

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Key West Half Marathon, LLC

Address of Applicant(s) 1719 WASHINGTON ST. KEY WEST, FL 33040

Phone Number of Applicant(s) 305-240-0727 Fax: _____ Email bwpromo3@bell.south.net

Name of Non-Profit (s) KEY WEST SUNRISE ROTARY - (MAIN CHARITY)

Address of Non-Profit(s) P.O. Box 2354, KEY WEST, FL 33045

Phone Number of Non-Profit(s) 305-304-2433

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 25% gross

Date/Dates of Event Sat/Sun Jan 16-17, 2016

Hours of Operation SAT, 1.16.2016 8AM-8PM. SUN, 1.17.2016: 4AM-12pm

Estimated/anticipated number of persons per day 5000

Location of Event HALF SHELL RAW BAR, 231 MARGARET ST.

Street Closed LAZY WAY - JUST FOR RACE / 100 FT. OF WILLIAM ST. ACCESS ROAD IN FRONT OF WATERFRONT BREWERY.

Detailed description of event A 13.1 HALF MARATHON AND 5K RUN AND RACE EXPO/REGISTRATION.

Noise exemption required: Yes _____ No X

Alcoholic beverages sold/served at event: Yes _____ No X

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.

Barbara Wright

Applicants Signature

4-12-2015

Date

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

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.

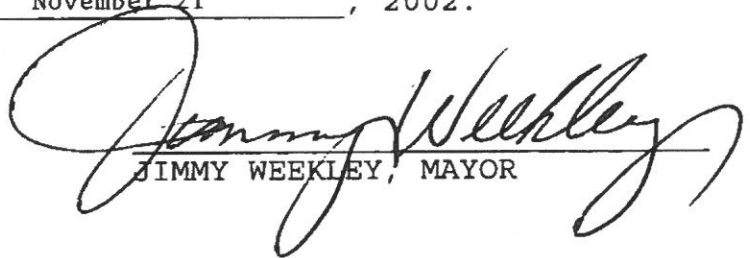
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

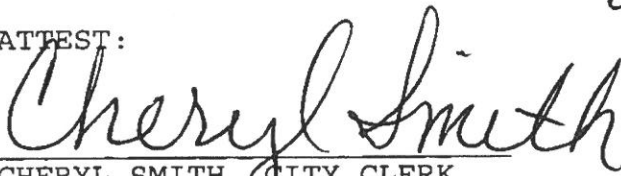
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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
City Attorney RT



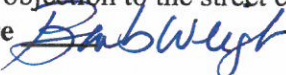


DATE: October 17, 2002

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 Bablu

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

Sponsor's Signature Bablu

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 Bablu

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 Bablu

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 Bablu

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 Bablu

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 Bablu

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 Bablu

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

Barb Wight

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

Barb Wight

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

Barb Wight

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: EVAN SNITKOFF Phone number: 305-240-0978
- 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: 40 EACH
- 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: we coordinate with WASTE MANAGEMENT
- Capacity of containers on grounds: 60 GALLONS
Contact person for containers: EVAN SNITKOFF Phone #: 305-240-0978
- 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: HIRE STAFF TO OVERSEE.
- 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: HIRED STAFF
- 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: STAFF ASSIGNED TO KEEP RECYCLING SEPARATE

Actions taken: ABOVE & SIGNAGE/STAFF.

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

Problems: STAFF MONITORS AND CORRECTS.

Actions taken: SEE ABOVE:

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

Comments: WILL ASK VENDORS/ PHOTO'S WILL BE TAKEN.

STAFF MEMBER ASSIGNED

- 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: TO BE DETERMINED

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*



THE CITY OF KEY WEST

Parking Division

P.O.Box 1409, Key West, FL 33040

Parking Requests for Special Events

Please describe any Special Event Parking requests below:

WE WILL PURCHASE 20-25 SPACES ONCE ~~AGAIN~~ AGAIN
FOR SATURDAY, JANUARY 16, 2016 AT THE
KEY WEST BIGHT MAIN PARKING LOT.

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

Key West Bight Rates: \$2.00 per hour or \$16.25 per day per space

On-Street Meter Rates: \$1.50 per hour or \$20.00 per day per space.

