

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Holiday Parade

Address of Applicant(s) 1300 White Street Email: mratcliff@cityofkeywest-fl.gov

Phone Number of Applicant(s) and emergency number 305 809-3881

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(s) of Event Saturday, December 8, 2018

Hours of Operation Parade starts at 7:00pm lineup starts at 4:30pm

Estimated/anticipated number of persons per day _____

Location of Event Parade starts on corner of Truman/White

Street Closed Parade goes down Truman Avenue, turns right on Duval

Detailed Description of Event: end on Eaton Street

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Alcoholic beverages sold/served at event:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Recycle Deposit \$1000.00	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Cooking oil recycled	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Recycled containers	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

The applicant does ac knowledge 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 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.

Maria Gabe

Applicant(s) Signature

9/17/2018

Date

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT
NOISE CONTROL EXEMPTION

\$50.00

Date _____

Applicant Name _____

Applicant Address _____

Applicant Phone Number _____

Event Name _____

Event Address/Location _____

Date of Event _____

Nature of Event _____

Profit ☐ Non Profit ☐

Time(s) Request for Exemption _____

Number of Exemptions at this location this calendar year _____

Date of last exemption _____

Complete Checklist for Event Recycling

Southeast Wisconsin Waste Reduction Coalition

- ☐ Identify contact person at the festival responsible for working with recycling.
Name of person: City of Key West Phone number: _____
- ☐ Identify the recyclable commodities that will be used by the public and behind-the-scenes.
☐ Aluminum ☐ Glass ☐ #1 Plastic ☐ #2 Plastic ☐ Steel
☐ Corrugated Cardboard ☐ Other: _____
- ☐ Define the amount of recycling containers needed for the festival grounds (based on commodities used at event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every three trash barrels may be used)
Amount of recycling containers needed: _____
- ☐ 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 the SE Wisconsin Waste Reduction Coalition or, for City of Milwaukee events, from the City of Milwaukee Resource Recovery Office.
Arrangements made: _____

Capacity of containers on grounds: _____
Contact person for containers: _____ Phone #: _____
- ☐ 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: _____

- ☐ 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: _____

- ☐ 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.

(Continued)

- ☐ 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.



THE CITY OF KEY WEST

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

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 and recycle cans on a regular basis for the duration of the event.

Maria Ratchiff For City of Key West
Print Name:

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



**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)

Booths

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

Parade

- ☐ Floats – Total # _____



THE CITY OF KEY WEST

Parking Division

1300 White Street
Key West, FL 33040

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

No parking on Virginia, Jose
Marti & Truman for Staging of
Parade - No parking along Truman Avenue
Duval to Eaton

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

Key West Bight Rates: \$3.50 per hour or \$20.00 per day per space

On-Street Meter Rates: \$3.00 per hour or \$20.00 per day per space.

Modification of rates can only be approved by Commission.

If you have any questions, please contact John Wilkins, Parking Director at (305) 809-3855 or email jwilkins@cityofkeywest-fl.gov

(305) 809-3855 jwilkins@cityofkeywest-fl.gov

Event Name: Holiday Parade

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

X	TITLE	COMMENTS
X	Special Event Application	
X	Noise Exemption (If applicable)	N/A
X	\$50.00 for Noise	
X	Ordinance initialed	
X	Recycling checklist completed	
X	Recycling deposit \$1,000.00	N/A
X	Recycling Plan	City of Key West
X	Authorization Letter for continuous cleaning of recycled area	
X	Signatures of No Objection of Street closure (If applicable)	N/A City of Key West
X	Insurance naming the City as additional insured	City of Key West Insurance
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	N/A



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Holiday Parade

DATES: December 8th, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Marin Latuff 9/17/18

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

Rogelio Hernandez / R.S. 9-18-18

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

ENGINEERING

SIGNATURE

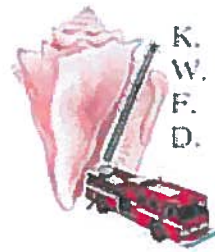
DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED



THE CITY OF KEY WEST

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

To: City of Key West

From: Division Chief/Fire Marshal Danny Blanco

Date: 09/18/18

Reference: Holiday Parade

This office reviewed the special event application for the Holiday Parade to be held on Truman Ave to Duval Street December 8, 2018.

The following conditions apply:

- All non-walking floats need to have a Fire Safety Inspection before parade.
- **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
dblanc@cityofkeywest-fl.gov

Serving the Southernmost City

3266 LSN 103X



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Holiday Parade
DATES: December 8th, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latorre 9/17/18
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

Ji Yang 18 Sep 18
SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Holiday Parade

DATES: December 8th, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latuff 9/17/18

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

N/A

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED