

**PIE FISHING DERBY**  
**SITE MANAGEMENT**  
**2016**

SITE MANAGEMENT for the fishing derby has two phases.

1) **Preliminary procedures** include getting the event permit and liquor license and all that is required to qualify for the permits, ordering tents, port-a-potties, and re-new liability insurance.

2) **The second phase** is set-up and break down for the event beginning the day before and ending the day after the event.

**PRELIMINARY STEPS include (call list attached):**

- Tents (2) rental – Caloosa Tent Rental [Main tent (40x60) and band tent (20x30)] (694-5177).
- 2 Porta-potties and (1) hand wash station – Allied Portables 334-7689
- Trash dumpster – Honc Industries (Diane) 772-4662
- 6 waste containers, 4 recycle tubs – Waste Pro - Miss Connie 945-0800 ext. 230  
([CBUSCH@wasteprousa.com](mailto:CBUSCH@wasteprousa.com))
- Event insurance – Charlotte Insurance or compare other insurance companies
- Special liquor license – ABT department
- Event permit – Zoning Office, Community Development – Ally Hall ([Ahall@leegov.com](mailto:Ahall@leegov.com))
- Call Methodist Church and ask to borrow 10 tables and chairs (60)
- Call Chamber of Commerce and ask to borrow all of their tables, and chairs
- Call Pine Island Community Church and ask to borrow 10 tables, tents, and if they would help dump trash on event day

**Must get insurance for the event from** Charlotte Insurance Agency or possibly another company. Call at the end of July to get them to work up the insurance coverage and bill. Must be paid for it to go into effect. They will send you a Certificate of Insurance to use for permit.

**SPECIAL EVENT PERMIT** (apply to Lee County 2-3 weeks prior to date of event):

**Lee County Temporary Event Permit:**

1. Download and print “Lee County Community Development Temporary Permit Application” from <http://www.leegov.com/dcd1/9944>

[/Permit/TempConstTrailerPermit.pdf](#)

2. Alcohol Beverage and Tobacco application must be completed and submitted. Guidelines included in other document

## **CONTACT PEOPLE FOR PERMIT**

Charlotte Insurance Agency - 941-625-0717

Caloosa Tent – 332-5173

Allied Portables - 334-7689

Honc - Diane - 772-4662

Waste Pro – Miss Connie – 945-0800 ext. 230 CBUSCH@wasteprousa.com

Methodist Church – 283-2386

PICC – Heidi Gruser - 283-9944

Pine Island Chamber of Commerce – Jennifer - 283-0888

Pine Island Elementary School – 283-0505 (Diane – Cafeteria)

Mel Brinson (Scout leader ) - 282-0551

Ally Hall - Community Development – Permit office – 533-8330 Ahall@leegov.com

Lisa Dence, Olde Fish House – 239-231-3281

Beacon of Hope - 283-5123

## **TEMPORARY PERMIT PROCEDURE FOR PIE FISHING DERBY**

**Before** applying for permit you will need to:

- ◆ Reserve 2 tents from Caloosa Tent – they will send you a contract 239-694-5177

Set up for delivery to be first in the morning – 8 A.M. (it takes 3-4 hours to set-up)

- ◆ Reserve 2 port-a-potties and 1 hand washing station and get the contract (we have used Allied Portables – 239-224-7689.)
- ◆ Contact Charlotte Insurance Agency – 941-625-0717 before or beginning of **August** to get them started on getting the new liability policy written. After we pay for the coverage they will send us a certificate of coverage. The policy expires 9/13. They can send us the new policy the end of August. Need the Certificate for permit application.

### **PERMIT**

Go to Lee County Permit – Department of Community Development

<http://www.leegov.com/dcd> 1. Download and print “Lee County Community Development Temporary Permit Application” from

2. Alcohol Beverage and Tobacco application must be completed and submitted. Guidelines included in other document.

In the search box type Temporary permit application. Fill out the application and Affidavit for tents. The third page explains what additional information you will need to provide. This includes:

- 1) Caloosa Tent will also provide fire extinguishers and No Smoking signs displayed around the tent.
- 2) In layout must provide a 12' wide fire road around the project area.

