

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Key West Business Guild
Address of Applicant(s) 513 Truman Ave KWFL 33040
Phone Number of Applicant(s) 294-4603 Fax: 294-3273 Email events@keywestfl.com

Name of Non-Profit (s) same as above

Address of Non-Profit(s) same as above

Phone Number of Non-Profit(s) same as above

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 0

Date/Dates of Event Dec 1st ²⁰¹⁴ - Gay Cruise Ship

Hours of Operation 12 noon - 4pm

Estimated/anticipated number of persons per day 3,000

Location of Event 700 E 800 Block Duval St.

Street Closed 12-1-14 → 9am - 6pm

Detailed description of event Block Party - Stage w/ DJ
10 or less informational booths

Noise exemption required: Yes X No

Alcoholic beverages sold/served at event: Yes X No

The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his/her 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 of any injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the city their agents or employees.

[Signature]
Applicants Signature

9/15/2014
Date

Financial Statement of the event of the previous year must be submitted with application

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

\$50.00

Date 9/15/2014

Applicant Name KEY WEST BUSINESS GUILD

Applicant Address 513 TRUMAN AVE KWFL 33040

Applicant Phone Number 305. 294. 4603

Event Name "OFF WHITE STREET PARTY"

Event Address/Location 700-800 DUVAL STREET

Date of Event DEC. 1ST, 2014

Nature of Event Gay Cruise Ship in port, welcoming
Approx 3,000 passengers to GAY KEY WEST

Profit ☐ Non Profit ☒

Time(s) Request for Exemption 12 NOON - 4PM

Number of Exemptions at this location this calendar year _____

Date of last exemption _____

00100001040000

KEY WEST BUSINESS GUILD
CRUISE SHIP EVENT NOISE

Tender detail		
CK CHECK	2284	\$50.00
Total tendered		\$50.00
Total payment		\$50.00

Trans date: 9/29/14 Time: 9:21:02

Revised for
Third Reading
11/19/02

ORDINANCE NO. 02-29

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

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

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

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

Sec. 6-26. Payment for city services.

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

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is

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

established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1-1/2%) per month.

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

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

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

Section 2. That section 6-27 is hereby added to the Code of Ordinances as follows:

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

No booth or stall set up for a special event and serving any amount or type of food and/or beverage, or selling merchandise, shall be placed directly in front of, or within five(5) feet of the property line of, a restaurant or a bar or a retail store (selling

primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3. That section 6-56 of the Code of Ordinances is hereby amended as follows:

Sec. 6-56. Application.

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

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

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

Section 4. That section 6-57 of the Code of Ordinances is hereby amended as follows:

or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. ~~have a non profit coapplicant or to provide a percentage of revenues to a charitable cause.~~

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

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

Sec. 6-61. Temporary bathroom facilities.

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

Section 7. If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable

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

~~A percentage of the revenues of a special event that causes the closing of a city street must be donated to the nonprofit organization and, at the sponsor's option, to additional charities. On the application form issued by the city manager, the nonprofit must state the amount or percentage of revenues it anticipates to receive from the special event.~~ When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least twenty-five percent (25%) of the sponsor's gross revenues or \$1,000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manager with a letter of assent.

Section 5. That section 6-58 of the Code of Ordinances is hereby amended as follows:

Sec. 6-58. Major festival.

(a) A major festival is a special event of regional impact. Major festivals are: ~~Fancy~~Fantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons

therefrom and shall be construed as reasonable and necessary to achieve the lawful purposes of this Ordinance.

