

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) WESLEY HOUSE FAMILY SERVICES

Address of Applicant(s) 1304 TRUMAN AVE

Phone Number of Applicant(s) 305-809-5000 Fax: 809-5010 Email jeremy.w.kerson@westhouse.org

Name of Non-Profit (s) WESLEY HOUSE FAMILY SERVICES

Address of Non-Profit(s) 1304 TRUMAN AVE

Phone Number of Non-Profit(s) 305-809-5000

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

Date/Dates of Event FEB. 14, 2015

Hours of Operation 9am - 11:30 pm

Estimated/anticipated number of persons per day 600

Location of Event THE CURRY MANSION INN, 511 Caroline St, KW

Street Closed Caroline St (between Duval + Simonton) Ann St. (b/t Green + Caroline)

Detailed description of event Annual Fundraising event for Wesley house - street party, music, food, beverages + silent auction

Noise exemption required: Yes ☒ No ☐

Alcoholic beverages ~~sold~~ served at event: Yes ☒ 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.

Jeremy W. Kerson

Applicants Signature

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 9/3/14

Applicant Name Wesley House Family Services

Applicant Address 1304 Truman Ave, Key West, FL 33040

Applicant Phone Number 305. 809. 5000

Event Name 32nd Annual Valentine's Day Gala

Event Address/Location Curry Mansion Inn 511 Caroline St., Key West

Date of Event February 14, 2015

Nature of Event Annual Fundraising event for Wesley House
Street Party, music, food, beverages, silent Auction

Profit ☐ Non Profit ☒

Time(s) Request for Exemption 9:00 am

Number of Exemptions at this location this calendar

Date of last exemption 2/14/2014

City of Key West
*** CUSTOMER RECEIPT ***
Oper: KEYWSJ52 Type: OC Drawer: 1
Date: 9/10/14 45 Receipt no: 40640

Description	Quantity	Amount
SS	1.00	\$50.00
SPECIAL EVENTS PAYMENTS		

G/L account number:
00100003429300
00100001040000

WESLEY HOUSE VALENTINES
NOISE EXEMPTION

Tender detail		
CK CHECK	21413	\$50.00
Total tendered		\$50.00
Total payment		\$50.00

Trans date: 9/10/14 Time: 14:06:10



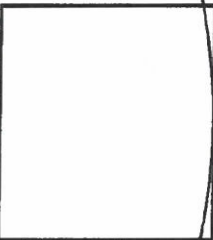
SILENT
AUCTION
TENT



CURRY MANSION

BAR

BAR



ANNE STREET



8 TOPS



10 TOPS

SIDEWALK

CHECK IN



20



19



18



17



21



22



23



24



25



26



27



28



DANCE
FLOOR



16



15



14



13



9



10



11



12



8



7



6



5

FOOD STATION



3



4

VIP BAR

STAGE

VIP BAR



1



2

CAROLINE STREET



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

Please Check All That Apply To This Event

Cooking

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

Electrical Power

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

Road Closure

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

Tents (More Than 200 SqFt.)

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

Food Booths

- ☐ Food Booths – Total # _____
- ☐ Vendor Booths – Total # _____
- ☐ Total Number of Booths - _____

Parade

- ☐ Floats – Total # _____

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:

**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

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

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.

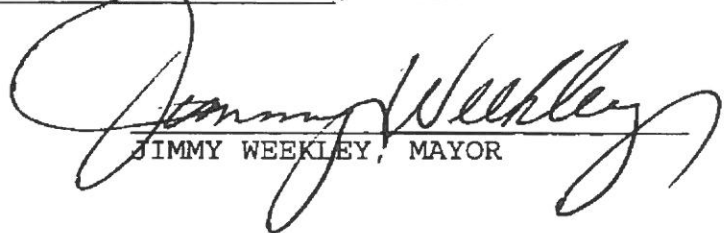
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

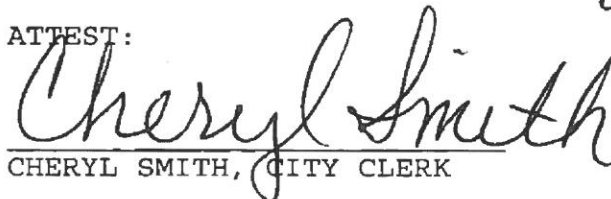
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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:

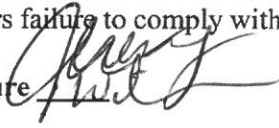
- Section 6-26. The requirement of certified check or credit card applies only to the down payment.
- Section 6-27. The requirement of payment for parking meters has been removed altogether. In its place is a new section concerning food and beverage booths, and a prohibition against their placement in 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 

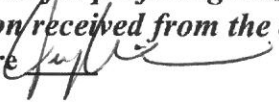
4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.

Sponsor's Signature 

5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

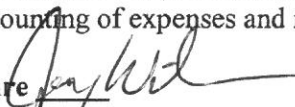
11. The organizer or sponsor of any special event, which requires the provision of additional or extraordinary support services by police, fire, administration, or other city departments shall pay to the city the cost of such services. A down payment of 10 percent of the costs, as estimated by the city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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

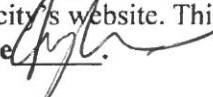
15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

WESLEY HOUSE FAMILY SERVICES, INC.

Filing Information

Document Number	731600
FEI/EIN Number	590624461
Date Filed	01/11/1975
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	10/20/2010
Event Effective Date	NONE

Principal Address1304 TRUMAN AVENUE
KEY WEST, FL 33040

Changed: 02/13/2001

Mailing Address1304 TRUMAN AVENUE
KEY WEST, FL 33040

Changed: 02/13/2001

Registered Agent Name & AddressECKSTEIN, ALAN
3010 FLAGLER AVENUE
KEY WEST, FL 33040

Name Changed: 10/11/2006

Address Changed: 10/11/2006

Officer/Director Detail**Name & Address**

Title PD

GREEN, BRYAN
910 WATSON STREET
KEY WEST, FL 33040

Title TD

TUPINO, ESTHER
3509 FLAGLER AVENUE
KEY WEST, FL 33040

Title VD

VELASCO, RUBIN REV
600 EATON STREET
KEY WEST, FL 33040

Title SD

PINE, JO
1600 BAHAMA DRIVE
KEY WEST, FL 33040

Title CEO

Barrett, Beth
1304 TRUMAN AVENUE
KEY WEST, FL 33040

Title CFO

Wheeler, Greg
1122 Virginia
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2013	01/07/2013
2014	01/07/2014
2014	07/03/2014

Document Images

07/03/2014 -- AMENDED ANNUAL REPORT	View image in PDF format
01/07/2014 -- ANNUAL REPORT	View image in PDF format
01/07/2013 -- ANNUAL REPORT	View image in PDF format
01/04/2012 -- ANNUAL REPORT	View image in PDF format
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03/18/2008 -- ANNUAL REPORT	View image in PDF format
04/24/2007 -- ANNUAL REPORT	View image in PDF format

[10/11/2006 -- REINSTATEMENT](#)
[06/10/2005 -- Reg. Agent Change](#)
[02/04/2005 -- ANNUAL REPORT](#)
[02/23/2004 -- ANNUAL REPORT](#)
[05/07/2003 -- Name Change](#)
[03/11/2003 -- ANNUAL REPORT](#)
[01/18/2002 -- ANNUAL REPORT](#)
[02/13/2001 -- ANNUAL REPORT](#)
[02/09/2000 -- ANNUAL REPORT](#)
[03/04/1999 -- ANNUAL REPORT](#)
[02/04/1998 -- ANNUAL REPORT](#)
[02/17/1997 -- ANNUAL REPORT](#)
[02/12/1996 -- ANNUAL REPORT](#)
[03/15/1995 -- ANNUAL REPORT](#)

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State of Florida, Department of State

