

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) 11th Annual FLA Keys Seafood Festival (Vicki Gale)

Address of Applicant(s) P.O. Box 501404 Marathon, FL 33050

Phone Number of Applicant(s) 305-872-9026 Fax: _____ Email vicki@fkcfA.org

Name of Non-Profit (s) Monroe County Commercial Fishermen

Address of Non-Profit(s) P.O. Box 501404 Marathon, FL 33050

Phone Number of Non-Profit(s) 305-619-0039

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

Date/Dates of Event Jan. 16 + 17th 2016

Hours of Operation SAT. 11am to 8 PM + Sunday 11am To 5 PM

Estimated/anticipated number of persons per day 5000

Location of Event Bayview Park

Street Closed NO

Detailed description of event family friendly festival showcasing our local seafood and fishing heritage in the Florida Keys

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.

Vicki Gale
Applicants Signature

9-22-15
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 9-22-15

Applicant Name Vicki Gale

Applicant Address P.O. Box 501404 Marathon, FL 33050

Applicant Phone Number 305-872-9026

Event Name 11th Annual Florida Keys Seafood Festival

Event Address/Location Bayview Park

Date of Event January 16 + 17, 2016

Nature of Event family friendly festival showcasing our local
seafood and fishing here

Profit ☐ Non Profit ☒

Time(s) Request for Exemption Sat 11am

Number of Exemptions at this location this calendar year

Date of last exemption

City of Key West

CUSTOMER RECEIPT

Tender Details:

Tender Type: CK

Tender Amount: \$50.00

Receipt Header:

Cashier Id: KEYWEST1\sealeay

Receipt Date: 10/15/2015 8:49:11 AM

Receipt Number: 2393

Receipt Details:

Reference ID:

2229

Fee Code Version:

SPECIAL EVENTS PAYMENTS - SS

Originator Receipt Number:

0

Originator Payment Date:

Payment Type:

ALL CASH RECEIPTS






Transaction Amount:



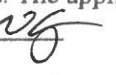
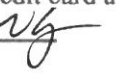




\$50.00

Additional Comments: FL KEYS COMMERCIAL FISHERMEN (NOISE)

\$50.00

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 

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Vicki Gale Phone number: 305-872-9026
DEE DEE GREEN will assist.
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum X Glass _____ #1 Plastic X #2 Plastic _____ 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: 30
- 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: with Waste Management
- Capacity of containers on grounds:
Contact person for containers: Waste Management Phone #: 305-296-2825
- 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: City workers or youth group
- 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: with 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



Monroe County Commercial Fishermen Inc.
dba/ Florida Keys Commercial Fishermen's Assoc.

11th Annual Florida Keys Seafood Festival Recycling Plan

January 16 & 17, 2016 At Bayview Park in Key West

Our recycling plan is as follows:

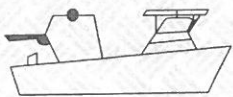
We order and use all compostable plates, cups and utensils for our food products

We will have recycle bins next to each trash bin on the property.

We will have a 5 yard cardboard only container on the property.

We will have youth groups participating in the table cleaning and trash removal around the park during the event.

Waste Management will be our trash and recycle container provider



FLORIDA KEYS COMMERCIAL FISHERMENS ASSOCIATION

DBA MCCF INC.
EVENT ACCOUNT
P.O. BOX 501404
MARATHON, FL 33050

1282

81-275-829

Date 9-22-15

Pay to the
order of

City of Key West

\$ 1000.00

one thousand and no/100

Dollars



Security Features
Included
Details on Back

CENTENNIAL BANK
WWW.MY100BANK.COM

For

recycle

Vincent Gale

MP

~~XXXXXXXXXXXXXXXXXXXX~~ 0010128420

City of Key West

CUSTOMER RECEIPT

Tender Details:

Tender Type: CK
Tender Amount: \$1,000.00

Receipt Header:

Cashier Id: KEYWEST1\ssealey
Receipt Date: 10/15/2015 9:22:48 AM
Receipt Number: 2396

Receipt Details:

Reference ID:
2233
Fee Code Version:
UNUSUAL PAYMENTS - ZZ
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$1,000.00
Additional Comments: RECYCLING - FL KEYS COMMER
CIAL FI

\$1,000.00



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3828

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.