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

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

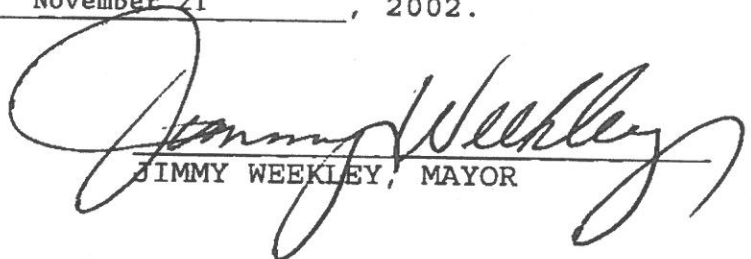
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

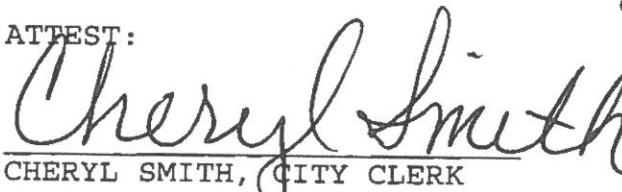
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

Filed with the Clerk November 21, 2002.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST
POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409
WWW.KEYWESTCITY.COM

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel *RT*
City Attorney

DATE: October 17, 2002

RE: Special Events Ordinance
Second Reading

The following are the changes made to the Special Events Ordinance for second reading:

- Section 6-26. The requirement of certified check or credit card applies only to the down payment.
- Section 6-27. The requirement of payment for parking meters has been removed altogether. In its place is a new section concerning food and beverage booths, and a prohibition against their placement in front of or near restaurants and bars.
- Section 6-56. The contact person's telephone number is now required.
- Section 6-57. Each nonprofit organization named by a sponsor in the application must provide a letter of assent to the City Manager.
- The effective date of the ordinance is January 1, 2003.

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

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.
Sponsor's Signature MEH
4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature MEH
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.
Sponsor's Signature MEH
6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*
Sponsor's Signature MEH
7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.
Sponsor's Signature MEH

8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.
Sponsor's Signature MEK
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature MEK
10. Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.
Sponsor's Signature MEK
11. The organizer or sponsor of any special event, which requires the provision of additional or extraordinary support services by police, fire, administration, or other city departments shall pay to the city the cost of such services. A down payment of 10 percent of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten days prior to the special event.
Sponsor's Signature MEK
12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation subject to the human rights provision of the section 38-225.
Sponsor's Signature MEK
13. Any nonprofit organization accepting the waiver provided for by subsection (d) of the ordinance shall, within 90 days following the special event, submitted to the city commission an accounting of expenses and revenues incurred and generated during the special event.
Sponsor's Signature MEK
14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.
Sponsor's Signature MEK
15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.
Sponsor's Signature MEK

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

Sponsor's Signature MEK

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

Sponsor's Signature MEK

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

Sponsor's Signature MEK

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: MATT HON Phone number: 305.294.4603
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum ☒ Glass ☒ #1 Plastic ☒ #2 Plastic ☒ Steel ☐
Corrugated Cardboard ☐ Other: ☐
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).
Amount of recycling and garbage containers needed: 20 - 95 Gallons
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.
Arrangements made: Waste Management
- Capacity of containers on grounds: 20 x 95 = 1900 Capacity
Contact person for containers: MATT HON Phone #: 305.294.4603
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: Waste Management
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: Waste Management
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

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

- Monitor recycling containers for correct usage during the event and take actions to solve problems.
Problems: _____
Actions taken: _____

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____
Actions taken: _____

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

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- At the end of the event, remove signs and arrange for their return to owners.
- Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.
Amount of material: _____
Contamination: _____
- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- Share the results with event organizers.
- Security deposit of \$1000.00 must be submitted prior to the event.
- Security deposit returned: _____

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

KEY WEST BUSINESS GUILD



Key West Business Guild

513 TRUMAN AVE
KEY WEST, FL 33040-3140
(305) 294-4603
"Close To Perfect - Far From Normal!"

**FIRST STATE BANK
OF THE FLORIDA KEYS**
KEY WEST, FLORIDA 33040
63-43/670

2285

9/23/2014

PAY TO THE ORDER OF **City of Key West**

\$ **1,000.00

One Thousand and 00/100*****
DOLLARS

City of Key West
P O Box 1409
Key West, FL 33041-1409

MEMO

DEC. 1st SHED

00022851 10670004384 10101041011

City of Key West
*** CUSTOMER RECEIPT ***
Oper: KEYWALW Type: OC Drawer: 1
Date: 9/29/14 45 Receipt no: 43144

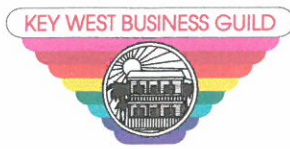
Description	Quantity	Amount
ZZ	UNUSUAL PAYMENT	
	1.00	\$1000.00

G/L account number:
00100002200100

KEY WEST BUSINESS GUILD
RECYCLING

Tender detail		
CK CHECK	2285	\$1000.00
Total tendered		\$1000.00
Total payment		\$1000.00

trans date: 9/29/14 Time: 9:15:55



Key West Business Guild
PO Box 1208 . 513 Truman Avenue . Key West, FL 33041
(305)-294-4603 . Fax (305)-294-3273 . keywestbusinessguild.org

Key West Business Guild Recycling Waste Management Plan
"Off White Street Party" for the Dec. 1st LGBT Cruise Ship
Dec. 1, 2014 (9am-6pm)
700 & 800 Duval Stree

The Key West Business Guild will once again contract with Waste Management of the Florida Keys who will provide 20 - 95 gallon containers for waste removal. We will work with volunteers throughout the day, organized by the Guild's Executive Director Matt Hon, who will make sure that the containers, which will be placed strategically throughout the 700 & 800 blocks of Duval, are emptied regularly, and that the containers are collected and moved to a convenient pick-up location at the end of the day.



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3888

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

A handwritten signature in black ink, appearing to read "Matthew Hon", is written over a horizontal line.

MATTHEW HON
EVENT COORDINATOR
KWBG

**NOTIFICATION OF STREET CLOSURE APPLICATION
PETITION OF NO OBJECTIONS
700 and 800 BLOCKS OF DUVAL**

Address	Business Name	Printed Name	Signature
825 HZ	LE PETIT PARIS	ROBERT KONARZ	[Signature]
828	Juice Bar "Tutti-Fruti"	Julia Guvina	[Signature]
800 Duval	Fury Surf Shack	Tamari Samadashvili	T. Samadashvili
730 Duval	Caribbean Wear	Sasha Tallen	Amalan
724 Duval	Burbs St. Pub.	Neil Chamberlain	[Signature]
724 Duval	New Orleans House	Neil Chamberlain	[Signature]
722 Duval	Joos Chicken Shack	Tim Bunn	[Signature]
720 Duval	Sunny Island	ADI KANIEL	[Signature]
712 B Duval	GREEN WORLD GALLERY	DANNY KAPSON	[Signature]
710	Singlass Hut	Melissa Birn	Melissa Birn
706-A	In Touch w You	LARRY KETRON	[Signature]
704	MONTAGE	MANOEN LATERRE	[Signature]
700	Duval	Robert Carr	[Signature]
703	AAA 2U	[Signature]	[Signature]
703 1/2	HAVANA	ZOEY ISAKOVA	[Signature]
705	West	ZOEY ISAKOVA	[Signature]
715	LAZY DAYS	SAM SULLIVAN	[Signature]
714	AQUA BEACHWEAR	Rose Mendam	[Signature]
717	Southernmost TATTOO	Shea Santagata	[Signature]
719	KW HAMMOCKS	Brian Anthony	[Signature]
721	GRAFFITI	Phil Anderson	[Signature]
805	M. Walden ^{BWC Sky Rental}	M. Walden	[Signature]
806	TOURCS & KW	Ken Hecox	[Signature]
808	COCKTAILS KW	Ken Hecox	[Signature]
817	Nautini	alexawalters	alexawalters
824	Millionaire Gallery	Mikaela Kaup	[Signature]
712A	Terra Nova	Source Beauty	[Signature]

716 CLOSED/EMPTY



CERTIFICATE OF LIABILITY INSURANCE

KWBUS01

OP ID: DW

DATE (MM/DD/YYYY)
05/05/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Key West Insurance, Inc.
646 United Street, Suite 1
Key West, FL 33040
Key West Insurance, Inc.

