

# CITY OF KEY WEST

## APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Haley Burleson  
 Address of Applicant(s) 24244 Overseas Hwy Email: hburleson@mote.org  
 Phone Number of Applicant(s) and emergency number Summerland Key, FL 33042  
703 895 8538 / 305 509 6057

Name of Non-Profit(s) Mote Marine Laboratory  
 Address of Non-Profit(s) 1600 Ken Thompson Pkwy Sarasota FL 34236  
 Phone Number of Non-Profit(s) 941-388-4441 / 305-745-2729

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

Date(s) of Event March 28, 2020 / set up on March 27, 2020

Hours of Operation 10a.m. - 4p.m. on March 28, 2020

Estimated/anticipated number of persons per day 1,000

Location of Event Truman Waterfront Park

Street Closed NO

Detailed Description of Event: conservation exhibits, artisan markets, kids fishing clinic, childrens activities, music all day, food + beverages, all benefiting Mote's Coral Restoration + Research in the Keys.

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required: Yes ☐ No ☒

Alcoholic beverages sold/served at event: Yes ☒ No ☐

Recycle Deposit \$1000.00 Yes ☒ No ☐

Cooking oil recycled Yes ☐ No ☐

Recycled containers Yes ☒ No ☐

Accounting of items recycled

\* Measures

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.

Halley Burson

Applicant(s) Signature

12/12/2019

Date

ORDINANCE NO. 02-09

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 provisions 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 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 (1½%) 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.

\* (Coding: Added language is underlined; deleted language is ~~struck through~~.)

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 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) 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 which 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 therefore 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 16<sup>th</sup> day of October, 2002.

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

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

Authenticated by the presiding officer and Clerk of the Commission on 21<sup>st</sup> day of November, 2002.

Filed with the Clerk November 21, 2002.

Sponsor's Signature

A handwritten signature in cursive script, appearing to read "Haley B. Wren". The signature is written in dark ink and is positioned to the right of the printed text "Sponsor's Signature".

# 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. The Permittee will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

Commercial General Liability with minimum limits of \$1,000,000  
Business Automobile Liability with minimum limits of 1,000,000  
Statutory Worker's Compensation Coverage  
Employers Liability with minimum limits of \$1,000,000 injury by Accident  
\$1,000,000 injury by Disease  
Policy Limits and \$1,000,000 injury by Disease -- Each Employee

If Alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the Permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000,000. Host Liquor Liability coverage will not be acceptable. If the Permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

The City of Key West shall be named as an "Additional Insured" on the Permittees' Commercial General Liability policy.

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 JLB

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 JLB

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 JLB

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 JLB N/A

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

Sponsor's Signature JLB

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 JLB

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 JLB

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 JLB

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 JWB

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 JWB

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 JWB

## Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Heley Burlison Phone number: 703-895-8538
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.  
Aluminum ☒ Glass ☒ #1 Plastic ☒ #2 Plastic ☒ Steel ☐  
Corrugated Cardboard ☐ Other: ☐
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).  
Amount of recycling and garbage containers needed:
- 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: Contract w/ WM
- 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: Volunteer staff
- 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: 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

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: Volunteer / Staff assigned

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

Problems: \_\_\_\_\_

Actions taken: Volunteer / Staff assigned

- 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: \_\_\_\_\_

Volunteer / Staff assigned

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- At the end of the event, remove signs and arrange for their return to owners.
- Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.

Amount of material: Per Waste Management + NOAA

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

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.

Hailey Burleson  
Print Name:

*Key to the Caribbean – Average yearly temperature 77° F.*



## Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14  
R. 10/15

85-8012647552C-5	08/31/2017	08/31/2022	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

MOTE MARINE LABORATORY INC  
1600 KEN THOMPSON PKWY  
SARASOTA FL 34236-1004

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



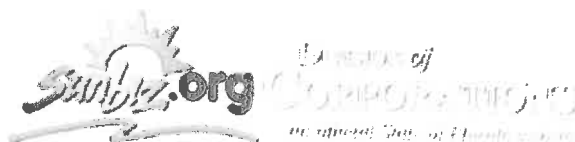
## Important Information for Exempt Organizations

DR-14  
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
  2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
  3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
  4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
- 
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
  6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

Florida Department of State

DIVISION OF CORPORATIONS

[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /**Detail by Entity Name**

Florida Not For Profit Corporation  
MOTE MARINE LABORATORY, INC.

