SANTA ROSA ISLAND AUTHORITY
COMMITTEE MEETINGS
JUNE 27, 2018
5:00 P.M.

***Budget Workshop and Special Board Meeting immediately following Committee Meetings***

A. ARCHITECTURAL & ENVIRONMENTAL COMMITTEE, DR. THOMAS CAMPANELLA, CHAIRMAN, MS. KAREN SINDEL AND MS. JANICE GILLEY, MEMBERS

Item # 1 - Request by David Mills – 116 Siguenza Dr. – Lot 12, Block B, Villa Sabine – to construct an in ground swimming pool with an encroachment of 20.6’ into the rear yard setback. (Staff report by Paolo Ghio)

B. DEVELOPMENT & LEASING COMMITTEE, MS. TAMMY BOHANNON, CHAIRWOMAN, DR. THOMAS CAMPANELLA AND MS. BRIGETTE BROOKS, MEMBERS

Item # 1 – Discussion on the non-renewal of Master Leases that do not pass along the lease fee reduction to their sub-lessees. (Report by Tammy Bohannon)

Item #2 – Request by Jim Reeves, d/b/a PB RV Resort – 17 Via de Luna Dr. – to sublease to Marina Quirck, d/b/a Solellune Massage and Spa, to operate from leasehold property. (Staff report by Robbie Schrock)

Item # 3 – Request by Robert Rinke d/b/a Premier Adventure Park – 460 Pensacola Beach Blvd. – to sublease to Brittany Parsons, Parsons Marine & Dolphin Cruises, to operate from leasehold property. (Staff report by Robbie Schrock)

Item # 4 – Request by Robert Rinke d/b/a Portofino – 10 Portofino Dr. – to sublease to Brittany Parsons, Parson’s Marine & Dolphin Cruises, to operate from leasehold property. (Staff report by Robbie Schrock)

C. ADMINISTRATIVE COMMITTEE, MS. KAREN SINDEL, CHAIRWOMAN, MR. JERRY WATSON AND MS. TAMMY BOHANNON, MEMBERS

Item # 1 – Report on Financial Statements and Expenditures. (Staff report by Dottie Ford)

Item # 2 – Request by the University of West Florida (UWF) to revise the indemnification provision of the event application (See page 3). (Staff report by Mike Stebbins)

Adjourn.
Please note that the Santa Rosa Island Authority does not make verbatim transcripts of its meetings, although the meetings are tape recorded. Any person desiring a verbatim transcript of a meeting of the Santa Rosa Island Authority will need to independently secure such verbatim transcript.
Request by David Mills – 116 Siguenza Dr. – Lot 12, Block B, Villa Sabine – to construct an in ground swimming pool with an encroachment of 20.6’ into the rear yard setback. (Staff report by Paolo Ghio)

Background:

This is a newly constructed house and the size and location of the existing house, in relation to the setbacks makes an encroachment necessary in order for a pool to be installed on the property.

Letters of no objection from the adjacent neighbors (114 and 118 Siguenza) are included in your back up.

Recommendation:

Staff recommends approval of the request by David Mills – 116 Siguenza Dr. – Lot 12, Block B, Villa Sabine – to construct an in ground swimming pool with an encroachment of 20.6’ into the rear yard setback including hardscape, in accordance with all applicable codes and regulations.
May 30, 2018

Dear Melody (SRIA),

We, David and Elizabeth Mills would like to be included on the agenda for the June 27, 2018 committee meeting to discuss our pool variance.

Please let us know if you need any thing from us.

Thanks for you help,

Dr. David + Elizabeth Mills

We can be reached at:
Dave Mills 850-346-1144
Elizabeth Mills 850-637-4151
116 Siguenza Drive
Pensacola Beach, FL 32561
Dmills@MillsEye.com
Eamil1s5@gmail.com

Elizabeth Mills
•Chief Operating Officer, Mills Eye + Facial Surgery
•Owner, Licker Lover Dog Rescue + Sanctuary
501(c)(3) Non-profit Organization

Mills Eye + Facial Surgery
9050 University Pkwy
Pensacola, FL 32514
Office: 850.266.7500
Mobile: 850.637.4151

Licker Lover Dog Rescue + Sanctuary
(Mailing Address ONLY)
362 Gulf Breeze Pkwy
Suite 314
Gulf Breeze FL 32561
Mobile: (850)-637-4151
Complete items 1, 2, and 3.
Print your name and address on the reverse so that we can return the card to you.
Attach this card to the back of the mailpiece, or on the front if space permits.

Article Addressed to:

Joseph Plunkett
114 Signature Drive
Pensacola Beach, FL 32561

9590 9402 3868 6060 0048 65

B. Received by (Printed Name)

C. Date of Delivery 5/19

D. Is delivery address different from item 1? Yes
If YES, enter delivery address below:

Yes

Artlct Addressed to:

Gulf Breeze, FL 32561

U.S. Postal Service
CERTIFIED MAIL® RECEIPT
Domestic Mail Only

Certified Mail Fee $3.43
Extra Services & Fees (boxed amount due on item)
Return Receipt (hardrop) $0.90
Return Receipt (electronic) $0.10
Certified Mail Restricted Delivery $0.00
Adult Signature Required $0.00
Certified Mail Restricted Delivery $0.00

Package

Total Package and Fee $87.82

Sent To
Joseph Plunkett
114 Signature Drive
Pensacola Beach, FL 32561

RECEIVED
MAY 25 2018
SANTA ROSA ISLAND AUTHORITY
SENDING COMPLETE THIS SECTION

- Complete Items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed To:
   Bruce Oliver
   5051 Grande Dr Unit K3
   Pensacola, FL 32504

2. Article Number (Transfer from service label)
   7018 0360 0001 3747 9231

3. Service Type
   - Certified Mail® Restricted Delivery
   - Registered Mail®
   - Adult Signature Restricted Delivery
   - Return Receipt for Merchandise
   - Priority Mail Express®
   - Registered Mail Restricted Delivery
   - Certified Mail Restricted Delivery
   - Certified Mail®

D. Is delivery address different from item 1?
   □ Yes
   □ No

If YES, enter delivery address below:

D 18 D 3 6 0 0 D 0 1 3 9 4 7 9 2 31

PS Form 3811, July 2015 PSN 7950-02-000-9059 Domestic Return Receipt

U.S. Postal Service
CERTIFIED MAIL ® RECEIPT
Delivered Monday, 05/18/2018

Certified Mail Fee $2.75

Postage $1.42

Total Postage and Fees $4.17

To
Bruce Oliver
5051 Grande Dr Unit K3
Pensacola, FL 32504

2013 USPS 05/18/2018

RECEIVED

MAY 25 2018
SANTA ROSA ISLAND
AUTHORITY
To: Joseph Plunkett  
114 Siguenza Drive  
Pensacola Beach, FL 32561  

David and Elizabeth Mills and Pool Designs of Florida, LLC are submitting a letter to SRIA to build an in ground pool at 116 Siguenza Drive Pensacola Beach, FL 32561. We are requesting a variance of 20ft 6" into the rear yard setback. Please see the attached site plan drawing. The request will be discussed at the June 27, 2018 SRIA Committee Meeting. We need your return correspondence from you indicating either no objection or any other concerns that you may have no later than June 11, 2018.

If you have any questions or concerns please feel free to contact:

Jeff Cutter  
Pool Designs of Florida, LLC  
850-232-3440 Cell  
jcutter4@yahoo.com

Melody Bolster  
SRIA  
850-932-2257  
melodybolster_forte@sria-fla.com

[Blank space for objection]

No objection

Reason for objection

Property Owner: Joseph Plunkett

Date: 5/18/18
Melody Bolster-Forte

From: Bruce Laird <brucelaird@hotmail.com>
Sent: Monday, June 11, 2018 8:29 AM
To: Jeff Cutter
Cc: Melody Bolster-Forte
Subject: Re: Larid--118 Siquenza Drive

Jeff,
Thanks for the update and you have my approval for variance. Also, I appreciate your word of putting my lot back into pre construction condition.
Regards,
Bruce Laird

Sent from my iPhone

On Jun 11, 2018, at 8:16 AM, "Jeff Cutter" <jcutter4@yahoo.com> wrote:

Melody--spoke with Bruce this morning and he let me know that he has no concerns with the variance request.

Bruce--please respond to all on email with your ok so Melody has your written approval for our variance request. Thanks again and please let me know if you need anything from us. I just sent Newman a text about your lot and dates you need lot ready.
Have a good day,
Jeff Cutter
jcutter4@yahoo.com
Pool Designs of Florida, LLC
CPC1457672
850-232-3440
Development & Leasing Committee
June 27, 2018
Item B-1

Discussion on the non-renewal of Master Leases that do not pass along the lease fee reduction to their sub-lessees. (Report by Tammy Bohannon)
Development & Leasing Committee
June 27, 2018
Item B-2

Request by Jim Reeves, d/b/a PB RV Resort – 17 Via de Luna Dr. – to sublease to Marina Quirck, d/b/a Soleilune Massage and Spa, to operate from leasehold property.
(Staff report by Robbie Schrock)

Background:
Marina recently graduated from PSC and obtained her massage therapy license. She's very active in the community and excited to embark on this new endeavor. She will work underneath the elevated clubhouse located on the RV property, at a site approved by the Executive Director. She will remove her massage tables every evening. She has provided her license and insurance information.

Recommendation:
Staff recommends approval of the request by Jim Reeves, d/b/a PB RV Resort – 17 Via de Luna Dr. – to sublease to Marina Quirck, d/b/a Soleilune Massage and Spa, to operate from leasehold property, paying all applicable percentages and fees.
INFORMATION ON THE MASTER LEASE

Name of Master Leaseholder: **Jim Reeves**

Business Name (if different from above): **Soleiluna Massage and Spa**

Previous Sublease Name (if Applicable): **N/A**

Location Address: **17 Via De Luna Drive, Pensacola Beach, FL 32561**

Location Telephone: **850-932-2167**

INFORMATION ON SUBLEASE

Proposed Business Name for Sublease: **Soleiluna Massage and Spa**

Sublease Contact Name: **Marina C. Quirk**

Mailing Address: **P.O. Box 295, Pensacola, FL 32591**

Proposed Business Location Address (UNIT #): **17 Via De Luna Drive, Pensacola Beach, FL 32561**

Contact Telephone: **705-702-7753**

Proposed Opening Date: **July 16**

Proposed Days/Hours of Operation: **Monday 6:00 - 14:00**

Proposed Use of Property: **Massage Body Work**

Liquor License Approval Required? Yes [ ] No [ ] **Beer & Wine** [ ] **Liquor** [ ]

SIGNATURE BLOCK

We understand and agree to the terms of the SRIA sublease approval, the terms of the sublease and the terms of the master lease as well as all other applicable rules, regulations, ordinances and laws of the SRIA, Escambia County Florida, the State of Florida and the United States. Furthermore, unless the master lease states otherwise, the master lessee agrees that the master lessee is responsible for the sublessee's compliance with the terms of the sublease and the terms of the master lease; and that the sublessee's noncompliance with the terms of the sublease and/or the terms of the master lease shall be a default by the master lessee under the master lease. Moreover, unless the SRIA has provided the master lessee a written release of the master lessee's responsibility for the sublessee's compliance with the terms of the sublease and/or the terms of the master lease, no action or inaction by the SRIA can be construed as the SRIA's waiver of the master lessee's responsibility for the sublessee compliance with the terms of the sublease and the terms of the master lease or the SRIA's right to hold the master lessee in default for such non-compliance.

Signature for Applicant for Sublease: **Marina C. Quirk**

Print Name: **Quirk**

Signature of Master Leaseholder (or designated representative) (Authorizes sublease request): **James Reeves**

Print Name: **Reeves**

All sales reports must be submitted through the master leaseholder.

This sublessee is authorized to submit sales reports directly to the SRIA.

MUST INITIALIZE APPROPRIATE LINE
Percentage Fees (check all that apply):
Food
  - Full Service 2% __
  - Fast Food/Take-out 5% __
Beer 2% __
Wine 2% __
Liquor 5% __
Retail 5% __
Professional Services 2% ✓
Other 5% __
Room Rental 2.55% __

Other terms and conditions of sublease:

I HAVE BEEN GIVEN INSTRUCTIONS REGARDING THE FOLLOWING REQUIREMENTS FOR REPORTING REVENUES TO THE SANTA ROSA ISLAND AUTHORITY:

1. Sales reports are due by 5:00 p.m. on the 20th day of each month or the first business day thereafter if the 20th day of the month falls on a weekend. My first report is due on ____________________________.

2. A copy of the form OR-15 (Florida Department of Revenue Sales Tax Form) must be attached to the sales report to verify my gross income.

3. Sales reports must be submitted every month, even if the business is seasonal.

4. Each season, I will provide a written schedule of the months my business will be open and closed.

5. I will provide written notice to the SRIA immediately upon termination of the business.

By: ____________________________
    Approved Sublessee

    Finance Department Representative

Date Approved by Development & Leasing Committee ____________________________

Date approved by SRIA Board ____________________________

Verification Dates:
    Date/Initials (as appropriate)

Reviewed by Finance Manager ____________________________

Finance Meeting with Sublessee ____________________________

Entered in Lease Billing System ____________________________

(Attached copy of customer setup sheet)

Verified by Development & Leasing Manager ____________________________

Entered in Database ____________________________

Distribution:
    Original: Sublease File
    Copy: Master Leaseholder
           Sublesseeholder
           Master Lease File
           Finance Department
NOTE: THIS FORM IS FOR USE BY INDIVIDUALS WISHING TO OPEN A BUSINESS ON EXISTING LEASEHOLD PROPERTY UNDER THE JURISDICTION OF AN EXISTING MASTER LEASE. ALL SUBLEASES MUST BE APPROVED BY THE SRIA BOARD. THIS APPLICATION MUST BE SIGNED BY THE MASTER LEASEHOLDER FOR THE PROPERTY OR THE MASTER LEASEHOLDER'S DESIGNATED REPRESENTATIVE BEFORE THE REQUEST CAN BE PRESENTED TO THE SRIA BOARD FOR REVIEW.

