

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Nadene Grossmanorr - 922 Caroline St. Key West, FL 33040
A.H. of Monroe County

Address of Applicant(s) 1434 Kennedy Dr. Key West, FL 33040

Phone Number of Applicant(s) and emergency number NGO-305-295-9112 - AH-305-296-6196
NGO-305-304-0881

Name of Non-Profit(s) A.H. of Monroe County

Address of Non-Profit(s) 1434 Kennedy Dr.

Phone Number of Non-Profit(s) 305-296-6196

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 100%

Date(s) of Event Monday, April 16, 2018

Hours of Operation 6:00 - 9:00 PM

Estimated/anticipated number of persons per day 4,000

Location of Event Mallory Square

Street Closed N/A

Detailed Description of Event: Taste of Key West - approximately 50
restaurants will serve culinary delights - fine wine and beer will be featured
by Republic National Distributing

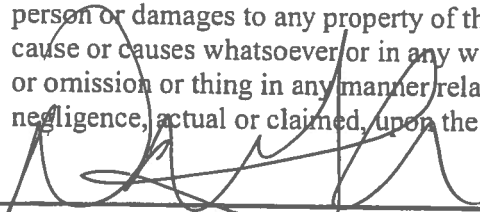
List of Businesses that will participate in Alcohol Exemption:

- Noise exemption required: Yes No
- Alcoholic beverages sold/served at event: Yes No
- Recycle Deposit \$1000.00 Yes No
- Cooking oil recycled Yes No
- Recycled containers Yes No

Accounting of items recycled

* Measures

The applicant does ac knowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/permitee agrees to assume full responsibility and liability for and indemnify, and suits for or by reason of any injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City, their agents or employees.



Applicant(s) Signature



Date

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT
NOISE CONTROL EXEMPTION

\$50.00

Date 1-8-18

Applicant Name A.H. of Monroe County
Applicant Address 1434 Kennedy Dr. Key West, FL 33040
Applicant Phone Number 305-296-6196
Event Name Taste of Key West
Event Address/Location Mallory Square
Date of Event Monday, April 16, 2018
Nature of Event Approximately 50 restaurants will serve
Culinary delights - fine wine and beer will be featured by
Republic National Distributing
Profit Non Profit
Time(s) Request for Exemption 5:00 - 10:00 PM
Number of Exemptions at this location this calendar year 1
Date of last exemption 4-24-17

v# 006715

ORDINANCE NO. 02-09

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES ENTITLED "AMUSEMENTS AND ENTERTAINMENT" BY AMENDING ARTICLE II PERTAINING TO SPECIAL EVENTS; AMENDING SECTION 6-26 TO REQUIRE A DOWN PAYMENT ON THE COST OF CITY SERVICES, TO ALLOW FOR INTEREST ON LATE PAYMENTS, AND TO INCREASE THE COST WAIVER TO \$1,000.00; ADDING SECTION 6-27 TO RESTRICT PLACEMENT OF FOOD, BEVERAGE AND MERCHANDISE BOOTHS; AMENDING SECTION 6-56 TO REQUIRE THE APPLICATION TO LIST AN EMERGENCY CONTACT PERSON; AMENDING SECTION 6-57 TO ESTABLISH A MINIMUM NON-PROFIT SHARE FOR SPECIAL EVENTS IN WHICH A STREET IS CLOSED; AMENDING SECTION 6-58 TO PROVIDE THAT MAJOR FESTIVAL SPONSORS MAKE APPLICATION SIX MONTHS IN ADVANCE AND APPROVE CERTAIN SALES OF ALCOHOLIC BEVERAGES; ADDING SECTION 6-61 PERTAINING TO HANDICAP-ACCESSIBLE BATHROOM FACILITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, The City Commission finds that a revision to the regulations governing special events and street closures would promote the health, safety and welfare of the citizens of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

Section 1: That section 6-26 of the Code of Ordinances is hereby amended as follows*:

Sec. 6-26. Payment for city services.

