



EVENT PERMIT

Ordinance 17-08

LEE COUNTY TRAVEL RALLY

PERMIT NUMBER: TMP2022-00091

Date(s) of Event: MAY 3, 2022 FROM 4:00PM UNTIL 7:00 PM

Property Owner: LEE COUNTY

Applicant: Nancy MacPhee
2393383500

Description: Tourism appreciation event to celebrate local hospitality partners and shows importance of travel and tourism globally. Activities include outdoor trade fair, hospitality and tourism exhibit, games/races for tourism employees and public. Free

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

Will the event be attended by 1000 or more people ? Yes

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 3/29/2022



Lee County
Southwest Florida

Event Application

Special Event

Use of
County
Property

Alcohol
within Lee
County
Facilities

Film, Video
&
Photography

Lee County Travel Rally

JMP 2022-00091

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	Lee County Travel Rally
Date(s) of Event / Production:	May 3, 2022
Location(s) of Event:	Lakes Regional Park, 7330 Gladiolus Drive Ft Myers, 33908
Name of Applicant:	Nancy MacPhee- Lee County Visitor & Convention Bureau
Applicant Address:	2201 Second Street, Ft Myers, 33901
Applicant Phone Number:	239-338-3500
Contact Person: (If different from applicant)	
Contact Phone Number: (If different from applicant)	
Email Address:	nmacphee@leegov.com
Estimated Attendance:	2000
Event Description: Include each activity, when activities take place, etc.	Tourism appreciation event that celebrates local hospitality partners and shows importance travel & tourism globally (event is in conjunction with the National Travel & Tourism week). Activities include outdoor trade fair, hospitality and tourism exhibits, games/races for tourism employees and public. Free train, bike rides and food. Event flier, map and approval from LCPR for use of park attached. Adventures in Paradise will provide trolley service within the park to move attendees down to the event field.
Hours of Operation:	4:00-7:00pm
STRAP # of Parcel:	
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? _____

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 is self insured

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 checked="" type="checkbox"/> Yes <input 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 checked="" type="checkbox"/> Yes <input 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: _____

Various vendors will be present, still in process of confirming- ALL FOOD served free

Type of Food being Served: BBQ, picnic fare, ice cream, snow cones, popcorn, ect. ... chefs taste event as well

Section II - USE OF COUNTY PROPERTY PERMIT

Organization Sponsoring the Event: Lee County Visitor & Convention Bureau

Fill out this portion for applications for Solicitation in the County Rights-of-Way:

Name of Charity: _____

Address of Charity: N/A

Phone Number: _____

Non-profit certificate/registration number: _____

(Proof of registration with the Dept. of Agriculture & Consumer Services \$496.405 or proof the organization is exempt from this requirement. \$316.2045)

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: <u>N/A</u>	

Will any of the following be needed or included*?

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

* For any marked Yes, provide further details below:

Special Parking Requirements:

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

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.



Signature of Applicant



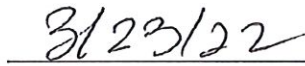
Witness



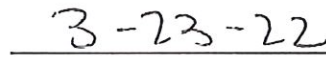
Print Name of Applicant and Title



Print Name of Witness



Date



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?): No deputies are required for this event.

Fee for Services:

Special Arrangements: Lee County Parks and Recreation will be providing Park Rangers to assist with the event.

Print Name: Captain S Brady
Signature: *Capt. Steven J. Brady*
Title: Special Events, Permits and Details
Date: 3/21/22

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
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Fire Guards (How Many?)	N/A
Fee for Services:	\$55.00 per tent over 900 sq. ft. Inspection must be scheduled no later than 2pm on Tuesday May 3. Contact Inspector Reed to schedule inspection
Flammable Vegetation:	15' from any stage, tent, food service area
First Aid Equipment:	Call 911 if needed
Fire Extinguishing:	Ensure all tents have appropriate extinguishers (2A10BC) in place which are accessible, hung properly, and within service date. Stage must also have an extinguisher near by.
Special Arrangements:	<p>If you wish to have FD stand by for medical coverage during the event please contact Assistant Chief Bollen. This does come at an additional cost.</p> <p>If you have not made arrangements to have an engine on site for the Touch a Truck, please contact Amy Bollen to arrange this. This apparatus must still be available for calls.</p>

Print Name: Nate Burley

Signature: Nate Burley

Digitally signed by Nate Burley
Date: 2022.03.22 09:56:23 -04'00'

Title: Division Chief - Fire & Life Safety

Date: March 22, 2022



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:

- [X] SPECIAL EVENT PERMIT
[X] 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.

