

City of Key West Special Event Permit Application

For assistance in filling out this application, please contact the City at (305) 809-3881 or via email at : event_request@cityofkeywest-fl.com

Event Name: Key West Triathlon

Location: Higgs Beach

Date(s): 12/10/2022 setup, 12/11/2022 race Hours of Operation: setup 2-8 pm, race 4a-12 noon *Setup: tear down 7:00 am - 9:30 AM*

Break Down Date: 12/11/2022 Number of Expected Attendees: 600

Is the Event open to the Public? Yes No

Description: Provide a narrative description of the full scope of your event with as much detail as possible in the box below. If this event has multiple sub events, specify date and time range of each.

Swim 400, bike 10 miles, run 3.1 miles. Racers will start with a swim in the Ocean off of Higgs Beach, then get their bicycle. Then they head east along A1A for 3.5 miles, u-turning before Flagler, then returning to Higgs Beach. Racers will do this twice on their bicycles. Racers then run east for 1.5 miles on the sidewalk before returning to the finish line.

EVENT ORGANIZER INFORMATION

Company or Organization Name Integrity Multisport Inc.

Name Robert Childers Phone number 954-501-7200

Mailing Address 10152 W. Indiantown Road, Suite 139

City Jupiter State FL Zip 33478 Email rob@integritymultisport.com

Tax ID / EIN# 85-3034790

SECONDARY CONTACT INFORMATION

Name Rachel Stone Phone number 561-677-0740

Company or Organization Name Integrity Multisport Inc.

Email rachel@integritymultisport.com

SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes Complete Supplement A No

Non-Profit Applicant or Benefit: Yes Complete Supplement B No

Alcoholic Beverages Sold/Served at Event: Yes Needs City Commission Approval No

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

INITIALS REQUIRED

Event Name: Key West Triathlon

Event Date: 12/11/2022

1. **Application Form:** All Applicant(s) must fill out the City of Key West (City) application form provided to you by the Office of the City Manager. All applications are subject to approval at the discretion of the City Manager and/or City Commission and must in the Office of the City Manager 60 days prior to the event.

Applicant Printed Name: Robert Childers

Signature: 

2. **Liability Insurance:** Applicant(s) 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 Workers' Compensation Coverage
Employers Liability with minimum limits:
- \$1,000,000 injury by accident
- \$1,000,000 injury by disease
- \$1,000,000 Policy Limits – 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.

Applicant Printed Name: Robert Childers

Signature: 

3. **Indemnification:** The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe incurred by the City or which may be claimed against the City by any person, firm to the person or property f any person, firm, corporation, or entity which are consequent or arise from the activities of 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.

Applicant Printed Name: Robert Childers

Signature: 

4. **ADA:** All special events are required to comply with the Federal Americans with Disabilities Act which requires access to all areas in services provided by the special events. Organizers must ensure that all aspects of their event meet the requirements.

Applicant Printed Name: Robert Childers Signature: R Childers

5. **Notifying:** 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.

Applicant Printed Name: Robert Childers Signature: R Childers

6. **City Services Pricing:** The organizer or sponsor of any special event which requires the provision of additional extraordinary support services by police, fire, and administration or other city department shall pay to the city the cost of such services. A nonrefundable down payment of 10% of all cost, as estimated by the city manager, shall be made to the city either by certified check or credit card at least 10 days prior to the special event.

Applicant Printed Name: Robert Childers Signature: R Childers

7. **Payment Terms:** 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 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 (1.5%) per month.

Applicant Printed Name: Robert Childers Signature: R Childers

Event Screening Questionnaire

Event Name: <u>Key West Triathlon</u>	Event Date: <u>12/11/2022</u>
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The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application.