- (a) The organizer or sponsor of any festival, street fair, fair, carnival, athletic event, contest, competition, parade, fundraiser, rally, boat or car race or other special event which requires city authorization, whether by administrative permit or city commission approval, and which requires the provisions of additional or extraordinary support services by police, fire, administrative, or other city departments in order to maintain order or safety or to escort participants shall pay to the city the cost of such services. A down payment of ten percent (10%) of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten (10) days prior to the event.

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1½%) per month.

(c) The city commission may grant special exceptions to this section for cause shown upon the public record.

(d) The first ~~\$500.00~~ \$1,000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.

(e) Any nonprofit organization accepting the waiver provided for by subsection (d) of this section shall, within 90 days following the special event, submit to the city commission an accounting of expenses and revenues incurred and generated during the event.

* (Coding: Added language is underlined; deleted language is ~~struck through~~.)

Section 2.

That section 6-27 is hereby added to the Code of Ordinances as follows:

Sec. 6-27. Food, beverage and merchandise booths.

No booth or stall set up for a special event and serving any amount or type of food and/or beverage, or selling merchandise, shall be placed directly in front of, or within five (5) feet of the property line of, a restaurant or a bar or a retail store (selling primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3.

That section 6-56 of the Code of Ordinances is hereby amended as follows:

Sec. 6-56. Application.

(a) Except as provided in section 6-58, At least 60 days prior to a proposed special event that will result in the closing of a public street, the sponsor shall submit an application to the city manager. An application may be made either by a tax-exempt nonprofit organization (nonprofit) or jointly by a nonprofit and a private or business entity.

(b) If the city manager approves the application, he shall then schedule it for consideration by the city commission. However, if the special event proposes to close only one block, is intended to end prior to 9:00 p.m. on any day of the year, and does not seek either a fee cost waiver or a noise exemption, the city manager may give final approval to the application.

(c) Each application shall include the name of a sponsor's contact person and that person's 24-hour telephone number(s), in case of emergency.

Section 4.

That section 6-57 of the Code of Ordinances is hereby amended as follows:

Sec. 6-57. Donation of percentage of revenue to nonprofit organization.

(a) A major festival is a special event of regional impact. Major festivals are: ~~Fancy Fantasy~~ Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. Have a non-profit coapplicant or to provide a percentage of revenues to a charitable cause.

(b) A business that seeks to sell alcoholic beverages at a major festival pursuant to an APS state license, and which is not a bar or restaurant or other concern that sells alcoholic beverages in the ordinary course of its business, must obtain the written approval of the major festival sponsor and provide such approval to the city of key west.

Section 6

That section 6-61 is hereby added to the Code of Ordinances as follows:

Sec. 6-61. Temporary bathroom facilities.

Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent (5%) of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons which physical disability.

Section 7.

If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefore and shall be construed as reasonable and necessary to achieve the lawful purposes of this ordinance.

Section 8. All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 9. This Ordinance shall go into effect on January 1, 2003.

Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

Read and passed on second reading at a regular meeting held this 6th day of November, 2002.

Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

Authenticated by the presiding officer and Clerk of the Commission on 21st day of November, 2002.

Filed with the Clerk November 21, 2002.

Sponsor's Signature

A handwritten signature in black ink, appearing to be the initials 'NE' with a stylized flourish.

RULES AND REGULATIONS FOR USE OF CITY OF KEY WEST PROPERTY FOR SPECIAL EVENTS

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. The Permittee will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

Commercial General Liability with minimum limits of \$1,000.000

Business Automobile Liability with minimum limits of 1,000.000

Statutory Worker's Compensation Coverage

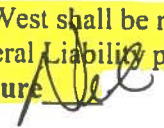
Employers Liability with minimum limits of \$1,000.000 injury by Accident


\$1,000.000 injury by Disease

Policy Limits and \$1,000.000 injury by Disease – Each Employee

If Alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the Permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000.000. Host Liquor Liability coverage will not be acceptable. If the Permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

The City of Key West shall be named as an "Additional Insured" on the Permittees' Commercial General Liability policy.

Sponsor's Signature 

4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty

police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.

Sponsor's Signature 

6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*

Sponsor's Signature 

7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.