**Filing Information**

**Document Number** 713693  
**FE/EIN Number** 59-0756643  
**Date Filed** 11/21/1967  
**State** FL  
**Status** ACTIVE

**Principal Address**

1600 KEN THOMPSON PARKWAY  
SARASOTA, FL 34236

Changed: 01/26/2001

**Mailing Address**

1600 KEN THOMPSON PARKWAY  
SARASOTA, FL 34236

Changed: 01/26/2001

**Registered Agent Name & Address**

SMITH, DENA J  
1600 KEN THOMPSON PARKWAY  
SARASOTA, FL 34236

Name Changed: 01/26/2001

Address Changed: 01/26/2001

**Officer/Director Detail****Name & Address**

Title Asst. Secretary

SMITH, DENA J  
1600 KEN THOMPSON PARKWAY  
SARASOTA, FL 34236

Title Treasurer

CROWELL, HOWARD G

1600 KEN THOMPSON PARKWAY  
SARASOTA, FL 34236

Title VC

SEIDER, JR, HOWARD  
1600 KEN THOMPSON PARKWAY  
SARASOTA, FL 34236

Title Chairman

ESSNER, ROBERT  
1600 KEN THOMPSON PARKWAY  
SARASOTA, FL 34236

Title President

CROSBY, MICHAEL P  
1600 THOMPSON PARKWAY  
SARASOTA, FL

Title Secretary

STUART, SANDRA  
1600 KEN THOMPSON PARKWAY  
SARASOTA, FL 34236

#### Annual Reports

Report Year	Filed Date
2017	03/27/2017
2018	03/28/2018
2019	02/25/2019

#### Document Images

<a href="#">02/25/2019 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/28/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/27/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/09/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">08/20/2015 -- AMENDED ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/06/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/27/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">10/25/2013 -- AMENDED ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/25/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/12/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/14/2011 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/11/2010 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/19/2009 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/04/2008 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">07/12/2007 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/05/2007 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>

<a href="#">01/27/2006 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/04/2005 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/07/2004 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/14/2003 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/22/2002 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/26/2001 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/13/2000 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/09/1999 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/10/1998 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/21/1997 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/19/1996 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/09/1995 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>

Florida Department of State, Division of Corporations





## 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:

Request access to empty lot across  
from Eco-Discovery as parking.

Request fees be waived for parking in  
the Truman Waterfront parking lot  
the day of the event

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](mailto:jwilkins@cityofkeywest-fl.gov)

(305) 809-3855 [jwilkins@cityofkeywest-fl.gov](mailto:jwilkins@cityofkeywest-fl.gov)



**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 *Food Trucks*
- ☐ 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 # *7-10 max*
- ☒ Vendor Booths - Total # *50-60 max*
- ☒ Total Number of Booths - *70 max*

Parade

- ☐ Floats - Total # *N/A*

Mote Marine Laboratory  
8<sup>th</sup> annual Key West Ocean Fest Budget

**Line Item**

<u>Expenses</u>	<u>Budget</u>	<u>Actual</u>
Office Expense	\$250	\$1,442.76
Postage Expense	\$250	\$9.11
Advertising	\$10,500	\$4,694.43*
Travel/Meals	\$3,000	\$1,878.10
Mote Interfund	\$1,675	\$536.36
Merchandise	\$3,000	\$2,072.01
Maintenance	\$1,050	\$113.26
Subcontracts	\$0	\$2,577.80
Equipment	\$5,000	\$9,015.77
Permitting	\$600	\$1,500
Entertainment	\$4,500	\$3,680
<b>Total</b>	<b>\$29,825</b>	<b>\$27,519.60**</b>

<u>Income</u>	<u>Budget</u>	<u>Actual</u>
Individual Contributions	\$3,000	\$8,680
Corporate Contributions	\$10,000	\$11,500
Merchandise Sales	\$7,500	\$1,953.96
Raffle/Auction Sales	\$7,000	\$2,000
Registration Fees	\$3,500	\$3,850
Misc. Revenue	\$0	\$3,987
<b>Total</b>	<b>\$31,000</b>	<b>\$31,971.86</b>

<b>Net total:</b>	<b>\$1,175</b>	<b>\$4,452.26</b>
-------------------	----------------	-------------------

\*Advertising not inclusive of spend through reimbursement grants

\*\*Expenses include possible refundable deposits and reflects invoices as of 5/16/18



Event Name: Mole Marine Event  
Truman Waterfront Green space

## Special Event Checklist

Everything must be checked off before  
submitting the special event application

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

# Truman Waterfront Green Space



## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Mote Marine Annual Event

DATES: March 28, 2020

### DEPARTMENTS

### COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratero

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 Yang

SIGNATURE

30 Dec 19

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN ☐ APPROVED ☐ DENIED

## Maria Ratcliff

---

**From:** Joseph Tripp  
**Sent:** Monday, December 30, 2019 11:19 AM  
**To:** Maria Ratcliff  
**Subject:** RE: Mote Marine Annual Event March 28th, 2020

We are fine with it.

**From:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Sent:** Monday, December 30, 2019 8:48 AM  
**To:** Richard Sarver <[rsarver@cityofkeywest-fl.gov](mailto:rsarver@cityofkeywest-fl.gov)>; Ralph Major <[rmajor@cityofkeywest-fl.gov](mailto:rmajor@cityofkeywest-fl.gov)>; Marcus A. Davila <[madavila@cityofkeywest-fl.gov](mailto:madavila@cityofkeywest-fl.gov)>; Michael J. Turner <[mturner@cityofkeywest-fl.gov](mailto:mturner@cityofkeywest-fl.gov)>; JR Torres <[jrtorres@cityofkeywest-fl.gov](mailto:jrtorres@cityofkeywest-fl.gov)>; Joseph Tripp <[jtripp@cityofkeywest-fl.gov](mailto:jtripp@cityofkeywest-fl.gov)>; Danny Blanco <[dblanco@cityofkeywest-fl.gov](mailto:dblanco@cityofkeywest-fl.gov)>; Michael Davila <[mdavila@cityofkeywest-fl.gov](mailto:mdavila@cityofkeywest-fl.gov)>; John Wilkins <[jwilkins@cityofkeywest-fl.gov](mailto:jwilkins@cityofkeywest-fl.gov)>; Jim J. Young <[jjyoung@cityofkeywest-fl.gov](mailto:jjyoung@cityofkeywest-fl.gov)>  
**Subject:** Mote Marine Annual Event March 28th, 2020

*Please review and send approval signature as soon as you can. Trying to put this event on the second meeting in January. Thanks!*

*Respectfully*

*Maria Ratcliff  
Executive Administrator to the City Manager  
& Special Events Coordinator  
City of Key West  
1300 White Street  
Key West, Florida 33040  
(305) 809-3881  
[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)*

## Maria Ratcliff

---

**From:** Doug Bradshaw  
**Sent:** Tuesday, December 31, 2019 8:45 AM  
**To:** Maria Ratcliff  
**Subject:** RE: Mote Marine Annual Event March 28th, 2020

No issues from port

Doug Bradshaw  
Director Port and Marine Services  
City of Key West  
201 William Street  
Key West, FL 33040  
305-809-3792

**From:** Maria Ratcliff  
**Sent:** Monday, December 30, 2019 3:54 PM  
**To:** Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>  
**Subject:** FW: Mote Marine Annual Event March 28th, 2020

*Respectfully*

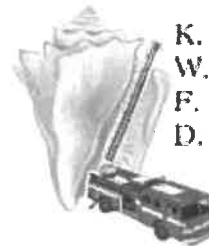
Maria Ratcliff  
Executive Administrator to the City Manager  
& Special Events Coordinator  
City of Key West  
1300 White Street  
Key West, Florida 33040  
(305) 809-3881  
[mrattcliff@cityofkeywest-fl.gov](mailto:mrattcliff@cityofkeywest-fl.gov)

**From:** Maria Ratcliff  
**Sent:** Monday, December 30, 2019 8:48 AM  
**To:** Richard Sarver <rsarver@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mtturner@cityofkeywest-fl.gov>; JR Torres <jrtorres@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Danny Blanco <dblanc@cityofkeywest-fl.gov>; Michael Davila <mdavila@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>  
**Subject:** Mote Marine Annual Event March 28th, 2020

*Please review and send approval signature as soon as you can. Trying to put this event on the second meeting in January.  
Thanks!*

*Respectfully*





## THE CITY OF KEY WEST

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

To: Haley Burleson (hburleson@mote.org)

From: Division Chief/Fire Marshal Danny Blanco

Date: January 8, 2020

Reference: Mote Marine Ocean Fest

This office reviewed the special event application for the Mote Marine Ocean Fest to be held at Truman Waterfront on March 28, 2020.

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 @ \$45.00 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  
[dblanko@cityofkeywest-fl.gov](mailto:dblanko@cityofkeywest-fl.gov)

*Serving the Southernmost City*

Truman Waterfront Green Space



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

**EVENT:** Mote Marine Annual Event

**DATES:** March 28, 2020

## **DEPARTMENTS**

## **COMMENTS**

### **EVENTS (INITIAL SIGNOFF)**

Maria Ratauch

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



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

**EVENT:** Mote Marine Annual Event  
**DATES:** March 28, 2020

**DEPARTMENTS**

**COMMENTS**

**EVENTS (INITIAL SIGNOFF)**

Maria Ratelle

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