FOLLOWING BOARD APPROVAL, A MEETING WILL BE HELD WITH A REPRESENTATIVE OF THE FINANCE DEPARTMENT TO DISCUSS PROPER REPORTING PROCEDURES. AT THAT MEETING, THE REVERSE SIDE OF THIS FORM WILL BE REVIEWED AND YOU WILL BE PROVIDED WITH A COPY OF THE COMPLETED APPLICATION NOTING THE TERMS AND CONDITIONS OF THE BOARD APPROVAL FOR YOUR SUBLEASE. THE SUBLEASE WILL BE REQUIRED TO PAY ALL APPLICABLE PERCENTAGES AND FEES REGARDLESS OF WHERE OR HOW THE RESERVATIONS/REVENUES WERE GENERATED.

THIS SUBLEASE APPROVAL DOES NOT INCLUDE APPROVAL FOR SIGNS OR IMPROVEMENTS/RENOVATIONS TO THE PROPERTY. ALL SUCH APPROVALS REQUIRE A SEPARATE APPLICATION AND APPROVAL PROCESS THROUGH THE DEPARTMENT OF DEVELOPMENT SERVICES OF THE SRIA.

[Signature]  I have read the above information and agree to adhere to the terms.
Brief Biography

Member, Marina C Quirk received her massage therapy license in 2018. After extensive studies at Pensacola State College, she graduated top of her class in the 750 clock hour program in 2017. It was here that Marina cultivated an understanding and developmental practice and application in: Swedish Massage, Deep Tissue Massage, Spa Therapy, Hydrotherapy, Sports Massage, Neuromuscular Massage, Therapeutic Massage, Chair Massage, Pregnancy Massage, Infant Massage, Aromatherapy, Hot Stone Treatments, Facial Massage, Business Administration and Clinic Management. Marina has volunteered for Pensacola Sports offering massage and muscle treatment on athletes pre/post event at Pensacola and Pensacola Beach.

Marina has been involved in business and philanthropic endeavors since establishing herself in Pensacola in 2005. An alumnus of University of West Florida, Marina pursued a dual major in Graphic Design and Bachelor of Fine Arts. Marina has been active in the arts and engaged in community involvement through entities such as Po10tial Magazine, Pensacon Comic Con, Open Books Prison Book Store Project, First City Art Center, PechaKucha Global, Carpenter Creek Restoration Project and supporting fundraisers for organizations such as Pensacola Little Theater, Northwest Florida Great Dane Rescue, Autism Surfs, 350 Pensacola, Graffiti Bridge Project, and Southbark Animal Rescue.

Marina has established a professional resume through a wide range of developed skills. These assets include team management, business organization, marketing, business consultation and sales. It has always been a goal for Marina to build a company and reinforce the brand message and moral code. She is eager to support her massage career and offer opportunity to stimulate local economy by employing qualified therapists for locals and tourists to receive a relaxing, innovative and memorable experience at Pensacola Beach.
**MARINA C QUIRK**

**License Number:** MA90141

*Data As Of 6/18/2018*

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<th>Profession</th>
<th>Massage Therapist</th>
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<tr>
<td>License</td>
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<td>License Status</td>
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<td>06/08/2018</td>
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<tr>
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<td>627 Bayshore Drive</td>
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<td></td>
<td>PENSACOLA, FL 32507</td>
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**Controlled Substance Prescriber (for the Treatment of Chronic Non-malignant Pain)**

- No

**Discipline on File**

- No

**Public Complaint**

- No

The information on this page is a secure, primary source for license verification provided by the Florida Department of Health, Division of Medical Quality Assurance. This website is maintained by Division staff and is updated immediately upon a change to our licensing and enforcement database.
Coverage for enrolled member's business is limited to claims arising from enrolled member's professional services.

**AMTA Member ID#:** 1655126  
Marina Quirk  
P.O. Box 295  
Pensacola, FL 32591

**AMTA Member Classification:** PROF W  
**Enrolled Member Effective Date:** 07/01/2018-06/30/2019

Coverage is afforded to AMTA Members for a period of 12 months concurrent with the Enrolled Member Effective Date or until membership is terminated or expires. Student Enrolled membership expires on the last day of the month in which the Student Enrolled Member graduates. No coverage is afforded to Student Enrolled Members for providing massage therapy services outside of school sanctioned and directed activities. If the AMTA Master Policy is non-renewed or cancelled, the AMTA Member's coverage under this policy will terminate upon the expiration of the Enrolled Member Effective Date and will not be renewed. The Master Policy Aggregate may be reduced by claims paid on behalf of other insureds.

**Administered By:**  
Healthcare Providers Service Organization  
Affinity Insurance Services, Inc.  
159 East County Line Road  
Hatboro, PA 19040-1218

**Insurance Company:**  
Columbia Casualty Company  
A CNA Company

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<th>TYPE OF INSURANCE</th>
<th>MASTER POLICY NUMBER</th>
<th>LIMITS (per enrolled member)</th>
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<td>Professional Liability</td>
<td>0289955556</td>
<td>$2,000,000 each claim/$6,000,000 aggregate</td>
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<tr>
<td>Occurrence Coverage</td>
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<td>Subject to the Master Policy Aggregate</td>
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</table>

This material is intended to provide a general overview of the products and services offered. Coverage for enrolled member's business is limited to claims arising from enrolled member's professional services. Only the policy can provide the actual terms, coverage's, amounts, conditions and exclusions. Please contact HPSO at 1-888-253-1474 directly for a free copy of the complete policy.
AMTA Coverage
AMTA Members are covered for professional services for which the enrolled member is licensed, certified, accredited or professionally trained to perform as a massage therapist. Student Enrolled Members are covered only for those services for which the Student Enrolled Member is professionally trained to perform while engaged in school sanctioned and directed activities. If an enrolled member practices in any jurisdiction which governs massage therapy services, then massage therapy services means those services for which the enrolled member is licensed, certified, accredited, trained or qualified to perform within the scope of practice recognized by the governmental regulatory agency responsible for maintaining the standards of the profession of massage therapy. Professional services also means the enrolled member’s massage therapy services while acting as a member of a formal accreditation, standards review, or similar professional board or committee, including the directives of such board or committee.

As an AMTA enrolled member covered by the AMTA insurance program, enrolled members are responsible for and expected at all times to be familiar and current with all laws, regulations, etc. in their state of practice that govern their profession as a massage therapist.

Modality Exclusions
Any acts, errors or omissions involving the activities designated below are excluded. This list is subject to review and change by AMTA.

Colon hydrotherapy, nutritional or dietary counseling, personal training, pilates, religious healing, procedures that use fire, cupping therapy with use of heat, ear candling, saunas, sun tanning treatments other than topical tanning lotions or sprays, procedures which penetrate the skin or body cavities either manually or with other methods of intrusion other than manual soft tissue manipulation of the oral or nasal cavities.

Diagnosis, prescription, or service in the capacity of any other profession or branch of healthcare or medicine for which a license to practice is required by law including chiropractic, dentistry, dermatology, naprapathy, naturopathy, nursing, orthopedics, osteopathy, physical therapy, podiatric, psychiatry, psychology or psychotherapy.

Additional Information
An AMTA membership card in conjunction with this notice should serve as acceptable evidence of insurance to anyone requesting proof of your professional liability coverage. If you have any additional questions concerning the AMTA Professional Liability Insurance Plan, please call our insurance administrator, HPSO, toll free at 1-888-253-1474. We are dedicated to giving you the best service possible and thank you for the opportunity to provide this insurance and membership to you. Please also feel free to call AMTA with questions or comments.

Reporting Claims
Please call HPSO toll free at 1-888-253-1474 for claim reporting procedures or refer to the AMTA Professional Liability Benefits Guide.

Additional Insured Requests
Please call HPSO toll free at 1-888-253-1474 for additional insured requests.

This program is underwritten by Columbia Casualty Company, a CNA company and is offered through the Healthcare Providers Service Organization Risk Purchasing Group. This material is intended to provide a general overview of the products and services offered. Only the policy can provide the actual terms, coverage’s, amounts, conditions and exclusions.
Soleilune Massage and Spa
Sublease Application - Pensacola Beach RV Resort

Business Plan
SRIA Committee Meeting
June 27, 2018

Soleilune Massage and Spa LLC
P.O Box 295
Mission:

Soleilune Massage and Spa is dedicated to provide an innovative aquaculture project for Pensacola to enjoy an array of massage and aesthetic treatments. Massage is an ancient practice and is recognized by folks around the world and sought after for its many benefits. Soleilune's differential advantage is focused on offering unique aesthetic treatments and bodywork in a luxurious and environmental experience not currently available in Pensacola. By providing exceptional treatments in an outdoor space that reflects the innate natural beauty and identity of Pensacola, guests will be reinforced why Pensacola is such an iconic and memorable place to both visit and call home.

It is the goal of sole member and operator, Marina C Quirk to build a lasting impression for guests through safe treatments along the white sands and emerald blue waters of Pensacola Beach. Marina plans to hire additional qualified therapists to meet rising demand for massage by providing opportunities to help support local economy.

It is a part of Marina's business plan and moral conduct to preserve and assist our natural resources and environment. Soleilune Massage and Spa will dedicate resources for environmental organizations and cleanups to promote sustainability and support our community.

Demographic:

Target demographic focuses on families and individuals the age of 18 and older - whomever it is safe to apply massage. Pensacola Beach is a vacation destination for folks around the world. Published by Visit Pensacola and the United States Census Bureau in 2017, 2.07 million people visited Pensacola Beach which has followed a raising increase of 30% people per year. It is the goal of Soleilune Massage and Spa to capitalize on this widening demographic of people - both tourist and local demand.

Specifically targeting Pensacola RV Resort, capacity is 90% full year round. There are 72 RV sites available for guests. Understanding that many RV folks travel with family members, friends and significant others, this specific demographic provides on average of 124 people daily who are available to purchase our services.

Marketing Plan:

Soleilune Massage and Spa is offering services in an environment that are otherwise, not available in Pensacola - and it is our strategy to remain innovative and capitalize on the
differential advantages of our business. While using Word of Mouth and positive reviews to promote business, the marketing budget for Soleilune Massage and Spa will average value of $400 per month through a variety of media platforms. A successful marketing plan will focus on promotion, advertising, publicity and community relations.

Promotion: Offer special packages with island rental businesses, hotels and condominiums. Offer special packages for Pensacola Beach RV Resort guests and patrons of Island Culture Tiki Lounge. Capitalize on the surrounding stimulation to receive positive reviews and returning guests. Trial packages as business operations begin.

Advertising: It is imperative for Soleilune Massage and Spa to support local businesses and community. Working with local publications such as Po10tial Magazine, Pensacola Beach RV Resort Beach Guide, Emeraldcoast Magazine, 850Business, Inweekly, Pensacola News Journal, VisitPensacola, BlabTV, Splash Magazine, and Artistic Guide.

Publicity: Capitalize on referrals - Management and therapists will be credible, reliable and profitable. Create a demeanor and attitude that reflects the business identity to captivate guests who will understand that Soleilune Massage and Spa is an experience and destination.

Community Relations: Remain connected with the locals and support small businesses. Offer trades/incentives for referrals and special discounts to those working for the Santa Rosa Island Authority, Police Enforcement and Firefighters. Host/support environmental cleanups and remain involved and active in community events. Negotiate agreements with brand ambassadors who will reflect and support the mission of the company.

Finances:

There are advantages of operating a massage practice. Aside from start up costs, there is marginal overhead required to operate and sustain the business. This important and key factor is appealing for those involved in this venture. Parties will begin to see positive return immediately. Soleilune Massage and Spa plans to begin operations July 2018.

Through our financial analysis, the minimum number of massages in order to make profit and provide cash flow are four massages per day. This sum is calculated in the formula below, and takes in consideration 90 days of weather related conditions where massage would not take place.

\[
365 \text{ days} - 90 \text{ weather days (no massage)} = 275 \text{ days available for massage}
\]

\[
\text{Average 4 massages per day at average$100/massage}
\]
275(4)(100) = $110,000 / therapist

Demand allows hiring additional therapist (minimum)

$110,000(2)

Average Yearly Revenue: $220,000

Startup Capital is available through secured agreements between company and financial institution. Startup Capital covers extensive liability insurance, required licensing, marketing budget and business equity/property to ensure a positive, safe and sustainable practice.

Soleilune Massage and Spa will be appointment only Monday-Sunday 6:00 - 14:00. Expenses will cover all agreements between Santa Rosa Island Authority, Master Leaseholder Jim Reeves of Pensacola Beach RV Resort and sublessee Marina C Quirk of Soleilune Massage and Spa. Expenses consist of routine maintenance, office equipment/hardware and daily upkeep of business operations.

Menu:

Soleilune Massage and Spa offers a wide array of bodywork and aesthetic treatments. This includes floral foot soaks, a gamut of massage services such as therapeutic, Swedish, Hot Stone, aromatherapy, facials, and other modalities our qualified therapists offer. Massage will be offered in a secluded and luxurious fashion with waterfront views and a gentle salty breeze that intertwines with fresh clean linens.

Conclusion:

Soleilune Massage and Spa is thrilled to bring an innovative and customized massage and aquaculture spa service into reality. It is the goal of Soleilune Massage and Spa to create a therapeutic and relaxing environment to promote full body wellness and enjoy a luxurious experience on the beautiful shorelines of Pensacola, Florida.
Pensacola Beach RV Resort

Proposed Soleil Massage and Spa

Legend:

1. Massage Table * 184 cm x 63.5 cm
2. Massage Table * 184 cm x 63.5 cm
3. Privacy screen *

*Will be offering massage underneath Clubhouse at Pensacola Beach RV Resort. Supplies are temporary and will be broken down and removed each day.
Mr. Paulo Ghio  
Executive Director  
Santa Rosa Island Authority  
1 Via de Luna  
Pensacola Beach, FL 32561

June 1, 2018

RE: Soleilune Massage and Spa Sublease

Dear Paulo,

Marina C Quirk of Soleilune Massage and Spa has requested a Sublease from Pensacola Beach RV Resort to operate a Massage and Spa at the Areas indicated on the site plan furnished to you. Is it possible that the approval of this Sublease to be added to the SRIA Committee Agenda on June 27th?

Very Truly Yours,

James J. Reeves

Executive Business Office:  
730 Bayfront Pkwy, Ste 4B  
Pensacola, FL 32502  
Tel: (850) 438.4400  
Fax: (850) 607.8791  
Email: jjr@jirfirm.com

Physical Location and Staff Contact:  
17 Via DeLuna Drive  
Pensacola Beach, FL 32561  
Tel: (850) 932.3670  
Website: www.PensacolaBeachRVResort.com  
Email: Info@PensacolaBeachRVResort.com
Request by Robert Rinke d/b/a Premier Adventure Park – 460 Pensacola Beach Blvd. – to sublease to Brittany Parsons, Parsons Marine & Dolphin Cruises, to operate from leasehold property. (Staff report by Robbie Schrock)

Background:

Parson's was a previously approved sublease at Sabine Marina and have decided to keep their 22' catamaran (6 passengers) off the Island at night, but run Dolphin Cruises and Tours from Premier Adventure Park. (The approved dock is currently under construction.) They will book on online and over the phone, understanding that all revenues generated will require a percentage paid to the SRIA. They will pick up and drop customers off at the dock. They have provided proper insurance information.

Recommendation:

Staff recommends approval of the request by Robert Rinke d/b/a Premier Adventure Park – 460 Pensacola Beach Blvd. – to sublease to Brittany Parsons, Parsons Marine & Dolphin Cruises, to operate from leasehold property, paying all applicable percentages and fees.
INFORMATION ON THE MASTER LEASE

Name of Master Leaseholder: Robert Rinke

Business Name (if different from above): Premier Adventure Park

Previous Sublease Name (If Applicable): Bonifay Water Sports

Location Address: ____________________________________________________________________

Location Telephone: 850-916-3317

INFORMATION ON SUBLEASE

Proposed Business Name for Sublease: Parsons Marine (+Dolphin Cruises)

Sublease Contact Name: Brittany Parsons

Mailing Address: 100 Northcliffe Dr #446, Gulf Breeze, FL 32562

Proposed Business Location Address (UNIT #) 160 Pensacola Beach Blvd

Contact Telephone: 850 287 5037

Proposed Opening Date: ASAP

Proposed Days/Hours of Operation: Everyday 9 AM - sunset

Proposed Use of Property: Pick up & drop off no more than 6 passengers from the dock.

Liquor License Approval Required? Yes No ___ Beer & Wine ___ Liquor

SIGNATURE BLOCK

We understand and agree to the terms of the SRIA sublease approval, the terms of the sublease and the terms of the master lease as well as all other applicable rules, regulations, ordinances and laws of the SRIA, Escambia County Florida, the State of Florida and the United States. Furthermore, unless the master lease states otherwise, the master lessee agrees that the master lessee is responsible for the sublessee's compliance with the terms of the sublease and the terms of the master lease; and that the sublessee's noncompliance with the terms of the sublease and/or the terms of the master lease shall be a default by the master lessee under the master lease. Moreover, unless the SRIA has provided the master lessee a written release of the master lessee's responsibility for the sublessee's compliance with the terms of the sublease and the terms of the master lease, no action or inaction by the SRIA can be construed as the SRIA's waiver of the master lessee's responsibility for the sublessee compliance with the terms of the sublease and the terms of the master lease or the SRIA's right to hold the master lessee in default for such non-compliance.

Signature for Applicant for Sublease: ____________________________________________________________________

Print Name: ____________________________________________________________________

Signature of Master Leaseholder (or designated representative): ____________________________________________________________________

(Authorizes sublease request) Print Name: ____________________________________________________________________

All sales reports must be submitted through the master leaseholder.

This sublessee is authorized to submit sales reports directly to the SRIA: ______

MASTER LEASEHOLDER MUST INITIALIZE

APPROPRIATE LINE

__________________________

RECEIVED

JUN 14 2018

SANTA ROSA ISLAND AUTHORITY

2
Percentage Fees (check all that apply):

- Food
  - Full Service 2%
  - Fast Food/Take-out 5%
- Beer 2%
- Wine 2%
- Liquor 5%
- Retail 5%
- Professional Services 2%
- Other 5%
- Room Rental 2.55%

Other terms and conditions of sublease:

I HAVE BEEN GIVEN INSTRUCTIONS REGARDING THE FOLLOWING REQUIREMENTS FOR REPORTING REVENUES TO THE SANTA ROSA ISLAND AUTHORITY:

1. Sales reports are due by 5:00 p.m. on the 20th day of each month or the first business day thereafter if the 20th day of the month falls on a weekend. My first report is due on ____________________________

2. A copy of the form DR-15 (Florida Department of Revenue Sales Tax Form) must be attached to the sales report to verify my gross income.

3. Sales reports must be submitted every month, even if the business is seasonal.

4. Each season, I will provide a written schedule of the months my business will be open and closed.

5. I will provide written notice to the SRIA immediately upon termination of the business.

By: _________________________
Approved Sublessee

Financed Department Representative

Date Approved by Development & Leasing Committee ____________________________

Date approved by SRIA Board ____________________________

Verification Dates: Date/Initials (as appropriate)

Reviewed by Finance Manager ____________________________

Finance Meeting with Sublessee ____________________________

Entered In Lease Billing System ____________________________

(Attached copy of customer setup sheet) ____________________________

Verified by Development & Leasing Manager ____________________________

Entered In Database ____________________________

Distribution:
Original: Sublease File
Copy: Master Leaseholder
        Sublesseeholder
        Master Lease File
        Finance Department
NOTE: THIS FORM IS FOR USE BY INDIVIDUALS WISHING TO OPEN A BUSINESS ON EXISTING LEASEHOLD PROPERTY UNDER THE JURISDICTION OF AN EXISTING MASTER LEASE. ALL SUBLEASES MUST BE APPROVED BY THE SRIA BOARD. THIS APPLICATION MUST BE SIGNED BY THE MASTER LEASEHOLDER FOR THE PROPERTY OR THE MASTER LEASEHOLDER'S DESIGNATED REPRESENTATIVE BEFORE THE REQUEST CAN BE PRESENTED TO THE SRIA BOARD FOR REVIEW.

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THIS SUBLEASE APPROVAL DOES NOT INCLUDE APPROVAL FOR SIGNS OR IMPROVEMENTS/RENOVATIONS TO THE PROPERTY. ALL SUCH APPROVALS REQUIRE A SEPARATE APPLICATION AND APPROVAL PROCESS THROUGH THE DEPARTMENT OF DEVELOPMENT SERVICES OF THE SRIA.

I have read the above information and agree to adhere to the terms.

[Signature]

1
Parsons Marine LLC Mission Statement
Parsons Marine (and Dolphin Cruises) LLC will provide a safe and fun environment to explore the Gulf Coast’s finest waterways. Aboard a touring vessel, families will enjoy the scenic views of Santa Rosa Sound and Escambia Bay while searching for dolphins and other marine wildlife. Knowledgeable captains will lead the way for family oriented adventures amidst the richly historical area. Parsons Marine LLC will be a profitable venture that will allow the partners to spend their time working not a job, but a passion for the water. The partners will run the day to day operations and be in constant contact with the clients and regulating agencies to make sure the best possible experience is achieved. The business will draw tourists to Pensacola Beach giving extra support to local businesses; overall benefitting the local economy.

Premier and Portofino Properties
Parsons Marine LLC (PM) owns a twenty two foot catamaran that will be used to run six pack dolphin cruises and island tours. The following is a proposal for general operating terms and partnership agreement with Premier and Portofino properties on Pensacola Beach. The boat would be kept off the island during the standard summer season for overnight mooring. It will take paying customers directly from the dock and return them to the dock when completed from any available/ requested Premier or Portofino properties. All scheduling will be done online or through a designated phone line to PM. A PM employee will be on site to escort the customers at all times. All payments will be taken either online or through a POS system provided by PM, to PM on site. PM will handle the monthly reporting and fee payments required by the SRIA. Primary advertisement for services will be handled by PM, although Premier is encouraged to provide their own, if they so choose. Insurance will be provided by PM with Premier as a covered entity as necessary and appropriate. All appropriate permits needed to run a tour boat on Pensacola Beach and in the Gulf Islands National Park, including any Coast Guard requirements, will be maintained by PM.
Policy Schedule

Policy Number: CSRYP/168282
Assured: Parsons Marine LLC
Assured's Address: 100 Northcliffe Dr #446
Gulf Breeze
FL 32562
USA
Assured's Agent: Hull & Company - Tampa Bay
970 Lake Carillon Drive
Suite 200
St. Petersburg
Fl 33716
Scheduled Vessel: 2017 20' Beach Cat with Suzuki 115hp gas engine, BHT421BHE718

Period of Cover: from May 24, 2018 00.01 LST to May 24, 2019 00.01 LST

Cover and Respective Insured Limits:

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<th>Section</th>
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<td>Non-Emergency Towing</td>
<td>US$ 1,000,000</td>
<td>US$ 2,500</td>
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<td>B Third-Party Liability CSL</td>
<td>US$ 1,000,000</td>
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<tr>
<td>Commercial Passenger Liability Extension within CSL</td>
<td>US$ 5,000</td>
<td>US$ 100</td>
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<td>C Medical Payments</td>
<td>US$ 5,000</td>
<td>US$ 1,720</td>
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<tr>
<td>D Uninsured Boaters</td>
<td>US$ 100,000</td>
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<tr>
<td>E Trailer</td>
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Total Premium: US$ 2,099 cancelling returns only + US$ 35 Certificate Fee

In the event of cancellation by the Assured minimum of 25% of premium deemed earned.

Named Operators: William C Parsons; Brett Duane Gregory
Laid Up Period: October 1, 2018 to March 1, 2019, ashore, at 957 Vestavia Way, Gulf Breeze, FL 32563
Navigational Limits: Warranted that the Scheduled Vessel is confined to Florida - not to exceed 20 miles offshore.

Insuring Agreement Wording:
As per PYP/5/COM. Amended to include Captain/Bareboat Charter with liability to maximum six passengers within Combined Single Limit. Excluding liability to paid crew. Subject to Hold Harmless within Rental Agreement whilst operating as Bareboat. Bareboat Charter conditions to apply. Additional Assured noted as per schedule below.

Additional Warranties, Terms and Conditions:
- Additional Assured Clause.
- Bareboat Charter Endorsement.

Insurance Provider: Great Lakes Insurance SE
Loss Payee: Assured
Signed: Friday May 25, 2018

For and on behalf of Participating Underwriters/Insurers

For more information regarding Concept Special Risks Ltd, policy wordings, endorsement wordings, standard forms and frequently asked questions, please see our website www.special-risks.com.

Schedule of Additional Assureds:
1. Premier Island Resort, LLC, Premier Adventure Park LLC, 460 Pensacola Beach Rd, Pensacola Beach, FL 32561
CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFER 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(ies) 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).

PRODUCER: Underwood Anderson & Assoc., Inc.
2302 North 8th Ave
Pensacola, FL 32503

CONTACT: ACORD
PHONE: (860) 434-5526
FAX: (860) 438-0330
EMAIL: agency@underwoodanderson.com

INSURED: Parsons Marina LLC
100 Northcliffe Dr #446
Gulf Breeze, FL 32561

INSURER(S) AFFORDING COVERAGE:
INSURER A: Great Lakes Insurance SE

CERTIFICATE NUMBER:
06/19/2018

COVERAGES:

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<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>LIMITS</th>
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<tr>
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<tr>
<td>PERSONAL &amp; DUTY LIMITS</td>
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<td>1,000,000</td>
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<tr>
<td>AUTOMOBILE LIABILITY</td>
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<td>EXCESS LIABILITY</td>
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<tr>
<td>WORKERS COMPENSATION AND EMPLOYER'S LIABILITY</td>
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<td></td>
</tr>
</tbody>
</table>

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER:
Santa Rosa Island Authority Escambia County
1 Via DeLuna
Pensacola Beach, FL 32561

CANCELLATION:
Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE: David S. Radcliffe

ACORD 25 (2016/03) ©1986-2015 ACORD CORPORATION. All rights reserved.
CERTIFICATE OF LIABILITY INSURANCE

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PRODUCER
Underwood Anderson & Assoc., Inc.
200 Northcliff Dr #448
Pensacola, FL 32503

INSURED
Parsons Marino LLC
100 Northcliff Dr #448
Gulf Breeze, FL 32561

INSURER A: Great Lakes Insurance Co
INSURER B: Gulf Breeze, FL 32561
INSURER C: INSURED: Parsons Marino LLC

COVERAGES

COV NUMBER: INSURED: Parsons Marino LLC

A X COMMERCIAL GENERAL LIABILITY
CLAIMS-MADE OCCUR X CSRYP/168282
05/24/2018 05/24/2019

LIMITS

$1,000,000

EXCLUSIONS AND CONDITIONS OF SUCH POLICIES: LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER
Premier Island Resort LLC, Premier Adventure Park LLC
460 Pensacola Beach Rd
Pensacola Beach, FL 32561

CANCELLATION

ACORD 25 (2016/03)

© 1988-2015 ACORD CORPORATION. All rights reserved.
June 15th, 2018

Dear Paolo,

I am requesting to be on the agenda of the next Santa Rosa Island Authority meeting. I would like to ask for the approval from the Island Authority to Parson’s Marine & Dolphin Cruises for the dock subleases for Hemingway’s, Portofino, Premier Adventure Park.

Thank you for your consideration.

Sincerely,

Robert Rinke
Master Leaseholder
Development & Leasing Committee  
June 27, 2018  
Item B-4

Request by Robert Rinke d/b/a Portofino – 10 Portofino Dr. – to sublease to Brittany Parsons, Parsons Marine & Dolphin Cruises, to operate from leasehold property. (Staff report by Robbie Schrock)

Background:

Parson’s was a previously approved sublease at Sabine Marina and have decided to keep their 22’ catamaran off the Island at night, but run Dolphin Cruises and Tours from Portofino. They will book on online and over the phone, understanding that all revenues generated will require a percentage paid to the SRIA. They will pick up and drop customers off at the dock. They have provided proper insurance information.

Recommendation:

Staff recommends approval of the request by Robert Rinke d/b/a Portofino – 10 Portofino Dr. – to sublease to Brittany Parsons, Parsons Marine & Dolphin Cruises, to operate from leasehold property, paying all applicable percentages and fees.
INFORMATION ON THE MASTER LEASE

Name of Master Leaseholder: Robert Rinke
Business Name (if different from above): Portofino
Previous Sublease Name (if Applicable): 
Location Address: 10 Portofino Dr, Suite 2, Pensacola Beach, FL 32561
Location Telephone: 850-916-3317

INFORMATION ON SUBLEASE

Proposed Business Name for Sublease: Parsons Marine (Delphin Cayses)
Sublease Contact Name: Brittany Parsons
Mailing Address: 100 Northcuff Dr #446, Gulf Breeze, FL 32562
Proposed Business Location Address (UNIT #): 10 Portofino Dr
Contact Telephone: 850 287 5037
Proposed Opening Date: ASAP
Proposed Days/Hours of Operation: Everyday 9AM - sunset
Proposed Use of Property: Pick up & drop off passengers from the dock

Liquor License Approval Required? Yes ( ) Beer & Wine ( ) Liquor

SIGNATURE BLOCK

We understand and agree to the terms of the SRIA sublease approval, the terms of the sublease and the terms of the master lease as well as all other applicable rules, regulations, ordinances and laws of the SRIA, Escambia County Florida, the State of Florida and the United States. Furthermore, unless the master lease states otherwise, the master lessee agrees that the master lessee is responsible for the sublessee's compliance with the terms of the sublease and the terms of the master lease; and that the sublessee's noncompliance with the terms of the sublease and/or the terms of the master lease shall be a default by the master lessee under the master lease. Moreover, unless the SRIA has provided the master lessee a written release of the master lessee's responsibility for the sublessee's compliance with the terms of the sublease and the terms of the master lease, no action or inaction by the SRIA can be construed as the SRIA's waiver of the master lessee's responsibility for the sublessee compliance with the terms of the sublease and the terms of the master lease or the SRIA's right to hold the master lessee in default for such non-compliance.

Signature for Applicant for Sublease: 
Print Name: Brittany Parsons

Signature of Master Leaseholder (or designated representative): 
(Print Name: Robert Rinke)
All sales reports must be submitted through the master leaseholder.
This sublessee is authorized to submit sales reports directly to the SRIA: 

MUST INITIALIZE
APPROPRIATE LINE

MASTER LEASEHOLDER
Percentage Fees (check all that apply):

<table>
<thead>
<tr>
<th>Category</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Food</td>
<td>2%</td>
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<td>Full Service</td>
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<td>Liquor</td>
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<td>Room Rental</td>
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Other terms and conditions of sublease:

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1. Sales reports are due by 5:00 p.m. on the 20th day of each month or the first business day thereafter if the 20th day of the month falls on a weekend. My first report is due on _____________.

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By: ____________________________
   Approved Sublessee

Finance Department Representative

Date Approved by Development & Leasing Committee

Date approved by SRIA Board

Verification Dates:

Reviewed by Finance Manager

Date/Initials (as appropriate)

Finance Meeting with Sublessee

Entered in Lease Billing System

(Attached copy of customer setup sheet)

Verified by Development & Leasing Manager

Entered in Database

Distribution:

Original: Sublease File

Copy: Master Leaseholder

Sublesseeholder

Master Lease File

Finance Department
NOTE: THIS FORM IS FOR USE BY INDIVIDUALS WISHING TO OPEN A BUSINESS ON EXISTING LEASEHOLD PROPERTY UNDER THE JURISDICTION OF AN EXISTING MASTER LEASE. ALL SUBLEASES MUST BE APPROVED BY THE SRIA BOARD. THIS APPLICATION MUST BE SIGNED BY THE MASTER LEASEHOLDER FOR THE PROPERTY OR THE MASTER LEASEHOLDER'S DESIGNATED REPRESENTATIVE BEFORE THE REQUEST CAN BE PRESENTED TO THE SRIA BOARD FOR REVIEW.

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Robert Rinke  
10 Portofino Dr.  
Pensacola Beach, FL 32561

Santa Rosa Island Authority  
1 Via De Luna Dr.  
Pensacola Beach, FL 32561

June 15th, 2018

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Additional Warranties, Terms and Conditions:
- Additional Assured Clause.
- Bareboat Charter Endorsement.

Insurance Provider: Great Lakes Insurance SE
Loss Payee: Assured
Signed: Friday May 25, 2018

For and on behalf of Participating Underwriters/Insurers

For more information regarding Concept Special Risks Ltd, policy wordings, endorsement wordings, standard forms and frequently asked questions, please see our website www.special-risks.com.

Schedule of Additional Assureds:
1. Premier Island Resort, LLC, Premier Adventure Park LLC, 460 Pensacola Beach Rd, Pensacola Beach, FL 32561
**CERTIFICATE OF LIABILITY INSURANCE**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CON芙RS 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(ies) 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).

**PRODUCER**
Underwood Anderson & Assoc., Inc.
2302 North 9th Ave
Pensacola, FL 32503

**INSURED**
Parsons Marine LLC
100 Northcliffe Dr #446
Gulf Breeze, FL 32561

**CONTACT**
PHN: (850) 434-5626
FAX: (860) 438-0330
EMAIL: agency@underwoodanderson.com

**INSURER(S) AFFORDING COVERAGE**
- INSURER A: Great Lakes Insurance SE
- INSURER B: Parsons Marine LLC
- INSURER C: 100 Northcliffe Dr #446
- INSURER D: Gulf Breeze, FL 32561
- INSURER E: Parsons Marine LLC
- INSURER F: 100 Northcliffe Dr #446

**COVERAGES CERTIFICATE NUMBER:**

<table>
<thead>
<tr>
<th>TYPE OF INSURANCE</th>
<th>POLICY NUMBER</th>
<th>LIMITS</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCIAL GENERAL LIABILITY</td>
<td>CSRYP/168282</td>
<td>$1,000,000</td>
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<tr>
<td>EXCESS LIABILITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>AUTOMOBILE LIABILITY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WORKERS COMPENSATION</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**DESCRIPTION OF OPERATIONS**

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

**CERTIFICATE HOLDER**
Santa Rosa Island Authority
Escambia County
1 Via DeLuna
Pensacola Beach, FL 32581

**AUTHORIZED REPRESENTATIVE**

The ACORD name and logo are registered marks of ACORD
Administrative Committee  
June 27, 2018  
Item C-1  

Report on Financial Statements and Expenditures. (Staff report by Dottie Ford)  

Background:  

The documentation of financial statements and expenditures is enclosed for your review.  

Recommendation:  

Staff recommends acceptance of the reports on financial statements and expenditures as presented.
# STATEMENT OF INCOME REVENUES AND EXPENSES

For the Seven Months Ending April 30, 2018

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCOME REVENUES</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$427,443.21</td>
<td>$330,673.00</td>
<td>$90,770.21</td>
<td>27.0%</td>
<td>$2,163,998.53</td>
<td>$1,851,820.00</td>
<td>$312,178.53</td>
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<td><strong>EXPENSES</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>$25,255.00</td>
<td>$30,824.00</td>
<td>($5,569.00)</td>
<td>-18.1%</td>
<td>$204,440.04</td>
<td>$216,667.00</td>
<td>($12,226.96)</td>
<td>-5.6%</td>
</tr>
<tr>
<td>Finance</td>
<td>34,077.40</td>
<td>36,044.00</td>
<td>(1,966.60)</td>
<td>-5.5%</td>
<td>251,269.06</td>
<td>242,363.00</td>
<td>(8,906.06)</td>
<td>-3.6%</td>
</tr>
<tr>
<td>Environmental &amp; Developmental</td>
<td>40,167.11</td>
<td>42,347.67</td>
<td>(2,180.56)</td>
<td>-5.1%</td>
<td>298,767.87</td>
<td>310,483.89</td>
<td>(11,716.02)</td>
<td>-3.8%</td>
</tr>
<tr>
<td>Human Resources and Marketing</td>
<td>51,878.82</td>
<td>82,611.00</td>
<td>($30,732.18)</td>
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<td>286,628.79</td>
<td>273,778.00</td>
<td>($12,850.79)</td>
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<tr>
<td><strong>TOTAL</strong></td>
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<td>$161,826.67</td>
<td>($10,651.54)</td>
<td>-6.6%</td>
<td>$1,000,126.63</td>
<td>$1,043,291.69</td>
<td>($43,165.06)</td>
<td>-4.1%</td>
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<td>Beach Nourishment Debt</td>
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<td>100,995.33</td>
<td>0.00</td>
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<td>641,971.98</td>
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<td>0.00</td>
<td>0.0%</td>
<td>4,351.30</td>
<td>4,351.00</td>
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<td>Infrastructure</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>36,704.00</td>
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<td><strong>TOTAL</strong></td>
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<td>$100,995.33</td>
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<td>0.0%</td>
<td>$683,027.28</td>
<td>$683,026.98</td>
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<td>0.0%</td>
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</table>
### STATEMENT OF INCOME REVENUES AND EXPENSES

**For the Seven Months Ending April 30, 2018**

<table>
<thead>
<tr>
<th></th>
<th>Current Period</th>
<th>Year-To-Date</th>
<th>% Var</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Prior Year</td>
<td>Variance</td>
</tr>
<tr>
<td>INCOME REVENUES</td>
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<tr>
<td></td>
<td>Actual</td>
<td>Prior Year</td>
<td>Variance</td>
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<td></td>
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<td>$43,174.50</td>
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<tr>
<td></td>
<td>$2,183,998.53</td>
<td>$2,089,993.50</td>
<td>$74,005.03</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Administrative</td>
<td>$25,255.00</td>
<td>$20,989.22</td>
<td>$4,265.78</td>
</tr>
<tr>
<td></td>
<td>$204,440.04</td>
<td>$210,508.70</td>
<td>($6,068.66)</td>
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<tr>
<td>Finance</td>
<td>$34,077.40</td>
<td>$28,144.14</td>
<td>$5,933.26</td>
</tr>
<tr>
<td></td>
<td>$231,269.96</td>
<td>$226,374.99</td>
<td>4,894.97</td>
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<tr>
<td>Environmental &amp; Developmental</td>
<td>$40,167.11</td>
<td>$57,502.66</td>
<td>($17,335.55)</td>
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<td></td>
<td>$298,787.87</td>
<td>$348,736.86</td>
<td>($49,948.99)</td>
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<tr>
<td>Human Resources and Marketing</td>
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<td>$50,937.95</td>
<td>$737.67</td>
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<td>$265,628.76</td>
<td>$256,528.60</td>
<td>9,100.16</td>
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<td>TOTAL</td>
<td>$151,175.13</td>
<td>$157,573.97</td>
<td>($6,398.84)</td>
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<tr>
<td></td>
<td>$1,000,126.63</td>
<td>$1,042,149.15</td>
<td>($42,022.52)</td>
</tr>
<tr>
<td></td>
<td>Current Period</td>
<td>Year-To-Date</td>
<td>% Var</td>
</tr>
<tr>
<td>----------------------</td>
<td>----------------</td>
<td>--------------</td>
<td>--------</td>
</tr>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
<td>Variance</td>
</tr>
<tr>
<td><strong>INCOME REVENUES:</strong></td>
<td>$427,443.21</td>
<td>$336,573.00</td>
<td>$90,870.21</td>
</tr>
<tr>
<td>Residential Lease Fees</td>
<td>$133,618.82</td>
<td>$102,273.00</td>
<td>$31,345.82</td>
</tr>
<tr>
<td>Room Rental</td>
<td>75,634.04</td>
<td>66,000.00</td>
<td>10,634.04</td>
</tr>
<tr>
<td>Retail</td>
<td>66,007.00</td>
<td>60,800.00</td>
<td>4,207.00</td>
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<tr>
<td>Food</td>
<td>63,685.26</td>
<td>47,500.00</td>
<td>16,185.26</td>
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<tr>
<td>Alcohol, Beer and Wine</td>
<td>37,965.25</td>
<td>36,500.00</td>
<td>1,465.25</td>
</tr>
<tr>
<td>Convenience Stores</td>
<td>5,779.24</td>
<td>5,000.00</td>
<td>779.24</td>
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<tr>
<td>Services</td>
<td>14,589.89</td>
<td>8,500.00</td>
<td>6,089.89</td>
</tr>
<tr>
<td>Real Estate</td>
<td>5,553.67</td>
<td>6,000.00</td>
<td>(446.33)</td>
</tr>
<tr>
<td>Miscellaneous Fees</td>
<td>12,483.22</td>
<td>5,000.00</td>
<td>7,483.22</td>
</tr>
<tr>
<td>Advance Lease Fees</td>
<td>10,959.71</td>
<td>3,000.00</td>
<td>7,959.71</td>
</tr>
<tr>
<td>Interest</td>
<td>4,283.48</td>
<td>3,000.00</td>
<td>1,283.48</td>
</tr>
<tr>
<td><strong>TOTAL INCOME REVENUES:</strong></td>
<td>$427,443.21</td>
<td>$336,573.00</td>
<td>$90,870.21</td>
</tr>
</tbody>
</table>