VENDOR SALES	
1. Will ANY alcoholic beverage be sold or served?	Yes <input type="checkbox"/> Needs City Commission Approval No <input checked="" type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input checked="" type="checkbox"/> Complete Supplement C No <input type="checkbox"/>
SAFETY IF YES, COMPLETE REQUIRED FORMS	
3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles	Yes <input checked="" type="checkbox"/> Complete Supplement C No <input type="checkbox"/>
4. Will your event involve ANY of the following tents or structures? Tents, Booths, Canopies or Podiums, Viewing Stands and Bracing, Stages, Risers or Air Support Structures	Yes <input checked="" type="checkbox"/> Complete Supplement D No <input type="checkbox"/>
STREETS & SIDEWALKS IF YES, COMPLETE REQUIRED FORMS	
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes <input checked="" type="checkbox"/> Complete Supplement E No <input type="checkbox"/>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input checked="" type="checkbox"/> Complete Supplement E No <input type="checkbox"/>
CITY PROPERTY IF YES, COMPLETE REQUIRED FORMS	
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes <input checked="" type="checkbox"/> Complete Supplement F No <input type="checkbox"/>

The applicant does acknowledge and hereby affirms that any and all information of this application and all of its supplements are accurate to the best of their knowledge. The applicant(s)/permittee agrees to assume full responsibility and liability for and indemnify and hold the City of Key West harmless from and against all liability, claims for damages, and suits for or by reason for an 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 Signature

1/30/2022
Date

Required – Recycling Plan

Event Name: Key West Triathlon

Event Date: 12/11/2022

The City of Key West is committed to increasing the collection of recycled materials and needs your help to accomplish this. As the Event Organizer, you need to encourage your vendors to participate in the separation of solid waste and recyclable items by providing the adequate number and type of collection receptacles.

RECYCLING POINT OF CONTACT

Name Rachel Stone

Phone Number 561-677-0740

Email rachel@integritymultisport.com

Number of people dedicated to recycling 1

INITIALS REQUIRED

RC

1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.

RC

2. **RECYCLING FEE:** The Fee (see Fee Schedule) must be submitted prior to the event. You can earn all or part of this fee back by participating in the City Recycling Program.

RC

3. **ACCEPTABLE RECYCLABLES:** The primary items will be Aluminum Cans, Plastic Bottles, Cardboard, and Glass Bottles. But additional items can include Food and Beverage Cartons, Regular paper, Magazines and Program Handouts.

RC

4. **CONTAMINATION:** I understand that recycle bins with contamination above 15% will result in not being able to earn back all or part of the Recycling Fee.

RECYCLING TIMELINE

Two
Weeks
(Self
filling)

BEFORE EVENT:

1. Arrange Trash/Recycling through Community Services (305-809-3759).
2. Get approval for educational signage needed to inform customers/event goers of recycling and garbage rules/locations during the event. Request standard signage or submit unique designs for approval through recycle@cityofkeywest-fl.gov

Due Date
(Self
filling)

DAY OF EVENT:

1. Place Recycling/Garbage containers in pairs throughout venue, at approximately every 30 feet throughout the event.
2. During the event ensure that recycle bins are free from contamination. Pull full bags, replace with a new liner, and stage full bags only at pre-arranged sites.
3. At end of event, remove all signage, and return if borrowed from City. Place all trash/recycling containers pre-arranged pick-up location.

Due Date
(Self
filling)

TRASH/RECYCLING REPORT:

1. City Community Services will supply a report detailing the amount of materials collected for recycling by weight, volume, or count and report on contamination levels.
2. After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting recycle@cityofkeywest-fl.gov.

Required – Event Transportation Planning

Event Name: Key West Triathlon

Event Date: 12/11/2022

Parking and traffic congestion are consistently a concern of Key West residents. It is the City's goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

INITIALS REQUIRED

RC

Communications: Every event is required to provide communications about modes of transportation that will reduce vehicle traffic. These actions include:

1. Website(s)
2. Email
3. Ticketholders
4. Social Media

RC

Opportunities: Large Events are required to explore opportunities to help minimize traffic congestions and parking issues. Your event will be more successful by encouraging alternate transportation or utilize transit friendly alternatives. Check opportunities you will explore.

- Encourage Walking
- Encourage Biking
- Providing Bike Security with Valet
- Include Ride Service with VIP Passes
- Provide Pre-Sale parking only
- Premium parking prices

- Partner with Transit System/Buses
- Partner with Transit Friendly Hotels
- Partner with Restaurants/Bars
- Partner with Rideshare/Taxi Companies
- Implement Shuttles
- Other: _____

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day			
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lot	\$32/day			
Mallory Square Parking Lot	\$40/day			
			Total	

*Modification of rates or parking waivers can only be approved by City Commission.

Total Parking Cost shall be calculated using this table and accounted for in the Event Fee Schedule.

For more information, contact John Wilkins, Parking Director at (305) 809-3855.

Required: Event Site Map / Layout

Event Name: Key West Triathlon Event Date: 12/11/2022

Using the legend below, please illustrate your event to the best of your ability. If it is a single site event only one site layout is needed. If the event includes multiple streets, a second map showing the Impacted Streets for the entire area is needed.

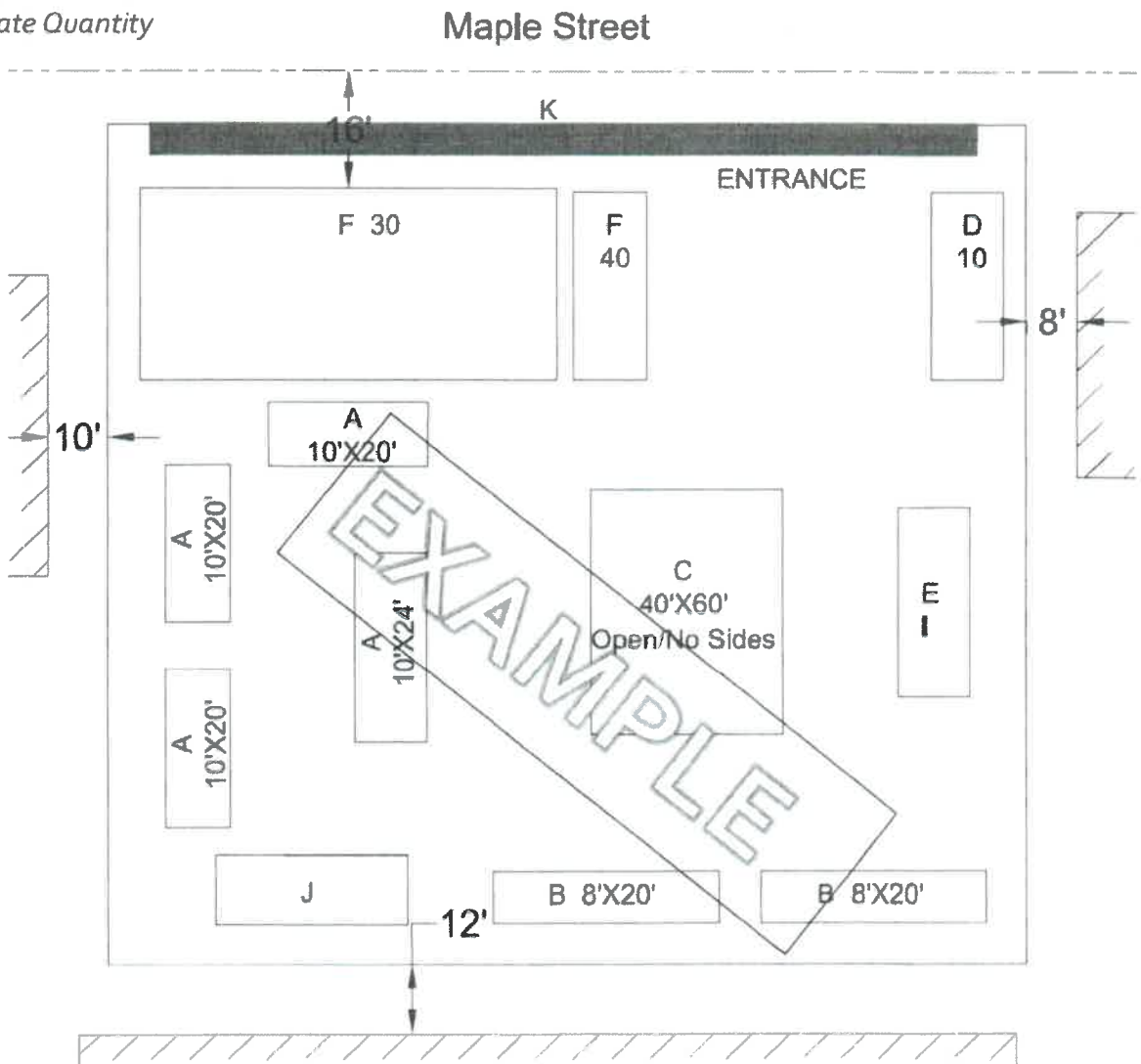
INITIALS REQUIRED

RC Attach Site Map Layout RC Attach Impacted Streets Map

Event Site Map Layout Legend:

A. Food/Bev. Vendor Tents*	F. Car Parking**	K. Podiums
B. Merchandise Vendor Tents*	G. Bike Parking**	L. Fire Lane (RED LINE)
C. Seating Tents*	H. Roads Closed	M. Label Street(s)
D. Toilets **	I. Stage Area	N. Other: _____
E. Amplified Music	J. Bounce House	O. Other: _____

* Indicate Tent sizes
 ** Indicate Quantity





Legend

- Westbound vehicular traffic (northernmost lane only from Flagler Ave. to Atlantic Blvd.)
- Bicycle Route uses 3 southern lanes of roadway
- Run Route uses sidewalk only
- Swim Route
- Transition Area/Bicycle Racks

Event Name: <u>Key West Triathlon</u>	Event Date: <u>12/11/2022</u>
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Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

Noise limitations - Within a core commercial district as defined in this article, the maximum dBA and dBC sound levels permitted on any property located therein shall be as follows:

The average measurement taken between ten (10) and twenty (20) seconds shall be no greater than the maximum levels set out below. The measurement shall be taken from the sound source property line, or individual lease boundary in the case of property which has been subdivided by the execution of individual leases, of the noise generating property at a location that is closest to the complainant's property line:

- a. Eighty-five (85) dBA or ninety-four (94) dBC between the hours of 11:00 a.m. and 2:59 a.m.
- b. Seventy-five (75) dBA or eighty-four (84) dBC between the hours of 3:00 a.m. and 10:59 a.m.

In any residential or commercial district as defined in this article, a decibel meter shall be used for a complaint of unreasonable noise made at or within 100 feet of the property line of the sound source. The decibel reading shall be made at the location of the complaint. The investigating officer shall issue a citation for unreasonably excessive noise, unless in his judgment a warning is sufficient to cease the violation. There shall be no more than a total of one warning per offending person or establishment.

Events that expect to exceed decibel levels set for their area must get a Noise Exemption from the City Commission. Noise Exemptions cannot be issued for the same location within 60 days of the last noise exemption approval.

Describe the Potential Noise Sources: We play top hits on our PA system to pump up the participants.

We do not play the music excessively loud and should not need an exemption.

Do you wish to apply for a Noise Exemption? Yes Need City Commission Approval No

INITIALS REQUIRED

- RC 1. Applicant(s) has reviewed the City Code regarding Noise limitations and understands that an exemption from the noise control ordinance requires approval from the City Commission. Applications for noise exemptions must be received 30 days before the event
- RC 2. The processing fee for the application is \$82.68, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- RC 3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

For more information on Noise and Noise Exemptions, consult the Special Event Guide and read the City Code Section 26-192

Special Event Permit Application

Supplement B – Non-Profit Verification

Event Name: Key West Triathlon Event Date: 12/11/2022

Non-Profit Organization Name Florida Keys Healthy Start Coalition

Tax ID/EIN # 85-8012702148C-8 Representative Shannon Lucas/Arianna Nesbitt

Purpose of Organization To unite people and resources to improve the health and well-being of pregnant women, children, and their families.

Phone (305) 293-8424 Email shannon.lucas@keyshealthystart.org

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?
Providing resources to improve the health of women, children and families in the community.

INITIALS REQUIRED

- SL 1. **Services Waived:** The first \$1,000.00 of costs as specified in Section 6-26 (d) of the Code of Ordinances may be waived for any Event Organizer or Sponsor organization which qualifies as a tax-exempt Non-profit organization according to State or Federal law. Acceptance of this waiver by such Event Organizer or Sponsor organization shall render the Special Event a public accommodation subject to Human Rights provision of Section 38-225.
- SL 2. **Approval:** Supplement B must be reviewed and approved for Non-profit waivers to be granted. Neither Completion nor Submission of this form guarantees a waiver will be granted.
- SL 3. **Monies Received:** Within 30 days of the event completion the Event Organizer agrees to submit to the City Commission a letter from the Non-profit Organization receiving the waiver stating the amount of monetary donation received from the event.
- SL 4. **Accounting:** Within 90 days following the Special Event, the Event Organizer or Sponsor organization will ensure that the Non-profit organization receiving the waiver submits to the City Commission an accounting of expenses and revenues incurred and generated during the event.

