

A G R E E M E N T

THIS AGREEMENT made between the CITY OF KEY WEST, FLORIDA, hereinafter called "City," and the Sunrise Rotary Foundation of Key West, Inc. hereinafter called "Club," for the Annual Motorcycle Bike Week celebration September 1 and 19, 2015;

W I T N E S S T H:

WHEREAS, Club will host the Annual Motorcycle Bike Week in the City of Key West on September 16 and 17, 2016; and

WHEREAS, the celebration will require the provision of additional or extraordinary support services from the City in order that said event may be held in Key West, Florida;

NOW, THEREFORE, it is mutually agreed between City and Club as follows:

A. General Terms and Conditions.

City will:

1. Close Duval Street from Angela Street to Front Street, Greene Street from Simonton to Whitehead Street and Caroline Street from Whitehead to Simonton Street and prohibit parking on said streets. The primary purpose of closing the designated streets are for motorcycle parking. All cross streets, except Greene Street and Caroline Street, shall remain open. Charles & Rose Lane shall remain closed.
2. Provide clean-up crews to remove all litter resulting from the events.
3. Will post the areas "No Parking".

"Club" will:

1. Keep one traffic lane of all blocked streets open at all times during the events to allow access to any of the barricaded areas for emergency vehicles.
2. Provide portable toilets to be available to the public during the event.
3. Hold City harmless from any and all claims for damages, actions or causes of actions arising from the activities and/or events approved by City, and shall furnish to City a certificate of insurance for liability insurance in amounts not less than One Million

Dollars (\$1 Million) bodily injury and fifty thousand dollars (\$50,000) property damage, said certificate naming the City of Key West as additional insured during these events.

4. Provide lighted barricades and traffic directional signs, as directed by the Police Dept.
5. Provide one (1) trash container per one (1) recycle container to be placed side by side throughout the event route.

B. Security and Traffic Control.

1. All motorcycles must be parked in the areas designated by the Key West Police Department. All motorcycles should be walked through the designated parking areas.
2. Officer rate \$45.00 per hour (minimum of 4 hours). Supervisor rate \$50.00 per hour (minimum of 4 hours). Motor Officer rate is \$45.00 (minimum of 4 hours). Notification of Cancellation is required at least **24 HOURS** prior to the scheduled event. If notification is received after the deadline, you will be required to pay the minimum four hours per officer and supervisor. You can contact Ofc. Steve Torrence at 809-1007.

Should Police & Fire Department determine additional security is required, Club will pay directly to officers working the event the actual billed cost of additional staffing provided by contract for all personnel deployed as a result of the Motorcycle Bike Week events.

C. Payment for City Services.

1. Police and Fire Department will provide to the Sunrise Rotary Foundation of Key West, Inc. an itemized invoice of actual costs incurred for all services rendered in connection with the events approved by this agreement. Payment should be made directly to the officers working the event.
2. Pursuant to City of Key West Code of Ordinances Section 6-26 (d), the first one thousand dollars (\$1000.00) of costs for required City services shall not be charged against any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state or federal law. Any nonprofit organization accepting the \$1000.00 waiver shall within ninety (90) days following the event, submit to the City Manager for distribution to the City Commission, an accounting of expenses and revenues incurred and generated during such event.
3. Should there be any additional costs incurred by the City that do not appear in the costs estimates, as the result of additional labor or equipment provided by the City of Key West, the festival organizer or contact person shall be informed by the City department spokesperson or contact person providing the service as soon as possible.

The City department spokesperson or contact person providing the services shall immediately advise the City Manager of the actions taken to add extra labor or equipment.

4. Club will remit payment to City within forty-five (45) days of invoice date.
5. Club will remit payment to Police & Fire within (7) days upon receipt of invoice.

IN WITNESS WHEREOF, Club and City hereby accept and agree to abide by the terms and conditions set forth herein and have hereunto executed this agreement, this ____ day of _____ 2016.

CITY OF KEY WEST, FLORIDA

By _____
JIM SCHOLL, CITY MANAGER

ATTEST:

CHERYL SMITH, CITY CLERK

SUNRISE ROTARY CLUB OF KEY WEST

By _____
JOEL NARLOCK

WITNESS:

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) SUNRISE ROTARY FOUNDATION OF KEY WEST, INC.

Address of Applicant(s) P.O. Box 2354 Key West, FL 33040

JOEL NARLOCK - CELL
Phone Number of Applicant(s) 262-492-9830 Fax: 305-295-6450 Email JOELNARLOCK@GMAIL.COM

Name of Non-Profit(s) SEE ABOVE

Address of Non-Profit(s) SEE ABOVE

Phone Number of Non-Profit(s) SEE ABOVE

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$ 30,000

Date/Dates of Event FRI/SAT SEPT 16-17, 2016

Hours of Operation 10 A.M. - MIDNIGHT, BOTH DATES

Estimated/anticipated number of persons per day 10,000

Location of Event DUVAL ST. & GREENE ST.

