

## **EVENT PERMIT**



Ordinance 17-08

## The Artisan Market

**PERMIT NUMBER:** 

TMP2025-00207

Date(s) of Event:

August 16, 2025

**Property Owner:** 

LEE COUNTY

Applicant:

Ashley McKenzie

772418026

Description:

Art market: artists and a variety of vendors will set up booths to sell their art work. Food

trucks outside, at the Lee County Civic Center on August 16, 2025, from 11:00AM until

6:00PM.

Location of event:

11831 BAYSHORE RD, NORTH FORT MYERS, FL 33917

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

ftmpprmt specialevent.rpt



# **Event Application**

**Special Event** 

Use of County Property Alcohol within Lee County Facilities

Film, Video & Photography



## **Event Application**

## Check the appropriate box(es) below:

- $\overline{|_{\boldsymbol{X}}}$ . USE OF COUNTY PROPERTY PERMIT
- PERMIT TO SELL AND CONSUME ALCHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
- FILM PERMIT

Title of Event / Name of Production	The Artisan Market
Date(s) of Event / Production:	8/16/2025
Location(s) of Event:	Lee County Civic Center
Name of Applicant:	Ashley McKenzie / Access Art
Applicant Address:	2435 SW Foxpoint Trail, Palm City, FL 34990
Applicant Phone Number:	772-418-0026
Contact Person: (If different from applicant)	
Contact Phone Number: (If different from applicant)	
Email Address:	ashley@accessartfl.org
Estimated Attendance:	1500 throughout the day
Event Description: Include each activity, when activities take place, etc.	Art market; artists and a variety of vendors will set up booths to display and sell their art work. We will have food trucks stationed outside of the civic center. We are going to try and offer some free art classes to youth in the local area.
Hours of Operation:	11am-6pm
STRAP # of Parcel:	244 325 000 000 70000
Owner of Premises*:	Lee County

<sup>\*</sup>Notarized statement from the property owner specifically consenting to the proposed use required.



What is the Zoning Classification of the p	oremises? Community Facilities	
Are any temporary structures to be insta	lled for the event? ☐ Yes 🔀 No	Туре:
Do you have the appropriate permits for	the temporary structures?	Yes No
	tbd, we can get insurance once we	
Note: Certificate of Insurance must be submitted		
Surety Company Bonding this Event (Na	me and Address):	
Will Vehicles be Used as Part of This Event?	Will Food be Available at this Event?	Will Alcoholic Beverages be served/consumed at this Event?
Yes No	X Yes No	Yes X No
If yes, automobile coverage must be included on the certificate of insurance.	If yes, products liability coverage must be included on the certificate of insurance.	If yes, liquor liability coverage must be included on the certificate of insurance.
Name & Address of Organization W. Providing Food:  Type of Food being Served:	e will have a variety of food trucks	at the ottorit, all vill have
Section II - USE OF COUNTY PR	ROPERTY PERMIT	
Organization Sponsoring the Event: AC	cess Art (our non-profit)	
Section III - SALE/CONSUMPT	ION OF ALCHOLIC BEVERAGES I	PERIMIT
Is alcohol being sold/consumed on Cou		Yes No
	Only non-profit organizations can sell alcohol on Count	y Property.
Non-profit certificate/registration num (Required if alcohol is to be <u>SOLD</u> at the event)	we are NOT selling alcohol bu	t our cert # is 85-8019209174C0
Please note: A permit from the State of Florida further details	Division of Alcoholic Beverages and Tobacco may	also be required; please call (239) 344-0885 for



e of Production ( TV Movie or Spe	cial	TV Serie	s / Pilot	TV (	Commei	cial	1	Juli File	otos	
		Industria	I / Documentary	Oth	ner:					
any of the follo	wing be neede	d or included*	?							
	t Closure				Yes	X	No			
	c / Crowd Con	trol		Г	Yes	X	No			
	or Burning			Г	Yes	X	No			
Explo	sives or Pyrote	chnics		Г	Yes	X	No			
Anim	als, Large or Sr	mall		Г	Yes	X	No			
Cons	truction of Any	Kind		Г	Yes	X	No			
	and/or Nume				Yes	X	No			
Helic	opters, Boats,	etc.		Г	Yes	X	No			
Stun	ts			Г	Yes	X	No			
Othe	r				Yes	X	No			
,	Yes, provide fu	urther details k	pelow:							
For any marked n/a Special Parking R		urther details k	pelow:							
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#### **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.



## 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 Witness			
Ashley McKenzie CEO	Mitch Gabe			
Print Name of Applicant and Title	Print Name of Witness			
2/3/25 updated on 6/29/25	2/3/25 updated on 6/29/25			
Date	Date			



## LEE COUNTY SHERIFF'S DEPARTMENT 14750 SIX MILE CYPRESS PARKWAY FORT MYERS,FLORIDA33912 (239) 477-1199

Check the appropriate box(es) below:

	UNTY PROPERTY PERMIT SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
FILM PERM	
AFTER REVIEWING THE WILL REQUIRE THE APPI	APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION ICANT TO COMPLY WITH FOR THEIR EVENT.
Parking:	All parking must be in authorized areas on site and must not impede the normal flow of traffic.
Deputies (How Many?):	None required for this event as event.
Fee for Services:	None required for this event event.
Special Arrangements:	According to permit application, alcohol will not be made available for consumption during the event.
	Print Name: Panyils
	Signature:
	Title: Support Services
	Date: 2-5-25



## 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
Γ	PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
ľ	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 N/A Many?) Fee for Services: \$100 (Plan review and inspection) Flammable Vegetation: Not permitted First Aid Equipment: N/A Fire Extinguishing: On site Special Arrangements: Fire and life safety inspection required prior to opening Print Name: William Underwood Signature: Title:

02/18/2025

Date:



### 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

None necessary.

PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES

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

Treatment Facilities:	10 day 50 day 10 day		
Medical Personnel:	None necessary.		
Medical Supplies / Equipment:	None necessary.		
Safety Requirements:	Applicants shall folio Orders concerning h	ow all CDC and FDOH directives, and the Florida Gover nealth and safety.	rnor's Executive
Fee for Services	Not applicable.		
Special Arrangements:	Please call 911 in th office at EMSDetail	ne event of an emergency. To arrange special event co @leegov.com. **********OPEN REQUIREMENT INSURA	verage, contact our NCE**
	Print Name:	B. Scott Roy	
	Title,	Captain, EMS Operations	
	Date:	2-11-25 -	



## DEPARTMENT OF TRANSPORTATION 1500 MONROE STREET FORT MYERS,FL33901 (239) 533-8580

PERMIT TO SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES

Check the	appropriate box(es) below.
X	SPECIAL EVENT PERMIT

FILM PERMIT

**IX** USE OF COUNTY PROPERTY PERMIT

arking:	No event parking	is permitted in Lee County maintained road right of ways.	
ngress and Egress:	Please use all es	tablished means of ingress and egress.	
pecial Arrangements:		ounty Sheriff's Office for assistance with traffic control as ne le access and public vehicular access shall be maintained tained roads.	
pecial Arrangements:	Emergency vehic	ele access and public vehicular access shall be maintained tained roads.	
pecial Arrangements:	Emergency vehic Lee County main	ele access and public vehicular access shall be maintained tained roads.	
pecial Arrangements:	Emergency vehic Lee County main	ele access and public vehicular access shall be maintained tained roads.  Nathan Thoman	



## LEE COUNTY PARKS AND RECREATION 3410 PALM BEACH BOULEVARD FORT MYERS,FLORIDA33916 (239) 533-7275

Check the appropri	ate box(es) below:
P	UNTY PROPERTY PERMIT SELL AND CONSUME ALCOHOLIC BEVERAGES WITHIN LEE COUNTY FACILITIES
	APPLICATION, PLEASE INDICATE BELOW WHAT ARRANGEMENTS YOUR ORGANIZATION LICANT TO COMPLY WITH FOR THEIR EVENT.
Illumination:	The event organizer is responsible for providing additional safety and security lighting, as needed.
Parking Areas:	All vehicles must park in the designated areas accessible through the main entrance on Bayshore Road. The event organizer is responsible for ensuring that no vehicles block driveways or roadways, maintaining clear access for emergency vehicles, Vendors must park in the area specified on the event map.
Special Arrangements:	The event organizer is responsible for providing adequate staff or volunteers throughout the event to manage litter control and ensure debris is removed during and after the event. Coordination with on-site staff is required to establish designated trash and debris collection areas.  Additionally, the event organizer must comply with all terms stated in the signed agreement and adhere to Lee County Ordinances No. 93-15 (noise), 25-14 (smoking) and Parks & Recreation 18-12 and 18-27 (as amended).
	Print Name: Trever Snearley  Signature:  Title: Countywide Service Manager  Date: July 8, 2025



# LEE COUNTY RISK MANAGEMENT COUNTY ADMINISTRATION BUILDING - 4<sup>TH</sup> FLOOR 2115 SECOND STREET FORT MYERS,FLORIDA33901 {239} 533-2221

Check the approprie	ite box(es)	below:
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X	SP	EC	AL	EI	/EN	IT	PE	RI	VIIT
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- 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.

WILL REQUIRE THE APPLICANT TO COMPLY WITH FOR THEIR EVENT.	
	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:	Mit frie
Title:	Risk Program Manager
Date:	May 2, 2025



#### CERTIFICATE OF LIABILITY INSURANCE

DAYE (IMM/OD/YYYY) 5/2/2025

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(les) 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). CONTACT Joseph Guerrero PHONE (A/C, No., Exit): (800) 364-2433 E-MAIL ADDRESS; support@rynucci DOXA Programs, LLC DBA R.V. Nuccio & Associates Insurance FAX (A/C, No): (818) 980-1595 il. RESS; support@rvnuccio.com Brokers 10148 Riverside Drive insurer(s) affording coverage INSURER A: Fireman's Fund Insurance Company Toluca Lake, CA 91602 INSURER 8 : Axis Insurance Company 37273 MRURFO Access Art INSURER C: 3100 SE Federal Hwy #1122 INSURER D : Stuart, FL 34994 INSURER E : INSURER F: CERTIFICATE NUMBER: **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. NOTIVITHETANDING 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. NSD WYD POLICY EFF POLICY EXP
(MM/DD/YYYY) (MM/DD/YYYY) TYPE OF INSURANCE POLICY NUMBER ✓ COMMERCIAL GENERAL LIABILITY 8/15/2025 8/17/2025 EACH OCCURRENCE DAMAGE TO RENTED PREMISES 1,000,000 UST022072240 CLAIMS-MADE V OCCUR 50,000 NAFP127471 MEDICAL EXPENSE Host Liquor Liability 1,000,000 PERSONAL & ADV INJURY GENERAL AGGREGATE 2.000.000 GEN'L AGGREGATE LIMIT APPLIES PER POLICY PROLLOC PRODUCTS - COMP/OP AGG 1,000,000 OTHER: AUTOMOBILE LIABILITY COMBINED SINGLE LIMIT ANY AUTO BODILY INJURY (Per person) \$ OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY BODILY INJURY (Per accident) | \$ PROPERTY DAMAGE (Per accident) UMBRELLALIAB EACH OCCURRENCE OCCUR EXCESS LIAB CLAMS-MADE AGUREGATE DED RETENTIONS PER OTH-E.L. EACH ACCIDENT E.L. DISEASE - FA EMPLOYEE \$ (mandatory in Win) If yes, describe under DESCRIPTION OF OPERATIONS below E.L. DISEASE - POLICY LIMIT DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 181, Additional Remarks Schedule, may be attached if more space is required Additional Insured: Lee County, a political subdivision and Charter County of the State of Florida P.O. Box 398 Fort Myers, Florida 33902 OK 05.02.2025 CERTIFICATE HOLDER CANCELLATION Lee County, a political subdivision and Charter County of the State of Florida P.O. Box 398 Fort Myers, Florida 33902 SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. P.O. Box 398 Fort Myers, FL 33902 AUTHORIZED REPRESENTATIVE

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ACORD 25 (2016/03)

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Joseph Guerrero

Certificate Number: NAEP127471

Policy Number: UST022072240

Effective Dates: 8/15/2025 12:01am to 8/17/2025 12:01am

## Additional Insured - Person, Organization or other Entity 600002STEP 09 12

Policy Amendment(s) Commercial General Liability

This endorsement modifies insurance provided under the following:

Commercial General Liability Coverage Part

Schedule

Name of Additional Insured Person(s) or Organization(s) or other Entity(les)
Lee County, a political subdivision and Charter County of the State of Florida P.O. Box 398 Fort Myers, Florida 33902

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

Section II - Who Is An Insured is amended to include as an insured the person, organization or other entity shown in the Schedule above but only to the extent that bodily injury, property damage or personal and advertising injury is caused by the sole negligence of the Memorandum of Insurance holder.

Any Additional Insured Person(s) or Organization(s) or other Entity(ies) covered under this policy is subject to the policy forms, terms, conditions, exclusions, limitations and provisions.

This Endorsement is otherwise subject to all the terms, conditions, exclusions, limitations, and provisions of the policy to which it is attached.

This Form must be attached to Change Endorsement when issued after the policy is written. One of the Fireman's Fund Insurance Companies as named in the policy

Secretary

resident

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