Additional documents - Check previous year applications to see format for forms and documents required:

- Notarized letter from property owner permission to use property and consume beer on the property (I had to type form letter and had Olde Fish House sign)

- Proof of sanitary facilities (bill from Allied Portables)
- Contract from tent company
- Copy of certificate of liability insurance plus property damage of \$50/100,000 minimum coverage (Charlotte Insurance Agency)-
- 2 site plans drawn showing location of tents and parking area on property
- 2 copies of the flame retardant certificates for each large tent (in the file for previous year – make copies)Community Development Affidavit for over the counter permits for tents signed by Madame
- Section 6 – Affidavit of applicant for non-profit civic organization alcoholic permit – signed and **notarized** signature of madam.
- Attestation signed by alcoholic beverage license holder page 6 - (Olde Fish House - Lisa)

You can scan these forms and application and attach the packet to an email to:

[eConnect@leegov.com](mailto:eConnect@leegov.com) or go into their office downtown and they do it on site.

When they inform you that you have been granted a permit you go to their office and pay the permit fee \$150.00. Get the check from the treasurer or pay yourself and get reimbursed.

Go to: Lee County Community Development at 1500 Monroe St., Ft. Myers. Parking is provided for you behind the building. As you come off 41 and go around the cloverleaf as you are heading NE on 1<sup>st</sup> Street, the drive way into the parking lot is just before the building, which is at the corner of Monroe and 1<sup>st</sup>. The permit office is on the first floor. ffffGo to the permit counter, get the permit. Have Lee Co. permit department also fill out **page 2, section 4**, Division of Alcoholic Bev. And Tobacco Application for 1/2/3 Day Permit. To be submitted to Alcohol Beverages and Tobacco department. Then pay for the permit at the Cashier – It has been \$150.00 for the last few years.

## **SPECIAL PERMIT FOR ALCOHOL SALES**

Download and print “DBPR ABT-6003 (Application for one/two/three day permit or special sales license” from <http://www.myfloridalicense.com/dbpr/abt/forms/documents/abt6003.pdf>

You are applying for a 1/2/3 day Permit. Print off page 3 of instructions and complete the box for the

one/two/three day permit box. Fill out application using the previous year's as a model. On Section 2 of Permit or License information the **Department of State Doc. # is 1000002674**. On page 2, Section 4 have the Lee County Permit department sign off . Also show Page 6 – Attestation, must be signed by Lisa at Olde Fish House, have it notarized just to be thorough.

Take application to 2295 Victoria Avenue (Joseph D'Alessandro building). [Next to building that looks like a prison, bars on parking garage] you can park in the lot by the parking garage. First go to Room 270 Department of Revenue and they fill out page 2 Sales Tax. We don't submit sales tax for our merchandise, but they have to sign it. Then go to room 145 – Department of Alcohol

Beverage and Tobacco and pay \$25.00 fee and submit the application. They review it and email you a copy of the permit, usually by the next day. Map showing locations included in packet in 2015 procedures.

**PIE FISHING DERBY**  
**SITE MANAGEMENT**  
**SECOND PHASE – SET UP**

**PURPOSE:** To insure an orderly set-up and break down at the even site.

**DURATION:** Site setup is on Saturday and early Sunday morning. Breakdown occurs at the end of the event and also the following Monday morning.

**BRIEF DESCRIPTION:** This event will be at the Olde Fish House Marina in Matlacha. Diagrams are available on the tent locations and table placements from previous event.

The main tent is 40'x60' and the band tent is 20'x 30'; these are rented from and erected by Caloosa Tent and Rental (694-5177). Olde Fish House has plastic pallets for floor of band tent or use plywood which is in the hooker storage shed.

**See Preparations for contacts that need to be made prior to the event.**

**FRIDAY ACTIVITIES**

The following should be delivered Friday:

- Honc – dumpster bin
- Port-a-johns and hand wash station
- Waste Pro trash bins and recycle cardboard bin

**SATURDAY ACTIVITIES:**

Buy large bag of fire ant bait the week before the event and leave at Olde Fish House. They will dust area with ant bait.



*Mariners may do some of this; make appropriate arrangements beforehand by going to one of their meetings to have them sign up. They have in their trailer the tents, some tables, and other supplies.*

They will bring trailer to event site and park as indicated in diagram. Might need to modify diagram depending on what items are actually at site at that time. Mark off (marker spray paint in Hooker shed) corners of 2 large tents giving 4 feet extra on all sides for tie-down lines. **Have the large tent outer stakes for tie down to be about 24' from the concrete parking bumpers that run along the dock on west side of lot.** Must leave enough room between tents for an ambulance to make a clean circle if necessary. Set up 10 x 10 tents along perimeter Saturday after the main tents have been set up. When setting up tents do not extend to full heights until Sunday @6:30 a.m. (May have rain or wind)

Saturday morning have the Mariners bring chairs (30) and 3 tables in Hooker Storage. Also bring the plywood for the flooring, **if plastic pallets not available from Olde Fish House**, the black board for fish team tallies, A-frame sign.

Go to Chamber of Commerce storage shed and get all tables available (about 18 + the new ones hookers and Mariners bought) and any chairs.

Mariners have 10 of the 10x10 tents and extra chairs. They also have trash cans and emergency orange cones. Unload these from the Mariner trailer.

Arrange to pick up 10 tables from Pine Island Community Church. (Ask, they may be able to do it for you and they can come Sunday after the event to pick them up.)

Arrange to pick up tables and chairs from the Methodist Church at their convenience.

After large tents have been set up:

- ◆ Earl places the plastic pallets in the band tent
- ◆ Put Waste Pro cardboard trash bins with double plastic liners around perimeter of large tent
- ◆ Put green noodles (in Hooker storage shed) over main tent stakes on both tents
- ◆ Mariners pick up tables and chairs at Chamber and bring with their trailer
- ◆ Mariners or Hookers pick up tables at Methodist church on Saturday or Friday (at the church's convenience)
- ◆ Put a table in the cooler to hold the food for the fish fry.
- ◆ Check diagram for where to put smaller tents and tables that they will need.

- ◆ Tent areas include:
  - Kid's Registration – 2 tents, 3 tables
  - Merchandise – 2 tents, 3 tables
  - Treasurer – 1 tent, 1 table
  - Weigh in station – 1 tent, picnic table
  - Beer/Wine tents – 2 tents, 2 tables
  - Water/Soda – 1 tent, 2 tables
  - Food Preparations – 1 tent, 1 table
  - Mr. Fix-it – 1 tent, 1 small folding table
  - Kid's Activities and Games – 4 tents, 6 tables (30-36 chairs)
  - Fish Fry – 2 tents, 5 tables (use two from kid's registration)
- ◆ Silent Auction needs 12 tables during event and 2 more after event
- ◆ Chinese Auction needs 12 tables and 1 small folding table

**VERY EARLY SUNDAY MORNING ACTIVITIES: 6:30 AM**

- ◆ Extend 10x10 tents to their full height and place tables and chairs under them as indicated in diagram. Wipe them down with rags if needed.
- ◆ Have the electrical boxes available for band set up to split load. Earl does this. Box of equipment is in the Hooker storage shed.
- ◆ Mariner(if you get get a volunteer or you arrange picking them up) delivers tables and chairs borrowed from Methodist church, Use these tables for Silent Auction or Chinese Auction.
- ◆ Hang signage under main tent for various events – Silent and Chinese Auction signs.
- ◆ Distribute Waste Pro trash cans around area. If using ours/and Mariners trash cans put one liner in the bottom of the can (to use after emptied) and then line the garbage cans.
- ◆ Distribute coffee can ashtrays, partially filled with sand, around area (but not under tents...fire code)
- ◆ Attach/put tip container in obvious place near band tent.

- ◆ Put sandwich sign board by entrance: NO COOLERS and NO DOGS at entry. (Used Olde Fish House sandwich sign board)
- ◆ Put our sandwich sign at street to identify the event.
- ◆ Close off entrance to area with orange cones – only band members and cooks allowed into area
- ◆ Rope off boat ramp with orange mesh (found in Mariner trailer).
- ◆ Tape closed Olde Fish House's trash dumpster – we use the HONC dumpster

### **DURING THE EVENT:**

- ◆ PICC members may empty garbage cans and reline with new bags.
- ◆ Check on toilet paper and towel supply at port-a-potties
- ◆ Check on all the tents and fishing area to see if they have any needs

### **AFTER THE EVENT:**

- ◆ Fold and stack chairs and tents in separate areas depending on to whom they will be returned.  
**Clean tables and chairs as needed – especially Methodist Church's and any other entities.**
- ◆ Return tents, garbage cans, Mariner's chairs, and emergency cones to trailer.
- ◆ Need separate Mariner's or Hooker's trucks to:
  - ◆ return borrowed tables and chairs to PI Chamber
  - ◆ return blackboard, sandwich-board sign, chairs, tables banners, garbage liners to Hooker Storage area
  - ◆ return chairs and tables to PI Methodist Church (store safely until Monday)
- ◆ Throw out ash cans.
- ◆ **Police area and docks for butts, other trash, and any signs.**

## **MONDAY MORNING**

- ◆ Caloosa Tent will take down the large tents in the morning (were there by 8:15ish)
- ◆ Allied Portables and Honc will pick up their items.
- ◆ Check lock-up area at Marina and return items left over night.
- ◆ Police area for trash, things left etc.