

## 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: Royal Coronation Ball AH Monroe Inc.

Location: Coffee Butler Amphitheater

Date(s): October 21, 2022 Hours of Operation: 6:00-10:00 PM

Break Down Date: 10-21-22 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.

Please see attached description.

### EVENT ORGANIZER INFORMATION

Company or Organization Name A.H. of Monroe County

Name: Scott Pridgen Phone number 305-296-6196

Mailing Address 1434 Kennedy Dr.

City Key West State FL Zip 33040 Email Scott.Pridgen@ahmonroe.org

Tax ID / EIN# 59-2678740

### SECONDARY CONTACT INFORMATION

Name Nadene Grossman Orr Phone number 305-295 9112

Company or Organization Name We've Got the Keys 305 304 0881

Email nadene@wewegotthekeys.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: Royal Coronation Ball

Event Date: 10-21-2022

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: Nadene Grossman 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: Nadene Grossman 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: Nadene Grossman Signature: 

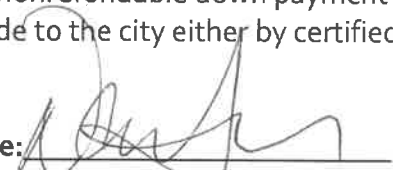
4. **ADA:** All special events are required to comply with the Federal Americans with Disabilities Act which requires access to all areas in services provided by the special events. Organizers must ensure that all aspects of their event meet the requirements.

Applicant Printed Name: Nadene Grossman Signature: 

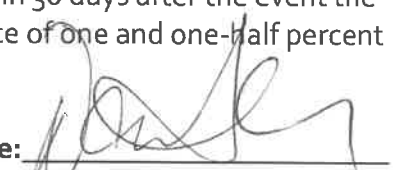
5. **Notifying:** Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. 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: Nadene Grossman Signature: 

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: Nadene Grossman Signature: 

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: Nadene Grossman Signature: 

## Event Screening Questionnaire

Event Name: Royal Coronation Ball

Event Date: 10-21-2022

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 checked="" type="checkbox"/> Needs City Commission Approval | No <input 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?<br>Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke <u>on stage only</u> 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?<br>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 type="checkbox"/> Complete Supplement E | No <input checked="" 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 type="checkbox"/> Complete Supplement E | No <input checked="" 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

5/27/22  
Date

## Required – Recycling Plan

Event Name: <u>Royal Coronation Ball</u>	Event Date: <u>10-21-2022</u>
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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 Nadene Grossman Orr Phone Number 305-295-9112  
 Email Nadene@wvegoththekeys.com Number of people dedicated to recycling All Staff!

### INITIALS REQUIRED

- N/O 1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.
- N/O 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.
- N/O 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.
- N/O 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](mailto: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](mailto:recycle@cityofkeywest-fl.gov).



## Required – Event Transportation Planning

Event Name: <u>Royal Coronation Ball</u>	Event Date: <u>10-11-2022</u>
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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

*[Handwritten initials]*

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

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

*[Handwritten initials]*

**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.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Encourage Walking | ___ Partner with Transit System/Buses                                     |
| <input checked="" type="checkbox"/> Encourage Biking  | ___ Partner with Transit Friendly Hotels                                  |
| ___ Providing Bike Security with Valet                | ___ Partner with Restaurants/Bars   |
| ___ Include Ride Service with VIP Passes              | <input checked="" type="checkbox"/> Partner with Rideshare/Taxi Companies |
| ___ Provide Pre-Sale parking only                     | ___ Implement Shuttles  |
| ___ Premium parking prices                            | ___ 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			

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

**Total**

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: Royal Coronation Ball Event Date: 10-21-2022

