



# City of Bonita Springs Community Development Department

9220 Bonita Beach Road, Ste. 111  
Bonita Springs, FL 34135

Phone: (239) 444-6150

PLANNING - ZONING - ENGINEERING - BUILDING - INSPECTIONS

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## SPECIAL EVENTS

Click the following questions to expand/contract answers provided by staff. If you require additional information, please dial (239) 444-6150 and our receptionist will route your call to staff who will assist you.

A Special Event is a type of temporary use, and means the following?

1. An event providing a community-wide activity which is temporary in nature and would not typically be permitted on a permanent basis and which requires a Special Event Permit.
2. Special Event activities are defined as, but not limited to, any organized public *or private* activity held or conducted on a temporary basis which is apart from, or in addition to, activities and uses normally associated with and permitted at a specific location. This definition does not include functions put on by the City of Bonita Springs on its own property, or functions in structures that have been issued a Certificate of Occupancy and are used as an exhibition building.

Are fees refundable if I don't get what I requested, it rains, or if I decide not to hold my event, etc.?

The application fee is non-refundable. Nevertheless, in case of inclement weather, you may be able to reschedule your event within 30 days subject to approval by the City Manager and/or City Council.



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Are restroom facilities available for my event? Am I required to obtain portable toilets?

Public restrooms in the parks are open during the day. Arrangement may be made in advance to have the restrooms available. If restrooms are specifically opened for your event, you will be responsible for cleanup and trash removal. Portable toilets will be required for larger events if you are anticipating 200 or more participants. Location of portable toilets is subject to City of Bonita Springs approval.

Are there circumstances which I should get a permit if my group has fewer than 200 people?

Yes. Events erecting tents larger than 10 x 10 square feet, erecting a stage, or utilizing portable toilets (unless being used for construction purposes) or any of the items listed above will require a special event permit even if the attendance is below 200 people.

Do I have to have the Lee County Sheriff's Office (LCSO) sign-off sheet filled out?

The Lee County Sheriff's Office sign-off sheet must be completed before you hand in the application to us. They will require the completed special event application and all attachments (as we do).

For questions about the LCSO sign-off sheet: Details Unit 14750 Six Mile Cypress Parkway Fort Myers, FL 33912 (239) 477-1199

Do I need a Special Event Permit to stage a protest or demonstration?



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Protests, demonstrations, and rallies are considered a First Amendment right; therefore, a Special Event Permit is not required for these types of events. Organizers are asked to contact the Office of Special Events to verify that no events are scheduled in the areas where protests are being planned and to ensure public safety precautions are in place.

Does the City provide tables, chairs, benches, sound systems or any other equipment?

The City of Bonita Springs does not supply such equipment. Applicants are responsible for securing any and all event-related supplies or equipment.

During inclement weather conditions on the day of my event, can I be refunded for the event?

The City of Bonita Springs reserves the right to cancel events due to poor weather and/or turf conditions prior to or on the day of the event that may cause excessive damage to City of Bonita Springs property. Special Event Permits are non-transferable. No rain dates will be issued. Refunds will not be granted for inclement weather.

For which activities are special events permits needed?

Parades, runs, walks, carnivals, festivals or any events that include the criteria listed above will require a special event permit.

How do I apply for a permit to close a street?



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You must contact the Lee County Sheriff's Department to discuss road closures prior to submitting your special events application. There may be additional charges for deputies to be on-site. You are responsible for all barricades for any and all road closures. You will then need to supply the Sheriff's Department with the approved special event permit and an additional fee may be required at that time.

How do I get a permit to sell something at my event?

You must apply for a short term vendor permit. A non-refundable fee of \$25 is required for each vendor.

How do I know if I have been approved if I could not make the Council Meeting?

You will be contacted 5 business days after the City Council meeting letting you know if you have been approved or denied. If approved, you will be told when you may pick up your approved Special Events Permit at the reception desk in Bonita Springs City Hall. If you need further assistance after the meeting, please contact JoAnn Lawrence at (239) 949-6239.

How do I obtain a Special Events Permit?

You may visit Bonita Springs City Hall Special Events Division at 9101 Bonita Beach Road Bonita Springs, FL 34135.