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Jeremy Williams Phone number: 305 909 5000 ext 229
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum X Glass X #1 Plastic X #2 Plastic X Steel
Corrugated Cardboard X 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: 4
- 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: Larger containers from WM + some others from Coca-Cola
- Capacity of containers on grounds: 95 gal
Contact person for containers: Margaret Lora WM Phone #: 296-2825
- 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: event volunteers will monitor recycling containers & empty to larger containers throughout the evening
- 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: WM
- 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*



WESLEY HOUSE FAMILY SERVICES, INC.
1304 TRUMAN AVE.
KEY WEST, FL 33040
PHONE (305) 809-5000

CENTENNIAL BANK
81-275/829



21412

CHECK DATE
8/29/2014

CHECK NO.
21412

One thousand and 00/100 Dollars

PAY

TO THE
ORDER
OF

City of Key West

CHECK AMOUNT

\$** 1,000.00

VOID AFTER 90 DAYS
OVER \$10,000 REQUIRES TWO SIGNATURES

AUTHORIZED SIGNATURE

MP

Details on Back.

Security Features Included

City of Key West
*** CUSTOMER RECEIPT ***
Oper: KEYWSJS2 Type: OC Drawer: 1
Date: 9/10/14 45 Receipt no: 40647

Description	Quantity	Amount
ZZ UNUSUAL PAYMENT	1.00	\$1000.00

G/L account number:
00100002200100

WESLEY HOUSE VALENTINES
RECYCLE

Tender detail		
CK CHECK	214412	\$1000.00
Total tendered		\$1000.00
Total payment		\$1000.00

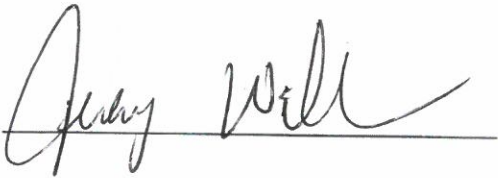
Trans date: 9/10/14 Time: 14:05:03



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 "Gary Will", is written over a horizontal line.



Wesley House Family Services

1304 Truman Ave Key West, FL 33040 Office 305.809.5000 Fax 305.809.5010
www.wesleyhouse.org

WESLEY HOUSE FAMILY SERVICES 32nd ANNUAL VALENTINE'S PARTY SATURDAY, FEBRUARY 14, 2013, 6:00 PM – 9:30 PM

RECYCLING PLAN

Recycle Coordinator: Jeremy Wilkerson (event coordinator)

Recycle Coordinator will:

- ★ Educate recycling and clean-up volunteers, vendors and attendees of event policies;
- ★ Coordinate the lease of recycling bins and the pick up of recyclables;
- ★ Ensure recycle bins are adjacent to trash cans;
- ★ Station volunteers to ensure comingling of recyclables and trash; and
- ★ Locate public recycling areas with trash receptacles near food and beverage stations, bathrooms and at event entrance/exit.

Minimum City Requirements:

1. Recycle bins for cans and bottles within 50 feet of all drink/drink sales locations. *We will have four bars, therefore we will have four recycle bins; one near each bar.*
2. Recycle bins for cans and bottles will be placed behind each drink or sales location. *We will need four recycle bins—one for behind each bar.*
3. Delivery of recyclables to the recycle center shall be by the event or by waste management of other licensed vendor. *Wesley House will have Waste Management pick up recyclables.*
4. Place recycle bins throughout event area whether or not drinks are sold at the event. *We will need four additional recycling bins: one near the buffet area, one near the entrance to Curry Mansion and two others places around the property due to the volume of guests.*
5. Cardboard from event vendors/organizers must be recycled. *We will instruct caterer and liquor provider to recycle all cardboard.*
6. Recycle bins must be properly marked and monitored to ensure the recyclables are not contaminated by waste. *We will station volunteers by each recycling/trash area to assist with proper elimination, and will post large signs on recycling bins. We have also asked coca-cola to donate recycling bins they have sent us photos of which include a pole with a flag at the top to indicate that it is a recycling bin. We are awaiting confirmation on these receptacles.*

Funded in part by Early Learning Coalition of Miami-Dade/Monroe, Our Kids of Miami-Dade/Monroe, Healthy Families-Florida, State of Florida DCF and AWI, United Way of Monroe County and the Board of Global Ministries of the United Methodist Church.