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

N/A

Attach Site Map Layout

N/A

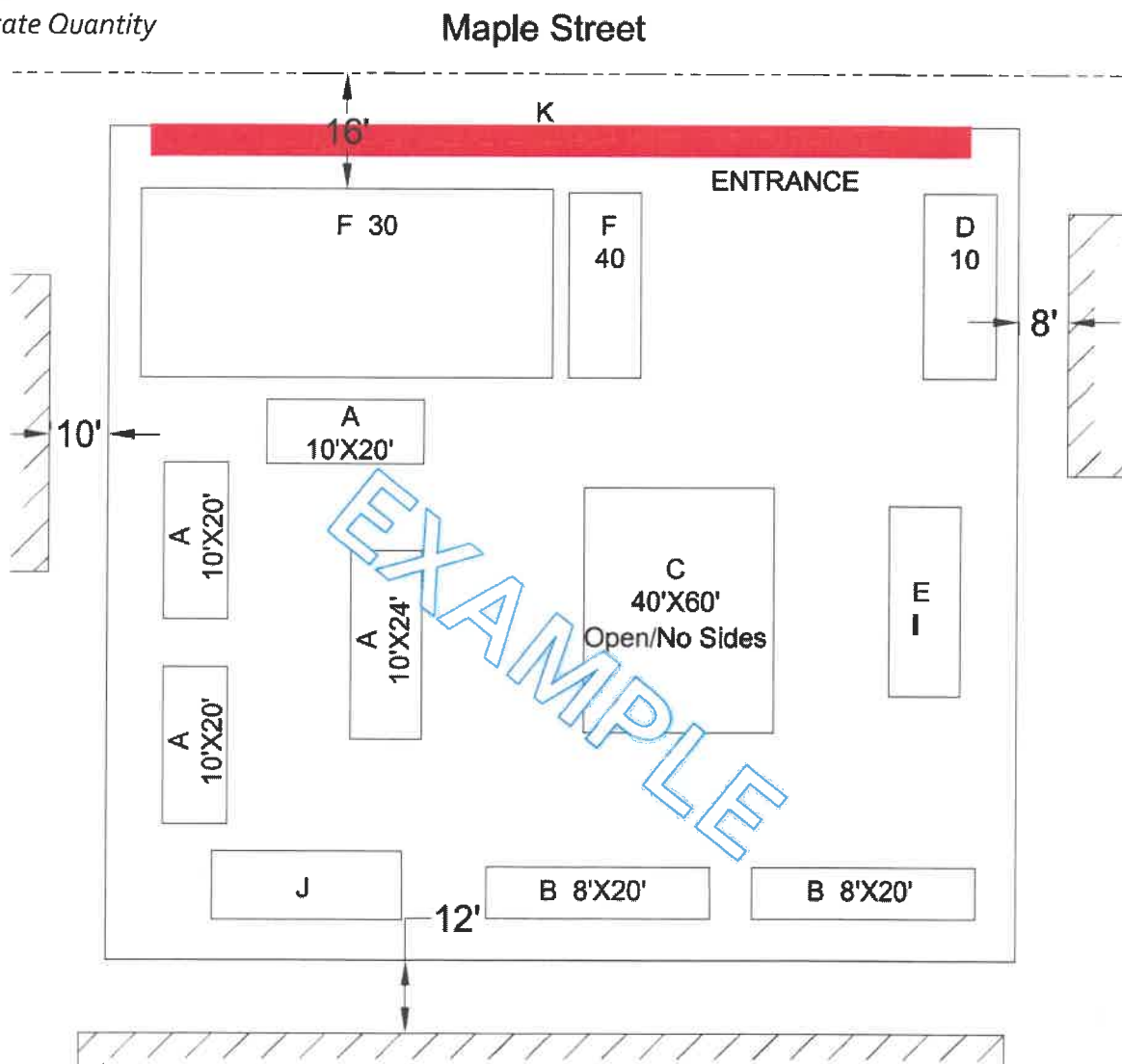