Vicki Gale

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

2:24 AM

05/06/15

Cash Basis

Florida Keys Commercial Fishermen's Association
2015 Seafood Festival Profit & Loss
 July 28, 2014 through May 31, 2015

Jul 28, '14 - May 31, 15

Income	
Contributions	
Festival Sponsors	
1st Mate - \$500	2,385.00
Admiral - \$5000	5,000.00
Captain - \$1000	8,150.71
Commodore - \$2500	9,500.00
Deck Hand - \$250	2,550.00
Total Festival Sponsors	27,585.71
Festival Vendors	
Gen Vendor - \$250	19,120.00
Non-Profit (Other) \$75	750.00
Total Festival Vendors	19,870.00
Total Contributions	47,455.71
SF Festival Proceeds	
Beverages	
Beer	28,942.96
Coffee	773.00
Coke & Water	5,298.87
Margaritas	4,834.20
Wine	3,897.53
Total Beverages	43,746.56
Ceviche	7,478.00
Conch Chowder	5,316.03
Conch Fritters	11,076.00
Donation	1,896.10
Fish Dip	2,660.34
Fish/Lobster	42,079.76
Gate Revenue	
Truman Gate	18,126.00
Virginia Gate	26,226.00
Total Gate Revenue	44,352.00
Raffle	1,117.00
Seafood Sampler	7,243.42
Shrimp	10,860.13
Stone Crab	14,403.00
Sweet Booth	2,046.36
T-Shirts & Hats	6,073.01
Total SF Festival Proceeds	200,347.71
TDC Advertising Award	17,000.00
Total Income	264,803.42
Expense	
Events Expenses	
SF Festival	
Advertising	31,481.52
Beverages	
Beer	6,851.00
Coffee	33.35
Margaritas	363.48
Soda	594.00
Water	211.50
Wine	1,898.12
Total Beverages	9,951.45
Clean-Up	1,592.90
Consumer Food	

2:25 AM
05/06/15
Cash Basis

Florida Keys Commercial Fishermen's Association
2015 Seafood Festival Profit & Loss
July 28, 2014 through May 31, 2015

	Jul 28, '14 - May 31, 15
Ceviche	2,980.76
Conch Chowder	928.00
Conch Fritters	3,453.82
Fish Dip	160.00
Fish/Lobster	31,092.92
Lobster Bisque	800.00
Mustard Sauce	100.00
Seafood Sampler	52.20
Shrimp	4,632.00
Stone Crab	7,306.00
Sweet Booth	1,227.40
Consumer Food - Other	4,700.08
Total Consumer Food	57,433.18
Fire Safety Watch	680.00
Florist	211.90
Food Prep	1,415.08
Hats and T-Shirts	5,955.20
Insurance	900.71
Licenses & Permits	
Traffic Control Devices	1,600.00
Licenses & Permits - Other	538.83
Total Licenses & Permits	2,138.83
Lodging	2,500.00
Music / Entertainment	8,650.00
Propane/Fuel	876.12
R&M	-372.65
Rentals	4,512.06
Sales Tax- Festival	3,569.03
Security	1,400.00
Supplies	1,333.18
Trash Removal	2,665.08
Utensils/Containers	4,617.75
Total SF Festival	141,511.34
Total Events Expenses	141,511.34
Total Expense	141,511.34
Net Income	123,292.08

**Monroe County Commercial Fishermen Inc.
dbs/Florida Keys Commercial Fishermen's Association**

P.O. Box 501404, Marathon, FL 33050

Phone & Fax: 305-743-0294

Cell: 305-619-0039

E-mail: FKCFA1@hotmail.com

Website: www.FKCFA.org

September 25, 2015

City Manager Jim Scholl
City of Key West
PO Box 1409
Key West, FL 33041-1409

I am filing our application for a special event permit, titled "11th Annual Florida Keys Seafood Festival." As in the past, this will be a family-oriented seafood festival to showcase the great local seafood of the Florida Keys, as well as call attention to our industry, a community within the community.

The official sponsor of the event will be the Monroe County Commercial Fishermen, Inc. d/b/a Florida Keys Commercial Fishermen's Association, which is a not-for-profit organization classified under Florida Statute and in possession of 501(c) 6 categorization. This is our only fund raiser for the year and helps to keep our organization active and strong.

Besides great seafood we will have local musicians, as well as a beer tent and a number of children's activities. We give any school, clubs, youth group or youth programs opportunities to work with us at our event to get community service hours or donations for their cause. Some that have helped in the past are Education Coalition of Monroe County, Anime Club, the Girls Softball team, HOB School, FKCC Nursing Program and KW High School Band. We started our scholarship fund from our first festival and to date have given out \$59,000. to college bound students of commercial fishing families from Key Largo to Key West.

My goal in writing you today is to secure the dates of January 16 and 17, 2016 at Bayview Park for our event. You will find all the necessary paperwork, included for the Special Event Permit, the Noise Control Exemption Permit with a check in the amount of \$50, and a check in the amount of \$1,000 as a refundable deposit with our recycling plan. A layout map of the park, our P&L from last year's event and the Insurance will soon follow.

The Board of Directors and our Members Thank you in advance for your time and consideration for the use of Bayview Park.

Sincerely,

Vicki Gale
Event Coordinator

Office Physical Address: 6363 Overseas Highway, Suite #4, Marathon, FL

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS**Detail by Entity Name****Florida Not For Profit Corporation**

MONROE COUNTY COMMERCIAL FISHERMEN, INC.

Filing Information

Document Number	N39729
FEI/EIN Number	65-0196267
Date Filed	08/14/1990
State	FL
Status	ACTIVE

Principal Address6363 OVERSEAS HIGHWAY
SUITE 4
MARATHON, FL 33050

Changed: 01/23/2010

Mailing AddressP. O. BOX 501404
MARATHON, FL 33050-1404

Changed: 01/30/2012

Registered Agent Name & AddressDANIELS, BETSY
110 SAGUARO LANE
MARATHON, FL 33050-2429

Address Changed: 01/30/2012

Officer/Director Detail**Name & Address**

Title PD

PITON, ERNIE
601 PORTIA CIRCLE
KEY LARGO, FL 33037

Title ST

DANIELS, BETSY

110 SAGUARO LANE
MARATHON, FL 33050-2429

Title VP

GALE, MITCHELL
29467 GERALDINE ST
BIG PINE KEY, FL 33043

Title D, VP

PILLAR, BOBBY
25070 Northside Drive
SUMMERLAND KEY, FL 33042

Title D

NILES, BILLY
PO BOX 420122
SUMMERLAND KEY, FL 33042-0122

Title D

CRAMER, JEFF
34 SEAVIEW AVE
CONCH KEY, FL 33050

Title CEO

KELLY, BILL
129 TEQUESTA STREET
PLANTATION KEY, FL 33070

Title Director

NICKLAUS, JOSH
3735 DUCK AVE
KEY WEST, FL 33040

Title D

YARBROUGH, JASON
1624 JOSEPHINE ST
KEY WEST, FL 33040

Title D

PADRON, DANIEL
3075 FLAGLER AVE UNIT 10
KEY WEST, FL 33040

Title Director

BRULAND, JUSTIN

8036 SHARK DRIVE
MARATHON, FL 33050

Title Director

Turner, Rick
990 83rd St Ocean
Marathon, FL 33050

Title Director

Herrera, Marco
45 1st St
Key West, FL 33040

Annual Reports

Report Year	Filed Date
2013	01/25/2013
2014	01/10/2014
2015	01/13/2015

Document Images

01/13/2015 -- ANNUAL REPORT	View image in PDF format
01/10/2014 -- ANNUAL REPORT	View image in PDF format
01/25/2013 -- ANNUAL REPORT	View image in PDF format
01/30/2012 -- ANNUAL REPORT	View image in PDF format
01/05/2011 -- ANNUAL REPORT	View image in PDF format
01/23/2010 -- ANNUAL REPORT	View image in PDF format
02/06/2009 -- ANNUAL REPORT	View image in PDF format
01/09/2008 -- ANNUAL REPORT	View image in PDF format
01/21/2007 -- ANNUAL REPORT	View image in PDF format
01/24/2006 -- ANNUAL REPORT	View image in PDF format
01/21/2005 -- ANNUAL REPORT	View image in PDF format
01/17/2004 -- ANNUAL REPORT	View image in PDF format
01/15/2003 -- ANNUAL REPORT	View image in PDF format
02/13/2002 -- ANNUAL REPORT	View image in PDF format
01/30/2001 -- ANNUAL REPORT	View image in PDF format
01/25/2000 -- ANNUAL REPORT	View image in PDF format
02/27/1999 -- ANNUAL REPORT	View image in PDF format
02/02/1998 -- ANNUAL REPORT	View image in PDF format
01/31/1997 -- ANNUAL REPORT	View image in PDF format
01/31/1996 -- ANNUAL REPORT	View image in PDF format
02/06/1995 -- ANNUAL REPORT	View image in PDF format

Maria Ratcliff

From: Vicki Gale <vickigale@bellsouth.net>
Sent: Thursday, October 01, 2015 2:25 PM
To: Maria Ratcliff
Subject: Paperwork for Seafood festival
Attachments: letter for recycling 001.jpg; site map 001.jpg; recycle check list 001.jpg; kw fire dept 001.jpg

The Insurance will come from Marine Underwriters and they will e-mail the policy to you.
I think you should have everything on the check list.
Let me know if you need anything else.
Thanks
Vicki Gale



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

Monroe County Commercial Fishermen, Inc.
Seafood Festival at Bayview Park

Saturday, January 16, 2015 from 11:00 a.m. to 8:00 p.m.
and Sunday, January 17, 2016 from 11:00 a.m. to 5:00 p.m.

I **Mitch Gale** being authorized to act on behalf of and legally bind **Monroe County Commercial Fishermen, 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.

Vicki Gale
Signature of Witness

Vicki Gale
Print Name

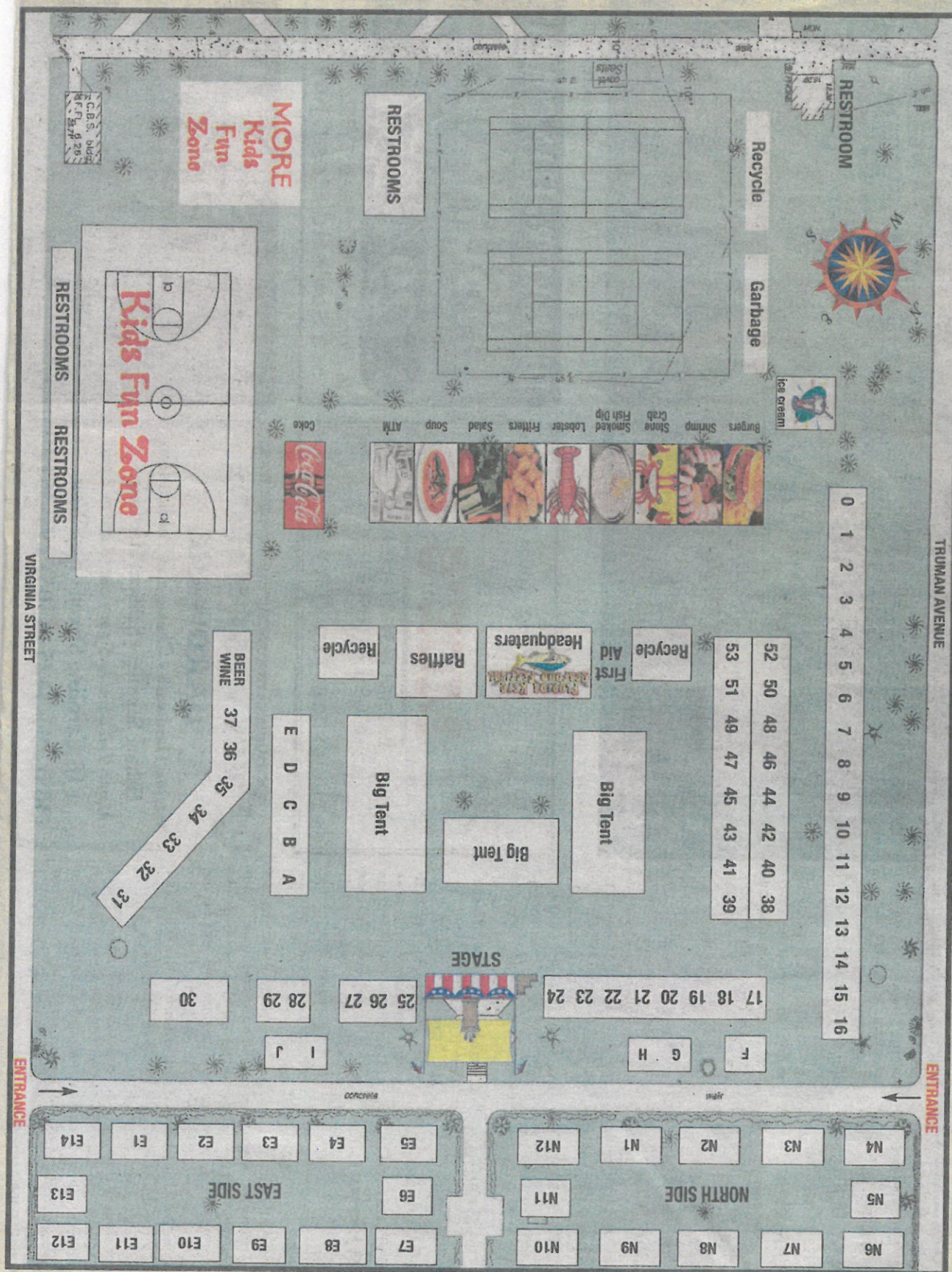
10-2-15
Date

Mitch Gale
Signature of Applicant

MITCH GALE
Print Name

10-2-15
Date

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



ENTRANCE

ENTRANCE

ENTRANCE

ENTRANCE

ENTRANCE

ENTRANCE



**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 # 13
- ☒ Vendor Booths - Total # 85
- ☐ Total Number of Booths - 98

Parade

- ☐ Floats - Total # _____

Event Name: Fl. Keys Seafood Festival

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)	
X	\$50.00 for Noise	
X	Ordinance initialed	
X	Recycling checklist completed	
X	Recycling deposit \$1,000.00	
X	Recycling Plan	
X	Authorization Letter for continuous cleaning of recycled area	
X	Signatures of No Objection of Street closure (If applicable)	N/A Bayview Park
	Insurance naming the City as additional insured	forthcoming
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	They are the non Profets



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Fl. Keys Seafood Festival

DATES: January 16+17, 2015

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latuff 9/22/15
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

✓ POLICE DEPARTMENT

SIGNATURE DATE

✓ FIRE DEPARTMENT

SIGNATURE DATE

✓ KWDOT

SIGNATURE DATE

✓ PORT AND MARINE SERVICES

SIGNATURE DATE

N/A

✓ CODE COMPLIANCE

[Signature] 21 Oct 15
SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED



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

EVENT: Fl. Keys Seafood Festival

DATES: January 16 + 17, 2015

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latuff 9/22/15
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

Rogelio Hernandez / R.R. 10-2-15
SIGNATURE DATE

No Impact

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Fl. Keys Seafood Festival

DATES: January 16 + 17, 2015

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Lacey 9/22/15
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

Steve Torrence 10/5/15

SIGNATURE DATE

Requires Extra Duty Officers
Requires ABT Permit & Noise Exemption

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED

Seafood Festival

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 10/26/2015

SIGNATURE DATE

PORT/KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

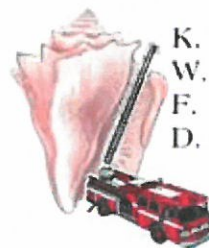
SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



THE CITY OF KEY WEST

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

To: Monroe County Commercial Fisherman Association (Vicki@fkcra.org)

From: Division Chief/Fire Marshal Danny Blanco

Date: 10/26/15

Reference: Keys Commercial Fishing Industry Event

This office reviewed the special event application for the Monroe County Commercial Fisherman Association to be held at Bay view Park on January 16 & 17, 2016

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- Event organizer is responsible for 1 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.**

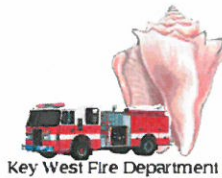
If I can be of any further assistance please contact me.

Danny Blanco, Fire Marshal

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

Serving the Southernmost City

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KEY WEST



Key West Fire Department

Office of the Fire Marshal

Danny Blanco , Fire Marshal
Kenneth Wardlow, Capt. / Fire Inspector
Gregory Barroso, Capt. / Fire Inspector
Jason Barroso, Lt./ Fire Inspector

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

Food Booth and Vendor Regulations

Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.
3. Each cross street corner shall have 10' clearance before the setup of any vendor booth.
4. All hydrants must maintain 5' clearance on each side to allow fire department access.
5. Each vendor shall stay within their assigned area, equipment and supplies shall not be staged outside their allotted space. ie: sidewalks, exit ways.

Butane or Propane equipment:

1. Shut-off valves must be provided at each fuel source.
2. Tanks must be protected from damage and secured in an upright position and must be located at least 5 feet apart from each other.
3. No storage of extra butane or propane tanks in booth.
4. Tanks not in use must be turned **OFF**.
5. Unused fuel cylinders shall be stored in a secured position. Unused cylinders must be located 50 feet away from all combustibles.

All compressed gas bottles, flammable or non-flammable shall be properly secured to prevent accidental tipping over.

Electrical Power:

1. Generators shall be placed in locations approved by the Fire Marshal's Office for "special events" use.
2. Refueling of generators is prohibited during event hours. No extra fuel shall be stored during event hours.
3. During approved refueling times, no smoking or open flames are allowed within 25 feet.
4. Extension cords shall be of grounded type and approved for exterior use. Extension cords shall be placed so as not to create a hazard.

Charcoal Cooking:

1. Charcoal cooking must be located in areas away from public access.
2. Charcoal cooking must be 10 feet away from combustible structures and parked vehicles.
3. Coals shall be disposed in metal containers

Deep Fat Frying/Flambé/Open Flame Cooking:

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. The cook area must not be accessible by the general public.
3. Deep fat frying equipment must be equipped with a temperature regulating device.
4. Separation must be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.

Fire Extinguishers:

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of **3A:40B:C**. (dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of **2A:10B:C** must not exceed 75 feet.
3. Fire extinguishers must be serviced annually and be tagged accordingly.
4. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.
5. Each cooking booth that is using deep fat fryers must have a **6 Liter Type K** (wet chemical fire extinguisher).

Miscellaneous:

Fire Hydrants – Fire Hydrants must not be obstructed at any time for any reason.

Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

The above regulations are not inclusive of other general fire safety provisions that may be imposed upon inspection.

Any booth not in compliance will be immediately closed.

Fire Safety Tips

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. Do not spray lighter fluid on briquettes that have been previously ignited.
7. In case of emergency, **DIAL 9-1-1**.