Sponsor's Signature 

8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.

Sponsor's Signature 

9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.

Sponsor's Signature 

10. Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.

Sponsor's Signature 

11. The organizer or sponsor of any special event, which requires the provision of additional or extraordinary support services by police, fire, administration, or other city departments shall pay to the city the cost of such services. A down payment of 10 percent of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten days prior to the special event.

Sponsor's Signature 

12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation subject to the human rights provision of the section 38-225.

Sponsor's Signature 

13. Any nonprofit organization accepting the waiver provided for by subsection (d) of the ordinance shall, within 90 days following the special event, submitted to the city commission an accounting of expenses and revenues incurred and generated during

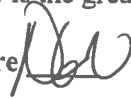
the special event.

Sponsor's Signature



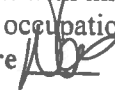
14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

Sponsor's Signature



15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.

Sponsor's Signature



16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

Sponsor's Signature 

17. Special Events organizers must submit a adequate recycle plan for the size of the event being requested. Helpful hints and recycling requirements for special events can be found on the city's website. This will help you develop your plan.

Sponsor's Signature 

18. All special events are required to comply with the Federal Americans with Disability's Act which requires access to all areas and services provided by the special events. Organizers must insure that all aspects of their event meet the requirements.

Sponsor's Signature 



THE CITY OF KEY WEST

1000 GIBSON - 1400 N. MIAMI BLVD - 4 MIAMI AVENUE

Pursuant to my request to conduct a special event requiring authorization by the City Commission, I agree that throughout the event I will keep the premises clear of accumulated recyclables, trash and debris. This includes emptying trash and recycle cans on a regular basis for the duration of the event.

A handwritten signature in black ink, appearing to be "R. [unclear]", written over a horizontal line.

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Nadene Grossman Orr Phone number: 305-296-9112
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum Glass #1 Plastic #2 Plastic Steel
Corrugated Cardboard Other:
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used). Five 6 yard dumpsters for trash
Amount of recycling and garbage containers needed: 400 each plus one 6 yard dumpster for recycling
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.
Arrangements made: with Waste management
- Capacity of containers on grounds:
Contact person for containers: Nadene Grossman Orr Phone #: 305-296-9112
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds. YES 50 galbn Bags
- Arrange for emptying of recycling containers during the event - from the containers on the grounds to the large container.
Arrangements made: A.H. of Monroe County Volunteers
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: Waste management will pick up on Tuesday April 17th.
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas. A.H. of Monroe County will do
- Oversee the delivery of containers and placement of signs.
Nadene Grossman Orr will do
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

containers must be adjacent to trash barrels in order to reduce contamination problems.

to be done by volunteers

- Monitor recycling containers for correct usage during the event and take actions to solve problems.

Problems: _____

Actions taken: Volunteers will remove recyclables from trash containers and put in recycling containers

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.

Problems: _____

Actions taken: see above

- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program

Comments: Photos will be taken

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced. Done throughout the event

- At the end of the event, remove signs and arrange for their return to owners. Will be handled by volunteers.

- Place recycling containers in the pick-up location, as arranged with the providers of the containers.

- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels. Waste management will handle

Amount of material: _____

Contamination: _____

- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.

- Share the results with event organizers.

- Security deposit of \$1000.00 must be submitted prior to the event.

- Security deposit returned: _____

For more information about event recycling and waste reduction, contact Waste Management at 305 296-2825



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Florida Not For Profit Corporation
A.H. OF MONROE COUNTY, INC.