Attach Impacted Streets Map

### 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

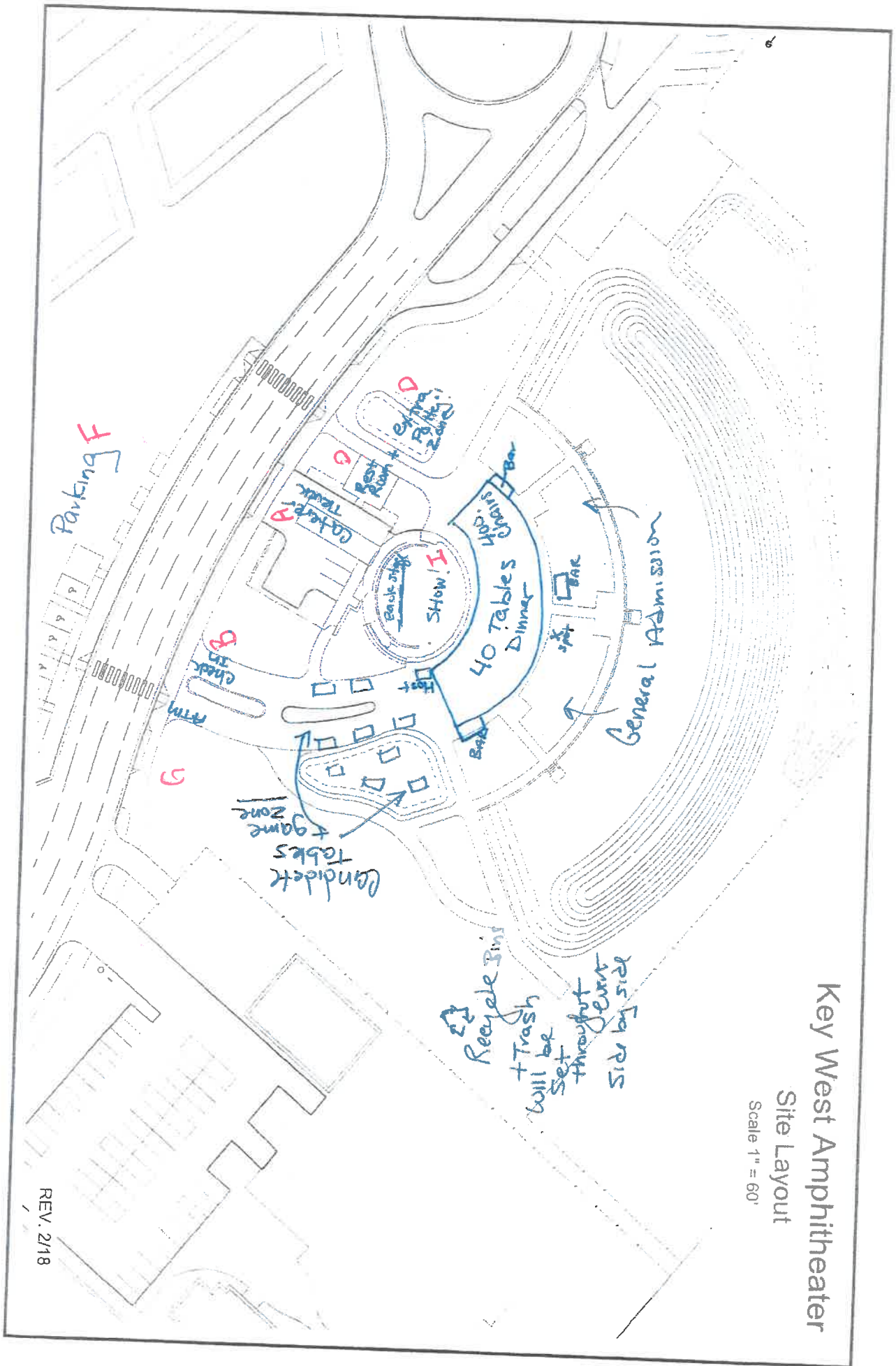