SIGNATURE AND ATTACHMENT REQUIRED

I hereby certify that the above-named Non-profit organization is a bona fide, in good standing, domestic civic, educational, charitable, fraternal, or religious organization under the laws of the State of Florida or with proper tax exemption status with the Internal Revenue Service; that the organization is the actual sponsor of the event described and that all the proceeds from the event, after necessary direct expenses, will be used for civic, educational, charitable or religious purpose.

I further certify that the answers to the above questions are correct and complete to the best of my knowledge and belief. I also understand that any organizations who fraudulently seek exemption shall be subjected to civil and criminal penalties provided for in Florida Statutes.

Provide a copy of your organization letter issued by the I.R.S. or Secretary of State verifying tax exempt status.

Officer Signature [Signature] Title: Director of Outreach Date 2-17-22



Florida Keys Healthy Start Coalition
 PO Box 6166
 Key West, FL 33041
 (305) 293-8424 ♦ Fax (305) 293-8542
 info@KeysHealthyStart.org ♦ www.KeysHealthyStart.org

Board of Directors

Chair: Erin Muir
Vice-Chair: Christine Helms, R N
Secretary: Melanie Youschak, M.D
Treasurer: Sharon Ward, M.D.
At Large:
 Cheryl Cottrell, R.N., B.S.N.,
 M.S.-H.S.A
 Laurie Dunn
 Nicole Manning, R.N., B.S.N.
 Holly Merrill Raschein
 Stanley Sack, M.D.

President/CEO

Arianna Nesbitt

Coalition Members

Early Learning Coalition of
 Miami -Dade/Monroe
 Keys Pediatrics
 Eden House
 Florida Department of Health
 in Monroe County
 Fisherman's Hospital
 Key West Chiropractic
 Living Springs Counseling
 Lower Keys Medical Center
 Mariner's Hospital
 Monroe County Healthy Start

February 17, 2022

Key West City Hall
 City Manager, Pattie McLauchlin
 1300 White St.
 Key West, FL 33040

Dear Patti McLauchlin,

Florida Keys Healthy Start Coalition is co-sponsoring an application with Integrity Multisport, Inc. to organize the Key West Triathlon in Key West, FL on December 11, 2022.

We are a robust 501c3 community-based non-profit agency serving over 75% of the approximately 750 babies born in Monroe County every year. In addition to these families, we also engage with over half of the families in Monroe County with children under age four.

Our mission is to unite people and resources to improve the health and well-being of pregnant women, children, and their families in Monroe County.

Sincerely,

Arianna Nesbitt
 Chief Executive Officer

Shannon Lucas
 Director of Outreach



**HEALTHY
 START**

Florida Keys Healthy Start Coalition is a 501©(3) non-profit organization, Federal EIN number 65-0051482. A copy of the official registration and financial information may be obtained from the Division of Consumer Services by calling toll free 800-435-7352 within the state. Registration does not imply endorsement, approval, or recommendation by the state.



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8012702148C-8	05/31/2019	05/31/2024	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

FLORIDA KEYS HEALTHY START COALITION
INC
1100 SIMONTON ST
KEY WEST FL 33040-3110

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

Event Name: <u>Key West Triathlon</u>	Event Date: <u>12/11/2022</u>
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This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

- Fire Department and EMS – Chief Alan Averette (305) 809-3938
- Police Department – LT Joseph Tripp (305) 809-1027

More information on Safety requirements can be found in the Special Event Guide.