Vendors and Event Organizers must pay for metered parking used outside of Event Zone.

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

If you have any questions, please contact John Wilkins, Parking Manager at (305) 809-3855 or email jwilkins@keywestcity.com



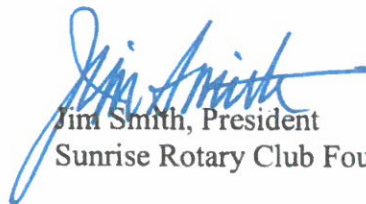
**Key West Sunrise Rotary Club
of the Conch Republic**

8 April 2015

Hello, City of Key West ...

This letter is to confirm that the Key West Sunrise Rotary Club partnered with Barbara Wright and Evan Snitkoff in producing the 2015 Key West Half-Marathon and 5K races. In exchange for the manpower provided by the Club to manage many aspects of the race, the Sunrise Rotary Foundation and the many non-profits we support have received a \$10,000 check (a portion of the proceeds from the race) and \$400 from the silent auction.

As President of the Sunrise Rotary Club Foundation, I'm happy to state that the 2015 Key West Half-Marathon and 5K races were a great success ... and there were many participants and guests who traveled to Key West from all parts of the country (and outside the US).


Jim Smith, President
Sunrise Rotary Club Foundation

HEMINGWAY 5K RUN & PADDLE 2014 Event
EXHIBIT C-1
DESCRIPTION

BUDGET COMMENTS

INCOME

Race Applications	\$36,215.00	
Sponsors	\$5,750.00	
TDC	\$10,000.00	Direct Payment for Bills

TOTAL INCOME \$51,965.00

EXPENSES

Advertising & Promotion

Radio	\$500.00	US 1 Radio Advertising
Various Running Magazines	\$4,982.00	Includes SFRForur Florida Running, Competitor Southeast
Internet/Web Advertising	\$5,630.00	Active.com, Competitor.com, Running in the USA, Gary Cohen Run, My Next Race.com
Public Relations/ Video Prod	\$0.00	
Web Updates	\$1,010.00	new site
Logo Design & Artwork	\$980.00	
E-blast from Timing Company	\$900.00	Marketing
Google Ads/Facebook	\$529.02	
Race Shirts	\$5,500.00	Always Advancing
Vol. Costs	\$201.00	
Direct Mail	\$832.07	Mailing to 1500
Awards/Trophys	\$1,205.08	Local awards
Race Numbers	\$200.00	Road ID
Applications, Poster, Brochures	\$2,280.00	
Finisher Medals	\$1,120.00	
Constant Contact	\$400.00	Newsletter e-blast Marketing
Go-Daddy-Domains /web costs	\$288.26	Web

Course Expenses

Course Layout	\$200.00	Rick Mackenzie
Chip Timing & Results	\$3,900.00	Split Second Timing
Insurance	\$400.00	USATF
Police/Sheriff	\$900.00	5 OFFICERS
Race Supplies	\$547.48	Coolers, Tables
Signs & Banners	\$656.07	Barricade Banners, Finish Line Banners

Race Day Expenses

PA System	\$300.00	
Emcee	\$150.00	
Truck Rental	\$214.82	
Food	\$1,191.68	Pizzas, Watermelon Hummus, Pita Chips etc.
Water,Protein Drinks	\$330.00	Ultima Sport Drink

Charity Donations

FKCC Swim Youth Program	\$500.00
KW SUNRISE ROTARY	\$5,500.00

VFC 111 MWR \$350.00

Overhead & Misc Expenses

Phone Charges	\$548.11	
STAFF	\$3,071.00	
Supplies	\$874.65	Office, Lighting, Printer
Lazy Dog Paddle Board timing	\$1,500.00	
Paddleboard Race		

Total Expenses \$48,091.24

IN KIND DONATIONS	\$16,400.00	Raffles, Elite Caribbean Trips
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Total Income	\$3,873.76	
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Compose

Search results

 Delete
 Move
 Spam
 More
 Collapse All

BRIC
 DES
 AT S
 PRIC

Inbox (107)

Drafts (863)

Sent

Spam (740)

Trash

Smart Views

Unread

Starred

People

Social

Travel

Shopping

Finance

Folders (7)

Recent

USATF Sanction Status Confirmation(2)

sanctions@usatf.org

me

The USATF event sanction for the 18TH Key West Half Marathon on 1/16/2016 - 1/18/2016 has been approved.

Your third-party certificate requests will be reviewed soon, and you will receive an additional e-mail containing the approval status of those.)

To download the USATF Sanctioned Event Logo for use in your promotional materials, log in with your existing calendar ID and password at www.usatf.org/calendars/mgmt/.

Sincerely,
 USA Track & Field
www.usatf.org

Reply, Reply All or Forward | More

me On Saturday, April 11, 2015 5:14 AM, "sanctions@usatf.org" <sanctions@usatf.org> wrote: The USATF ever






THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Key West Half Marathon &
5K Run
January 16 & 17, 2016

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



Signature of Witness

EVAN SWITKOFF

Print Name

5/21/15

Date



Signature of Applicant

BARBARA WRIGHT

Print Name

5/21/15

Date

Event Name: 18th ANNUAL KEY WEST HALF MARATHON + 5K RUN

Special Event Checklist

Everything must be checked off before
submitting the special event application

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

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS**Detail by Entity Name****Florida Limited Liability Company**

KEY WEST HALF MARATHON LLC

Filing Information

Document Number	L11000024813
FEI/EIN Number	27-5268354
Date Filed	02/28/2011
State	FL
Status	ACTIVE

Principal Address1719 WASHINGTON STREET
KEY WEST, FL 33040**Mailing Address**1719 WASHINGTON STREET
KEY WEST, FL 33040**Registered Agent Name & Address**UNITED STATES CORPORATION AGENTS, INC.
13302 WINDING OAKS BLVD.
SUITE A
TAMPA, FL 33612**Authorized Person(s) Detail****Name & Address**

Title MGRM

WRIGHT, BARBARA
1719 WASHINGTON STREET
KEY WEST, FL 33040**Annual Reports**

Report Year	Filed Date
2013	06/15/2013
2014	03/11/2014
2015	01/28/2015

Document Images

01/28/2015 -- ANNUAL REPORT	View image in PDF format
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06/15/2013 -- ANNUAL REPORT	View image in PDF format
04/24/2012 -- ANNUAL REPORT	View image in PDF format
02/28/2011 -- Florida Limited Liability	View image in PDF format

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State of Florida, Department of State



**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 # 4
- ☒ Total Number of Booths - 6

Parade

- ☐ Floats – Total # _____

KEY WEST HALF MARATHON

● RESTROOM
 ▲ WATER

OUTBOUND: Start on Trumbo Road, at north edge of crosswalk at Flagler statue > veer R onto Caroline > R Simonton > L Front > L Whitehead > L Greene > R Duval > R United > > L Whitehead > L South > R Vernon > L Waddell > R Alberta > L Seminole > R Reynolds > > L Atlantic (use whole road) > at White Street, get onto sidewalk, stay on sidewalk till T/A Point > R Bertha > L South Roosevelt > L-180 at T/A Point at Casa Roma. [Note: No Pier Loop on Outbound run]

INBOUND: South Roosevelt – use left-most lane of road, return to sidewalk at Smathers bathrooms > R Bertha > L Atlantic > L onto White Street Pier (INBOUND ONLY) > after Pier Loop, L Atlantic > L onto bike path on Higgs Beach (around Saline) > R Reynolds > L Seminole > R Alberta > L Waddell > R Vernon > L South – stay in left lane ONLY (i.e., against traffic) through SoMo Point > R Whitehead – stay in left lane ONLY > L Greene, into Mallory Square Loop > emerge from Mallory Parking Lot, go R on Wall > L Wolkowsky (i.e., around Wreckers Museum) > L Front – stay in left lane ONLY > R Simonton – stay in left lane ONLY > L Greene > R Elizabeth > L Lazy Way > R William > L to Finish Line at south edge crosswalk at Margaret

WHAT'S NEW: Outbound
 No Mallory Loop
 Run Duval Street to United

WHAT'S NEW: Inbound
 Run on roadway on South Roosevelt
 Run White Street Pier
 Run on bike path at Higgs Beach
 New configuration in Mallory Square
 Run around Wreckers Museum

INBOUND: Soth Roosevelt – use *left-most* lane of road, return to sidewalk at Smathers' bathrooms
> R Bertha > L Atlantic > L onto White Street Pier (**INBOUND ONLY**) > after Pier Loop, L Atlantic
> **L onto bike path on Higgs Beach (around Salute)** > R Reynolds > L Seminole > R Alberta
> L Maddell > R Vernon > L South – *stay in left lane ONLY (i.e. against traffic)* through Solmo Point
> R Whitehead – *stay in left lane ONLY* > L Greene, into Malbury Square Loop >
> emerge from Malbury Parking Lot, go R on Wall > L Wolkowsky (i.e., around Wreckers Museum) >
L Front – *stay in left lane ONLY* > R Simonton – *stay in left lane ONLY* > L Greene > R Elizabeth >
L Lazy Way > R William > L to Finish Line at south edge crosswalk at Margaret

WHAT'S NEW: Inbound
Run on roadway on South Roosevelt
Run White Street Pier
Run on bike path at Higgs Beach
New configuration in Mallory Square
Run around Wreckers Museum

Key West Half Marathon 5K
Jan 16:17th, 2016

**CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS**

EVENT (INITIAL SIGNOFF):

Maria Ratchiff 4/29/15
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

Steve Torrence 6/17/15
SIGNATURE DATE

Will Require Extra Duty Officers

FIRE DEPARTMENT

SIGNATURE DATE

KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

DOUG BRADSHAW/PORT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Key West Half Marathon 5K
Jan 16: 17th, 2016

**CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS**

EVENT (INITIAL SIGNOFF):

Maria Kateriff 4/29/15
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

[Signature] 17 Jun 15
SIGNATURE DATE

DOUG BRADSHAW/PORT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Key West Half Marathon 5K
Jan 16 17th, 2016

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Katchoff 4/29/15
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KEY WEST DOT

R. Hernandez / R.S. 6-18-15
SIGNATURE DATE

May require two detours
or delays.

CODE COMPLIANCE

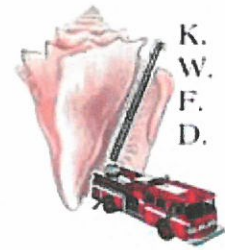
SIGNATURE DATE

DOUG BRADSHAW/PORT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



THE CITY OF KEY WEST

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

To: Barb Wright (bwpromo3@bellsouth.net)

From: Division Chief/Fire Marshal Danny Blanco

Date: 07/09/2015

Reference: 18th Annual KW Half Marathon

This office reviewed the special event application for the 18th Annual KW Half Marathon to be held starting at Margaret and Caroline St. on January 16 & 17, 2016.

The following conditions apply:

- **Road closures need to allow one lane open for emergency vehicle.**
- **This year's event will require an EMS crew standing by at the Start / Finish Line for the following reasons listed below.**
 - Closing and/or altering of roads and traffic for the event that may hinder the response of emergency vehicles.
 - High volume of runners participating in a competitive endurance event.
 - High potential for this event to cause strain on Fire and EMS resources due to the participants falling ill or becoming injured while participating.
 - Previous events of this nature have required the emergency response of Fire and Rescue units.
- **Event organizer is responsible for two rescue personnel @ \$40.00 an hour. They will be present for the entire event to monitor all participants of this competitive endurance event.**

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

Danny Blanco, Fire Marshal

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

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

3267 LSN 123X

18th Annual KW Half Marathon

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

Daniel Blanco

07/09/2015

SIGNATURE

DATE

PORT/KEY WEST DOT

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE

DATE

PARKING DEPARTMENT

SIGNATURE

DATE

Key West Half Marathon 5K
Jan 16th, 2016

**CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS**

EVENT (INITIAL SIGNOFF):

Maria Ratchiff 4/29/15
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

✓

SIGNATURE DATE

POLICE DEPARTMENT

✓

SIGNATURE DATE

FIRE DEPARTMENT

✓

SIGNATURE DATE

KEY WEST DOT

✓

SIGNATURE DATE

CODE COMPLIANCE

✓

SIGNATURE DATE

DOUG BRADSHAW/PORT

✓

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Construction of Caroline Street
may alter race route - will meet
with them.