**SUMMARY OF INCOME REVENUES:**

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Lease Fees</td>
<td>$133,618.82</td>
<td>$102,273.00</td>
<td>$31,345.82</td>
<td>30.6%</td>
<td>$814,062.41</td>
<td>$753,273.00</td>
<td>$61,389.41</td>
<td>8.1%</td>
</tr>
<tr>
<td>Commercial Lease Fees</td>
<td>260,527.91</td>
<td>231,000.00</td>
<td>29,527.91</td>
<td>25.7%</td>
<td>1,324,463.08</td>
<td>1,083,547.00</td>
<td>240,916.08</td>
<td>22.2%</td>
</tr>
<tr>
<td>Interest</td>
<td>4,283.48</td>
<td>3,000.00</td>
<td>1,283.48</td>
<td>42.7%</td>
<td>24,873.04</td>
<td>15,000.00</td>
<td>9,873.04</td>
<td>65.8%</td>
</tr>
</tbody>
</table>

**INCOME REVENUE SUMMARY:**

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td>Residential Lease Fees</td>
<td>$133,618.82</td>
<td>$102,273.00</td>
<td>$31,345.82</td>
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<td>$814,062.41</td>
<td>$753,273.00</td>
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<td>8.1%</td>
</tr>
<tr>
<td>Commercial Lease Fees</td>
<td>260,527.91</td>
<td>231,000.00</td>
<td>29,527.91</td>
<td>25.7%</td>
<td>1,324,463.08</td>
<td>1,083,547.00</td>
<td>240,916.08</td>
<td>22.2%</td>
</tr>
<tr>
<td>Interest</td>
<td>4,283.48</td>
<td>3,000.00</td>
<td>1,283.48</td>
<td>42.7%</td>
<td>24,873.04</td>
<td>15,000.00</td>
<td>9,873.04</td>
<td>65.8%</td>
</tr>
<tr>
<td>Category</td>
<td>Current Period</td>
<td>Year-To-Date</td>
<td>% Var</td>
<td>% Var</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>----------------</td>
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<td>-------</td>
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</tr>
<tr>
<td><strong>PERSONNEL</strong></td>
<td>Actual</td>
<td>Budget</td>
<td>Variance</td>
<td>Variance</td>
<td></td>
<td></td>
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<tr>
<td>Regular Salaries</td>
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<td>($81,338.61)</td>
<td>$94,500.00</td>
<td>($3,161.39)</td>
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<td>7,674.56</td>
<td>6,792.00</td>
<td>(1,882.44)</td>
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<tr>
<td>Insurance Contribution</td>
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<td>3,750.00</td>
<td>198.84</td>
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<td>26,771.89</td>
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<td>521.89</td>
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<tr>
<td>Workers Compensation</td>
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<td>64.00</td>
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<td>-16.5%</td>
<td>375.97</td>
<td>377.00</td>
<td>(1.03)</td>
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<td>Medicare</td>
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<td>1,235.45</td>
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<td>(254.55)</td>
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<td>Misc. Personnel Benefits</td>
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<td>180.00</td>
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<td><strong>TOTAL</strong></td>
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<td>$133,061.24</td>
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<tr>
<td><strong>OPERATIONS AND MAINTENANCE</strong></td>
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<td>Budget</td>
<td>Variance</td>
<td>Variance</td>
<td></td>
<td></td>
<td></td>
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<tr>
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<td>23,800.00</td>
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<td>0.0%</td>
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<td>Attorney Retainer</td>
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<td>0.0%</td>
<td>9,000.00</td>
<td>9,000.00</td>
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<tr>
<td>Legal &amp; Other Professional Fees</td>
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<td>1,371.83</td>
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<td>Engineer Retainer</td>
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<td>0.0%</td>
<td>8,500.00</td>
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<td>0.0%</td>
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<td>1,400.00</td>
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<td>0.0%</td>
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<tr>
<td>Travel and Training</td>
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<td>150.00</td>
<td>5.18</td>
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<td>Telephone</td>
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<td>9,012.81</td>
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<tr>
<td>Insurance</td>
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<td>0.00</td>
<td>0.0%</td>
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<td>3,300.00</td>
<td>(115.16)</td>
<td>-4.0%</td>
</tr>
<tr>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>110.46</td>
<td>120.00</td>
<td>(9.54)</td>
<td>-8.0%</td>
</tr>
<tr>
<td>Postage</td>
<td>36.91</td>
<td>36.91</td>
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<td>0.0%</td>
<td>227.60</td>
<td>227.60</td>
<td>0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Office Supplies</td>
<td>215.03</td>
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<td>(104.97)</td>
<td>-32.7%</td>
<td>2,024.27</td>
<td>2,200.00</td>
<td>(175.73)</td>
<td>-8.0%</td>
</tr>
<tr>
<td>Utilities</td>
<td>67.83</td>
<td>60.00</td>
<td>(7.83)</td>
<td>-12.9%</td>
<td>57.83</td>
<td>60.00</td>
<td>(2.17)</td>
<td>-3.6%</td>
</tr>
<tr>
<td>Membership Fees</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>750.00</td>
<td>750.00</td>
<td>0.00</td>
<td>0.0%</td>
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<tr>
<td>Printing</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>3,854.00</td>
<td>3,850.00</td>
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</tr>
<tr>
<td><strong>TOTAL</strong></td>
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<td>$8,040.00</td>
<td>($802.78)</td>
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<td>$71,278.80</td>
<td>$76,265.00</td>
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<tr>
<td><strong>GRAND TOTAL</strong></td>
<td>$25,255.00</td>
<td>$30,224.00</td>
<td>($4,969.00)</td>
<td>-16.1%</td>
<td>$204,600.04</td>
<td>$216,887.00</td>
<td>($12,286.96)</td>
<td>-5.6%</td>
</tr>
</tbody>
</table>
**Santa Rosa Island Authority**

**Finance**

**Schedule of Expenses YTD**

*For the Seven Months Ending April 30, 2018*

<table>
<thead>
<tr>
<th></th>
<th>Current Period</th>
<th>Year-To-Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Actual</td>
<td>Budget</td>
</tr>
<tr>
<td><strong>PERSONNEL</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Regular Salaries</td>
<td>$20,775.94</td>
<td>$21,000.00</td>
</tr>
<tr>
<td>Social Security</td>
<td>1,214.70</td>
<td>1,350.00</td>
</tr>
<tr>
<td>Retirement</td>
<td>1,645.47</td>
<td>1,690.00</td>
</tr>
<tr>
<td>Insurance Contribution</td>
<td>2,379.23</td>
<td>4,030.00</td>
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<td>Workers Compensation</td>
<td>64.05</td>
<td>64.00</td>
</tr>
<tr>
<td>Medicare</td>
<td>254.00</td>
<td>250.00</td>
</tr>
<tr>
<td>Misc. Personnel Benefits</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$25,367.42</td>
<td>$28,394.00</td>
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<tr>
<td><strong>OPERATIONS AND MAINTENANCE</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Financial Audit Fee</td>
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<td>$0.00</td>
</tr>
<tr>
<td>Commercial Business Review</td>
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<td>Contract Service</td>
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<td>Telephone</td>
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<tr>
<td>Electricity</td>
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<td>Fuels &amp; Lubricants</td>
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<td>Postage</td>
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<td>Membership Fees</td>
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<tr>
<td>Printing</td>
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<td>0.00</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td>$7,709.66</td>
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<td><strong>GRAND TOTAL</strong></td>
<td>$34,077.48</td>
<td>$36,044.00</td>
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### Schedule of Expenses YTD

**For the Seven Months Ending April 30, 2018**

#### PERSONNEL

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Salaries</td>
<td>$13,962.10</td>
<td>$14,300.00</td>
<td>($337.90)</td>
<td>-2.4%</td>
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<td>$14,300.00</td>
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</tr>
<tr>
<td>Social Security</td>
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<td>$860.00</td>
<td>($18.22)</td>
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<td>$860.00</td>
<td>$860.00</td>
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<tr>
<td>Retirement</td>
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<td>$2,500.00</td>
<td>$2,500.00</td>
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<tr>
<td>Insurance Contribution</td>
<td>$1,134.82</td>
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<td>($865.18)</td>
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<td>$2,000.00</td>
<td>$2,000.00</td>
<td>0.0%</td>
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</tr>
<tr>
<td>Workers Compensation</td>
<td>$41.10</td>
<td>$41.00</td>
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<td>$41.00</td>
<td>$41.00</td>
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<tr>
<td>Medicare</td>
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<tr>
<td>Misc. Personnel Benefits</td>
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<td>5.00</td>
<td>0.00</td>
<td>($5.00)</td>
<td>-100.0%</td>
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</tbody>
</table>

**TOTAL PERSONNEL**

<table>
<thead>
<tr>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
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</thead>
<tbody>
<tr>
<td>$18,517.17</td>
<td>$19,921.00</td>
<td>($1,403.83)</td>
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#### OPERATIONS AND MAINTENANCE

<table>
<thead>
<tr>
<th>Category</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contract Service</td>
<td>1,572.04</td>
<td>2,000.00</td>
<td>($427.96)</td>
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<td>2,000.00</td>
<td>2,000.00</td>
<td>0.0%</td>
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</tr>
<tr>
<td>Trolley Operation</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
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<td>800.00</td>
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<td>0.0%</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
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<td>Escambia Fire Rescue</td>
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<td>166.66</td>
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<td>17,166.66</td>
<td>17,000.00</td>
<td>166.66</td>
<td>0.9%</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
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</tr>
<tr>
<td>Travel and Training</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
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</tr>
<tr>
<td>Telephone</td>
<td>244.32</td>
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<td>Maintenance Materials</td>
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<td>1,600.00</td>
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<tr>
<td>Miscellaneous</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
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</tr>
<tr>
<td>Postage</td>
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</tr>
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<td>60.00</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Membership Fees</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td></td>
</tr>
<tr>
<td>Printing</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
<td>0.00</td>
<td>0.00</td>
<td>0.0%</td>
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</tr>
</tbody>
</table>

**TOTAL OPERATIONS AND MAINTENANCE**

<table>
<thead>
<tr>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td>$21,649.84</td>
<td>$22,426.67</td>
<td>($776.83)</td>
<td>-3.4%</td>
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</tbody>
</table>

**GRAND TOTAL**

<table>
<thead>
<tr>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td>$43,167.11</td>
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</table>

**GRAND TOTAL**

<table>
<thead>
<tr>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td>$256,767.97</td>
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</tr>
</tbody>
</table>
### Schedule of Expenses YTD
For the Seven Months Ending April 30, 2018

#### Current Period Year-To-Date

<table>
<thead>
<tr>
<th></th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
<th>Actual</th>
<th>Budget</th>
<th>Variance</th>
<th>% Var</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PERSONNEL</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Security Salaries</td>
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<tr>
<td>Social Security</td>
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<td>32,800.00</td>
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</tr>
<tr>
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<td>72.47</td>
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<tr>
<td>Medicare</td>
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<tr>
<td><strong>OPERATIONS AND MAINTENANCE</strong></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Service</td>
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<td>1,000.00</td>
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<td>2,714.13</td>
<td>3,150.00</td>
<td>(435.87)</td>
<td>-13.9%</td>
</tr>
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<td>Drug Testing</td>
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<td>11.5%</td>
<td>182.00</td>
<td>190.00</td>
<td>(8.00)</td>
<td>-4.2%</td>
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<td>1,250.00</td>
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<td>55,950.00</td>
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<td>Community Participation/Membe</td>
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<td>91,750.00</td>
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<td>1,000.00</td>
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<td>36.2%</td>
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<td>1.00</td>
<td>0.94</td>
<td>94.0%</td>
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<tr>
<td>Office Supplies</td>
<td>20.75</td>
<td>20.00</td>
<td>0.75</td>
<td>3.7%</td>
<td>73.75</td>
<td>100.00</td>
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Bank A Total: 241,039.07
Santa Rosa Island Authority  
Status Report on all Capital and Infrastructure Projects  
State Funded Projects  
As of April 30, 2018

### Capital Outlay

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**Summary:**

- Total Capital & Infrastructure: **$165,500**
- Total Grant & Bond Funded Projects: **$123,445**
- Grand Totals: **$165,500**
Administrative Committee
June 27, 2018
Item C-2

Request by the University of West Florida (UWF) to revise the indemnification provision of the event application (See page 3). (Staff report by Mike Stebbins)

Background:

For at least the last six Summers, UWF has had its ARGO Beach Bash on Pensacola Beach for incoming students. As a beach event, UWF is required to fill out an event application.

UWF has asked to revise the indemnification provision, which is found on page 3 of the attached package, to limit it liability to the limits of the insurance policy, i.e., $1,000,000.00. Legal is comfortable with the change because the SRIA and the County are named insured under the $1M insurance policy and legal has eliminated the provision that required the consent of UWF to be sued.

Recommendation:

Staff recommends approval of the request by UWF to revise the indemnification provision of the event application for the 2018 ARGO Beach Bash.
Events Cover Sheet

Thank you for your interest in holding an event on Pensacola Beach.

All requests to use public facilities or events that will be held on private leasehold property with the possibility of impeding parking, traffic, etc. must be submitted at least 90 days in advance.

Application fee schedule:
- $50.00 – 90+ days out;
- $100.00 – less than 90 days out;
- $150.00 – less than 60 days out;
- $200.00 – less than 30 days out;

Cash or check, payable to SRIA - must be submitted with the completed application.
A written narrative, a site plan, notarized page (must be signed in front of a notary - we have several on staff)

Events are approved annually. Although an event may be approved one year, it is not guaranteed approval for additional years. Events that are produced by Pensacola Beach businesses, civic groups or The Santa Rosa Island Authority take precedence over any other event request.

-Liability insurance in the amount of $1,000,000 [one million dollars] naming the Santa Rosa Island Authority and Escambia County as additional insured’s. Insurance must be in effect for the entire time of the event, including set-up and tear-down days.

Depending on your event you may be required to pay for some of the services listed below:

- Security, as determined by Escambia County Sheriff’s Department

- Clean up - a bond may be required if determined necessary by the Santa Rosa Island Authority’s Public and Recreational Facilities Department

- Tent Permit - application must be submitted, with $25.00 application fee, and approved through SRIA first. If the tent is larger than 10'x12' you must obtain a permit through Escambia County’s Building Inspections Department. If the tent is to be located on either shoreline, gulf or sound, approval from the State Department of Environmental Protection is required - SRIA will obtain this. TENTS MUST BE SECURED WITHOUT DRIVING STAKES INTO ANY PAVEMENT.

- Medical Assistance, as determined by the Santa Rosa Island Authority’s Public Safety Department

- Port-0-Lets, to be determined by the Santa Rosa Island Authority’s Public and Recreational Facilities Department.

- Labor cost of additional labor to install or set-up electric or water facilities if approved.
A written narrative, a site plan, notarized page (must be signed in front of a notary—we have several on staff), application fee -$50.00 -cash/check, payable to SRIA—must be submitted with the completed application.

All requests to use public facilities or events that will be held on private leasehold property with the possibility of impeding parking, traffic, etc. must be submitted at least 90 days in advance.

Event: ________________________________
Date of Event: ___________________________ Time of Event: ___________________________
Set-up dates: ___________________________ Set-up time: ___________________________
Event Sponsor: __________________________ NFP []
Contact Person: _________________________
Contact Phone: __________________________ Fax: __________________________
Contact email: __________________________
Contact Address: _________________________

DESCRIPTION OF EVENT: ____________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Amount Paid: 
Cash/Check: 
Rcvd By: 
Continue on back if necessary
By execution of this agreement, Santa Rosa Island Authority ("SRIA") does grant and allow the use of SRIA Public Facilities and certain permanent fixtures and structures thereon under the aforementioned/following terms and conditions:

Facility to be used:
Quietwater Amphitheater [ ] Gulfside Pavilion [ ] Other: __________________________

PLEASE NOTE: separate fees may be required to be paid for each facility used/occupied. Insurance coverage must be provided in the amount of $1,000,000 [one million dollars] with the Santa Rosa Island Authority and Escambia County listed as additional insured's for each day of the event including set-up and take-down days for each event.

Expected Attendance: _______________ Last year's Attendance: _______________

Sponsor/applicant shall pay one of the following sums at the time this agreement is submitted/executed for use of SRIA public facilities.

_____ Up to 100 people - - - - - - - - - [ ] $25.00 w/o electricity [ ] $50.00 with electricity

_____ 101 to 500 people - - - - - - - - - [ ] $50.00 w/o electricity [ ] $75.00 with electricity

_____ Over 501 people - - - - - - - - - [ ] $100.00 w/o electricity [ ] $125.00 with electricity

[ ] Fees waived per ____________

Will food/beverage be served? [ ] Where? __________________________

Alcohol: No [ ] Yes [ ] {SRIA use: email/notified}

ELECTRICAL REQUIRED: NO [ ] YES [ ] PLEASE SPECIFY: __________________________

WATER REQUIRED: NO [ ] YES [ ]

SRIA BARRICADES BEING UTILIZED: NO [ ] YES [ ]

Pensacola Beach Public Works: 850-932-4935

TENTS: NO [ ] YES [ ] Tent application and fee, $25.00, must be submitted with this application

How many tents: ________________ Tent size: __________________________

- - A scale site plan must be submitted with the application showing the desired tent location/s

A permit is required by Escambia County if the tent is larger than 10' x 12'. An approved SRIA tent permit and site plan must be taken to Escambia County Building Inspections by applicant for their approval. If the tent is to be located on the beaches of the Gulf of Mexico, the Florida Department of Environmental Protection (FDEP) must approve the application. During turtle nesting season, May 1- November 1, all tents must be permitted through FDEP. TENTS MUST BE SECURED WITHOUT DRIVING STAKES INTO ANY PAVEMENT.
INSURANCE IS REQUIRED IN THE AMOUNT OF $1,000,000 [ONE MILLION DOLLARS] WITH SANTA ROSA ISLAND AUTHORITY AND ESCAMBIA COUNTY LISTED AS ADDITIONAL INSURED'S.

INDEMNIFICATIONS/LIABILITY: Event Producer agrees to purchase liability insurance in the amount of $1,000,000 [one million dollars] naming the Santa Rosa Island Authority and Escambia County as additional insured's. This policy shall be in effect for the entire time of the event, including set-up and tear-down days. Nothing contained in this Agreement shall be construed or interpreted as denying the Event Producer or other state entity any remedy or defense available under the laws of the State of Florida; the consent of the Event Producer to be sued; or a waiver of sovereign immunity of the Event Producer beyond the waiver provided in section 768.28 of the Florida Statutes, shall be liable for any and all damage done to the property covered by this agreement located on Pensacola Beach, as applicable, regardless of who causes such damage or how such damage is caused, during the period of use contained in this agreement. Further, Event Producer shall agree to defend, indemnify, and hold harmless the Santa Rosa Island Authority, its officials, employees, and representatives for any and all claims caused by or arising out of, in whole or in part, the activities permitted by this agreement.

GUIDELINES: The attached guidelines are considered a part of this agreement and Event Producer agrees to abide by all terms and conditions contained therein.

I, the undersigned Event Producer, have read the above policy and guidelines and agree to abide by them.

Signature of Event Producer ________________________________ Date __________

Witness #1 Signature ________________________________ Witness #2 Signature ________________________________

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this the____day of__________, 20____

by________________________________, who is personally known to me or who has produced

____________________________________ as identification, who did or did not take an oath.

________________________________________ Notary Public

My commission expires:
Event security as recommended by Escambia County Sheriff's Department:
TO BE USED BY SRIA PERSONNEL ONLY:

[ ] Event Coordinator: ____________________________ DATE: ______
  [ ] calendar  [ ] spreadsheet/sent

[ ] Program Manager of Public Works: ____________________________ DATE: ______

[ ] Chief of Public Safety: ____________________________ DATE: ______

[ ] Director of Administration: ____________________________ DATE: ______

[ ] Director of Developmental Services: ____________________________ DATE: ______

[ ] Director of Finance: ____________________________ DATE: ______

[]: Escambia County Sheriff's Department ____________________________ DATE: ______

[ ] Gulf Islands National Seashore: ____________________________ DATE: ______

[ ] Gulf Breeze Police Department: ____________________________ DATE: ______

[ ] Executive Director: ____________________________ DATE: ______
Is Gulf Breeze Police coordination necessary: Yes No

Barricades: Yes No
Extra Dumpster: Yes No
Portable Toilets: Yes No
Clean-up: Yes No
Clean-up bond: Yes No

Amount

Comments:

FUNDING:

Cost to SRIA for approving event. See below:

<table>
<thead>
<tr>
<th>Name of Department</th>
<th>Date Personnel Needed</th>
<th>Number of Personnel Needed</th>
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</table>

Is this a budgeted event? Yes No
If yes, amount funded is $ 

Is additional funding needed? Yes No
If yes, amount needed is $ 

Work Order Written to Department involved to charge cost of operation:
1. The Santa Rosa Island Authority ("SRIA") has reserved the Gulfside Pavilion and the Quietwater Amphitheater on Fridays, Saturdays, Sundays and holidays for SRIA-sponsored events.

2. Those wishing to use the Gulfside Pavilion or the Amphitheater, or other public facilities and properties must complete and enter into the Events Approval Checklist and Agreement for Use of Gulfside Pavilion/Amphitheater or other public facilities and properties (see Exhibit "A"), submit the fees and provide proof of insurance as required.

3. Entry fees are prohibited for events conducted using the Gulfside Pavilion, the Quietwater Amphitheater or other public facilities and properties.

4. Event Producers must abide by all applicable SRIA, County, State, and other applicable government rules and regulations.

5. The SRIA requests that Event Producers keep in mind when planning their programs that the facilities are intended to provide broad-based enjoyment and entertainment to the general public.

6. The SRIA further requests that Event Producers and those using the Gulfside Pavilion, Quietwater Amphitheater or other public facilities and properties conduct themselves in accordance with the standards of behavior which are generally accepted and followed by those in our community.

7. Event Producers must comply with all SRIA policies and requirements on the display of banners and/or signs in connection with their event.

8. Security is to be provided by Event Producers if required by the Escambia County Sheriff’s Department.

9. Sanitation and clean up are to be provided by Event Producers if required.

10. No cooking or open fires are allowed on any public pavilion, amphitheater, boardwalk, sidewalk, parking lot, etc., in connection with the event.

11. No roller blades, roller skates, skateboards, bicycles, or other vehicles or wheeled equipment are allowed on the pavilion, amphitheater, or boardwalks, with the exception of wheelchairs or other vehicles used for the disabled.
12. No animals are allowed on the pavilion, amphitheater, boardwalk, or beach with the exception of seeing-eye dogs for the blind.

13. Event Producers must obtain required permits and comply with all SRIA and County regulations/ordinances on and for the sale of any food, beverages, and event related materials.

14. Event Producers shall refrain from all profane, lewd and lascivious behavior prohibited by applicable state and local laws.

15. All requests to use the pavilion, amphitheater, or other public facilities and properties should be submitted at least ninety (90) days in advance; however, the SRIA staff may approve requests with less notice if sufficient time has been given to assure proper compliance and scheduling.

16. If deemed to be in the public interest, the Executive Director or his designated representative may waive any or all provisions of this policy.

17. Events held at public facilities and properties other than the Quietwater Boardwalk or the Gulfside Pavilion will be considered for approval upon request to the SRIA Board who may apply these guidelines and other restrictions to assure that the use of the public facility is consistent with the public interest.
Purpose: The purpose of this policy is to provide for more equitable competition between the businesses on Pensacola Beach holding a commercial lease with the Santa Rosa Island Authority and the vendors operating on the island for a short term period.

Commercial entities or individuals not operating under a commercial lease who wish to conduct business on Pensacola Beach during a special event such as the Pensacola Beach Air Show or festivals (e.g. Fiesta of Five Flags) sponsored by the Santa Rosa Island Authority or a not-for-profit organization, must register with the Santa Rosa Island Authority and pay a vendor fee. All such vendors must operate under the umbrella of the Santa Rosa Island Authority or a not-for-profit organization approved by the Santa Rosa Island Authority.

Vendors participating in special events or festivals sponsored by existing commercial leaseholders are exempt from payment of the fee as established in this policy. The sponsoring commercial leaseholder is exempt from payment of the fee because the sponsoring commercial leaseholder is liable for collection of all fees due the SRIA from all activities taking place during the sponsored event. The sponsoring commercial leaseholder shall report all earnings and fees to the SRIA as gross revenues on the required SRIA monthly report form.

The fee is as follows:

$100 per event per vendor.

This policy applies to individual vendors and those vendors operating through another agency such as the Fiesta of Five Flags, Pensacola Beach Chamber of Commerce, etc.
ATTENTION EVENT COORDINATORS

IN KEEPING WITH THE ATTACHED POLICY, ALL VENDORS ASSOCIATED WITH EVENTS NOT SPONSORED BY A BUSINESS HOLDING AN EXISTING COMMERCIAL LEASE ON PENSACOLA BEACH MUST REGISTER WITH THE SANTA ROSA ISLAND AUTHORITY AND PAY A $100 VENDOR FEE. VENDOR FEES ARE NOT REFUNDABLE.

EACH VENDOR WILL RECEIVE A VENDOR REGISTRATION CERTIFICATE SIGNED AND SEALED BY A REPRESENTATIVE OF THE SANTA ROSA ISLAND AUTHORITY. THE VENDOR REGISTRATION CERTIFICATE MUST BE DISPLAYED BY THE VENDOR DURING THE ENTIRE COURSE OF THE EVENT. ONLY VENDORS DISPLAYING A VENDOR REGISTRATION CERTIFICATE WILL BE ALLOWED TO OPERATE DURING AN EVENT.

IT IS THE RESPONSIBILITY OF THE EVENT COORDINATOR TO ASSURE THAT EACH OF HIS/HER VENDORS HAS OBTAINED THE SRIA VENDOR REGISTRATION CERTIFICATE AS WELL AS ALL OTHER APPROPRIATE LICENSES AND CERTIFICATES REQUIRED OF SUCH VENDORS.

VENDOR REGISTRATION CERTIFICATES MAY BE OBTAINED AT THE SRIA ADMINISTRATIVE OFFICE AT 1 VIA DE LUNA DRIVE BETWEEN THE HOURS OF 8:30 A.M. AND 5:00 P.M. MONDAY THROUGH FRIDAY.

PLEASE LIST EACH EVENT VENDOR IN THE SPACE BELOW, AND RETURN THIS FORM TO THE SANTA ROSA ISLAND AUTHORITY FOR USE IN ISSUING THE SRIA VENDOR REGISTRATION CERTIFICATES:

NAME OF EVENT:
EVENT COORDINATOR:
SANTA ROSA ISLAND AUTHORITY

Vendor Sales Report

EVENT: ____________________________

Date of event: ______________________ fees/report due: ____________

Gross Revenues: __________________

SRIA Fee: 5%: _____________________ of gross revenue

Florida State Tax 7.5%: _____________ of 5% total

TOTAL DUE TO SRIA: __________________

I certify that this report is a true and accurate statement of all revenues received from all sources for business and period listed.

: ___________________________

Authorized Signature

SRIA USE ONLY
CHECK NO: ______________________
AMOUNT PD: _____________________
STATE TAX: ____________________
Application For Tent Permit

NOTE: A building permit must be obtained from the Escambia County Building Safety Department after SRIA approval.