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 239 533-3911.

Print Name: Douglas B. Higgins
Signature: Douglas B. Higgins
Title: Division Chief
Date: March 24, 2022

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=dmh@lcpfd.org, c=US
Date: 2022.03.24 09:52:13 -0400

Lee County Event Permit Application



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

Check the appropriate box(es) below:

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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 on any portion of 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: 2022.03.17 08:09:35 -04'00'

Title: Senior Project Manager

Date: March 17, 2022

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:

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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:

Title:

Operations Manager

Date:

Mar 18, 2022

Lakes PK - Lee Co. Travel Rally
5/3/22

Lee County Event Permit Application



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

Check the appropriate box(es) below:


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Insurance Requirements: Lee County Board of County Commissioners is bound by Florida Statute 768.28 regarding its liability.

Special Arrangements: A Certificate of Insurance shall be submitted as evidence of the required coverage listing Lee County Board of County Commissioners, P.O. Box 398, Fort Myers, FL 33902 as the certificate holder and as an additional insured.

Subject to proof of insurance.

Print Name: Mike Figueroa
Signature: 
Title: Risk Program Manager
Date: March 16, 2022



FREE ADMISSION, PARKING, REFRESHMENTS & PRIZE GIVEAWAYS

Tuesday, May 3, 2022 | 4:00 to 7:00pm

Rain Date: Wednesday, May 4

Lakes Regional Park

7330 Gladiolus Dr., Fort Myers, FL 33908

Celebrate the innovators of travel at the 2022 Lee County Travel Rally and Community Celebration in support of National Travel & Tourism Week.

All tourism businesses, hospitality employees and local residents are invited to attend. Tourism partners, bring your staff to represent your company! Employees, bring your families too, as there will be lots to do for children and adults.

HOW TO PARTICIPATE

RSVP that you are attending at LeeVCB.com. For more information, call Visitor Services at 239.590.4855 or visit LeeVCB.com

ENJOY THE HILARIOUS TOURISM RACES

Kids' Luggage Lug, Bellman's Race, Waiter's Race for the Gold, Make that Bed and Valet Trike Hike. Hotels, attractions and restaurants - have fun with your hospitality friends! Contact BToyloy@leegov.com

TRAVEL FAIR

Tourism businesses, sports groups, special exhibits and more!

Contact: CCocco@leegov.com

KIDS' KORNER

Face painting, magic, cuddly critters, Railroad Museum of South Florida miniature train rides and more.

#TRAVELRALLY2022 #TRAVELWORKS



News-Press.

LOCALiQ

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VENDOR PARKING

BOTANIC GARDEN

KIDS CORNER

TOUCH-A-TRUCK FIRE, LCSO

TOURISM RACES AND KIDZ KORNER

TRAVEL FAIR

RACE CHECK IN

PRIZE H.Q.

STAGE

DUNK TANK

FOOD & REFRESHMENTS

Park benches for seating

KONA ICE

Portalets

Lodge

REGISTRATION & INFORMATION

EVENT ENTRANCE

EVENT ENTRANCE

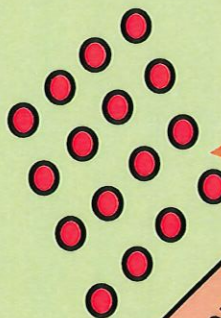
TROLLEY

Train Rides

PLAYGROUND



WHISTLE STOP ICE CREAM



From: [Flanjack, Alise](#)
To: [Macphee, Nancy](#)
Cc: [Debacker, Joseph](#); [Harper, Mary Ellen](#); [Loomis, Kathleen](#); [Carter, Cindy](#); [Ryan, Daniel](#)
Subject: Travel Rally at Lakes Park May 3 & 4
Date: Friday, February 11, 2022 3:13:36 PM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)
[image004.png](#)
[image005.png](#)

Good Afternoon Nancy,

I just wanted to confirm with you that we have you and the VCB office all set to host the Travel Rally at Lakes Park on Tuesday, May 3rd with a rainout date on the 4th. In the spirit of keeping the OneOrganization philosophy strong and providing inter-departmental support, I am also confirming that we are waiving the fees to use the event field, the lodge/pavilions and parking fees.

As we get closer to the event we can also work on getting some of our Park Rangers to assist as needed in the afternoon with directing folks that come into the park for the event.



Alise Flanjack | Deputy Director

Terry Park Administration Office

3410 Palm Beach Blvd., Fort Myers, FL 33916

office: (239) 533-7451

cell: (239) 229-0488

email: alise@leegov.com

web: www.leegov.com

Connect With Us On Social Media



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.