EVENT ACTIVITIES – Check all that apply to the Special Event

<p><u>Cooking:</u></p> <p><input type="checkbox"/> Deep Frying / Open Flame</p> <p><input type="checkbox"/> Charcoal Grill</p> <p><input type="checkbox"/> Gas Grill</p> <p><input type="checkbox"/> Food Warming Only</p> <p><input type="checkbox"/> Catered Food</p> <p><u>Alcohol To be Served By</u></p> <p><input type="checkbox"/> Existing Licensed Establishment</p> <p><input type="checkbox"/> Commercial Licensed Vendors</p> <p><input type="checkbox"/> Non-profit Licensed Vendors</p>	<p><u>Electrical Power</u></p> <p><input type="checkbox"/> 3000 watt Generator</p> <p><input checked="" type="checkbox"/> 110AC / Extension Cords</p> <p><input type="checkbox"/> DC Power</p> <p><u>Structures:</u></p> <p><input type="checkbox"/> Stages / Risers / Canopies</p> <p><input type="checkbox"/> Viewing Stands / Bracing</p> <p><input type="checkbox"/> Seating</p> <p><input type="checkbox"/> Air Supported Bounce House</p> <p><input type="checkbox"/> Tents Greater than 200 SF</p>	<p><u>Other</u></p> <p><input type="checkbox"/> lane Road Closure</p> <p><input type="checkbox"/> Fog/Smoke Machine</p> <p><input type="checkbox"/> Bubble Machine</p> <p><input type="checkbox"/> Pyrotechnics</p> <p><input type="checkbox"/> Special Effects</p> <p><input type="checkbox"/> Open Flame</p> <p><input type="checkbox"/> Lasers</p> <p><input type="checkbox"/> Confetti</p> <p><input type="checkbox"/> Vehicle/Motorcycle Demo</p>
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INITIALS REQUIRED

- PC 1. **Alcohol:** Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission by Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Applicant must have a liquor license and provide liquor liability insurance.
- PC 2. **Cooking Safety:** If cooking, a KWFD Fire Watch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment.
- PC 3. **Sidewalks:** Structures must not interfere with pedestrian movement on the sidewalk. The Special Event Site Plan must show a minimum setback of six (6) feet from the property lines.
- PC 4. **Special Event Site Map:** Indicate where structures, tents, stages, cooking equipment, etc. will be located. The layout must also identify distances to the nearest buildings and property line. If seating will be provided, show seating/chair arrangement.
- PC 5. **Cooking Oil:** Cooking oil must be disposed of properly. Vendors found dumping cooking oil improperly will result in forfeiture of a portion of the Event deposit.

Special Event Permit Application

Supplement D – Tents & Structures

Event Name: Key West Triathlon Event Date: 12/11/2022

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938
Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout Yes No

TENTS

Total Number of Food/Beverage Vendor Tents: 2

Total Number of Merchandise Vendor Tents: 3

Total: 5

Tent Supplier Name We use our own 10'x10' popup tents Contact Number 954-501-7200

Size & Type of Tents: 10'x10' popup tents for shade

Provide Certificate of Flame Resistance/Retardant for Tent Fabric. Yes No

Will there be any combustibles or flammable liquids under the tent? Yes No

Will the sides of the tent be used? Yes* No

**Exit plans must be indicated on Site Map Layout.*

STRUCTURES

What structures will be erected? Finish Line Arch Inflatable

Will structures be erected on any part of a street or sidewalk? Yes No

For each structure, note number of footings, weight and dimensions (L/W/H) below:

Special Event Permit Application

Supplement E – Street Closure

Event Name: Key West Triathlon Event Date: 12/11/2022

STREET CLOSURE INFORMATION

Street(s) to be closed Atlantic Blvd closed Reynolds to Bertha Block/Address Number(s) 1800 Bertha St. to 1512 S. Roosevelt Blvd. on A1A
Local traffic only on Atlantic Blvd.

Cross-Streets: between Atlantic Blvd. and Flagler Ave.

Closure Date(s) 12/11/2022 Time 7:00 am AM/PM to 9:30 am AM/PM

INITIALS REQUIRED

- RC 1. **Non-Profit Inclusion:** Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a Non-profit organization. When an Event Organizer proposes a Special Event that will cause the closing of a city street or other public right-of-way, the Event Organizer must donate at least 25% of the Event Organizer's gross revenues or \$1000.00, whichever is greater, to at least one Non-profit organization. The Event Organizer must designate the Non-profit organization(s) on the application for the event. Each named Non-profit organization must provide the City Manager with a letter of agreement with the Event Organizer.
- RC 2. **Consent:** The Event Organizer must have neighboring businesses sign a petition of no objection to the street closure. A template consent form can be found in the Special Events Guide.
- RC 3. **ADA Restrooms:** Whenever the Event Organizer of a Special Event provides temporary bathroom facilities within 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.
- RC 4. **Insurance:** Typical insurance policies may not provide coverage for accidents that may occur off private property and in the City Right-of-way. Events taking place within City Right-of-Way require insurance in the amount of \$1M – liability and \$2M – aggregate.
- RC 5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.
- RC 6. **Emergency Access:** The closed street/roadway will immediately available for emergency vehicles and vehicles within the close block.

SIGNATURE REQUIRED

We the undersigned, agree to save and hold harmless, the City of Key West from all cost and damage to any person and/or property which is caused by any activity, condition, or event arising out of temporary use of the above street for the purpose of this Special Event.

R Childers
Event Organizer Signature

1/30/2022
Date

Special Event Permit Application

Supplement F – City Property

Event Name: <u>Key West Triathlon</u>	Event Date: <u>12/11/2022</u>
---------------------------------------	-------------------------------

A list of City Properties that are available for event use, their amenities and Use Fees are listed in the Special Event Guide.

Which City Property do you wish to use? Sidewalk

Which Area(s) of the City Property do you wish to use? A1A and Atlantic blvd, and sidewalk from Higgs to Smathers, will not restrict normal sidewalk traffic

Will Utilities be required (Water and/or Electricity)? Yes No

INITIALS REQUIRED

- RC 1. The City makes no guarantees that the requested City Property and Area will be available on the dates requested. Submitting this application acts as a request, not a guarantee.
- RC 2. Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.
- RC 3. Applicants wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Event Organizer must first have obtained a liquor license and liquor liability insurance.
- RC 4. Prior to use of the requested facility, the applicant must provide a refundable deposit and a nonrefundable payment for use of the City Property, as determined by the Fee Schedule. This payment shall be delivered to the City Manager's Office at 1300 White St., Key West, FL 33040 at time of application. All checks shall be made payable to City of Key West.
- RC 5. All utility use must be coordinated through City of Key West. Any modification to utilities to support the activity will be at the sole cost of the Event Organizer and must meet City Codes. Utilities used by the Event Organizer will be charged at current rates or agreed upon method.
- RC 6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.
- RC 7. The City property used must be maintained in an orderly and neat condition. City of Key West may request Event Organizer to improve conditions of site within reason if conditions become unacceptable.
- RC 8. No trash may be left on site. Use of City of Key West dumpsters is not authorized unless prior approval is obtained from the City Manager.
- RC 9. No alcoholic beverages/non-prescription drugs or food may be brought onto or sold on Truman Waterfront without prior approval from the City Commission.
- RC 10. No hazardous material or waste shall be used or stored on the premises without submitting a Hazardous Waste Handling and Spill Plan to the City of Key West.

RC

11. Event Organizer is responsible for any and all environmental cleanup, restoration, fees, fines, etc. associated with the activity and shall put in place any and all measures to eliminate environmental contamination to the City Property that may be caused by the Event activity.

RC

12. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed no later than close of business of the last day of the event. Event Organizer should plan accordingly. City of Key West may impose additional fees for use of City Property beyond usage dates.

INITIALS REQUIRED for Truman Waterfront Property

For Use of Truman Waterfront, the Event Organizer is subject to the following additional provisions:

N/A

13. Event Organizer is responsible for obtaining necessary permits required by any other agencies pertaining to this Special Event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible for providing proof of permit prior to entering into an agreement with the City of Key West.

14. Event Organizer must take part in pre- and post-activity walk-through inspections with the City of Key West point of contact, or designee.

15. Event Organizer must provide the City of Key West with a detailed schedule for activities.

16. City of Key West personnel shall be allowed access to the site at all times.

17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.

18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.

19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.

20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time

21. Use of the inner basin for any activities is not authorized.

County of Monroe
The Florida Keys



BOARD OF COUNTY COMMISSIONERS

Mayor David Rice, District 4
Mayor Pro Tem Craig Cates, District 1
Michelle Coldiron, District 2
Vacant, District 3
Holly Merrill Raschein, District 5

Facilities Maintenance Department
10600 Aviation Blvd
Marathon, FL 33050
(305) 289-6036

March 16, 2022
(sent via email to rob@integritymultisport.com)

Dear Rob,

Please be informed that Monroe County has reviewed and approved your request to use Higgs Beach Park for the Key West Triathlon on Saturday 12.10.2022 for setup and Sunday 12.11.2022.

The following contingents apply:

1. Request for Use of County Property (approved)
2. Hold Harmless (approved)
3. Fee is waived.
4. Please recycle for your event. Place all recyclables in proper containers as defined in Item 7 of the Policy.
If you have 250+ people in attendance, please submit the recycling report within 30 days of the event to the Monroe County Solid Waste Department, 1100 Simonton Street, Room 2-231, Key West, FL 33040.
5. Please properly dispose of all debris generated by your activities.
6. No damage to County property or the natural environment.

This letter shall serve as a pre-approved authorization of the above stated event. Please do not hesitate to contact us if you have any questions or concerns.

Sincerely,

Michele Safos
Executive Assistant
Facilities Maintenance

Special Event Permit Application

Department Approvals

Event Name: Key West Triathlon Event Date: December 11, 2022

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Maria Latuff - Please notice event starts at Higgs Beach
✓ Code Compliance	
✓ Engineering	
✓ Fire Department	
✓ KW DOT	
✓ Parking	
✓ Police Department	
✓ Port & Marine Services	
✓ Property Management	N/A
✓ Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals

Event Name: Key West Triathlon Event Date: December 11, 2022

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Patuff - Please notice event starts at Higgs Beach
Code Compliance 19 Aug 22	Jim Yang
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals

Event Name: Key West Triathlon Event Date: December 11, 2022

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Latuff</i> - Please notice event starts at Higgs Beach.
Code Compliance	
Engineering	<i>Sam Colucci</i> Monroe County Paving of Bertha should be complete by then.
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3033

To: Integrity Multisport, Inc. (rob@integritymultisport.com)

From: Division Chief/Fire Marshal Jason Barroso

Date: 8/25/2022

Reference: Key West Triathlon

This office reviewed the special event application for the Key West Triathlon to be held starting in Higgs Beach and Key West area on December 11, 2022

The following conditions apply:

- **Road closures need to allow one lane open for emergency vehicle.**
- **This year's event will require 2 EMS Rescue crews @ \$55.00 an Hour per person (4) standing by at the Start / Finish Line for the following reasons listed below.**
 - Closing and/or altering of roads and traffic for the event that may hinder the response of emergency vehicles.
 - High volume of runners participating in a competitive endurance event.
 - High potential for this event to cause strain on Fire and EMS resources due to the participants falling ill or becoming injured while participating.
- Previous events of this nature have required the emergency response of Fire and Rescue units. **Event organizer is responsible for an EMS Rescue Gator & EMS Rescue Unit (4) personnel @ \$55.00 an hour per person. They will be present for the entire event to monitor all participants of this competitive endurance event.**

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

Jason Barroso, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
305-292-8284 Fax
jbarroso@cityofkeywest-fl.gov

Serving the Southernmost City

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.

3266 L53M W3X

Special Event Permit Application

Department Approvals

Event Name: Key West Triathlon Event Date: December 11/2022

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Latorre - Please notice event starts at Higgs Beach
Code Compliance	
Engineering	
Fire Department	
KW DOT	- Requires bus detours ^{19 Nov 22} [Signature]
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Maria Ratcliff

From: John Wilkins
Sent: Monday, August 22, 2022 4:48 PM
To: Maria Ratcliff
Subject: RE: Key West Triathlon - December 11, 2022

Parking has no comments. No special parking requests in application. If metered parking is used, it must be paid.
John Wilkins

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Friday, August 19, 2022 1:30 PM
To: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Subject: Key West Triathlon - December 11, 2022

Good afternoon,

Please review the attached event. Let me know if you have any questions. Thank you!

Maria

Maria Ratcliff

From: Joseph Tripp
Sent: Monday, August 22, 2022 8:36 AM
To: Maria Ratcliff
Subject: RE: Key West Triathlon - December 11, 2022

We are good with it.

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Friday, August 19, 2022 1:30 PM
To: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Subject: Key West Triathlon - December 11, 2022

Good afternoon,

Please review the attached event. Let me know if you have any questions. Thank you!

Maria

Special Event Permit Application

Department Approvals

Event Name: Key West Triathlon Event Date: December 11, 2022

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Latcuiff - Please notice event starts at Higgs Beach
Code Compliance	
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	No comments - SPM
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals

Event Name: Key West Truths Event Date: December 11, 2022

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Patuff</i> - Please notice event starts at Higgs <i>Beach</i>
Code Compliance	
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	<i>Thal Mga</i>
Recycling/Solid Waste	
Utilities	
Other:	