Filing Information

Document Number	N13659
FEI/EIN Number	59-2678740
Date Filed	03/03/1986
State	FL
Status	ACTIVE
Last Event	NAME CHANGE AMENDMENT
Event Date Filed	01/05/2009
Event Effective Date	NONE

Principal Address

1434 KENNEDY DRIVE
KEY WEST, FL 33040

Changed: 06/12/2000

Mailing Address

1434 KENNEDY DRIVE
KEY WEST, FL 33040-7008

Changed: 02/11/2011

Registered Agent Name & Address

PRIDGEN, EUGENE S
1434 KENNEDY DRIVE
KEY WEST, FL 33040-7008

Name Changed: 10/26/2012

Address Changed: 08/08/2012

Officer/Director Detail

Name & Address

Title VP

McChesney, Lori
1434 KENNEDY DRIVE
KEY WEST, FL 33040-7008

Title President

Elwell, Christopher
 1434 KENNEDY DRIVE
 KEY WEST, FL 33040-7008

Title Treasurer

Varner, Marcus
 1434 KENNEDY DRIVE
 KEY WEST, FL 33040-7008

Title CEO

PRIDGEN, EUGENE S
 1434 KENNEDY DRIVE
 KEY WEST, FL 33040-7008

Annual Reports

Report Year	Filed Date
2015	04/22/2015
2016	02/13/2016
2017	02/15/2017

Document Images

02/15/2017 -- ANNUAL REPORT	View image in PDF format
02/13/2016 -- ANNUAL REPORT	View image in PDF format
04/22/2015 -- ANNUAL REPORT	View image in PDF format
12/18/2014 -- AMENDED ANNUAL REPORT	View image in PDF format
01/09/2014 -- ANNUAL REPORT	View image in PDF format
01/28/2013 -- ANNUAL REPORT	View image in PDF format
10/26/2012 -- ANNUAL REPORT	View image in PDF format
08/08/2012 -- ANNUAL REPORT	View image in PDF format
01/20/2012 -- ANNUAL REPORT	View image in PDF format
02/11/2011 -- ANNUAL REPORT	View image in PDF format
01/11/2010 -- ANNUAL REPORT	View image in PDF format
04/30/2009 -- ANNUAL REPORT	View image in PDF format
02/12/2009 -- ANNUAL REPORT	View image in PDF format
01/05/2009 -- Name Change	View image in PDF format
07/25/2008 -- ANNUAL REPORT	View image in PDF format
04/07/2008 -- Amended and Restated Articles	View image in PDF format
01/02/2008 -- ANNUAL REPORT	View image in PDF format
11/15/2007 -- ANNUAL REPORT	View image in PDF format
07/24/2007 -- Amendment	View image in PDF format
01/10/2007 -- ANNUAL REPORT	View image in PDF format
03/17/2006 -- ANNUAL REPORT	View image in PDF format
04/28/2005 -- ANNUAL REPORT	View image in PDF format
04/26/2004 -- ANNUAL REPORT	View image in PDF format

AIDS Help Project Financial Statements

Report name: TASTE OF KEY WEST
Show: Income Statement
Primary level of detail: Account Code
Print total net surplus/(deficit)
Include these Projects: SE241

	<u>Actual</u>
SE241 - TASTE OF KEY WEST EVENT 2017	
Income Statement	
Revenues	
Special Event	\$88,745.28
Total Revenues	<u>\$88,745.28</u>
Expenses	
Event Supplies	\$25,143.91
Event Security	\$1,525.00
Advertising - Events	\$4,517.37
Advertising	\$1,535.50
Event Liability Insurance	\$3,839.00
Dues/Publications/Licences	\$1,674.56
Total Expenses	<u>\$38,235.34</u>
Net Surplus/Deficit	<u>. \$50,509.94</u>



THE CITY OF KEY WEST

P.O. BOX 1409
KEY WEST, FL 33041-1409

RELEASE AND INDEMNIFICATION

A.H. of Monroe County, Inc.

Taste of Key West

April 16, 2018

Mallory Square

I **Eugene S. Pridgen** being authorized to act on behalf of and legally bind **A.H. of Monroe County, Inc.** doing business as the legal entity or association on whose behalf this application is made, do hereby release the City of Key West, its officers, agents and employees from any and all liability for damages arising out of, or related to the activities for which application for leave to use City property has been submitted; and do hereby further agree, on behalf of said entity or association to indemnify, and hold harmless the City of Key West, its officers, agents, and employees from and against any and all damages to personnel or property of the City, and against all claims for damages or injuries to other persons or property of any nature whatsoever, and for defense costs, including attorneys' fees at both trial and appellate levels, arising from the actions or omissions of the person(s) or legal entity(ies) on whose behalf the application is submitted, including, but not limited to, the sale and dispensing of alcoholic beverages, or otherwise arising from the actions of their members, licensees, customers, guests, invitees, or participants in the related activities permitted. The foregoing Release and Indemnification agreement does not apply to those claims for damages or injuries which result from the negligent actions or omissions of the City of Key West, its officers, agents, and employees.

