks & Rec

Via, Colleen <cvia@leegov.com>

Wed 12/28/2022 8:44 AM

To: Andrew Roth <Andrew@apexpromoz.com>

Good morning Andrew!!

Attached is the Parks page of the permit. Please let me know if you have any questions.

Thank you



**Colleen Via, CPRP | Operations Manager**

Terry Park Administration Office

3410 Palm Beach Blvd., Fort Myers, FL 33916

office: (239) 533-7436

cell: (239) 229-0634

email: [cvia@leegov.com](mailto:cvia@leegov.com)

web: [www.leeparks.org](http://www.leeparks.org)

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Under Florida law, email addresses are public records. If you do not want your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

**From:** Andrew Roth <Andrew@apexpromoz.com>

**Sent:** Wednesday, December 14, 2022 11:52 AM

**To:** Via, Colleen <cvia@leegov.com>

**Subject:** [EXTERNAL] Re: 2023 Race to Give Application - Parks & Rec

Hi Colleen,

We are working with the Lee County Tax Collector to run this event in April and I want to submit this for approval from the Parks & Recreation office.

We have had to move the date to April 2, 2023 and I have attached the updated application with the new date.

Thank you,



**Andrew Roth**

Event Director

[Andrew@ApexPromoZ.com](mailto:Andrew@ApexPromoZ.com)

(443) 244-1533

[www.ApexPromoZ.com](http://www.ApexPromoZ.com)

**From:** Andrew Roth

**Sent:** Wednesday, November 30, 2022 11:20 AM

**To:** [CVia@leegov.com](mailto:CVia@leegov.com) <[CVia@leegov.com](mailto:CVia@leegov.com)>

**Subject:** 2023 Race to Give Application - Parks & Rec

Hi Colleen,

We are working with the Lee County Tax Collector to run this event in January and I want to submit this for approval from the Parks & Recreation office. Let me know if you have any questions.

Thank you,



**Andrew Roth**

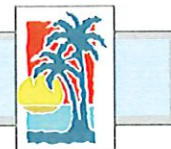
Event Director

[Andrew@ApexPromoz.com](mailto:Andrew@ApexPromoz.com)

(443) 244-1533

[www.ApexPromoz.com](http://www.ApexPromoz.com)

Lee County Event Permit Application



LEE COUNTY RISK MANAGEMENT  
COUNTY ADMINISTRATION BUILDING - 4<sup>TH</sup> FLOOR  
2115 SECOND STREET  
FORT MYERS, FLORIDA 33901  
(239) 533-2221

Check the appropriate box(es) below:

- SPECIAL EVENT PERMIT
- USE OF COUNTY PROPERTY PERMIT
- PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
- FILM PERMIT

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Insurance Requirements:

Commercial general liability insurance with minimum limits of One Million Dollars (\$1,000,000) per occurrence to protect against bodily injury and/or property damage relative to applicants use of aforementioned event within Lee County.

Certificate Must Read As:

Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials are automatic additional insureds and includes an automatic waiver of subrogation with regard to general liability. The certificate holder is an additional insured on a primary and noncontributory basis with regards to general liability.

Special Arrangements:

A Certificate of Insurance shall be submitted as evidence of the required coverage listing Lee County, a political subdivision and Charter County of the State of Florida, P.O. Box 398, Fort Myers, FL 33902 as the certificate holder and as an additional insured as listed above.

Subject to proof of insurance.

Print Name: Mike Figueroa

Signature:

A handwritten signature in blue ink that reads "Mike Figueroa".

Title:

Risk Program Manager

Date:

December 21, 2022





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/04/2022

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).

PRODUCER Brown & Brown Insurance - Risk Management Associates, Inc. (Previously Public Risk Insurance Advisors) P. O. Box 2416 Daytona Beach FL 32115	CONTACT NAME: Melody Blake PHONE (A/C, No, Ext): (386) 252-6176 E-MAIL ADDRESS: Melody.Blake@bbrown.com FAX (A/C, No): (386) 239-4049
INSURED Lee County Board of County Commissioners P.O. Box 398 Fort Myers FL 33902	INSURER(S) AFFORDING COVERAGE INSURER A : Lee County Board of County Commissioners INSURER B : Safety National Casualty Corporation INSURER C : INSURER D : INSURER E : INSURER F : NAIC # 15105

COVERAGES CERTIFICATE NUMBER: CL2210402270 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 WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			As per F.S. 768.28	10/01/2022	10/01/2023	EACH OCCURRENCE \$ 200,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ 300,000 PRODUCTS - COMP/OP AGG \$ \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			As per F.S. 768.28	10/01/2022	10/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 200,000 BODILY INJURY (Per accident) \$ 300,000 PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			GL 6676041	10/01/2022	10/01/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 4,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	SP 4067333	10/01/2022	10/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Subject to FS 768.28.

OK 12/21/2022

## CERTIFICATE HOLDER

Lee County BOCC  
P.O. Box 398  
Fort Myers  
FL 33902

## CANCELLATION

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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RE: 2023 Race to Give Application - Risk Management

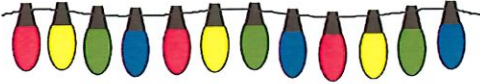
Figueroa, Mike <MFigueroa@leegov.com>

Wed 12/21/2022 10:30 AM

To: Andrew Roth <Andrew@apexpromoz.com>

Cc: Tammy Helmer <TammyHelmer@leetc.com>; RISK <RISK@leegov.com>

FYI



Happy  
Holidays!

Respectfully,



**Mike Figueroa | Risk Program Manager**  
Risk Management

P.O. Box 398, Fort Myers, FL 33902-0398

office: (239) 533-0833

email: [mfigueroa@leegov.com](mailto:mfigueroa@leegov.com)

web: [www.leegov.com](http://www.leegov.com)

Connect With Us On Social Media



Please be advised Contact Information for Risk Management is 239-533-0835 or [risk@leegov.com](mailto:risk@leegov.com)

**From:** Andrew Roth <Andrew@apexpromoz.com>

**Sent:** Wednesday, December 14, 2022 11:52 AM

**To:** Figueroa, Mike <MFigueroa@leegov.com>

**Cc:** Tammy Helmer <TammyHelmer@leetc.com>; RISK <RISK@leegov.com>

**Subject:** [EXTERNAL] Re: 2023 Race to Give Application - Risk Management

Hi Mike,

Thank you for the approval, we have had to move the date to April 2, 2023 and I wanted to reach out if there are any concerns. I have attached the updated application with the new date.

Thank you,



**Andrew Roth**

Event Director

[Andrew@ApexPromoz.com](mailto:Andrew@ApexPromoz.com)

(443) 244-1533

[www.ApexPromoz.com](http://www.ApexPromoz.com)

From: Figueroa, Mike <[MFigueroa@leegov.com](mailto:MFigueroa@leegov.com)>  
Sent: Friday, December 2, 2022 2:35 PM  
To: Andrew Roth <[Andrew@apexpromoz.com](mailto:Andrew@apexpromoz.com)>  
Cc: Tammy Helmer <[TammyHelmer@leetc.com](mailto:TammyHelmer@leetc.com)>; RISK <[RISK@leegov.com](mailto:RISK@leegov.com)>  
Subject: RE: 2023 Race to Give Application - Risk Management

FYI



Happy  
Holidays!

Respectfully,



**Mike Figueroa | Risk Program Manager**  
Risk Management

P.O. Box 398, Fort Myers, FL 33902-0398

office: (239) 533-0833

email: [mfigueroa@leegov.com](mailto:mfigueroa@leegov.com)

web: [www.leegov.com](http://www.leegov.com)

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From: Andrew Roth <[Andrew@apexpromoz.com](mailto:Andrew@apexpromoz.com)>  
Sent: Friday, December 2, 2022 2:18 PM  
To: Figueroa, Mike <[MFigueroa@leegov.com](mailto:MFigueroa@leegov.com)>  
Cc: Tammy Helmer <[TammyHelmer@leetc.com](mailto:TammyHelmer@leetc.com)>; RISK <[RISK@leegov.com](mailto:RISK@leegov.com)>  
Subject: [EXTERNAL] Re: 2023 Race to Give Application - Risk Management

Hi Mike,

Yes, thank you, hope all is well with you too! Here is the waiver below.

In consideration of you accepting this entry, I, the participant, intending to be legally bound do hereby waive and forever release any and all rights and claims for damages or injuries that I may have against the Event Director, [RunSignup.com](http://RunSignup.com), and all of their agents assisting with the event, sponsors and their representatives, volunteers and employees for any and all injuries to me or my personal property. This release includes all injuries and/or damages suffered by me before, during or after the event. I recognize, intend and understand that this release is binding on my heirs, executors, administrators, or assignees.

I know that running a road race is a potentially hazardous activity. I should not enter and run unless I am medically able to do so and properly trained. I assume all risks associated with running in this event including, but not limited to: falls, contact with other participants, the effects of weather, traffic, and course conditions, and waive any and all claims which I might have based on any of those and other risks typically found in running a road race. I acknowledge all such risks are known and understood by me. I agree to abide by all decisions of any race official relative to my ability to safely complete the run. I certify as a material condition to my being permitted to enter this race that I am physically fit and sufficiently trained for the completion of this event and that a licensed Medical Doctor has verified my physical condition.

In the event of an illness, injury or medical emergency arising during the event I hereby authorize and give my consent to the Event Director to secure from any accredited hospital, clinic and/ or physician any treatment deemed necessary for my immediate care. I agree that I will be fully responsible for payment of any and all medical services and treatment rendered to me including but not limited to medical transport, medications, treatment and hospitalization.

As it applies to my participation in this race, I agree to abide by the Center for Disease Control (CDC)'s recommendations for the prevention of the spread of COVID-19 and attest to having read the CDC's guidance at: <https://www.cdc.gov>. I also agree to abide by any COVID-19 distancing and other safety guidelines issued by the state, the community or by this race for my participation in this race. Further, I grant permission to all the foregoing to use my name, voice and images of myself in any photographs, motion pictures, results, publications or any other print, videographic or electronic recording of this event for legitimate purposes.

This event follows the standard running industry policy: All entry fees are non-refundable. We reserve the right to postpone or cancel the event due to circumstances beyond our control such as a natural disaster or emergency or as required to protect the safety of participants and staff. No refunds will be issued under these circumstances. We reserve the right to change the details of the event without prior notice. I understand that my entry fee is nonrefundable and bib numbers are non transferable.

By submitting this entry, I acknowledge (or a parent or adult guardian for all children under 18 years) having read and agreed to the above release and waiver including the no refund policy.

Thank you,



**Andrew Roth**  
Event Director

[Andrew@ApexPromoz.com](mailto:Andrew@ApexPromoz.com)  
(443) 244-1533  
[www.ApexPromoz.com](http://www.ApexPromoz.com)

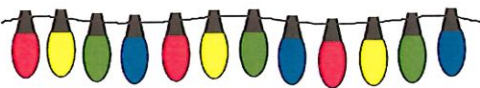
---

**From:** Figueroa, Mike <[MFIGueroa@leegov.com](mailto:MFIGueroa@leegov.com)>  
**Sent:** Friday, December 2, 2022 2:07 PM  
**To:** Andrew Roth <[Andrew@apexpromoz.com](mailto:Andrew@apexpromoz.com)>  
**Cc:** Tammy Helmer <[TammyHelmer@leetc.com](mailto:TammyHelmer@leetc.com)>; RISK <[RISK@leegov.com](mailto:RISK@leegov.com)>  
**Subject:** RE: 2023 Race to Give Application - Risk Management

Andrew-

Hope all is well. The Tax Collector's Office falls under the County's excess general liability program. Before moving forward with completing our section, please share with this department the participant waiver for review.

If there are any questions, please don't hesitate to contact me, thanks.



**Happy  
Holidays!**

Respectfully,



**Mike Figueroa | Risk Program Manager**  
Risk Management

P.O. Box 398, Fort Myers, FL 33902-0398  
office: (239) 533-0833

email: [mfigueroa@leegov.com](mailto:mfigueroa@leegov.com)

web: [www.leegov.com](http://www.leegov.com)

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**From:** Andrew Roth <[Andrew@apexpromoz.com](mailto:Andrew@apexpromoz.com)>

**Sent:** Wednesday, November 30, 2022 11:25 AM

**To:** Figueroa, Mike <[MFiguroa@leegov.com](mailto:MFiguroa@leegov.com)>

**Subject:** [EXTERNAL] 2023 Race to Give Application - Risk Management

Hi,

We are working with the Lee County Tax Collector to run this event in January and I want to submit this for approval from the Risk Management office. Let me know if you have any questions.

Thank you,



**Andrew Roth**

Event Director

[Andrew@ApexPromoz.com](mailto:Andrew@ApexPromoz.com)

(443) 244-1533

[www.ApexPromoz.com](http://www.ApexPromoz.com)

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Lee County Event Permit Application



LEE COUNTY VISITOR & CONVENTION BUREAU  
2201 SECOND STREET, SUITE 600  
FORT MYERS, FLORIDA 33901  
(239) 338-3500

Check the appropriate box(es) below:

FILM PERMIT ONLY

AFTER REVIEWING THE APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.

Special Arrangements:

N/A

Other:

N/A

Print Name: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

