

RECEIVED

MAR 15 2016

CITY MANAGER



OFFICE OF THE SECRETARY GENERAL

OFFICE OF THE COORDINATOR

The Honorable Jim Scholl
Undersecretary for Intergovernmental Affairs
c/o Ms. Maria Ratcliff
The City of Key West
3132 Flagler Ave.
Key West, FL/CR 33040

16 April 2016

Dear Mr. Undersecretary and Maria,

This is to request the dates of 22 April — 1 May 2016, for the Conch Republic Independence Celebration.

Specific to this Celebration we would respectfully request permission from the City of Key West to conduct the annual "World's Longest Parade" on Thursday the 28th of April in accordance with time-honored tradition.

We respectfully request that Duval Street be closed at 6 PM on the aforementioned date between United and South Streets for the mustering of the Parade. Additionally, this year we are requesting to close United Street between Whitehead and Simonton Streets to traffic and parking between the hours of 7 PM and 8 PM in order to muster a large marching band planning to attend this year's parade. We would be able to accommodate "local traffic" on United during this time and will not block any driveways or entrances. The parade will roll promptly at 8 PM. We will be responsible for the cost of police and public works for this event, as always.

Thank you for your kind conch-sideration of these requests. Meanwhile, I remain;

Your Humble Servant,

A handwritten signature in black ink, appearing to read "Mikaela".

Mikaela Elizabeth Anderson

Empress & CRIC Coordinator — 24-hour emergency phone # 305-509-1054

PHONE 305/296-0213 FAX 305/296-8803
P.O. BOX 6583 KEY WEST, FL/CR 33041-6583

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Conch Republic Independence Celebration

Address of Applicant(s) P.O. Box 1154, Key West, FL 33041

Phone Number of Applicant(s) (305) 509-1054 Fax (305) 296-8803 Email mikeh.e.anderson@gmail.com

Name of Non-Profit (s) _____

Address of Non-Profit(s) _____

Phone Number of Non-Profit(s) _____

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

Date/Dates of Event 22 April - 1 May 2016

Hours of Operation _____

Estimated/anticipated number of persons per day _____

Location of Event Duval Street

Street Closed At 6pm between United and South Streets for the mustering of the parade.

Detailed description of event The annual "World's Longest Parade" will roll promptly at 8pm. We will be responsible for the cost of police and public works for this event.

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.

[Signature]

Applicants Signature

3/16/2016

Date

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



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Conch Republic longest parade
DATES: APRIL 22, 2016 through May 1, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Mama Ratuji 3/19/16
SIGNATURE DATE

2 letters with & without
Band ??

✓ COMMUNITY SERVICES

SIGNATURE DATE

✓ POLICE DEPARTMENT

SIGNATURE DATE

✓ 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



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

EVENT: Conch Republic Longest Parade

DATES: APRIL 22, 2016 through May 1, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rotuzzi
SIGNATURE

3/19/16
DATE

2 letters with : without
Band ??

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

Rogelio Hernandez / RB
SIGNATURE

3-18-16
DATE

will return if necessary

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: Yench Republic Heritage Parade
DATES: April 22, 2016 through May 1, 2016

DEPARTMENTS	COMMENTS
EVENTS (INITIAL SIGNOFF) SIGNATURE <u>M. R. Ruff</u> DATE <u>3/9/16</u>	<u>2 letters with: without Bund??</u>
COMMUNITY SERVICES	
POLICE DEPARTMENT	
FIRE DEPARTMENT	
KWDOT	
PORT AND MARINE SERVICES	
ENGINEERING	
UTILITIES	

SPECIAL EVENT PERMIT HAS BEEN ☐ APPROVED ☐ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Yankee Republic, August Parade
 DATES: April 22, 2016 through May 1, 2016

EVENTS (INITIAL SIGNOFF)	DEPARTMENTS	COMMENTS
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COMMUNITY SERVICES SIGNATURE: <u>Mama Roberts</u> DATE: <u>3/19/16</u>		<u>2 letters with W. Woodruff</u> <u>Bund 2?</u>
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POLICE DEPARTMENT SIGNATURE: <u>Steven Torrence</u> DATE: <u></u>		<u>Will Require Extra Duty Officers</u>
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FIRE DEPARTMENT SIGNATURE: <u></u> DATE: <u></u>		
--	--	--

KWDOT SIGNATURE: <u></u> DATE: <u></u>		
--	--	--

PORT AND MARINE SERVICES SIGNATURE: <u></u> DATE: <u></u>		
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CODE COMPLIANCE SIGNATURE: <u></u> DATE: <u></u>		
--	--	--

ENGINEERING SIGNATURE: <u></u> DATE: <u></u>		
--	--	--

UTILITIES SIGNATURE: <u></u> DATE: <u></u>		
--	--	--

SPECIAL EVENT PERMIT HAS BEEN SIGNATURE: <u></u> DATE: <u></u>		
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APPROVED _____ DENIED _____



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Bench Republic Bandstand Fund R.
DATES: April 22, 2016 through May 1, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Signature: Mama Rithuch DATE: 3/19/16

2 letters with warrant
Band 22

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/18/2016

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

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

PRODUCER	Preston-Patterson Co., Inc. PO Box 244 Conshohocken PA 19428	CONTACT NAME: Alessia Vaughan PHONE (A/C, No, Ext): (610) 834-0090 FAX (A/C, No): (610) 832-0240 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: Great Northern Insurance Co. NAIC #: 20303 INSURER B: Vigilant Insurance Co. 20397 INSURER C: INSURER D: INSURER E: INSURER F:
INSURED	New South Communications, Inc. Florida Keys Media, LLC 93351 Overseas Highway Tavernier FL 33070-	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR W/D	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			3602-65-47 (FLO)	02/01/2016	02/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			9948-27-44 (FLO)	02/01/2016	02/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Re: Media Sponsor of Florida Keys Media Conch Republic Independence World's longest Parade on April 28, 2016. The City of Key West is included as Additional Insured with respects to Chubb General Liability Coverage Form 80-02-2000 when required by written contract/agreement.

CERTIFICATE HOLDER

CANCELLATION

AI 2666

City of Key West 3132 Flagler Avenue Key West FL 33040-	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Stephen W. Patterson/ALESSIA
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