Street Closed ① DUVAL ST. FROM FRONT ST. TO ANGELA ST.
② CAROLINE ST. FROM WHITEHEAD TO SIMONTON
③ GREENE ST. FROM WHITEHEAD TO SIMONTON

Detailed description of event

CHARITY MOTORCYCLE BIKE WEEK TERMINUS

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.

SUNRISE ROTARY CLUB OF KEY WEST

By: [Signature]
BIKE WEEK CHAIR
Applicants Signature

Date

3/20/16

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 3/20/16

Applicant Name SUNRISE ROTARY CLUB OF KEY WEST

Applicant Address P.O. BOX 2354 KEY WEST, FL 33040

Applicant Phone Number 262-492-9830 JOEL NARLOX BIKE WEEK CHAIR

Event Name SUNRISE ROTARY CLUB BIKE WEEK

Event Address/Location DUVAL STREET / CARLINE ST / GREENE ST / KEY WEST

Date of Event SEPT 16-17, 2016

Nature of Event CHARITY MOTORCYCLE BIKE WEEK

Profit ☐ Non Profit ☒

Time(s) Request for Exemption 10 AM - MIDNIGHT BOTH DATES

Number of Exemptions at this location this calendar year NONE

Date of last exemption SEPT 18-19, 2015

City of Key West 3/20/2016 11:50:53 AM ***CUSTOMER RECEIPT***	Tender Details: Tender Type: CK Tender Amount: \$50.00	Receipt Header: Cashier Id: KEYWEST11ssale Receipt Date: 4/5/2016 11:50:53 AM Receipt Number: 18389	Receipt Details: Reference ID: 12220 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: BIKE WEEK NOISE
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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, At 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: ~~Faney~~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.

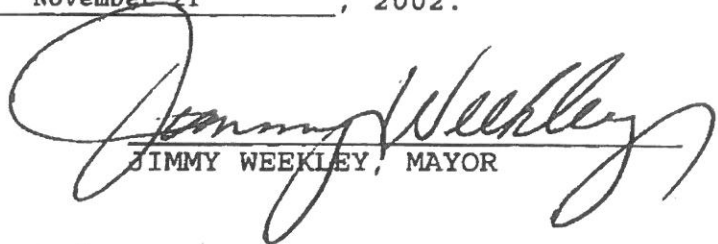
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

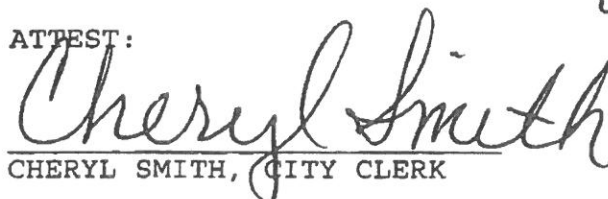
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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 Sunrise Rotary Club of Key West
By: Paul Nardone, Bike Week Chair
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 Sunrise Rotary Club of Key West
By: Paul Nardone
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 Sunrise Rotary Club of Key West
By: Paul Nardone
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 Sunrise Rotary Club of Key West
By: Paul Nardone
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 Sunrise Rotary Club of Key West
By: Paul Nardone

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 _____ *Sunrise Rotary Club of Key West*
By: *Paul Nardak*
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature _____ *Sunrise Rotary Club of Key West*
By: *Paul Nardak*
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 _____ *Sunrise Rotary Club of Key West*
By: *Paul Nardak*
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 _____ *Sunrise Rotary Club of Key West*
By: *Paul Nardak*
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 _____ *Sunrise Rotary Club of Key West*
By: *Paul Nardak*
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 _____ *Sunrise Rotary Club of Key West*
By: *Paul Nardak*
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 _____ *Sunrise Rotary Club of Key West*
By: *Paul Nardak*
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 _____ *Sunrise Rotary Club of Key West*
By: *Paul Nardak*

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 _____

Sunrise Rotary Club of Key West
By: Jack Hartall

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 _____

Sunrise Rotary Club of Key West
By: Jack Hartall

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 _____

Sunrise Rotary Club of Key West
By: Jack Hartall

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: GREG SULLIVAN Phone number: 305-797-3355
- 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: 24
- 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: GREG SULLIVAN, WASTE MANAGEMENT
- Capacity of containers on grounds: 24- 35 GAL RECYCLERS; 24- 64 GAL TRASH
Contact person for containers: GREG SULLIVAN Phone #: 305-797-3355
- 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: YES
- 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: YES
- 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*



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.

Sunrise Rotary Club of Key West
By: *Fred Nardone, Bike Week Chair*



SUNRISE ROTARY FOUNDATION
PO BOX 2354
KEY WEST, FL 33045
Ph. 305-295-1191

2089
63-7955/2670

3/18/2016

Date

Pay to the
Order of CITY OF KEY WEST

\$ 50.00

Fifty and 00/100

Dollars



Security
Features
Details on
Back.



Keys Federal
CREDIT UNION

P.O. Box 1898
Key West, FL 33041-1898
www.keyscu.org

TWO SIGNATURES REQUIRED OVER \$2500.

[Signature]

For NOISE EXEMPTION PERMIT

MP

6370295570

Poker Run

6370295570

2089

Harland Clarke



SUNRISE ROTARY FOUNDATION
PO BOX 2354
KEY WEST, FL 33045
Ph. 305-295-1191

2090
63-7955/2670

3/18/2016

Date

Pay to the
Order of CITY OF KEY WEST

\$ 1,000.00

One Thousand and 00/100

Dollars



Security
Features
Details on
Back.



Keys Federal
CREDIT UNION

P.O. Box 1898
Key West, FL 33041-1898
www.keyscu.org

TWO SIGNATURES REQUIRED OVER \$2500.

[Signature]

For RECYCLING DEPOSIT

MP

6370295570

Poker Run

6370295570

2090

Harland Clarke

City of Key West 7:45:26 AM

CUSTOMER RECEIPT

Tender Details:

Tender Type: CK

Tender Amount: \$1,000.00

Receipt Header:

Cashier Id: KEYWEST1\ssaeley

Receipt Date: 4/8/2016 7:45:26 AM

Receipt Number: 10706

Receipt Details:

Reference ID:

12476

Fee Code Version:

UNUSUAL PAYMENTS - ZZ

Originator Receipt Number:

Originator Payment Date:

Payment Type:

ALL CASH RECEIPTS

Transaction Amount:

\$1,000.00

Additional Comments: BIKE WEEK RECYCLING

\$1,000.00

Sunrise Rotary Club Annual Bike Week Fundraiser
September 16-17, 2016
10am - Midnight each day

Recycle Plan

Recycle Coordinator: Greg Sullivan

Recycle Coordinator will:

- Inform Sunrise Rotary Staff of recycling policy
- Coordinate recycling containers on the street (extra bins will be leased if necessary)
- Pick up recycled items via Waste Management through our business account
- Report recycled materials to the City of Key West (Annalise Mannix 809-3747)
- Ensure that waste containers are placed throughout the event area
- Separate recyclables from trash

Minimum City Requirements:

1. Place recycle bins for cans and bottles within 50 feet of all vendor locations. (Sunrise Rotary Club will not be leasing vendor locations for food or beverages other than the beer wagon of the Sunset Rotary Club. Sunrise Rotary will require recycle containers at the Sunset Rotary Beer Wagon. Soda and draft beer served will be in cups.)
2. Sunset Rotary's staff will separate and place bottles, cans and cardboard into separate containers.
3. Recyclables will be picked up by Waste Management.
4. Cardboard will be recycled through our Waste Management account.
5. Recycle bins will be clearly marked to reduce sorting time.



CERTIFICATE OF LIABILITY INSURANCE

7/1/2016

DATE (MM/DD/YYYY)
03/20/2016

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 LOCKTON COMPANIES 500 West Monroe, Suite 3400 CHICAGO IL 60661 (312) 669-6900		CONTACT NAME: Lockton Companies PHONE (A/C No. Ext): 1-800-921-3172 E-MAIL ADDRESS: Rotary@lockton.com FAX (A/C No.): 1-312-681-6769	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Westchester Fire Insurance Company	
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

INSURED
1379367 All Active US Rotary Clubs & Districts
Attn: Risk Management Department
1560 Sherman Ave.
Evanston, IL 60201-3698

COVERAGES ROTIN01

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 WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PMI G23861355 007	7/1/2015	7/1/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PMI G23861355 007	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$			NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) if yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	NOT APPLICABLE			PER STATUTE OTHER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if

The Certificate Holder is included as Additional Insured where required by written and conditions of the General Liability policy, but only to the extent bodily injury by the acts or omissions of the insured.

subject to the terms
whole or in part

CERTIFICATE HOLDER

City of Key West, Florida
3132 Flagler Avenue
Key West, FL 33040
Re: Key West Sunrise Rotary Club #25317
District #6990
Event: Motorcycle Bike Week
September 15-18, 2016

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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

SUNRISE ROTARY FOUNDATION OF KEY WEST, INC.

Filing Information

Document Number	N95000005579
FEI/EIN Number	311567369
Date Filed	11/27/1995
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	10/23/1998

Principal Address3930 SOUTH ROOSEVELT BLVD, N-407
KEY WEST, FL 33040

Changed: 03/27/2009

Mailing AddressP.O. BOX 2354
KEY WEST, FL 33045

Changed: 10/23/1998

Registered Agent Name & AddressMORGAN, DOUGLAS
3706-H NO. ROOSEVELT BLVD.
KEY WEST, FL 33040

Name Changed: 10/23/1998

Address Changed: 10/23/1998

Officer/Director Detail**Name & Address**

Title S

GRIFFITHS, STEPHANIE
40 KEY HAVEN RD
KEY WEST, FL 33040

Title D

CALHOUN, BOB
30320 OVERSEAS HWY
BIG PINE KEY, FL 33043

Title T

RZAD, STANLEY T
PO BOX 776
KEY WEST, FL 33041

Title P

SMITH, JAMES
25 ALLAMANDA TERRACE
KEY WEST, FL 33040

Title VP

HENSON, STEVE
1415 ATLANTIC AVE
KEY WEST, FL 33040

Title D

SANDERS, JERRY
604 TRUMAN AVE
KEY WEST, FL 33040

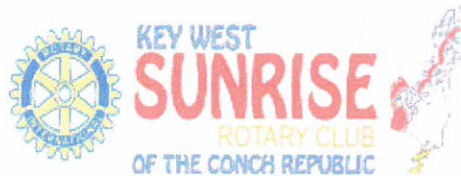
Annual Reports

Report Year	Filed Date
2013	03/06/2013
2014	03/03/2014
2015	02/27/2015

Document Images

02/27/2015 -- ANNUAL REPORT	View image in PDF format
03/03/2014 -- ANNUAL REPORT	View image in PDF format
03/06/2013 -- ANNUAL REPORT	View image in PDF format
02/25/2012 -- ANNUAL REPORT	View image in PDF format
03/14/2011 -- ANNUAL REPORT	View image in PDF format
04/09/2010 -- ANNUAL REPORT	View image in PDF format
03/27/2009 -- ANNUAL REPORT	View image in PDF format
02/28/2008 -- ANNUAL REPORT	View image in PDF format
04/17/2007 -- ANNUAL REPORT	View image in PDF format
03/28/2006 -- ANNUAL REPORT	View image in PDF format

From: jnarlock@keysfurniture.com
 Subject:
 Date:
 To: jazzbirds@comcast.net



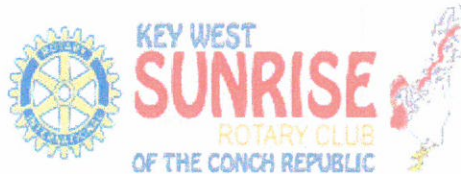
SUNRISE ROTARY CLUB ANNUAL BIKE WEEK FUNDRAISER
SEPTEMBER 16-17, 2016

STATEMENT OF NON-OBJECTION TO STREET CLOSURE

The undersigned business has no objection to the closure of the 100-500 blocks of Duval Street (from Front St. to Southard St.) and Greene Street (From Elizabeth to Whitehead Streets) for the above Rotary Fundraiser (Benefits Rotary's College Scholarship Fund for Key West High School Seniors):

Business Name & Address	Printed Name	Signature
1. Fresh Produce	Dawn Hegedus	[Signature] (ASH)
2. HEAVENLY COUTURE	[Signature]	[Signature]
3. Bikini Village	Oliver [Signature]	[Signature]
4. SHORE STORE	ARIEL AMAR	[Signature]
5. Oldest House (OIRF)	John Johnson	[Signature]
6. Kelly's Anglin	Hime Schmitz	[Signature]
7. Jatsiana Stephens	Grand Cafe	[Signature]
8. Pan Makers	310 Duval St	[Signature]
9. Island Dog Key West	Island Dog	[Signature]
10. Bull	Bull	[Signature]
11. Antonio's	Key West chairs	[Signature]
12. [Signature]	Island Cigar	[Signature]
13. SHALCURI	Art	[Signature] Club
14. Pro's Corner	300 Duval	[Signature]
15. _____	_____	_____

From: jnarlock@keysfurniture.com
 Subject:
 Date:
 To: jazzbirds@comcast.net



SUNRISE ROTARY CLUB ANNUAL BIKE WEEK FUNDRAISER
SEPTEMBER 16-17, 2016

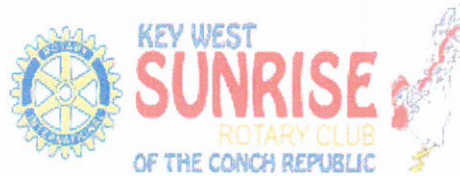
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<u>Business Name & Address</u>	<u>Printed Name</u>	<u>Signature</u>
1. <u>WILLET'S</u>	<u>DEKARAKATY</u>	<u>[Signature]</u>
2. <u>STITCHES</u>	<u>ALEX VINO</u>	<u>[Signature]</u>
3. <u>Forever Young</u>	<u>[Signature]</u>	<u>[Signature]</u>
4. <u>FUN YAN</u>	<u>MECHER</u>	<u>[Signature]</u>
5. <u>LIFE IS GOOD</u>	<u>BEKER</u>	<u>B. Smt</u>
6. <u>Gap Factory</u>	<u>JOSE RIVERA</u>	<u>[Signature]</u>
7. <u>Yummy Caffe</u>	<u>OLESEA</u>	<u>[Signature]</u>
8. <u>to you</u>	<u>Stephen Ryan</u>	<u>Island Style</u>
9. <u>Moroccan</u>	<u>Ala Barker</u>	<u>[Signature]</u>
10. <u>Ronaldin Ayala</u>	<u>STARBUCKS</u>	<u>Quadrone</u>
11. <u>Robbin Zander</u>	<u>Robbin Fincher</u>	<u>Sandal Factory</u>
12. <u>SOAPSTORIES</u>	<u>AMANDA Kim</u>	<u>[Signature]</u>
13. <u>Kennethia</u>	<u>CLAIRE</u>	<u>[Signature]</u>
14. <u>Earthbound trading Co.</u>	<u>A. Verteramo</u>	<u>[Signature]</u>
15. <u>Build-A-Bear</u>	<u>Stephanie P</u>	<u>[Signature]</u>

2 of 8

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SUNRISE ROTARY CLUB ANNUAL BIKE WEEK FUNDRAISER
SEPTEMBER 16-17, 2016

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Business Name & Address	Printed Name	Signature
1. DUTTO	NIKOLETT	[Signature]
2. Island Silver	Marie Croitoru	[Signature]
3. Diamond International	Selina Hall	[Signature]
4. Pacific Jewels	Ashley Strickland	[Signature]
5. HARLEY DAVIDSON	Cyndi Sims	[Signature]
6. [Signature]	[Signature]	[Signature]
7. Itasca	Steve Williams	[Signature]
8. BAGATELLE	ZUZANA KYSELOVA	[Signature]
9. Johnny Duval Village	[Signature]	[Signature]
10. SINGLASS FOX	U. N. S. S. M. S.	[Signature]
11. Renee Telly	5 Dollar Store	[Signature]
12. [Signature]	[Signature]	[Signature]
13. Halo	M. Simeonova	[Signature]
14. JAMES WAY 102	J. WAG	[Signature]
15. Inge Marcial	INGE MARCIAL	[Signature]

3 of 8

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SUNRISE ROTARY CLUB ANNUAL BIKE WEEK FUNDRAISER
SEPTEMBER 16-17, 2016

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<u>Business Name & Address</u>	<u>Printed Name</u>	<u>Signature</u>
1. <u>Ripley's BION</u>	<u>Michelle</u>	<u>[Signature]</u>
2. <u>[Crossed out]</u>	<u>Conch Sew & b's</u>	
3. <u>ARTIST + FRIENDS</u>	<u>ANNE MAZIE</u>	<u>[Signature]</u>
4. <u>Smallest Bar</u>	<u>Denise Lehr</u>	<u>[Signature]</u>
5. <u>Apples Soap Company</u>	<u>Antonette T</u>	<u>[Signature]</u>
6. <u>Crazy Shirts</u>	<u>Desari</u>	<u>[Signature]</u>
7. <u>Amigos Tortilla Bar</u>	<u>Eric Sndom</u>	<u>[Signature]</u>
8. <u>Blue Sophia Jewelry</u>	<u>Sophia</u>	<u>[Signature]</u>
9. <u>Gettin' Hippy</u>	<u>Beth</u>	<u>[Signature]</u>
10. <u>Nautical Treasures</u>	<u>V. Alator</u>	<u>[Signature]</u>
11. <u>Gold Silver Crech</u>		<u>[Signature]</u>
12. <u>Kai Kai Sandal</u>	<u>Erica</u>	<u>[Signature]</u>
13. <u>Island Market</u>	<u>Lila</u>	<u>[Signature]</u>
14. <u>Keyline republic</u>	<u>Palma</u>	<u>[Signature]</u>
15. <u>Key West Aloe</u>	<u>Kris</u>	<u>[Signature]</u>

4 of 8

From: jnarlock@keysturniture.com
 Subject:
 Date:
 To: jazzbirds@comcast.net



**SUNRISE ROTARY CLUB ANNUAL BIKE WEEK FUNDRAISER
 SEPTEMBER 16-17, 2016**

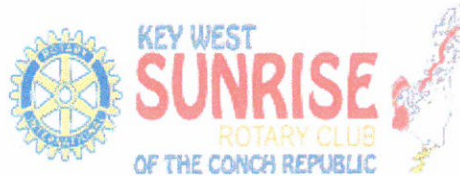
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<u>Business Name & Address</u>	<u>Printed Name</u>	<u>Signature</u>
1. <u>Minshaft Design</u>	<u>Ramazan</u>	<u>Pup</u>
2. <u>Pumor Lounge</u>	<u>Nic Pace</u>	<u>M</u>
3. <u>Paradise Lawn</u>	<u>RENE AMR</u>	<u>[Signature]</u>
4. <u>Yefimenko Yulia</u>	<u>Energy</u>	<u>[Signature]</u>
5. <u>Joe Jim Samba</u>	<u>Joe Long</u>	<u>[Signature]</u>
6. <u>Jumping JV Rent All</u>	<u>Janine</u>	<u>[Signature]</u>
7. <u>Green Room</u>	<u>MIKE TILSON</u>	<u>[Signature]</u>
8. <u>cro.c #375</u>	<u>John Hochman</u>	<u>[Signature]</u>
9. <u>211 EEEZ + eez</u>	<u>Emill</u>	<u>[Signature]</u>
10. <u>Gas Monkey B&G</u>	<u>Dustin Holt</u>	<u>[Signature]</u>
11. <u>Senior Frog's</u>	<u>CHARLOS RAMIREZ</u>	<u>[Signature]</u>
12. <u>123 Duval</u>	<u>Aman</u>	<u>[Signature]</u>
13. <u>McDermott 301 Duval</u>	<u>Mandy S</u>	<u>[Signature]</u>
14. <u>HARD ROCK</u>	<u>JAKE N.</u>	<u>[Signature]</u>
15. <u>Hellings Museum</u>	<u>JGROSS</u>	<u>[Signature]</u>

5 of 8

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SUNRISE ROTARY CLUB ANNUAL BIKE WEEK FUNDRAISER
SEPTEMBER 16-17, 2016

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Business Name & Address	Printed Name	Signature
1. W/Club Durr's	DOTIE WARDEN	[Signature]
2. m. for shades	SAM MOORE	[Signature]
3. pimp/sort	SAM M.	[Signature]
4. Parida Finn	Boadwalk	[Signature]
5. Pruthi Kiss	S. Stueg	[Signature]
6. The Little Red	Alina	[Signature]
7. Mythessans	[Signature]	LARRY ROY
8. Express	[Signature]	Kate
9. Banana Republic	Jessica Wiley	[Signature]
10. Sat M	Rahmin	Crazy Sh
11. Beachwear	Kane	[Signature]
12. JACIL FLATS	Saman Stone	[Signature]
13. GARY BERNSON	G. B.	HARTE GUNNIES
14. Heavenly Couture	Nicole Schaffer	Nin Sun
15. Coach	Chekiurra	[Signature]

6 of 8



KEY WEST
SUNRISE
ROTARY CLUB
OF THE CONCH REPUBLIC



SUNRISE ROTARY CLUB ANNUAL BIKE WEEK FUNDRAISER
SEPTEMBER 16-17, 2016

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<u>Business Name & Address</u>	<u>Printed Name</u>	<u>Signature</u>
1. <u>WS</u>	<u>Clara Vici</u>	<u>[Signature]</u>
2. <u>Mattheessen's</u>	<u>Kayla Mattheessen</u>	<u>[Signature]</u>
3. <u>Elron</u> Pirate's Key	<u>Elron</u>	<u>[Signature]</u>
4. <u>Local Color</u> , 425 Greene	<u>Jesse Anderson</u>	<u>[Signature]</u>
5. <u>AMIGOS</u>	<u>Eric Sinden</u>	<u>[Signature]</u>
6. <u>New Look</u>	<u>JAYESH Soni</u>	<u>[Signature]</u>
7. <u>Blue g.</u>	<u>Hauelyn</u>	<u>[Signature]</u>
8. <u>Tropical corner</u>	<u>Avi Ben</u>	<u>[Signature]</u>
9. <u>Pirate Corner</u>	<u>Valentina</u>	<u>[Signature]</u>
10. <u>Chris Shaul</u>	<u>Chris</u>	<u>[Signature]</u>
11. <u>Samantha Steele</u>	<u>Samantha</u>	<u>[Signature]</u>
12. <u>Boggy Joe's Bar</u>	<u>Becy Lawrence</u>	<u>[Signature]</u>
13. <u>Paradise Pizzeria</u>	<u>Chris Ireland</u>	<u>[Signature]</u>
14. <u>Island Sigar</u>	<u>Moshiko David</u>	<u>[Signature]</u>
15. <u>Lazy Gecko</u>	<u>Jay Chimanowski</u>	<u>[Signature]</u>



KEY WEST
SUNRISE
ROTARY CLUB
OF THE CONCH REPUBLIC



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<u>Business Name & Address</u>	<u>Printed Name</u>	<u>Signature</u>
1. Irish Kevin's 211 Duval	Dom Ursitti	
2. H/AA	Justin Gibson	
3. Fat Tuesday's	Derek Lepworth R	
4. Mark Sandorf	Mark Sandorf Inc	
5. RAZ Ashten	SAND & SANDS	
6. Morris IFRACH		
7. Casa 325.	Titania Castillo	
8. DE La Gallen	Trevor Burr	
9. LETACARON Pastries	LIBERATO	
10. QUIN KIN'S OUTLET LURAVANA		
11. Bliss	Natalia S.	
12. CVS	C. Carey	
13.		
14.		
15.		



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

Sunrise Rotary Foundation of Key West, Inc.
Bike Week

September 16 & 17, 2016

Duval from Front to Angela Street
Caroline Street from Whitehead to Simonton Street
Greene Street from Whitehead to Simonton Street

I Stanley Rzaad being authorized to act on behalf of and legally bind Sunrise Rotary Foundation of Key West, 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.



Signature of Witness


Print Name

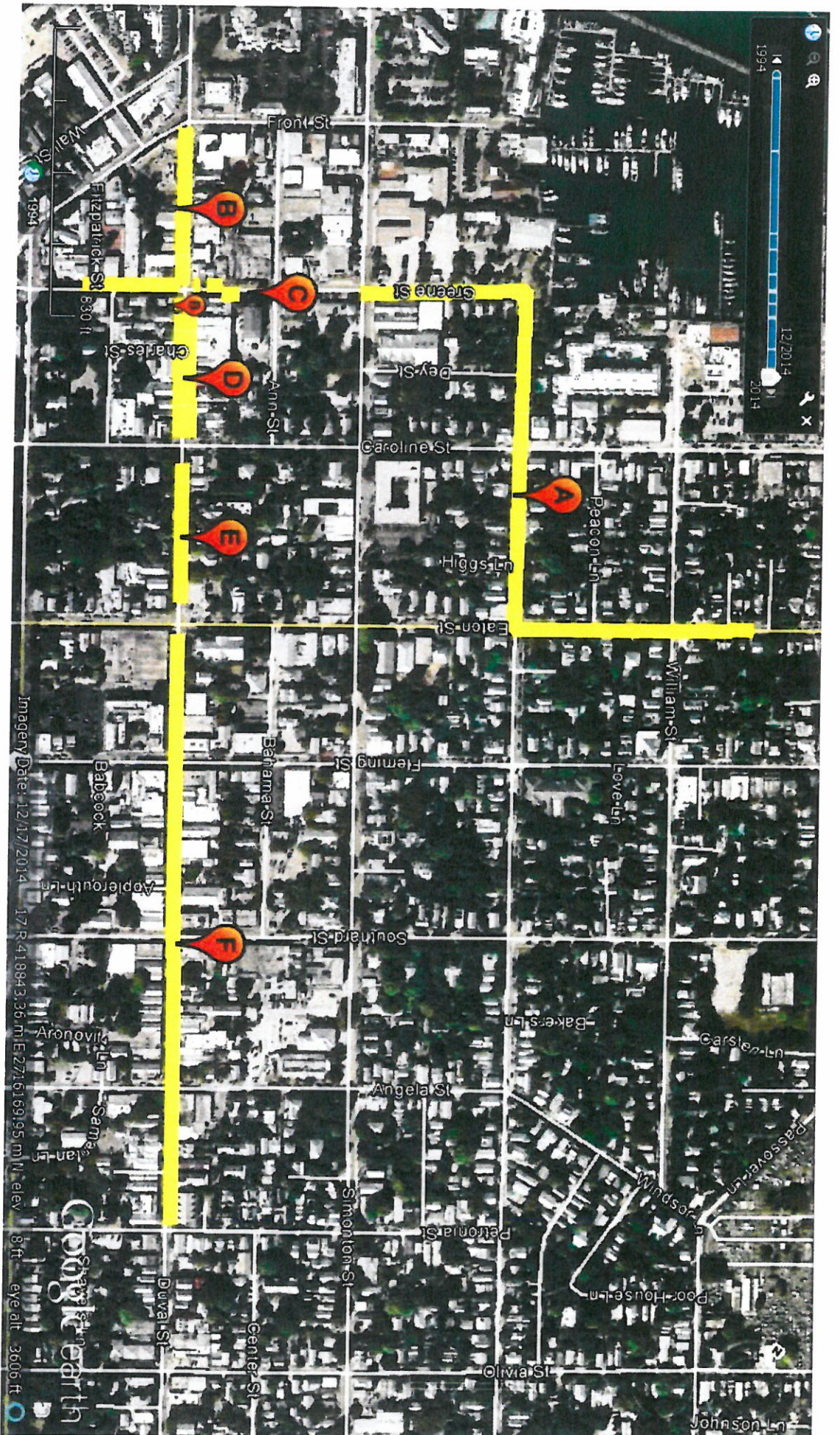

Date


Signature of Applicant


Print Name


Date

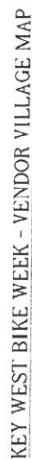
Key to the Caribbean - Average yearly temperature 77° F.



NOTATIONS - 2016 BIKE WEEK STREET LAYOUT SEPTEMBER 16 & 17, 2016

- A) KEY WEST BIKE ENTRY ROUTE TO CONCH REPUBLIC SEAFOOD COMPANY 5TH STOP.
- B) VENDOR BOOTH LOCATIONS. FOR DETAILED BOOTH PLACEMENTS, SEE ATTACHED VENDOR VILLAGE MAP.
- C) MAIN ROTARY TENT ON GREENE STREET AND SLOPPY JOE'S PROGRAM EVENT ON SATURDAY SEPTEMBER 17.
- D) SATURDAY SEPTEMBER 17 VINTAGE & ANTIQUE BIKE SHOW WITH 2-SIDED STREET PARKING.
- E) FRIDAY SEPTEMBER 16 AND SATURDAY SEPTEMBER 17 2-SIDED STREET PARKING.
- F) FRIDAY SEPTEMBER 16 AND SATURDAY SEPTEMBER 17 1-SIDED STREET PARKING.

A diagram showing a circular structure with a central circle and a surrounding ring. The ring is divided into segments by radial lines. The segments are labeled with numbers 1 through 12, arranged clockwise starting from the top. The diagram is used to illustrate the concept of a circular structure in the context of the text.



SCALE 1/32" = 1'-0"

KEY WEST BIKE WEEK VENDOR VILLAGE MAP

Poker Run 2015 Financials

2015

Income Items

Vendor Spaces	15,305.00
Ad spaces	6,225.00
T-shirts/Bands/Pins/Hands/Raffle	29,344.00
Total Income	\$50,874.00

Expense Items

Police/Security/Fire/Ambulance	20,220.00
Kick Off Party	2,425.00
Poker Run Guide - Set up cost - Dina Coyle	900.00
Poker Run Guide Commissio	1,245.00
License for event - ABT & permit fees	25.00
Poker Run Stops - 4 stops up the Keys	6,000.00
Booth night security	180.00
Misc. reimbursemen	227.50
City of Key West - Public Works	4,068.00
Total Expense	\$35,290.50
Net Profit for Poker Run	\$15,583.50



**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 # 40 (NON-FOOD)
- ☐ Total Number of Booths - _____

Parade

- ☐ Floats – Total # _____

Event Name: KEY WEST SUNRISE ROTARY
BIKE WEEK 2016

Special Event Checklist
Everything must be checked off before
submitting the special event application

RECEIVED

MAR 29 2016

CITY MANAGER

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)	
X	Insurance naming the City as additional insured	
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	SUNRISE ROTARY IS THE NON-PROFIT



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Sunrise Rotary Bake Week
DATES: Sept 16-17, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rabeuf 3/31/16
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

Rogelio Hernandez / RS 4-4-16
SIGNATURE DATE

Will re-route buses

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: Sunrise Rotary Bake Week
DATES: Sept 16-17, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rabeuf 3/31/16
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

Jim Yong 5 Apr 16
SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Sunrise Rotary Bake Week

DATES: Sept 16-17, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rateroff 3/31/16

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT
Steven Torrence

Digitally signed by Steven Torrence
DN: cn=Steven Torrence, o=KWPD, ou=KWPD,
email=storrence@cityofkeywest-fl.gov, c=US
Date: 2016.04.08 13:32:38 -0400

Requires Extra Duty Detail
Requires Noise Exemption

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: Sunrise Rotary Bake Week
DATES: Sept 16-17, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latorre 3/31/16

SIGNATURE

DATE

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