Signature of Witness

Signature of Applicant

Print Name

Print Name

Date

Date

Key to the Caribbean – Average yearly temperature 77° F.



THE CITY OF KEY WEST

Parking Division

1300 White Street
Key West, FL 33040

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

We would like to use all of the spaces at the
Mallory Square parking lot from 9am to 10PM
on April 16th 2018.

Mallory Square Rates: \$4.00 per hour or \$32.00 per day per space

Key West Bight Rates: \$3.50 per hour or \$20.00 per day per space

On-Street Meter Rates: \$3.00 per hour or \$20.00 per day per space.

Modification of rates can only be approved by Commission.

If you have any questions, please contact John Wilkins, Parking Director at (305) 809-3855 or email jwilkins@cityofkeywest-fl.gov



**KEY WEST FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE**

Please Check All That Apply To This Event

Cooking

- Deep Frying/Open Flame
- Charcoal Grill
- Gas Grill
- Food Warming Only
- Catered Food
- Plan for Cooking Oil Disposal
- No Cooking on Site

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

- Map of Closed Road with Fire Lane & Vendor Booth(s) Locations

Tents (More Than 200 SqFt.)

- Flame Resistance Certificate
- Size, Type, Location of Tent(s)

Food Booths

- Food Booths - Total # 40-50
- Vendor Booths - Total # _____
- Total Number of Booths - _____

Parade

- Floats - Total # _____

11.2

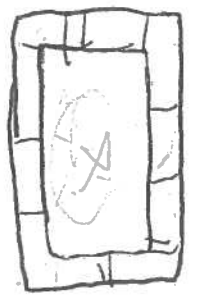
37



Google Earth

feet 300

meters 100



ZAH1

Kid's Center

Test Kid's center



FOOT BRIDGE ACCESS TO MALLORY SQUARE SUNSET ARTISANS @ MARGARITAVILLE Sunset Celebration

SEATING & REST AREA

TRASH/RECYCLING



SUPPLY TRUCK
ICE TRUCK

- A 1
- A 2
- A 3
- A 4
- A 4
- A 5
- A 6
- A 7
- A 8
- A 9
- A 11
- A 12
- A 13
- A 14
- A 15
- A 16
- A 17
- A 18
- A 19
- A 20
- AIDS HELP INFO
- A 22
- A 23
- A 24
- A 25
- A 26
- A 27
- A 28
- A 29

- A 40
- A 39
- A 41
- A 42

- A DJ
- A 35
- A 36

MALLORY SQUARE

PHOTO OP BOOTH

TOKW RETAIL & INFO

SEATING & REST AREA

WINE TASTING TENT
18 WINNERS
SEE INSET MAP*

BEER TENT
14 BEER TABLES
SEE INSET MAP*

US1 RADIO

MAIN ENTRANCE

TAP TRUCK
16 BEERS ON TAP

TICKETS / CHECK IN

ATM

W 1 W 2 W 3 W 4 W 5

WINE TASTING TENT
18 WINNERS

W 9 W 10 W 11 W 12 W 13 W 14 W 15 W 16

BICYCLE PARKING ONLY

B 1 B 2 B 3 B 4 B 5

BEER TENT
14 BEER TABLES

B 8 B 9 B 10 B 11 B 12

B 13 B 14

ENTRANCE

ENTRANCE

RESTROOMS & PORTA-LETS



TOKW VOLUNTEER CHECK IN

ASTE OF KEY WEST!

Event Name: Taste of Seyuest

Special Event Checklist
Everything must be checked off before
submitting the special event application

X	TITLE	COMMENTS
✓	Special Event Application	
✓	Noise Exemption (If applicable)	
✓	\$50.00 for Noise	
✓	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	
✓	Recycling Plan	City will be collecting recycleables
✓	Authorization Letter for continuous cleaning of recycled area	they are the non profit
✓	Signatures of No Objection of Street closure (If applicable)	n/A
✓	Insurance naming the City as additional insured	
✓	Financial of previous event (If applicable)	
	Release & Idemnification Form	
✓	Site Map (where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	They are the non profit

CITY OF KEY WEST
PO BOX 1409
KEY WEST, FL 33041

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PO BOX 1409
KEY WEST, FL 33041

CITY OF KEY WEST MALLORY SQUARE
PO BOX 1409
KEY WEST, FL 33041

KEY CARIBE LLC
8 SALT MARSH DR
FERNANDINA BEACH, FL 32034

LOVE IN KEY WEST LLC
PO BOX 28
WHITE PLAINS, NY 10605

LOVE QUAY WEST LLC
C/O CVS INC NO 08368-01
1 CVS DR
WOONSOCKET, RI 02895

OLD HARBOR HOUSE INC
7860 Peters RD
Plantation, FL 33324

REFLECTIONS ON KEY WEST CONDOMII
C/O NOBLE HOUSE HOTELS & RESORTS
600 6TH ST S
KIRKLAND, WA 98033

SEABOARD ASSOCIATES LIMITED PART
C/O NOBLE HOUSE HOTELS & RESORTS
600 6TH ST S
KIRKLAND, WA 98033

Taste of Key West - Mallory Square



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: A.H. of Key West - Taste of Key West
DATES: 1/11/18

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rakus 1/11/18

SIGNATURE DATE

They are working w/ Sunset Celebration

COMMUNITY SERVICES

SIGNATURE DATE

[Empty signature box]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty signature box]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty signature box]

KWDOT

SIGNATURE DATE

N/A

PORT AND MARINE SERVICES

SIGNATURE DATE

[Empty signature box]

CODE COMPLIANCE

SIGNATURE DATE

[Empty signature box]

ENGINEERING / Parking

SIGNATURE DATE

[Empty signature box]

UTILITIES

SIGNATURE DATE

[Empty signature box]

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Taste of Key West



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: A.H. of Key West - Taste of Key West
DATES: 1/11/18

DEPARTMENTS

COMMENTS

Events (Initial Signoff) Maria Rakuski 1/11/18
Community Services
Police Department
Fire Department
Kwdot
Port and Marine Services
Code Compliance
Engineering
Utilities

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Taste of Key West



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: A.H. of Key West - Taste of Key West
DATES: 1/11/18

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratuiff 1/11/18

SIGNATURE DATE

[Empty box for comments]

COMMUNITY SERVICES

SIGNATURE DATE

[Empty box for comments]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty box for comments]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty box for comments]

KWDOT

Rogelio Hernandez / RD 1-11-18

SIGNATURE DATE

No Impact

PORT AND MARINE SERVICES

SIGNATURE DATE

[Empty box for comments]

CODE COMPLIANCE

SIGNATURE DATE

[Empty box for comments]

ENGINEERING

SIGNATURE DATE

[Empty box for comments]

UTILITIES

SIGNATURE DATE

[Empty box for comments]

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Taste of Key West

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRUCTIONS

SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE

SIGNATURE DATE

FIRE DEPARTMENT
Alan Averette 01/12/2018

SEE ATTACHED MEMO

SIGNATURE DATE

PORT/KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



Key West Fire Department

Office of the Fire Marshal

Alan Averette, Fire Marshal
Wesley Jones, Lt. / Fire Inspector
Gregory Barroso, Capt. / Fire Inspector
Jason Barroso, Capt. / Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 809-3933

Food Booth and Vendor Regulations

Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.
3. Each cross street corner shall have 10' clearance before the setup of any vendor booth.
4. All hydrants must maintain 5' clearance on each side to allow fire department access.
5. **Each vendor shall stay within their assigned area, equipment and supplies shall not be staged outside their allotted space. ie: sidewalks, exit ways.**

Butane or Propane equipment:

1. Shut-off valves must be provided at each fuel source.
2. Tanks must be protected from damage and secured in an upright position and must be located at least 5 feet apart from each other.
3. No storage of extra butane or propane tanks in booth.
4. Tanks not in use must be turned **OFF**.
5. Unused fuel cylinders shall be stored in a secured position. Unused cylinders must be located 50 feet away from all combustibles.

All compressed gas bottles, flammable or non-flammable shall be properly secured to prevent accidental tipping over.

Electrical Power:

1. Generators shall be placed in locations approved by the Fire Marshal's Office for "special events" use.
2. Refueling of generators is prohibited during event hours. No extra fuel shall be stored during event hours.
3. During approved refueling times, no smoking or open flames are allowed within 25 feet.
4. Extension cords shall be of grounded type and approved for exterior use. Extension cords shall be placed so as not to create a hazard.

Charcoal Cooking:

1. Charcoal cooking must be located in areas away from public access.
2. Charcoal cooking must be 10 feet away from combustible structures and parked vehicles.
3. Coals shall be disposed in metal containers

Deep Fat Frying/Flambé/Open Flame Cooking:

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. The cook area must not be accessible by the general public.
3. Deep fat frying equipment must be equipped with a temperature regulating device.
4. Separation must be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.

Fire Extinguishers:

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of **3A:40B:C**. (dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of **3A:40B:C** must not exceed 75 feet.
3. Fire extinguishers must be serviced annually and be tagged accordingly.
4. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.
5. Each cooking booth that is using deep fat fryers must have a **6 Liter Type K** (wet chemical fire extinguisher).

Miscellaneous:

Fire Hydrants – Fire Hydrants must not be obstructed at any time for any reason.

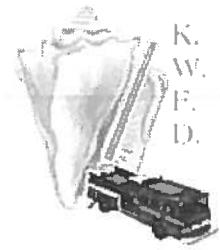
Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

The above regulations are not inclusive of other general fire safety provisions that may be imposed upon inspection.

Any booth not in compliance will be immediately closed.

Fire Safety Tips

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. Do not spray lighter fluid on briquettes that have been previously ignited.
7. In case of emergency, **DIAL 9-1-1**.



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3933

To: Aids Help (nadene@wevrgotthekeys.com)

From: Division Chief/Fire Marshal Alan Averette

Date: January 12, 2018

Reference: Taste of Key West Special Event

This office reviewed the special event application for the Taste of Key West to be held at Mallory Square on Monday, April 16, 2018.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- The pier closure needs to allow for emergency vehicle access
- Two Fire Inspectors will be required during the event hours.
- **Event coordinator is responsible for scheduling the inspection with this office.**

Costs of Fire Inspectors during the event are the responsibility of the event organizers at a rate of \$40.00 per hr. per inspector - Minimum four hours.

If I can be of any further assistance, please contact me.

Alan Averette, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
aaverett@cityofkeywest-fl.gov

3266 LSN 132
KEY WEST

Taste of Key West



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: <u>A.H. of Key West - Taste of Key West</u>
DATES: <u>1/11/18</u>

<u>DEPARTMENTS</u>	<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF) <u>Maria Latuff 1/11/18</u> SIGNATURE DATE	
COMMUNITY SERVICES SIGNATURE DATE	
POLICE DEPARTMENT <u>Steve Torrence 1/11/18</u> SIGNATURE DATE	Requires Extra Duty Detail Officers Requires a Noise Exemption & ABT Permitt
FIRE DEPARTMENT SIGNATURE DATE	
KWDOT SIGNATURE DATE	
PORT AND MARINE SERVICES SIGNATURE DATE	
CODE COMPLIANCE SIGNATURE DATE	
ENGINEERING SIGNATURE DATE	
UTILITIES SIGNATURE DATE	

SPECIAL EVENT PERMIT HAS BEEN ___ APPROVED ___ DENIED

Taste of Key West



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: A.H. of Key West -- Taste of Key West
DATES: 1/11/18

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Signature: Maria Laxus Date: 1/11/18

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED