

PERMIT SNAPSHOT REPORT PARK-00040-2024 FOR CITY OF CAPE CORAL, FLORIDA

Permit Type: Parks - Special Events	Project:	App Date: 08/06/2024
Work Class: Parks - Special Events Permit	District: Cape Coral	Exp Date: NOT AVAILABLE
Status: Submitted	Square Feet: 0.00	Completed: NOT COMPLETED
Valuation: \$0.00	Assigned To: Burriss, Allison	Approval Expire Date:

Description: FREE Concert in the Park on Thursday, November 7, 2024 and Thursday, April 3, 2025 from 5:00 p.m. to 8:00 p.m. at Four Freedoms Park

Parcel: 134523C2001020100	Main	Address: 4818 Tarpon Ct Cape Coral, FL 33904	Main	Zone:
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Applicant Allison Burriss 1015 Cultural Park Blvd Cape Coral, FL 33990 Business: (239) 573-3122	Applicant Emily Haeger 1015 Cultural Park BLVD
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Permit Custom Fields

Organization	The City of Cape Coral	Site Address (GIS)	4818 TARPON CT	STRAP (GIS)	134523C2001020100
Day of Contact and Phone #	Todd Kings 239-707-6241	Will Tents or Canopies be used?	No	Legal Description	CAPE CORAL UNIT 5 BLK 102 PB 11 PG 90 LOTS 10 THRU 19 INCL + TR C + P LOT 6 + LOTS 7-9 + VACATED AREA LESS PORT DESC IN INST #2012000017777
Name of Event	Allison Burriss	Is tent larger than 900 sqft?	No	Owner Name (GIS)	CITY OF CAPE CORAL
Set Up Start Date	Nov 7 2024 12:00AM	Owner Other (GIS)		Set Up End Date	Apr 3 2025 12:00AM
Mailing Addr1 (GIS)	PO BOX 150027	Setup Start to End Times	3 p.m. to 4 p.m.	Mailing Addr2 (GIS)	
Actual Event Start Date	Nov 7 2024 12:00AM	Actual Event End Date	Apr 3 2025 12:00AM	Mailing City (GIS)	FL
Actual Event Times	5 p.m. to 8:00 p.m.	Mailing Zip (GIS)	33915	Take Down Start Date	Nov 7 2024 12:00AM
Food cooked or catered on-site for this event?	Yes, Food IS being cooked	Take Down End Date	Apr 3 2025 12:00AM	Is event held on unimproved land/vacant lot?	No
Will temporary restroom facilities be provided?	Yes	Zoning (GIS)	MXB	Take Down Times	8 p.m. to 9:00 p.m.
Pipe Location (GIS)	P	Exterior air con or power generating equipment	No	Disposable trash receptacles be provided?	Yes
Containers or dumpsters provided?	Yes	Anticipated Crowd Number	500	Sewer District (GIS)	1
Flood Zone (GIS)	Y	Are you using city provided generators?	Yes	Water Availability (GIS)	Y
Will Off-Site Parking be Provided?	Yes	Water Code	B*-BMISC	Sewer Availability (GIS)	Y
Will any street be closed?	No	Sewer Code	B*-BMISC	Will generator inspection be after hours?	N/A
Will there be amplified music or entertainment?	Yes	Irrigation Availability (GIS)	N	Irrigation Code	E827E
Have you applied for a Fireworks Display permit?	N/A	Will alcohol be sold or consumed on premises?	No	Will private security be provided?	No
Own the property where the event is to be held?	Yes	Will Police Personnel be requested?	Yes	Will Emergency Services Personnel be requested?	No
Will Fire Services be	No	requested?			

PERMIT SNAPSHOT REPORT (PARK-000040-2024)

Type of Hold	Created By	Date Created	Hold Origin	Comments	Active
Flood Zone Conditions	EnerGov Service	08/06/2024 15:06	PARK-000040-2024	Be Aware this parcel/address is in a Flood Zone	Yes

Workflow Step / Action Name	Action Type	Start Date	End Date
Review v.1			
Permit Review - Parks Special Events v.1	Receive Submittal		
Assess and Verify Fee v.1			
Send Invoice v.1	Generic Action		
Collect Fees v.1	Generic Action		
Director Sign-off Special Events v.1			
Email P&R Director Sign-off v.1	Generic Action		
P&R Director Approval v.1	Generic Action		
Issue Permit v.1			
Issue Permit v.1	Generic Action		
Inspections v.1			
Close Permit v.1			
Close Permit v.1	Generic Action		



- Restrooms
- Food Trucks
- Generator
- AMP Zone
- Dumpster
- ★ Shuttle Drop/Pick-up
- Alcohol Perimeter



Concert in the Park

FOOD/COOKING NOTICE

Please provide a copy of this notice to your food vendors.

Event concession stands/ trailers/ tents using deep fat fryers shall comply with **NFPA 1-50.2.1.9*** Cooking equipment used in fixed, mobile, or temporary concessions, such as trucks, buses, trailers, pavilions, tents, or any form of roofed enclosure, shall comply with **NFPA 96** or this chapter unless otherwise exempted by the AHJ in accordance with 1.3.2 of **NFPA 96**. [96:4.1.9]. **NFPA1-50.2.1.1** Cooking equipment used in processes producing smoke or grease-laden vapors shall be equipped with an exhaust system that complies with all the equipment and performance requirements of this chapter. [96:4.1.1]. **NFPA 1-50.4.3.2*** Cooking equipment that produces grease-laden vapors and that might be a source of ignition of grease in the hood, grease removal device, or duct shall be protected by fire-extinguishing equipment. [96:10.1.2] and shall have one 2-A: K class fire extinguisher within 30' of the cooking appliance. All fire extinguishers must be tagged annually by a Licensed Florida Fire Extinguisher Company. Typical appliances include; deep fat fryers; griddles, range tops; upright, natural charcoal, or chain-type broilers; electric, lava rock, mesquite or gas-radiant char-broilers and woks. All cooking must be 10 feet from an occupied public tent. All LP tanks and lines shall be secured and tested for leaks prior to each use.

COOKING UNDER PUBLICLY OCCUPIED TENTS IS PROHIBITED

Any cooking appliance found not having the proper fire protection equipment will not be used until the proper fire extinguisher or device is on site.

Fire Inspection is required for all food cooking prior to operation

- Normal inspection hours Monday-Friday 8AM-4PM excluding holidays.
- After hour inspections will require an additional payment of \$123.30 for the first 2 hours.
- Submit and payment request for after hour inspection minimum 1 week prior to event by contacting Cape Coral Fire Department Bureau of Life Safety 239-242-3264

Event Name: Concert in the Park

Event Planner Signature: Allison Burris

Date: 08/6/2024



CAPE CORAL POLICE DEPARTMENT

POLICE DETAIL APPLICATION



Thank you for inquiring about the availability of law enforcement officers for security services or other related functions. Within this application, you will find information regarding the detail process and associated fees for this service.

APPLYING FOR DETAIL OFFICERS

Vendors desiring to contract detail officers shall complete and submit this Police Detail Application at least three (3) business days in advance of the detail start date. The Detail Assignment Coordinator (DAC) shall receive, and review, all completed applications.

SPECIAL EVENTS / SPECIAL DETAILS

Some detail applications require an approved Special Event Permit through the City of Cape Coral Parks and Recreation Department, as required by City Code Article 3, Chapter 3, Section 3.3.10. The Parks and Recreation Department determines the requirement of a permit.

Inquiries and Special Event Permit applications must be submitted directly to the Parks and Recreation Department. The City's Special Event Permit process and application can be found at https://www.capecoral.gov/department/parks_and_recreationhome/special_events_division/special_event_permit_process.php.

Permit Applications shall be submitted to Parks & Recreation at least (60) days prior to the event opening date **and** Detail Applications to the Police Department at least six (6) weeks prior to the event opening date.

Permit Applications with accompanying Detail applications for Special Event Permits shall be routed, by the Parks and Recreation Department, to the Cape Coral Police Department's Detail Assignment Coordinator (DAC) and Special Event Coordinator (SEC). The SEC will determine appropriate staffing based on the estimated number of attendees, availability of alcoholic beverages, event location, weather conditions, time of day, need for street closures, history of the event or past events from the event sponsor, and compliance with City Code Article 3, Chapter 3, Section 3.3.10.



**CAPE CORAL POLICE DEPARTMENT
POLICE DETAIL APPLICATION**



FEE SCHEDULE

Category	<u>Officer</u>	<u>Supervisor</u>
	Hourly Vendor Rate	Hourly Vendor Rate
Security	\$51.00	\$73.06
Traffic	\$61.00	\$73.06
Specialized Unit	\$61.00	\$73.06
Holiday*	\$78.50	\$88.50
Emergency**	\$78.50	\$88.50

These fees are for regular contracted detail assignments. The minimum charge is 3 hours + Body Worn Camera time***.

TRAFFIC RATES: If the detail officer will be conducting traffic, providing security during roadway construction, or otherwise determined to be exposed to high-volume vehicular traffic, the traffic rate shall apply.

SPECIALIZED UNIT RATES: If it is determined that an officer with specialized training is required to fulfill the detail request, the specialized unit rate shall apply.

***HOLIDAY RATE DATES:** Unless otherwise specified, the holiday rate will be charged for any detail falling within 0000 – 2359 hours of the calendar date of a holiday listed below.

Halloween, Thanksgiving (from 0700 Thurs to 0700 Mon), Christmas Eve, Christmas, New Year (from 1800 12/31 to 2359 1/1), Easter, Labor Day, Martin Luther King Jr Day, President’s Day, Memorial Day, Independence Day, Veteran’s Day

**** EMERGENCY RATE:** Requests for details occurring (2) business days or less from date of application will be charged the Emergency Rate. Additionally, if a detail runs (2) or more hours longer than originally requested, the first hour will be charged at the regular rate and the second hour and beyond will be charged the Emergency Rate.

***** BODY WORN CAMERA TIME:** Due to the implementation of Body Worn Cameras (BWC) and the requirement of Officers wearing them while working off-duty details, an additional (1/2) hour will be added to each officer requested. This cost covers the necessity of the officer to report to the PD prior to and following the detail for BWC-related functions.

FOR APPROVED/PERMITTED SPECIAL EVENTS (submitted through Parks & Recreation): City Code 3.3.10(B)(7) requires police officers to be hired for the duration of the event to include one hour before opening and one hour after closing.

Payment is due upon receiving an invoice. Payment is accepted in the form of a Cashier’s Check or Money Order made payable to the City of Cape Coral Police Department. No personal checks will be accepted.

Detail rates are reviewed annually and are subject to change.



**CAPE CORAL POLICE DEPARTMENT
POLICE DETAIL APPLICATION**



STATUS OF OFFICERS PERFORMING DETAIL ASSIGNMENTS

Police Officers performing assignments under the terms of a detail shall be deemed “on duty”. Thus, their principal responsibility will be to the Cape Coral Police Department and citizens of the community. Detail assignments may be terminated at any time in the interest of the Police Department and citizens of the community.

STAFFING PROVISIONS

All detail applications will be reviewed by the Detail Assignment Coordinator (DAC). If staffing requests are determined to be insufficient or overestimated the DAC will adjust prior to approving the detail assignment.

If, during the detail, staffing is insufficient or overstaffed, the police supervisor in charge shall have the discretion to increase or reduce dedicated staffing. Any difference in costs shall be paid by the Vendor. If a detail assignment requires (4) or more officers, a supervisor shall be assigned as officer in charge of the detail assignment.

DETAIL CANCELLATION

The Cape Coral Police Department reserves the right to cancel a detail assignment at any time. The vendor may cancel an approved detail assignment by contacting the Detail Assignment Coordinator (DAC) at least 24 hours in advance of the date and time of the detail assignment. ***Notice less than 24-hours may be subject to the minimum 3-hour payment per officer.***

Exceptions to the (24) hour notice include, but are not limited to, details issued for construction, road work, etc., where work is completed earlier than proposed and a detail officer is no longer necessary. In these instances, (12) hours’ notice of cancellation shall be sufficient.

Your signature below acknowledges that you have read, understand, and agree to the outlined fee schedule as is stated in this document.

Allison Burris
Signature of Applicant

8/6/2024
Date



**CAPE CORAL POLICE DEPARTMENT
POLICE DETAIL APPLICATION**



(To be completed by applicant)

Business / Vendor Name: City of Cape Coral

Business Contact Person: Allison Burris

Business Address: 1015 Cultural Park Blvd
Cape Coral, FL 33990

Phone #: 239-707-6241

Email Address: aburris@capecoral.gov

Billing Address: PO Box 150027
Cape Coral, FL 33915

Service Location: Four Freedoms Park
4818 Tarpon Court Cape Coral, FL 33904

Detail Service Date(s): 11/7/2024 & 4/3/2025

Detail Day of the Week: (please check)

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Hours: (Please be very specific; days/nights, dates, times, length of contract, etc.)

Start at: 5:00 pm AM/PM End at: 8:00 pm AM/PM

Number of Officer(s): _____ **Number of Sergeant(s) :** _____

Description of Service (attach any necessary maps / MOTs): To ensure the safety of the event

Name and Phone number of Contact Person for Officers to report to during detail:

Name: Todd King **Phone:** 239-707-6241



**CAPE CORAL POLICE DEPARTMENT
POLICE DETAIL APPLICATION**



(To be completed by Applicant)

I, Allison Burris, as an authorized representative of the City of Cape Coral, hereby acknowledge that I have read and understand the attached fee schedule and conditions which I have signed and dated as part of this application, and I further agree that the City of Cape Coral will abide by and be subject to these conditions in all respects if a permit is issued as a result of this application.

In addition, the City of Cape Coral, through its authorized representative, hereby agrees to hold harmless and indemnify the City of Cape Coral and its employees from any and all claims, or lawsuits, injuries or damages suffered by the City of Cape Coral or its employees, customers, patrons or invitees during the term of any permit that is issued as a result of this application.

Allison Burris

Signature of Authorized Representative

Allison Burris

Printed Name of Authorized Representative

Inquiries may be directed to:

**Detail Assignment Coordinator (DAC)
Phone: (239) 574-0654 or Fax: (239) 242-5367
Email: chaenes@capecoral.gov**

DETAIL ASSIGNMENT INFORMATION

(to be completed by DAC)

Date Application Received: _____

The above application for detail is **denied**.

Signature of Detail Assignment Coordinator

Date