CONTACT NAME: Dean G. Wahlstrom

PHONE (A/C, No, Ext): 305-294-1096

FAX (A/C, No): 305-294-8016

E-MAIL ADDRESS: dean@keywestinsurance.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A : National Grange Mutual

INSURER B :

INSURER C :

INSURER D :

INSURER E :

INSURER F :

INSURED Key West Business Guild
Attn: Guy Ross
PO Box 1208
Key West, FL 33040

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY	X	BPG30095	08/31/2013	08/31/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 5,000
						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					PRODUCTS - COMP/OP AGG \$ 2,000,000
						\$
	AUTOMOBILE LIABILITY					COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (PER ACCIDENT) \$
						\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR				EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY					WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N / A					E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

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

Civic Organization

The Certificate Holder is also an additional insured as their interest may appear

CERTIFICATE HOLDER

CITYKWE

City of Key West
PO 1409
Key West, FL 33041-1409

CANCELLATION

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

AUTHORIZED REPRESENTATIVE
Key West Insurance, Inc.

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THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

Key West Business Guild, Inc.

Block Party

700 & 800 block of Duval Street

December 1, 2014

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

Christine Gorman
Signature of Witness

Christine Gorman
Print Name

9/25/14
Date

Carl R. Stevens
Signature of Applicant on behalf of
Key West Business Guild
Carl R. Stevens
Print Name
9/25/14
Date

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

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS**Detail by Entity Name****Florida Non Profit Corporation**

KEY WEST BUSINESS GUILD, INC.

Filing Information

Document Number	744178
FEI/EIN Number	591931515
Date Filed	09/06/1978
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	12/20/1991
Event Effective Date	NONE

Principal Address513 TRUMAN AVENUE
KEY WEST, FL 33040

Changed: 01/27/2005

Mailing AddressP.O. BOX 1208
KEY WEST, FL 33041**Registered Agent Name & Address**SMITH, WAYNE LARUE
333 FLEMING ST
KEY WEST, FL 33040

Name Changed: 03/18/1997

Address Changed: 04/22/2002

Officer/Director Detail**Name & Address**

Title PD

Stevens, Carl
513 TRUMAN AVE

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS**Detail by Entity Name****Florida Profit Corporation**

801 BOURBON, INC.

Filing Information

Document Number	P97000083229
FEI/EIN Number	650783769
Date Filed	09/25/1997
State	FL
Status	ACTIVE

Principal Address801 DUVAL ST
KEY WEST, FL 33040

Changed: 05/11/1998

Mailing Address728 DUVAL ST.
KEY WEST, FL 33040

Changed: 04/28/2011

Registered Agent Name & AddressSCHROEDER, JOSEPH J
728 DUVAL ST.
KEY WEST, FL 33040

Name Changed: 05/07/2002

Address Changed: 04/28/2011

Officer/Director Detail**Name & Address**

Title PVTS

SCHROEDER, JOSEPH J
728 DUVAL ST.
KEY WEST, FL 33040**Annual Reports**

Report Year	Filed Date
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FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS**Detail by Entity Name****Florida Limited Liability Company**

AQUA KEY WEST, LLC

Filing Information**Document Number** L13000110155**FEI/EIN Number** 46-3380347**Date Filed** 08/05/2013**State** FL**Status** ACTIVE**Principal Address**711 DUVAL STREET
KEY WEST, FL 33040**Mailing Address**1001 WHITEHEAD STREET
#101
KEY WEST, FL 33040**Registered Agent Name & Address**INGRAM, MICHAEL B
1001 WHITEHEAD STREET
#101
KEY WEST, FL 33040**Authorized Person(s) Detail****Name & Address**

Title MGRM

INGRAM, MICHAEL B
1001 WHITEHEAD STREET, #101
KEY WEST, FL 33040

Title MGRM

INGRAM, KIMBALL H
1001 WHITEHEAD STREET, #101
KEY WEST, FL 33040**Annual Reports****Report Year** **Filed Date**

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS**Detail by Entity Name****Florida Profit Corporation**

BOURBON STREET PUB, INC.

Filing Information

Document Number	P95000064632
FEI/EIN Number	650606106
Date Filed	08/22/1995
State	FL
Status	ACTIVE

Principal Address724 DUVAL ST
KEY WEST, FL 33040

Changed: 04/29/1998

Mailing Address728 DUVAL ST
KEY WEST, FL 33040

Changed: 04/28/2011

Registered Agent Name & AddressSCHROEDER, JOSEPH J
728 DUVAL ST
KEY WEST, FL 33040

Address Changed: 04/28/2011

Officer/Director Detail**Name & Address**

Title PVTS

SCHROEDER, JOSEPH J
728 DUVAL ST.
KEY WEST, FL 33040**Annual Reports**

Report Year	Filed Date
2012	04/26/2012

Matt Hon

From: Matt Hon <events@gaykeywestfl.com>
Sent: Thursday, September 25, 2014 7:54 AM
To: 'Steve Torrence'
Subject: RE: Dec 1 street closure

THANK YOU! Please schedule me 2 special duty officers for Dec. 1st. The "Off White Street Party" will take place 12noon-4pm. The street closure application is requesting the street be shut 9am-6pm to give time for set up and break down.

THANKS!

Matt Hon
Executive Director
Gay Key West
Key West Business Guild
513 Truman Ave.
Key West, FL 33040
305.294.4603
www.gaykeywestfl.com



Working together to make the rainbow even brighter over the island!

From: Steve Torrence [<mailto:storrenc@keywestcity.com>]
Sent: Thursday, September 25, 2014 3:11 AM
To: Matt Hon
Subject: Re: Dec 1 street closure

Aloha Matt -- 2 :-))

Steve

Sent from my iPhone

On Sep 24, 2014, at 7:40 AM, Matt Hon <events@gaykeywestfl.com> wrote:

Hey Steve,

I am preparing to put in for a street closure application for Dec. 1st. There will be a special "gay" cruise that will be in port on Dec. 1 from 8am-8pm. Over 3,500 passengers/crew expected. There are a few "fun" events planned around the island for their visit. But the Guild would like to have Duval Street

closed to traffic to have a street party. Since our bars will not be able to accommodate that size of crowd. Our plans are to set up a stage with DJ in the 700 block. There might a booth or two also, but very doubtful at this point. I am assuming that will need 4 police officers to monitor the event, am I correct? Or would I be able to get away with having only 2? Please advise.

THANKS!

PS. Hope you enjoyed your time off the rock. Your pictures of the other island were beautiful!

Matt Hon
Executive Director
Gay Key West
Key West Business Guild
513 Truman Ave.
Key West, FL 33040
305.294.4603
www.gaykeywestfl.com

<image005.jpg><image006.jpg>

Working together to make the rainbow even brighter over the island!



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

Please Check All That Apply To This Event

Cooking

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

NONE

Electrical Power

- ☐ Generator
- ☒ 110 AC with Extension Cords
- ☐ DC Power

DJ
BOOTH

Road Closure

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

Tents (More Than 200 SqFt.)

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

VENDORS TO
PROVIDE 10x10 TENTS
(IF ANY)

Food Booths

- ☐ Food Booths - Total # 0
- ☐ Vendor Booths - Total # (Less than 10 if any)
- ☐ Total Number of Booths - 10 or less if any

Parade

- ☐ Floats - Total # _____

Event Name: DEC. 1st Cruise Ship
"OFF-WHITE STREET PARTY"

Special Event Checklist

Everything must be checked off before
submitting the special event application

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

Key West Business Guild - Dec 1, 2014

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Ravello 9/25/14
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

Jim Young 25 Sep 14
SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Maria Ratcliff

From: Steve Torrence <storrenc@keywestcity.com>
Sent: Thursday, September 25, 2014 5:24 PM
To: Maria Ratcliff
Subject: Re: Key West Business Guild Gay Cruiseship street closure

Good afternoon -- I'm not back, but we have no issues with this event. A noise exemption and extra duty offices will be required. The 900 block of Duval will also have to be closed because of traffic flow.

Steve

Sent from my iPhone

On Sep 25, 2014, at 9:33 AM, Maria Ratcliff <mratcliff@cityofkeywest-fl.gov> wrote:

Maria Ratcliff

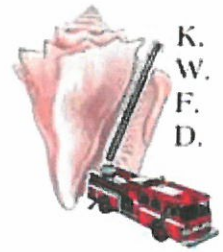
Executive Administrative Assistant to City Manager

City of Key West

Ph: (305) 809-3881

Fax: (305) 809-3886

<SKMBT_C364e14092508250.pdf>



THE CITY OF KEY WEST

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

To: Key West Business Guild

From: Division Chief/Fire Danny Blanco

Date: Sept. 29, 2014

Reference: Off White Street Party

This office reviewed the special event application for the Off White Street Party to be held on the 700 and 800 blocks of Duval St. on December 1, 2014.

The following conditions apply:

- The 700 and 800 blocks of Duval St. closure needs to have a fire lane to allow for emergency vehicle passage.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Danny Blanco, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
305-292-8284 Fax
dblanko@keywestcity.com

Serving the Southernmost City

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

306 LSN 132
KEY WEST

Key West Business Guild Block Party

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):		CONDITIONS/RESTRUCTIONS
SIGNATURE	DATE	
PUBLIC WORKS		
SIGNATURE	DATE	
POLICE		
SIGNATURE	DATE	
FIRE DEPARTMENT		
<u>Daniel Blanco</u>	<u>09/29/2014</u>	<u>SEE ATTACHED MEMO</u>
SIGNATURE	DATE	
PORT/KEY WEST DOT		
SIGNATURE	DATE	
CODE COMPLIANCE		
SIGNATURE	DATE	
KEY WEST PROPERTY MANAGEMENT		
SIGNATURE	DATE	
PARKING DEPARTMENT		
SIGNATURE	DATE	

Key West Business Guild - Dec 1, 2014

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Raloff 9/25/14
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

✓

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

FIRE DEPARTMENT

✓

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

KWDOT/PORT

✓

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

CODE COMPLIANCE

✓

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Key West Business Event - Dec 1, 2014

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Mama Ravello 9/25/14
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

no comments

Rogelio Hernandez 10-2-14
SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Maria Ratcliff

From: John Wilkins
Sent: Thursday, October 02, 2014 2:34 PM
To: Maria Ratcliff
Subject: RE: Key West Business Guild Gay Cruiseship street closure

Parking is Ok with Key West Business Guild Gay Cruise ship street closure

From: Maria Ratcliff [mailto:mratcliff@cityofkeywest-fl.gov]
Sent: Thursday, September 25, 2014 9:34 AM
To: rsarver@keywestcity.com; storrenc@keywestcity.com; dblanco@keywestcity.com; rhernand@keywestcity.com; Jim J. Young; jwilkins@keywestcity.com
Subject: Key West Business Guild Gay Cruiseship street closure

Maria Ratcliff

Executive Administrative Assistant to City Manager
City of Key West
Ph: (305) 809-3881
Fax: (305) 809-3886