\*\* Indicate Quantity



# Key West Amphitheater

Site Layout

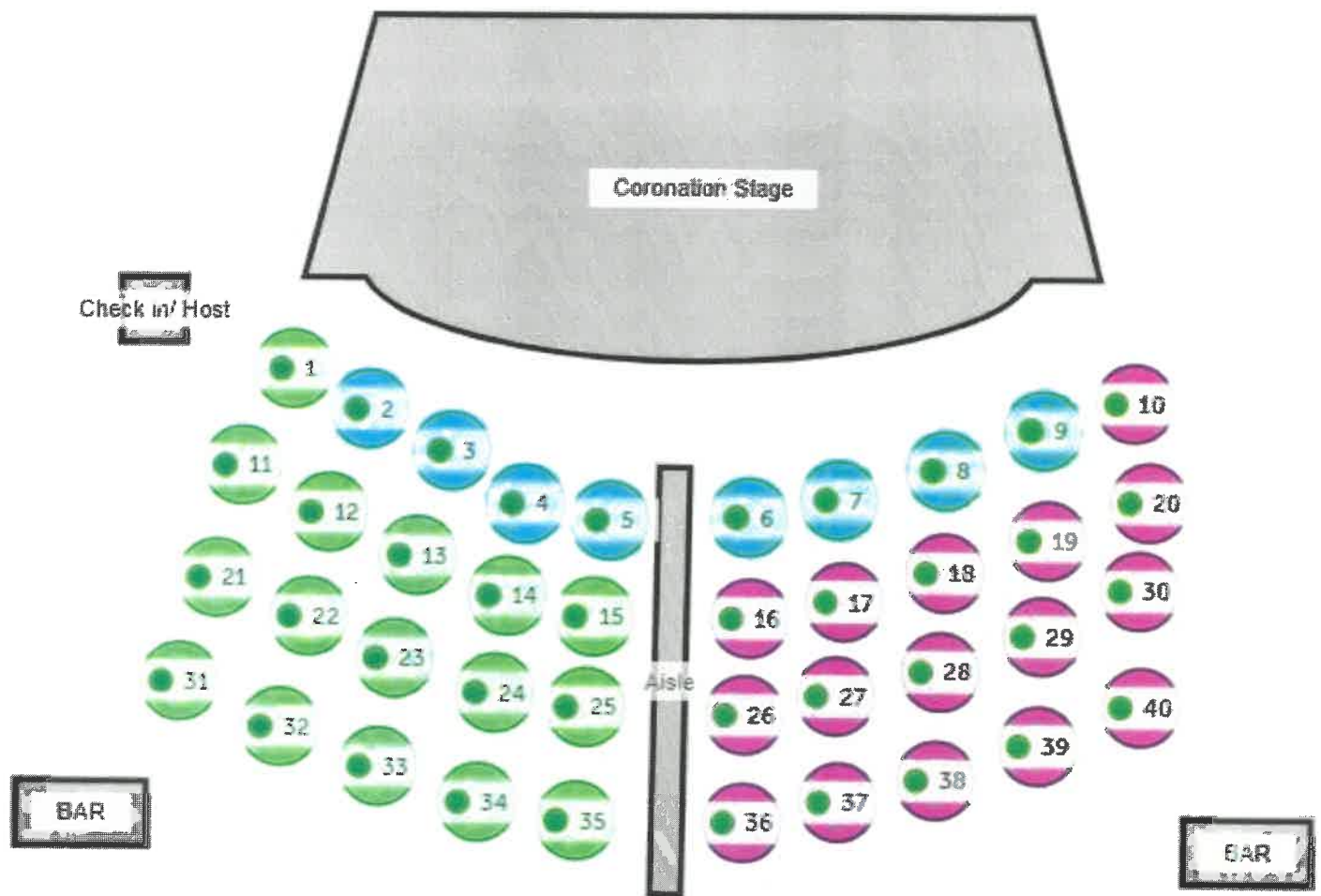
Scale 1" = 60'





# Royal Coronation Ball Site Map/ Layout

## -Coffee Butler Amphitheater



Event Name: <u>Royal Coronation Ball</u>	Event Date: <u>10-21-2022</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: \_\_\_\_\_  
\_\_\_\_\_

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

INITIALS REQUIRED

- 
- 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
  - \_\_\_\_\_ 2. The processing fee for the application is \$78.75, due upon submission of application. Include this fee in the Special Event Fee Schedule.
  - \_\_\_\_\_ 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: Royal Coronation Ball Event Date: 10-21-2022Non-Profit Organization Name A.H. of Monroe CountyTax ID/EIN # 59-2618740Representative Scott PridgenPurpose of Organization health and housing for Monroe County residents in needPhone 305-296-6196Email Scott.Pridgen@Ahmonroe.org

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?

Directly to A.H. of Monroe County Life Saving mission

## INITIALS REQUIRED

NP

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.

NP

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.

NP

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.

NP

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



Title:

Deputy Director

Date

8/24/21



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

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

### Filing Information

<b>Document Number</b>	N13659
<b>FEI/EIN Number</b>	59-2678740
<b>Date Filed</b>	03/03/1986
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	NAME CHANGE AMENDMENT
<b>Event Date Filed</b>	01/05/2009
<b>Event Effective Date</b>	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, Laurie

1434 KENNEDY DRIVE  
KEY WEST, FL 33040-7008

**Title CEO**

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

**Title Secretary**

Oropeza, Greg  
1434 KENNEDY DRIVE  
KEY WEST, FL 33040-7008

**Title President**

Balcer , Rebecca  
1434 Kennedy Dr  
Key West, FL 33040

**Title Treasurer**

Chamberlain, Neil  
1434 Kennedy Dr  
Key West, FL 33040

**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2020	03/31/2020
2021	04/22/2021
2022	03/01/2022

**Document Images**

<a href="#">03/01/2022 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/22/2021 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/31/2020 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/29/2019 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/16/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/15/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/13/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/22/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">12/18/2014 -- AMENDED ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/09/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/28/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">10/26/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">08/08/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/20/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
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<a href="#">01/11/2010 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/30/2009 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/12/2009 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/05/2009 -- Name Change</a>	<a href="#">View image in PDF format</a>
<a href="#">07/25/2008 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/07/2008 -- Amended and Restated Articles</a>	<a href="#">View image in PDF format</a>
<a href="#">01/02/2008 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">11/15/2007 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">07/24/2007 -- Amendment</a>	<a href="#">View image in PDF format</a>
<a href="#">01/10/2007 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/17/2006 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/28/2005 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/26/2004 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/27/2003 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/05/2002 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/14/2001 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">06/12/2000 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/10/1999 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/12/1998 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/05/1997 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/26/1996 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/05/1995 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>

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## Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14  
R. 10/15

85-8013879838C-2	09/30/2017	09/30/2022	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

A H OF MONROE COUNTY INC  
1434 KENNEDY DR  
KEY WEST FL 33040-4008

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. 10/15

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 regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



OGDEN UT 84201-0046

In reply refer to: 0423373795  
Apr. 23, 2009 LTR 252C ED  
59-2678740 000000 00 000  
00004022  
BODC: TE

AM OF MONROE COUNTY INC  
PO BOX 4374  
KEY WEST FL 33041-4374



0300

Taxpayer Identification Number: 59-2678740

Dear Taxpayer:

Thank you for the inquiry dated Apr. 01, 2009.

We have changed the name on your account as requested. The number shown above is valid for use on all tax documents.

If you need forms, schedules, or publications, you may get them by visiting the IRS website at [www.irs.gov](http://www.irs.gov) or by calling toll-free at 1-800-TAX-FORM (1-800-829-5678).

If you have any questions, please call us toll free at 1-877-829-5500.

If you prefer, you may write to us at the address shown at the top of the first page of this letter.

Whenever you write, please include this letter and, in the spaces below, give us your telephone number with the hours we can reach you. Also, you may want to keep a copy of this letter for your records.

Telephone Number ( ) \_\_\_\_\_ Hours \_\_\_\_\_

Sincerely yours,

Kim L. Tolma  
Dept. Manager, Code & Edit/Entity 3

Enclosure(s):  
Copy of this letter

128

INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
C - 1130  
ATLANTA, GA 30301

DEPARTMENT OF THE TREASURY

Date: MAY 06 1991

AIDS HELP INC  
PO BOX 4374  
KEY WEST, FL 33041

Employer Identification Number:  
59-2678740

Contact Person:  
TERRI BRADLEY

Contact Telephone Number:  
(404) 391-0163

Our Letter Dated:  
August 14, 1986

Addendum Applies:  
No

--Dear Applicant:

This modifies our letter of the above date in which we stated that you would be treated as an organization which is not a private foundation until the expiration of your advance ruling period.

Your exempt status under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3) is still in effect. Based on the information you submitted, we have determined that you are not a private foundation within the meaning of section 509(a) of the code because you are an organization of the type described in section 509(a)(1) and 170(b)(1)(A)(vi).

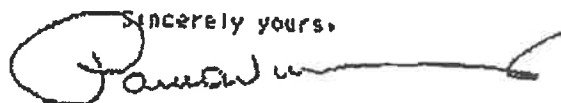
Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(1) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(1) organization.

If we have indicated in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help resolve any questions about your private foundation status, please keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown above.

Sincerely yours,



Paul Williams  
District Director

Internal Revenue Service  
District Director

Department of the Treasury

DATE: AUG 14 1986

• AIDS HELP, INC.  
715 Windsor Lane  
Key West, FL 33040

Employer Identification Number:

59-2578740

Accounting Period Ending:  
December 31

Foundation Status Classification:

170(b)(1)(A)(vi) & 509(a)(1)  
Advance Ruling Period ~~Ends~~ Begins Mar.

1986 & Ends December 31, 1991  
Alicia Foster/ss

Contact Telephone Number:

(404) 331-4516

File Folder Number:

580070799

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably be expected to be a publicly supported organization described in section 170(b)(1)(A)(vi) & 509(a)(1).

Accordingly, you will be treated as a publicly supported organization, and not as a private foundation, during an advance ruling period. This advance ruling period begins on the date of your inception and ends on the date shown above.

Within 90 days after the end of your advance ruling period, you must submit to us information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, you will be classified as a section 501(c)(3) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, you will be classified as a private foundation for future periods. Also, if you are classified as a private foundation, you will be treated as a private foundation from the date of your inception for purposes of sections 507(d) and 4940.

Grantors and donors may rely on the determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you submit the required information within the 90 days, grantors and donors may continue to rely on the advance determination until the Service makes a final determination of your foundation status. However, if notice that you will no longer be treated as a section 509(a)(1) organization is published in the Internal Revenue Bulletin, grantors and donors may not rely on this determination after the date of such publication. Also, a grantor or donor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act that resulted in your loss of section 509(a)(1) status, or acquired knowledge that the Internal Revenue Service had given notice that you would be removed from classification as a section 509(a)(1) organization.

P. O. Box 1055, Atlanta, GA 30370

Letter 1045(DO) (Rev. 10--)

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If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in Section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

You are required to file Form 990, Return of Organization Exempt from Income Tax, only if your gross receipts each year are normally more than \$25,000. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

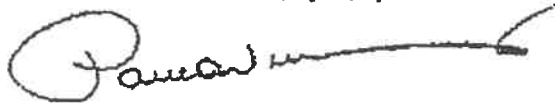
You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-E, Exempt Organization Business Income Tax Return. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director

# Special Event Permit Application

## Supplement C – Food & Safety

Event Name: Royal Coronation Ball

Event Date: 10-21-2022

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

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

*\* Bill Lee  
Cultural Affairs*

### EVENT ACTIVITIES – Check all that apply to the Special Event

#### Cooking:

- ☐ Deep Frying / Open Flame  
☐ Charcoal Grill  
☐ Gas Grill  
☐ Food Warming Only  
☒ Catered Food

#### Electrical Power

- ☐ Generator  
☐ 110AC / Extension Cords  
☐ DC Power

#### Other

- ☐ Road Closure  
☐ Fog/Smoke Machine  
☐ Bubble Machine  
☐ Pyrotechnics  
☐ Special Effects  
☐ Open Flame  
☐ Lasers  
☐ Confetti  
☐ Vehicle/Motorcycle Demo

#### Alcohol To be Served By

- ☐ Existing Licensed Establishment  
☒ Commercial Licensed Vendors  
☐ Non-profit Licensed Vendors

#### Structures:

- ☐ Stages / Risers / Canopies  
☐ Viewing Stands / Bracing  
☒ Seating  
☐ Air Supported Bounce House  
☐ Tents Greater than 200 SF

### INITIALS REQUIRED

*[Signature]*

**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.

*[Signature]*

**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.

*[Signature]*

**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.

*[Signature]*

**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.

*[Signature]*

**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.

## Supplement D – Tents & Structures

City of Key West | 1300 White St. Key West, FL 33040 | (305)809-3881

## Special Event Permit Application

## Supplement E – Street Closure

Event Name: Royal Coronation Ball Event Date: 10-21-2022

### STREET CLOSURE INFORMATION

Street(s) to be closed \_\_\_\_\_ Block/Address Number(s) \_\_\_\_\_

Cross-Streets: between \_\_\_\_\_ and \_\_\_\_\_

Closure Date(s) \_\_\_\_\_ Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

### INITIALS REQUIRED

- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.
- \_\_\_\_\_ 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.

\_\_\_\_\_  
Event Organizer Signature

\_\_\_\_\_  
Date

## Special Event Permit Application

## Supplement F – City Property

Event Name: Royal Coronation Ball Event Date: 10-21-2022

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? Coffee Butter Amphitheater

Which Area(s) of the City Property do you wish to use? All of it

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

### INITIALS REQUIRED

NEO

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.

NEO

2. Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.

NEO

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.

NEO

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.

NEO

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.

NEO

6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.

NEO

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.

NEO

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.

NEO

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.

NEO

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.



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.
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:

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.

**Royal Coronation:**

Bestowing a crown upon a Key West resident to become king and queen of Fantasy Fest is an annual fundraising event benefiting A.H. of Monroe County, a local non profit agency, and has raised nearly \$5 million dollars since its inception.

The official campaign kickoff will be Friday, August 26, 2022 where the candidates will make their first public appearance and begin raising money for A.H. of Monroe County. A wildly-varied array of events held over 8 weeks are individually staged by candidates. The Royal Court, their support staff and other key agency supporters all appear prominently in the Saturday evening Duval Street parade on a float designed specifically to highlight their financial achievement.

The Royal Coronation Ball is a 2 hour variety show, with VIP Dinner Seating. Held on Friday, October 21, 2022 at Coffee Butler Amphitheater at Truman Waterfront where the candidates who raise the most money for A.H. of Monroe County will be officially crowned King & Queen of Fantasy Fest.

# Special Event Permit Application

## Department Approvals

Event Name: <u>Royal Coronation Ball</u>	Event Date: <u>October 21, 2022</u>
--	-------------------------------------

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	<i>Maria Ratchford</i>
✓ Code Compliance	
✓ 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:

Royal Coronation Ball

Event Date:

October 21, 2022

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Latour
Code Compliance	Mark E. Brady
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: <u>Royal Coronation Ball</u>	Event Date: <u>October 21, 2022</u>
--	-------------------------------------

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Pateuf</i>
Code Compliance	<i>Gary Collier</i> 8/31/22
Engineering	↓
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) 809-3933

To: A.H of Monroe County (scott.pridgen@ahmonroe.org)

From: Division Chief Fire Marshal Jason Barroso

Date: August 24, 2022

Reference: Royal Coronation Ball

This office reviewed the special event application for the Royal Coronation Ball to be held at Coffee Butler Amphitheater on October 21, 2022. 6:00pm-10:00pm.

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.
- **Event organizer is responsible for EMS rescue Gator personnel @ \$55.00 an hour per person (2). They will be present for the entire event to conduct a Fire Safety Watch & and respond to any medical calls for the event.**
- **Event coordinator is responsible for scheduling the inspection with this office.**

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  
305-809-3932 Office  
305-292-8284 Fax  
jbarroso@cityofkeywest-fl.gov

***Serving the Southernmost City***

*Key to the Caribbean = average yearly temperature 77 ° Fahrenheit.*

3266 LSN 132



## Key West Fire Department

### Office of the Fire Marshal

Jason Barroso, Fire Marshal  
Tim Anson, Capt. / Fire Inspector  
Gregory Barroso, Capt. / Fire Inspector  
Dereck Berger, Lt. / Fire Inspector

1600 N. Roosevelt Blvd.  
Key West, FL 33040  
Phone: (305) 809-3933  
Fax: (305) 293-8399

## 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. All hydrants must maintain 5' clearance on each side to allow fire department access.
4. **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**.

# Special Event Permit Application

## Department Approvals

Event Name: <u>Royal Coronation Ball</u>	Event Date: <u>October 21, 2022</u>
--	-------------------------------------

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Kater</i>
Code Compliance	
Engineering	
Fire Department	
KW DOT	No effect, Rod Delostrinos
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

## Maria Ratcliff

---

**From:** John Wilkins  
**Sent:** Wednesday, August 24, 2022 11:35 AM  
**To:** Maria Ratcliff  
**Subject:** RE: Royal Coronation Ball - October 21, 2022

No special parking services requested. Please have all service vehicles display a note (with local cell phone number) to alert staff they are part of the event. As per our current practice, parking in the grassy field across from the amphitheater is under the control of the event organizer. They will provide the staff needed to manage the parking. Check with Public Works crew that maintains Truman Park for direction on how to use the area. Any monies collected must go to local non-profit group.

John Wilkins

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Wednesday, August 24, 2022 9:28 AM  
**To:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Subject:** Royal Coronation Ball - October 21, 2022

Good morning,

Please review the attached application and send approvals back to me.

Fire  
Police  
Community services

Can you please reach out to Nadene and work on giving them an estimate as how much the costs will be from each department. Thank you!

Maria



## Maria Ratcliff

---

**From:** Joseph Tripp  
**Sent:** Wednesday, August 24, 2022 11:33 AM  
**To:** Maria Ratcliff  
**Subject:** RE: Royal Coronation Ball - October 21, 2022

We are good.

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Wednesday, August 24, 2022 9:28 AM  
**To:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Subject:** Royal Coronation Ball - October 21, 2022

Good morning,

Please review the attached application and send approvals back to me.

Fire  
Police  
Community services

Can you please reach out to Nadene and work on giving them an estimate as how much the costs will be from each department. Thank you!

Maria

## Maria Ratcliff

---

**From:** Steven P. McAlearney  
**Sent:** Wednesday, August 31, 2022 10:05 AM  
**To:** Maria Ratcliff  
**Subject:** Re: Royal Coronation Ball at the Amphitheater October 21, 2022

Ports has no comment

---

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Wednesday, August 31, 2022 9:50 AM  
**To:** Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Steven P. McAlearney <smcalearney@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Gary Volenec <gary.volenec@cityofkeywest-fl.gov>  
**Subject:** Royal Coronation Ball at the Amphitheater October 21, 2022

Good morning,

Can I get the approval for the above, please? Thanks!

Maria

# Special Event Permit Application

## Department Approvals

Event Name: Royal Coronation Ball Event Date: October 21, 2022

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Latu</i>
Code Compliance	
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other: <u>TWF</u>	<i>Ralph Myers</i>