Accredited by the Council on Accreditation

Florida Department of Agriculture & Consumer Services Registration #CH146

Wesley House is a tax exempt, non-profit agency designed as a 501(c)(3) by the IRS – EIN #59-0624461

Valentine's Day 2014 Revenue Report

INCOME		
Row Labels	Sum of Registration Fee Number of Units	Sum of Registration Fee Gift Amount
Bronze Sponsor	14	7,000
Diamond Sponsor	1	5,000
Donation	12	4,424
Employee Ticket	12	-
General Admission	370	18,675
Ruby Sponsor	4	1,000
Silver Sponsor	2	2,000
VIP Admission	166	16,600
VIP Employee	2	100
Gold Sponsor	3	7,500
Employee +1 General Admission	11	275
VIP Employee +1	2	100
Silent Auction Items	318	19,998
Discount Ticket	2	50
Live Auction	1	600
Committed Gold Sponsor	1	2,500
Grand Total	921	85,822

EXPENSES

01-70410 - Valentine's Day Expenditures

7/31/2013	Conch Color-07972-1/4 Page Ad - Feb 1 & 8, 2013 Valentine's Day Gala-	\$380.00
1/9/2014	City of Key West-010914A-Noise Exemption for Annual Valentine's Day Gala-	\$50.00
1/9/2014	City of Key West-010914B-Recycling Deposit for Annual Valentine's Day Gala-	\$1,000.00
1/23/2014	U-Haul Moving & Stor-89003875-Contract # 89003875 U-Haul for Valentine's Day-	\$29.95
1/27/2014	Tropical Heart-2014-1-Valentine's Day postcards-	\$306.97
1/28/2014	Admitoneproducts.com-155046-Wristbands for VD 2014-	\$126.54
1/28/2014	Philadelphia Securit-62032-Locks and Keys for Valentine's Day 2014-	\$158.17
2/3/2014	Amazon.Com-020314-Tissue paper for Valentine's Day-	\$27.54
2/4/2014	Four Star Rentals In-186824-Contract 186824, Valentine's Day 2014-	\$4,170.00

2/4/2014 Key West Pepsi-020414-Misc Banners (Valentine's Day)-	\$200.00
2/5/2014 Tropical Heart-2014-2-Publicity, graphic design and ad placement for VD-	\$1,500.00
2/6/2014 The Weekly Newspaper-020714-193-1/4 page color VD-	\$175.00
2/6/2014 Conch Color-08595-1/4 Page Ad February 7, 2014 Valentine's Day-	\$250.00
2/7/2014 Waste Management of -020714-(4) 95 gallon totes (Valentine's Day 2014)-	\$30.72
2/7/2014 City of Key West-020714-Newspaper Advertising "WH Valentine's Party)-	\$39.20
2/7/2014 Vox Communications-020714-Radio Advertisement (VD 2014)-	\$300.00
2/7/2014 Strunk Ace Hardware-371817-Cleaning supplies-	\$23.96
2/14/2014 Hard Rock Cafe - Key-BEO# 178-Catered food for Valentines-1/2 contract price	\$6,751.50
2/14/2014 Hard Rock Cafe - Key-BEO #178-2-Final payment of Catered food-Final payment	\$6,751.50
2/14/2014 Strunk Ace Hardware-373052-Batteries for VD-	\$15.59
2/14/2014 Gregory Bringle-021414-Fire Safety Watch for Valentine's Day-	\$160.00
2/14/2014 Joseph Tripp-021414JT-Valentine's Day Gala-	\$440.00
2/14/2014 Michael Shouldice-021414MS-Valentine's Day Gala-	\$240.00
2/14/2014 Sam Zakoian-021414-Sound & Stage for VD-	\$800.00
2/14/2014 Key West Pepsi-021414-Pepsi products for Valentine's Day-	\$132.00
2/14/2014 Amazon.Com-013114-Polaroid Instant Film for Valentine's Day-	\$170.12
2/14/2014 Amazon.Com-020214-Red Satin Ribbon for Valentine's Day-	\$28.98
2/14/2014 Strunk Ace Hardware-373083-Rope for VD-	\$41.40
2/19/2014 Barton, Robert C.-021914-Honey Mouth Band (V. Day)-	\$2,000.00
2/20/2014 Nearshore Electric I-10345-Project 140209 Lighting VD-	\$1,268.00
2/20/2014 Key West Chemical-474227-Trash Bags-	\$41.95
2/21/2014 Performing Arts Cent-Credit-406	\$1,461.00
2/26/2014 City of Key West-2034-1222	(\$1,000.00)
2/28/2014 Petty Cash- 1304 Tru-022814-February Petty Cash-	\$116.02
2/28/2014 Waste Management of -8930100-1098-9-Port O Lets for Valentine's Day 2014-	\$299.00
2/28/2014 Florida Keys Media L-2946-00045-0000-Ads for Valentine's Day-	\$300.00
3/2/2014 Cooke Communications-411206-Acct 1156-	\$792.00
3/20/2014 U-Haul Moving Unposted	\$60.06
City of Key West Public Works, estimated amount	\$300.00
Vincent D. Luccitelli - Refund for Silent Auction Item - Expired Gift Certificate	\$170.00
Totals for 01-70410 - Valentine's Day Expenditures:	\$30,107.17