Santa Rosa Island Authority ~ Pensacola Beach
Phone: (850) 932-2257
Fax: (850) 932-1866

Applicant’s Name: ______________________
Mailing Address: ______________________
Phone Number: ______________________ Fax Number: ______________________

Type of Event: ______________________
Date(s) of Event: ______________________ Time: ______________________

Size of Tent: ______________________ Location of Tent: ______________________
(attach Certificate of Flame Resistance)

Location of Tent (street address): ______________________
(attach Site Plan noting location of the tents)

Date/Time to be Erected: ______________________

Date/Time to be Removed: ______________________

Signed: ______________________ Date: ______________________

$25 Tent Fee

___ Paid

____ Waived

This Box to Be Completed By SRIA Staff

Staff Comments: ______________________

________________________________

APPROVED BY ______________________ DATE ______________

__________________________ NOT APPROVED

Escambia County Approval: You must have a Fire Extinguisher & No Smoking Signs in the tent at all times
These pages are to be submitted to Escambia County Fire-Rescue, Office of Fire Prevention, along with the approved SRIA permit. The Office of Fire Prevention is located at 3363 West Park Place, 850.595.1810, call for applicable fees.

Complete the 'Special Event Permit Application' for Escambia County
Complete the 'Tent Permit Site Plan Submittal Checklist' by reading through each item and placing a checkmark by each item as it pertains to your event
Sign and date the form
If you are not the property owner you will need proof of permission to locate the tent on private property
You will need three (3) sets of site plans for Escambia County
You will need three (3) copies of the tents Flame Resistance Certificate for Escambia County

You must provide Santa Rosa Island Authority with a copy of the Escambia County Fire-Rescue permit before the tent can be erected.

Page one follows this instruction page; printed on reverse side
The following Tent Permit Site Plan Submittal Checklist is required information for a tent permit review. Use of the form does not guarantee that plans will be accepted on the first submittal, but will aid in reducing the number of re-submittals required due to the lack of information or conflicting information being provided. This checklist should not be considered to be all-inclusive. Additional information may be required. Requirements are based on NFPA 101 the Life Safety Code, as included in the Florida Fire Prevention Code (FFPC).

For issuance of the tent permit and prior to any installation and inspection request, the following items shall be completed, submitted and/or approved.

D Tent permit application - for all single tents larger than 120 sq ft or multiple smaller tents not separated by 10 ft or more that cover a ground area of more than 120 sq ft or greater that are utilized for a special event, vending or other commercial use. (General rule of thumb is for any tent larger than 10 ft X 12 ft to be permitted.)

D Three (3) sets of site plans (must show entire property with location of tent and all other manmade or natural structures, barriers and roads). Parking shall not obstruct traffic flow or fire hydrants in the area. Roads must have an unobstructed width of 20 ft. Clearance to fire hydrants must be maintained at 7 ft to front and sides, and 4 ft to the rear. (NFPA 1, Florida 2010 Edition, Chapter 18)

D If applicant is not the property owner of location where the tent is to be placed, proof of permission from the owner or owner's representative to locate the tent on the property must be provided.

D Payment of permit fees.

Any material installed or work performed prior to the issuance of a permit will be subject to two times the permit fee and/or required to be removed. A hard copy of the permit and an the approved site plan are required to be maintained on the tent site at all times and must be on site prior to any work being performed unless a limited early start request has been granted. Limited early start requests are considered on a case by case basis, are required to be submitted in writing on letter head and are not automatically granted.

3.3.260 Tent. A temporary structure, the covering of which is made of pliable material that achieves its support by mechanical means such as beams, columns, poles, or arches, or by rope or cables, or both. (Temporary is a structure intended to remain in place for a period of not more than 180 days in any consecutive 12-month period.)

11.11.1 General.
D 11.11.1.2 Tents shall be permitted only on a temporary basis.
D 11.11.1.3 Tents shall be erected to cover not more than 75 percent of the premises, unless otherwise approved by the authority having jurisdiction.

11.11.2 Flame Propagation Performance.
D 11.11.2.1 All tent fabric shall meet the flame propagation performance criteria contained in NFPA 701, Standard methods of Fire Tests for Flame Propagation of textiles and Films.
D 11.11.2.2 One of the following shall serve as evidence that the tent fabric materials have the required flame propagation performance:
  D (1) The authority having jurisdiction shall require a certificate or other evidence of acceptance by an organization acceptable to the authority having jurisdiction.
  D (2) The authority having jurisdiction shall require a report of tests made by other inspection authorities or organizations acceptable to the authority having jurisdiction.
D 11.11.2.3 Where required by the authority having jurisdiction, confirmatory field tests shall be conducted using test specimens from the original material, which shall have been affixed at the time of manufacture to the exterior of the tent.

11.11.3 Location and Spacing.
D 11.11.3.1 There shall be a minimum of 10 ft between stake lines.
Page 2 is required to be completed and signed.

D 11.11.3.2 Adjacent tents shall be spaced to provide an area to be used as a means of emergency egress. Where 10 ft between stake lines does not meet the requirements for means of egress, the distance necessary for means of egress shall govern.

O 11.11.3.3 Tents not occupied by the public and not used for the storage of combustible material shall be permitted to be erected less than 10 ft from other structures where the authority having jurisdiction deems such close spacing to be safe from hazard to the public.

D 11.11.3.4 Tents, not exceeding 1200 ft² in ground area and located within fairgrounds or similar open spaces, shall not be required to be separated from each other, provided that safety precautions meet the approval of the authority having jurisdiction.

O 11.11.3.5 The placement of tents relative to other structures shall be at the discretion of the authority having jurisdiction, with consideration given to occupancy, use, opening, exposure, and other similar factors.

11.11.4 Fire Hazards.

D 11.11.4.1 The ground enclosed by any tent, and the ground for a reasonable distance but not less than 10 ft outside of such a tent, shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment. The clearing work shall be accomplished to the satisfaction of the authority having jurisdiction prior to the erection of such a tent. The premises shall be kept free from such flammable or combustible materials during the period for which the premises are used by the public.

D 11.11.4.2 Where prohibited by the authority having jurisdiction smoking shall not be permitted in any tent.

O 11.11.4.5 Fire-Extinguishing Equipment. Portable fire-extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in locations as directed by the authority having jurisdiction.

11.11.6 Fired Heaters

O 11.11.6.1.1 Only labeled heating devices shall be used.

D 11.11.6.1.2 Fuel-fired heaters and their installation shall be approved by the authority having jurisdiction.

O 11.11.6.1.3 Containers for liquefied petroleum gases shall be installed not less than 60 in. from any tent and shall be in accordance with the provisions of NFPA 58, Liquefied Petroleum Gas Code.

D 11.11.6.1.4 Tanks shall be secured in the upright position and protected from vehicular traffic.

11.11.6.2 Electric Heaters

D 11.11.6.2.1 Only labeled heaters shall be permitted.

D 11.11.6.2.2 Heaters used inside tents shall be approved.

D 11.11.6.2.1 Heaters shall be connected to electricity by electric cable suitable for outside use and is of sufficient size to handle the electric load.

I attest that all required and applicable information noted above has been provided for review and approval and understand that inadequate or incorrect content is cause for permit denial.

_________________________ Signature of Applicant or Applicant's Representative  ___________________________ Date

Page 2 of 2
# Special Event Permit Application

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<tr>
<td>Operational Permit</td>
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<td>Fireworks Permit</td>
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<td>Air Supported Structure</td>
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<th>Noise Waiver Permit Number:</th>
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Approved By: ___________  Date: ___________

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<td>City:</td>
<td>State:</td>
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<td>Job Address:</td>
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### Tent Permit Section Only

| Tent Usage: | |
| Size of Tent: | Date of Setup: | Date of Event: |

---

**Remarks or Comments:**

---

**Driving Directions:**

---

**Applicant Signature:**

---

Date: ___________
Events Cover Sheet

Thank you for your interest in holding an event on Pensacola Beach.

All requests to use public facilities or events that will be held on private leasehold property with the possibility of impeding parking, traffic, etc. must be submitted at least 90 days in advance.

Application fee schedule:

- $50.00 - 90+ days out;
- $100.00 - less than 90 days out;
- $150.00 - less than 60 days out;
- $200.00 - less than 30 days out;

Cash or check, payable to SRIA - must be submitted with the completed application.

A written narrative, a site plan, notarized page (must be signed in front of a notary - we have several on staff)

Events are approved annually. Although an event may be approved one year, it is not guaranteed approval for additional years. Events that are produced by Pensacola Beach businesses, civic groups or The Santa Rosa Island Authority take precedence over any other event request.

- Liability insurance in the amount of $1,000,000 [one million dollars] naming the Santa Rosa Island Authority and Escambia County as additional insured's. Insurance must be in effect for the entire time of the event, including set-up and tear-down days.

Depending on your event you may be required to pay for some of the services listed below:

- Security, as determined by Escambia County Sheriff's Department
- Clean up - a bond may be required if determined necessary by the Santa Rosa Island Authority's Public and Recreational Facilities Department
- Tent Permit - application must be submitted, with $25.00 application fee, and approved through SRIA first. If the tent is larger than 10'x12' you must obtain a permit through Escambia County's Building Inspections Department. If the tent is to be located on either shoreline, gulf or sound, approval from the State Department of Environmental Protection is required - SRIA will obtain this. TENTS MUST BE SECURED WITHOUT DRIVING STAKES INTO ANY PAVEMENT.
- Medical Assistance, as determined by the Santa Rosa Island Authority's Public Safety Department
- Port-0-Lets, to be determined by the Santa Rosa Island Authority's Public and Recreational Facilities Department.
- Labor cost of additional labor to install or set-up electric or water facilities if approved.
A written narrative, a site plan, notarized page (must be signed in front of a notary—we have several on staff), application fee-$50.00—cash/check, payable to SRIA—must be submitted with the completed application.

All requests to use public facilities or events that will be held on private leasehold property with the possibility of impeding parking, traffic, etc. must be submitted at least 90 days in advance.

Event:

Date of Event: ____________________________ Time of Event: ______________________

Set-up dates: ____________________________ Set-up time: ______________________

Event Sponsor: ____________________________

NFP [ ]

Contact Person: ________________________________________________

Contact Phone: ____________________________ Fax: ______________________

Contact email: ________________________________________________

Contact Address: ________________________________________________

DESCRIPTION OF EVENT:

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

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______________________________________________________________

______________________________________________________________

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______________________________________________________________

Continue on back if necessary

Amount Paid:____________________________________________________

Cash/Check:____________________________________________________

RcvdBy:________________________________________________________
By execution of this agreement, Santa Rosa Island Authority ("SRIA") does grant and allow the use of SRIA Public Facilities and certain permanent fixtures and structures thereon under the aforementioned/following terms and conditions:

Facility to be used:
Quietwater Amphitheater [ ]   Gulfside Pavilion [ ]  Other: ____________________________

PLEASE NOTE: separate fees may be required to be paid for each facility used/occupied. Insurance coverage must be provided in the amount of $1,000,000 [one million dollars] with the Santa Rosa Island Authority and Escambia County listed as additional insured's for each day of the event including set-up and take-down days for each event.

Expected Attendance: ________________  Last year's Attendance: ________________

Sponsor/applicant shall pay one of the following sums at the time this agreement is submitted/executed for use of SRIA public facilities.

____ Up to 100 people - - - - - - - - - [ ] $25.00 w/o electricity  [ ] $50.00 w/ electricity

____ 101 to 500 people - - - - - - - - - [ ] $50.00 w/o electricity  [ ] $75.00 w/ electricity

____ Over 501 people - - - - - - - - - - [ ] $100.00 w/o electricity  [ ] $125.00 w/ electricity

[ ] Fees waived per__________________

Will food/beverage be served? ______ Where? ________________________
Alcohol: No [ ] Yes [ ]  [SRIA use: email/notified]

ELECTRICAL REQUIRED: NO [ ] YES [ ] PLEASE SPECIFY: ____________________________

WATER REQUIRED: NO [ ] YES [ ]

SRIA BARRICADES BEING UTILIZED: NO [ ] YES [ ]

Pensacola Beach Public Works: 850-932-4935

TENTS: NO [ ] YES [ ] tent application and fee, $25.00, must be submitted with this application

How many tents: ________________  Tent size: __________________________

- - A scale site plan must be submitted with the application showing the desired tent location/s

A permit is required by Escambia County if the tent is larger than 10' x 12'. An approved SRIA tent permit and site plan must be taken to Escambia County Building Inspections by applicant for their approval. If the tent is to be located on the beaches of the Gulf of Mexico, the Florida Department of Environmental Protection (FDEP) must approve the application. During turtle nesting season, May 1- November 1, all tents must be permitted through FDEP.

TENTS MUST BE SECURED WITHOUT DRIVING STAKES INTO ANY PAVEMENT.
INSURANCE IS REQUIRED IN THE AMOUNT OF $1,000,000 [ONE MILLION DOLLARS]
WITH SANTA ROSA ISLAND AUTHORITY AND ESCAMBIA COUNTY LISTED AS
ADDITIONAL INSURED'S

LIABILITY: Event Producer agrees to purchase liability insurance in the amount of $1,000,000 [one million dollars] naming the Santa Rosa Island Authority and Escambia County as additional insured's. This policy shall be in effect for the entire time of the event, including set-up and tear-down days. Nothing contained in this Agreement shall be construed or interpreted as denying the Event Producer or other state entity any remedy or defense available under the laws of the State of Florida; or a waiver of sovereign immunity of the Event Producer beyond the waiver provided in section 768.28 of the Florida Statutes.

GUIDELINES: The attached guidelines are considered a part of this agreement and Event Producer agrees to abide by all terms and conditions contained therein.

I, the undersigned Event Producer, have read the above policy and guidelines and agree to abide by them.

__________________________
Signature of Event Producer

__________________________
Witness #1 Signature

__________________________
Witness #2 Signature

STATE OF
COUNTY OF

The foregoing instrument was acknowledged before me this the ___ day of ___________, 20___ by ________________________________, who is personally known to me or who has produced ________________________________ as identification, who did or did not take an oath.

____________________________________
Notary Public

My commission expires:

TO BE USED BY SRIA PERSONNEL ONLY

Event security as recommend by Escambia County Sheriff's Department:———
Is Gulf Breeze Police coordination necessary: Yes No

Barricades: Yes No
Extra Dumpster: Yes No
Portable Toilets: Yes No
Clean-up: Yes No
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If yes, amount funded is $______

Is additional funding needed? Yes No
If yes, amount needed is $______

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11. No roller blades, roller skates, skateboards, bicycles, or other vehicles or wheeled equipment are allowed on the pavilion, amphitheater, or boardwalks, with the exception of wheelchairs or other vehicles used for the disabled.
12. No animals are allowed on the pavilion, amphitheater, boardwalk, or beach with the exception of seeing-eye dogs for the blind.

13. Event Producers must obtain required permits and comply with all SRIA and County regulations/ordinances on and for the sale of any food, beverages, and event related materials.

14. Event Producers shall refrain from all profane, lewd and lascivious behavior prohibited by applicable state and local laws.

15. All requests to use the pavilion, amphitheater, or other public facilities and properties should be submitted at least ninety (90) days in advance; however, the SRIA staff may approve requests with less notice if sufficient time has been given to assure proper compliance and scheduling.

16. If deemed to be in the public interest, the Executive Director or his designated representative may waive any or all provisions of this policy.

17. Events held at public facilities and properties other than the Quietwater Boardwalk or the Gulfside Pavilion will be considered for approval upon request to the SRIA Board who may apply these guidelines and other restrictions to assure that the use of the public facility is consistent with the public interest.
Purpose: The purpose of this policy is to provide for more equitable competition between the businesses on Pensacola Beach holding a commercial lease with the Santa Rosa Island Authority and the vendors operating on the island for a short term period.

Commercial entities or individuals not operating under a commercial lease who wish to conduct business on Pensacola Beach during a special event such as the Pensacola Beach Air Show or festivals (e.g. Fiesta of Five Flags) sponsored by the Santa Rosa Island Authority or a not-for-profit organization, must register with the Santa Rosa Island Authority and pay a vendor fee. All such vendors must operate under the umbrella of the Santa Rosa Island Authority or a not-for-profit organization approved by the Santa Rosa Island Authority.

Vendors participating in special events or festivals sponsored by existing commercial leaseholders are exempt from payment of the fee as established in this policy. The sponsoring commercial leaseholder is exempt from payment of the fee because the sponsoring commercial leaseholder is liable for collection of all fees due the SRIA from all activities taking place during the sponsored event. The sponsoring commercial leaseholder shall report all earnings and fees to the SRIA as gross revenues on the required SRIA monthly report form.

The fee is as follows:

$100 per event per vendor

This policy applies to individual vendors and those vendors operating through another agency such as the Fiesta of Five Flags, Pensacola Beach Chamber of Commerce, etc.
ATTENTION EVENT COORDINATORS

IN KEEPING WITH THE ATTACHED POLICY, ALL VENDORS ASSOCIATED WITH EVENTS NOT SPONSORED BY A BUSINESS HOLDING AN EXISTING COMMERCIAL LEASE ON PENSACOLA BEACH MUST REGISTER WITH THE SANTA ROSA ISLAND AUTHORITY AND PAY A $100 VENDOR FEE. VENDOR FEES ARE NOT REFUNDABLE.

EACH VENDOR WILL RECEIVE A VENDOR REGISTRATION CERTIFICATE SIGNED AND SEALED BY A REPRESENTATIVE OF THE SANTA ROSA ISLAND AUTHORITY. THE VENDOR REGISTRATION CERTIFICATE MUST BE DISPLAYED BY THE VENDOR DURING THE ENTIRE COURSE OF THE EVENT. ONLY VENDORS DISPLAYING A VENDOR REGISTRATION CERTIFICATE WILL BE ALLOWED TO OPERATE DURING AN EVENT.

IT IS THE RESPONSIBILITY OF THE EVENT COORDINATOR TO ASSURE THAT EACH OF HIS/HER VENDORS HAS OBTAINED THE SRIA VENDOR REGISTRATION CERTIFICATE AS WELL AS ALL OTHER APPROPRIATE LICENSES AND CERTIFICATES REQUIRED OF SUCH VENDORS.

VENDOR REGISTRATION CERTIFICATES MAY BE OBTAINED AT THE SRIA ADMINISTRATIVE OFFICE AT 1 VIA DE LUNA DRIVE BETWEEN THE HOURS OF 8:30 A.M. AND 5:00 P.M. MONDAY THROUGH FRIDAY.

PLEASE LIST EACH EVENT VENDOR IN THE SPACE BELOW, AND RETURN THIS FORM TO THE SANTA ROSA ISLAND AUTHORITY FOR USE IN ISSUING THE SRIA VENDOR REGISTRATION CERTIFICATES:

NAME OF EVENT:  
EVENT COORDINATOR:  

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Merchandise type</th>
<th>Date Certificate Issued</th>
<th>SRIA Staff Initials</th>
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SRIA USE ONLY

ATTACH ADDITIONAL SHEET IF NECESSARY
SANTA ROSA ISLAND AUTHORITY

Vendor Sales Report

EVENT: _______________________

Date of event: __________________________ fees/report due: ________________

Gross Revenues: _______________________

SRIA Fee: 5%: __________________________ of gross revenue

Florida State Tax 7.5%: ______________________ of 5% total

TOTAL DUE TO SRIA: ______________________

I certify that this report is a true and accurate statement of all revenues received from all sources for business and period listed.

: __________________________

Authorized Signature

SRIA USE ONLY

CHECK NO: ______________________

AMOUNT PD: ______________________ STATE TAX: ______________________
Application For Tent Permit

NOTE: A building permit must be obtained from the Escambia County Building Safety Department after SRIA approval.

Santa Rosa Island Authority ~ Pensacola Beach Phone: (850) 932-2257 Fax: (850) 932-1866

Applicant’s Name: _______________________

Mailing Address: ___________________________________________________________

Phone Number: __________________ Fax Number: ____________________________

Type of Event: ________________________________

Date(s) of Event: __________________ Time: __________________

Size of Tent: __________ Location of Tent: ________________________________
(attach Certificate of Flame Resistance)

Location of Tent (street address): ____________________________
(attach Site Plan noting location of the tents)

Date/Time to be Erected: __________________

Date/Time to be Removed: ______________

Signed: __________________ Date: __________

This Box to Be Completed By SRIA Staff

Staff Comments: __________________________________________________________

________________________________________________________

$25 Tent Fee

Paid

Waived

Escambia County Approval: You must have a Fire Extinguisher & No Smoking Signs in the tent at all time
These pages are to be submitted to Escambia County Fire-Rescue, Office of Fire Prevention, along with the approved SRIA permit. The Office of Fire Prevention is located at 3363 West Park Place, 850.595.1810, call for applicable fees.

Complete the 'Special Event Permit Application' for Escambia County
Complete the 'Tent Permit Site Plan Submittal Checklist' by reading through each item and placing a checkmark by each item as it pertains to your event
Sign and date the form
If you are not the property owner you will need proof of permission to locate the tent on private property
You will need three (3) sets of site plans for Escambia County
You will need three (3) copies of the tents Flame Resistance Certificate for Escambia County

You must provide Santa Rosa Island Authority with a copy of the Escambia County Fire-Rescue permit before the tent can be erected.

Page one follows this instruction page; printed on reverse side
The following Tent Permit Site Plan Submittal Checklist is required information for a tent permit review. Use of the form does not guarantee that plans will be accepted on the first submittal, but will aid in reducing the number of re-submittals required due to the lack of information or conflicting information being provided. This checklist should not be considered to be all-inclusive. Additional information may be required. Requirements are based on NFPA 101 the Life Safety Code, as included in the Florida Fire prevention Code (FFPC).

For issuance of the tent permit and prior to any installation and inspection request, the following items shall be completed, submitted and/or approved.

- Tent permit application - for all single tents larger than 120 sq ft or multiple smaller tents not separated by 10 ft or more that cover a ground area of more than 120 sq ft or greater that are utilized for a special event, vending or other commercial use. (General rule of thumb is for any tent larger than 10 ft X 12 ft to be permitted.)

- Three (3) sets of site plans (must show entire property with location of tent and all other manmade or natural structures, barriers and roads). Parking shall not obstruct traffic flow or fire hydrants in the area. Roads must have an unobstructed width of 20 ft. Clearance to fire hydrants must be maintained at 7 ½ ft to front and sides, and 4 ft to the rear. (NFPA 1, Florida 2010 Edition, Chapter 18)

- If applicant is not the property owner of location where the tent is to be placed, proof of permission from the owner or owner’s representative to locate the tent on the property must be provided.

- Payment of permit fees.

Any material installed or work performed prior to the issuance of a permit will be subject to two times the permit fee and/or required to be removed. A hard copy of the permit and an the approved site plan are required to be maintained on the tent site at all times and must be on site prior to any work being performed unless a limited early start request has been granted. Limited early start requests are considered on a case by case basis, are required to be submitted in writing on letter head and are not automatically granted.

3.3.260 Tent. A temporary structure, the covering of which is made of pliable material that achieves its support by mechanical means such as beams, columns, poles, or arches, or by rope or cables, or both. (Temporary is a structure intended to remain in place for a period of not more than 180 days in any consecutive 12-month period.)

11.11.1 General.

- 11.11.1.2 Tents shall be permitted only on a temporary basis.

- 11.11.1.3 Tents shall be erected to cover not more than 75 percent of the premises, unless otherwise approved by the authority having jurisdiction.

11.11.2 Flame Propagation Performance.

- 11.11.2.1 All tent fabric shall meet the flame propagation performance criteria contained in NFPA 701, Standard methods of Fire Tests for Flame Propagation of textiles and Films.

- 11.11.2.2 One of the following shall serve as evidence that the tent fabric materials have the required flame propagation performance:
  - (1) The authority having jurisdiction shall require a certificate or other evidence of acceptance by an organization acceptable to the authority having jurisdiction.
  - (2) The authority having jurisdiction shall require a report of tests made by other inspection authorities or organizations acceptable to the authority having jurisdiction.

- 11.11.2.3 Where required by the authority having jurisdiction, confirmatory field tests shall be conducted using test specimens from the original material, which shall have been affixed at the time of manufacture to the exterior of the tent.

11.11.3 Location and Spacing.

- 11.11.3.1 There shall be a minimum of 10 ft between stake lines.
Page 2 is required to be completed and signed.

D 11.11.3.2 Adjacent tents shall be spaced to provide an area to be used as a means of emergency egress. Where 10 ft between stake lines does not meet the requirements for means of egress, the distance necessary for means of egress shall govern.

O 11.11.3.3 Tents not occupied by the public and not used for the storage of combustible material shall be permitted to be erected less than 10 ft from other structures where the authority having jurisdiction deems such close spacing to be safe from hazard to the public.

D 11.11.3.4 Tents, not exceeding 1200 ft² in ground area and located within fairgrounds or similar open spaces, shall not be required to be separated from each other, provided that safety precautions meet the approval of the authority having jurisdiction.

O 11.11.3.5 The placement of tents relative to other structures shall be at the discretion of the authority having jurisdiction, with consideration given to occupancy, use, opening, exposure, and other similar factors.

11.11.4 Fire Hazards.

D 11.11.4.1 The ground enclosed by any tent, and the ground for a reasonable distance but not less than 10 ft outside of such a tent, shall be cleared of all flammable or combustible material or vegetation that is not used for necessary support equipment. The clearing work shall be accomplished to the satisfaction of the authority having jurisdiction prior to the erection of such a tent. The premises shall be kept free from such flammable or combustible materials during the period for which the premises are used by the public.

D 11.11.4.2 Where prohibited by the authority having jurisdiction smoking shall not be permitted in any tent.

O 11.11.4.5 Fire-Extinguishing Equipment. Portable fire-extinguishing equipment of approved types shall be furnished and maintained in tents in such quantity and in locations as directed by the authority having jurisdiction.

11.11.6.1 Fired Heaters

O 11.11.6.1.1 Only labeled heating devices shall be used.

D 11.11.6.1.2 Fuel-fired heaters and their installation shall be approved by the authority having jurisdiction.

O 11.11.6.1.3 Containers for liquefied petroleum gases shall be installed not less than 60 in. from any tent and shall be in accordance with the provisions of NFPA 58, Liquefied Petroleum Gas Code.

D 11.11.6.1.4 Tanks shall be secured in the upright position and protected from vehicular traffic.

11.11.6.2 Electric Heaters

D 11.11.6.2.1 Only labeled heaters shall be permitted.

D 11.11.6.2.2 Heaters used inside tents shall be approved.

D 11.11.6.2.3 Heaters shall be connected to electricity by electric cable suitable for outside use and is of sufficient size to handle the electric load.

I attest that all required and applicable information noted above has been provided for review and approval and understand that inadequate or incorrect content is cause for permit denial.

----------Signature of Applicant or Applicant's Representative

----------Date

Page 2 of 2

Revised 12/01/11
# Special Event Permit Application

**Check one of the following:**
- Tent Permit
- Operational Permit
- Fireworks Permit
- Air Supported Structure

<table>
<thead>
<tr>
<th>Fire Safety Permit Number:</th>
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<tr>
<td>Noise Waiver Permit Number:</td>
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<th>Approved By:</th>
<th>Date:</th>
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<td>Phone Number:</td>
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<td>City:</td>
<td>State: Zip Code:</td>
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<td>Job Address:</td>
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**Tent Permit Section Only**

<table>
<thead>
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<th>Tent Usage:</th>
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<tbody>
<tr>
<td>Size of Tent:</td>
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</table>

**Remarks or Comments:**

**Driving Directions:**

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**Applicant Signature:**

**Date:**

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**REVISED 11/02/2012**