NET PROCEEDS FROM EVENT

55,715

Financial Summary for Valentine's Day 2012-2014

Actuals	2012	2013	2014
Revenue	\$87,327.00	\$83,664.00	\$85,822.29
Expense	\$25,228.00	\$25,060.00	\$30,107.17
Net	\$62,099.00	\$58,604.00	\$55,715.12

* including donations from Curry Mansion: \$2000 for the band , \$1268 for Electric and \$299 for Waste Management

* Margarita

* Prudential Knight, haven't received a check

Event Name: 32nd Annual Valentine's Gala

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	
✓	Financial of previous event (If applicable)	
	Release & Idemnification Form	
✓	Site Map (where barricades, stages, etc are to go)	
	Letter from non profit that states they will be receiving the funds	

Wesley House Family Services
Valentine's Party Feb 14, 2015

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Maria Latuiff 9-10-14
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

✓ **POLICE DEPARTMENT**

Steve Torrence 10/2/2014
SIGNATURE DATE

Requires Extra Duty Officers

Requires Noise Exemption

Requires ABT Permit

✓ **FIRE DEPARTMENT**

SIGNATURE DATE

✓ **KEY WEST DOT**

SIGNATURE DATE

✓ **CODE COMPLIANCE**

Jim Yong 11 Sep 14
SIGNATURE DATE

✓ **DOUG BRADSHAW/PORT**

N/A
SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) WESLEY HOUSE FAMILY SERVICES

Address of Applicant(s) 1304 TRUMAN AVE

Phone Number of Applicant(s) 305-809-5000 Fax: 809-5010 Email jeremy.willerson@wesleyhouse.org

Name of Non-Profit(s) WESLEY HOUSE FAMILY SERVICES

Address of Non-Profit(s) 1304 TRUMAN AVE

Phone Number of Non-Profit(s) 305-809-5000

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

Date/Dates of Event FEB. 14, 2015

Hours of Operation 9am - 11:30 pm

Estimated/anticipated number of persons per day 600

Location of Event THE CURRY MANSION INN, 511 Caroline St, K.W.

Street Closed Caroline St (between Duval + Simonton) Ann St. (b/t Green + Caroline)

Detailed description of event Annual Fundraising event for Wesley house - street party, music, food, beverages + silent auction

Noise exemption required: Yes ☒ No ☐

Alcoholic beverages ~~sold~~/served at event: Yes ☒ 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.

Jeremy Willerson
Applicants Signature

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 9/3/14

Applicant Name Wesley House Family Services

Applicant Address 1304 Truman Ave, Key West, FL 33040

Applicant Phone Number 305. 809. 5000

Event Name 32nd Annual Valentine's Day Gala

Event Address/Location Curry Mansion Inn, 511 Caroline St., Key West

Date of Event February 14, 2015

Nature of Event Annual Fundraising event for Wesley House Street Party, music, food, beverages, silent Auction

Profit ☐ Non Profit ☒

Time(s) Request for Exemption 9:00 am

Number of Exemptions at this location this calendar

Date of last exemption 2/14/2014

City of Key West
*** CUSTOMER RECEIPT ***
Oper: KEYWSJS2 Type: OC Drawer: 1
Date: 9/10/14 45 Receipt no: 40648

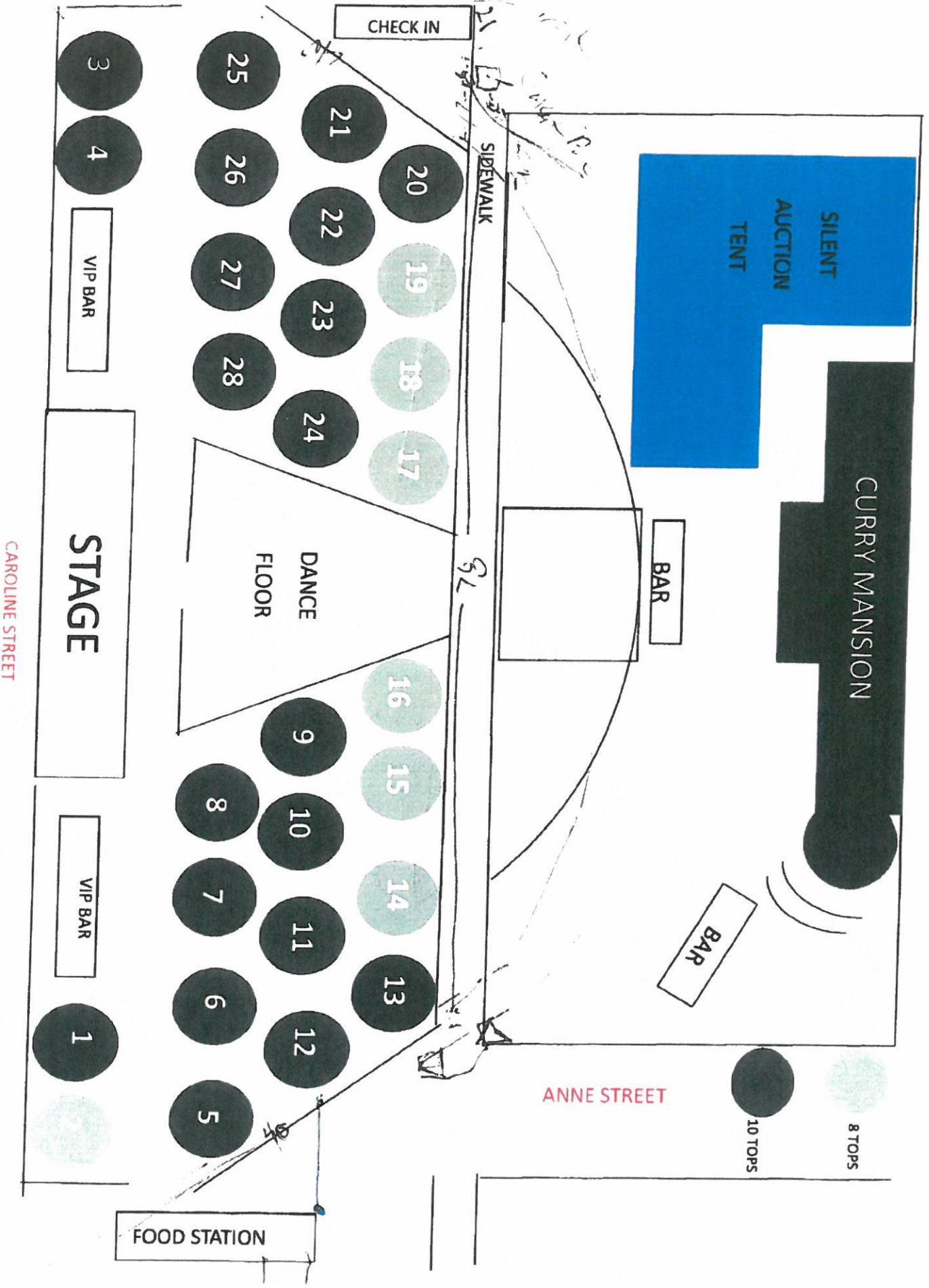
Description	Quantity	Amount
SS SPECIAL EVENTS PAYMENTS	1.00	\$50.00

G/L account number:
00100003429300
00100001040000

WESLEY HOUSE VALENTINES
NOISE EXEMPTION

Tender detail		
CK CHECK	21413	\$50.00
Total tendered		\$50.00
Total payment		\$50.00

Trans date: 9/10/14 Time: 14:06:10



CAROLINE STREET

ANNE STREET



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

Please Check All That Apply To This Event

Cooking

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

Electrical Power

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

Road Closure

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

Tents (More Than 200 SqFt.)

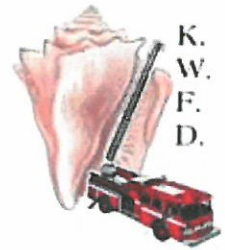
- ☐ Flame Resistance Certificate
- ☐ Size, Type, Location of Tent(s)

Food Booths

- ☐ Food Booths – Total # _____
- ☐ Vendor Booths – Total # _____
- ☐ Total Number of Booths - _____

Parade

- ☐ Floats – Total # _____



THE CITY OF KEY WEST

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

To: Wesley House Family services (lissette.carey@wesleyhouse.org)

From: Division Chief/Fire Marshal Danny Blanco

Date: October 2, 2014

Reference: Wesley House Valentine

This office reviewed the special event application for the Wesley House Valentine Party to be held at The Curry Mansion on February 14, 2015.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- The Caroline Street closure needs to allow for emergency vehicle passage.
- Based on the map provided this year. Event organizer will be responsible for One Fire Inspector @ \$40.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- **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.

326 LSN 132

Valentine's Day at the Curry Mansion

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):		CONDITIONS/RESTRUCTIONS
SIGNATURE	DATE	
PUBLIC WORKS		
SIGNATURE	DATE	
POLICE		
SIGNATURE	DATE	
FIRE DEPARTMENT		SEE ATTACHED MEMO
Danny Blanco	10/02/2014	
SIGNATURE	DATE	
PORT/KEY WEST DOT		
SIGNATURE	DATE	
CODE COMPLIANCE		
SIGNATURE	DATE	
KEY WEST PROPERTY MANAGEMENT		
SIGNATURE	DATE	
PARKING DEPARTMENT		
SIGNATURE	DATE	

Wesley House Family Services
Valentine's Party Feb 14, 2015
CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

✓ Maria Rattuff 9-10-14
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

✓ KEY WEST DOT

Rogelio Hernandez / R.B. 10-2-14
SIGNATURE DATE

We'll need to
detour all bus routes

✓ CODE COMPLIANCE

Jim Yang 11 Sep 14
SIGNATURE DATE

✓ DOUG BRADSHAW/PORT

N/A
SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Wesley House Family Services
Valentine's Party Feb 14, 2015

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

✓ Maria Ratunff 9-10-14
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

✓ POLICE DEPARTMENT

SIGNATURE DATE

✓ FIRE DEPARTMENT

SIGNATURE DATE

✓ KEY WEST DOT

SIGNATURE DATE

✓ CODE COMPLIANCE

Jin Yong 11 Sep 14
SIGNATURE DATE

✓ DOUG BRADSHAW/PORT

N/A
SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE