

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Mel Fisher Maritime Heritage Society Inc
Address of Applicant(s) 200 Greene St Key West FL 33040
Phone Number of Applicant(s) 294 2633 Fax: 294 5671 Email: MKENDRICK@MELFISHER.ORG

Name of Non-Profit (s) Mel Fisher Maritime Museum
Address of Non-Profit(s) 200 Greene St KW FL 33040
Phone Number of Non-Profit(s) 294 2633

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

Date/Dates of Event FRI July 15 2011

Hours of Operation Setup 10^{AM} Street fair 3pm-9pm Breakdown/Clean Up 10pm

Estimated/anticipated number of persons per day 300

Location of Event 200 Block Duval

Street Closed 200 Block Duval

Detailed description of event Mel Fisher Days Street Fair
local vendors, fair games/amusements, diver reunion, other live entertainment
fun for kids, food & beverage offering, free concert

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.

[Signature]
Applicants Signature

5/20/11
Date

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

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

\$50.00

Date 5/26/11

Applicant Name Mel Fisher's

Applicant Address 200 Greene St.

Applicant Phone Number 305-296-6533

Event Name Mel Fisher Days Street Fair

Event Address/Location 200 Block of Duval

Date of Event July 15, 2011

Nature of Event Charity event, carnival games,

free concert

Profit Non Profit

Time(s) Request for Exemption 1pm - 10pm (breakdown 9-10pm)

Number of Exemptions at this location this calendar _____

Date of last exemption _____

City of Key West
 *** CUSTOMER RECEIPT ***
 Oper: KEYWSB Type: UC Drawer: 1
 Date: 6/02/11 45 Receipt no: 71919

Description	Quantity	Amount
SS SPECIAL EVENTS PAYMENTS	1.00	\$50.00

G/L account number:
 00100003429300
 00100001040000

MEL FISHER EVENT
 NOISE EXEMPTION

Tender detail		
CK CHECK	11662	\$50.00
Total tendered		\$50.00
Total payment		\$50.00

Trans date: 6/02/11 Time: 8:52:43

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.

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 applicant 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 16th day of October, 2002.

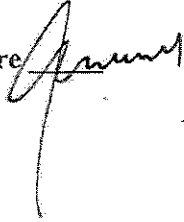
Read and passed on second reading at a regular meeting held this 6th day of November, 2002.

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.

Sponsor's Signature


A handwritten signature in black ink, appearing to be a stylized name, written over the printed text "Sponsor's Signature".

RULES AND REGULATIONS FOR USE OF CITY OF KEY WEST PROPERTY FOR SPECIAL EVENTS

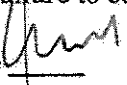
1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.

2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.


3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.

Sponsor's Signature 


4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.

Sponsor's Signature 

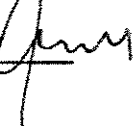
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.


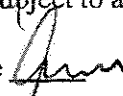
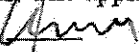
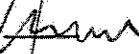
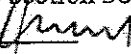

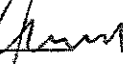
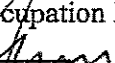
Sponsor's Signature 

6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*


Sponsor's Signature 

7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.


Sponsor's Signature 

8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.
Sponsor's Signature 
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature 
10. Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.
Sponsor's Signature 
11. The organizer or sponsor of any special event, which requires the provision of additional or extraordinary support services by police, fire, administration, or other city departments shall pay to the city the cost of such services. A down payment of 10 percent of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten days prior to the special event.
Sponsor's Signature 
12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation subject to the human rights provision of the section 38-225.
Sponsor's Signature 
13. Any nonprofit organization accepting the waiver provided for by subsection (d) of the ordinance shall, within 90 days following the special event, submitted to the city commission an accounting of expenses and revenues incurred and generated during the special event.
Sponsor's Signature 
14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.
Sponsor's Signature 
15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.
Sponsor's Signature 

16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

Sponsor's Signature 

17. Special Events organizers must submit a adequate recycle plan for the size of the event being requested. Helpful hints and recycling requirements for special events can be found on the city's website. This will help you develop your plan.

Sponsor's Signature 

18. All special events are required to comply with the Federal Americans with Disability's Act which requires access to all areas and services provided by the special events. Organizers must insure that all aspects of their event meet the requirements.

Sponsor's Signature 

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: STAR FISHER Phone number: 305 296 6533
- 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: 12
- 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: Yes Greg Sullivan
- Capacity of containers on grounds: 12-35 gal Recycle 12 Trash 35 gal
Contact person for containers: G. Sullivan Phone #: 797 3355
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. cans labeled
- 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. *Cans will be picked up 7/16/11*
- 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*

CRYSTALS OF DELAWARE, INC.
200 GREENIE ST.
KEY WEST, FL 33040

TIB BANK
KEY WEST, FL 33040

11661

83-92870
6

5/26/2011

PAY TO THE
ORDER OF CITY OF KEY WEST

\$ ***1,000.00

One Thousand and 00/100*****

DOLLARS

CITY OF KEY WEST
LICENSING OFFICE
P.O. BOX 1409
KEY WEST FL 33040

CRYSTALS OF DELAWARE, INC.

MEMO

Mel Fisher Days recycling deposit

Mel Fisher
AUTHORIZED SIGNATURE

Details on Back

Security Features Included

RECYCLE PLAN for Mel Fisher Days 2011

Duval Street Party

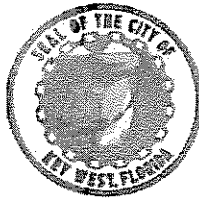
Friday, July 15, 2011, 3:00-9:00pm

Recycle Coordinator: Star Fisher

Recycle Coordinator will:

- Educate and/or train recycle staff, volunteers & participants of event policies
- Will educate event staff on what items can be recycled
- Will coordinate the transfer of recycling bins from drop off point to point of use
- Will make sure all recycling bins are returned to pick up point after end of event
- Will work with Waste Management to supply additional recycling bins
- Will coordinate the pickup of recyclables by event volunteers
- Will ensure recycle bins are located next to every trash bin
- Locate recycling containers next to each food/drink vendor & at both ends of the street
- All recycle bins will be clearly labeled with a color poster indicating its recycling status
- Will physically inspect each recycling bin to make sure they are not contaminated by non-recyclable items
- Will post flyers at each table explaining the need to recycle

Waste Management will supply all recycling & trash bins. They will be dropping them off at Mel Fisher's Treasures (200 Greene St.) early morning on July 15th. They will be picked up at Mel Fisher Treasures the following Monday, July 18.



THE CITY OF KEY WEST

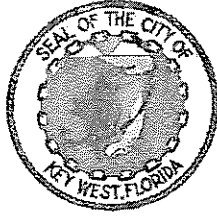
P.O. BOX 1409
KEY WEST, FL 33041-1409

PUBLIC NOTICE

THIS IS TO NOTIFY YOU THAT THE MEL FISHER MARITIME HERITAGE SOCIETY, INC. HAS APPLIED TO THE KEY WEST CITY COMMISSION FOR A SPECIAL EVENT PERMIT UNDER SECTION 6-86 OF THE CITY'S NOISE CONTROL ORDINANCE. THE APPLICATION IS FOR AN EVENT TO TAKE PLACE ON FRIDAY, JULY 15, 2011 FROM 1:00 P.M. TO 10:00 P.M. ON THE 200 BLOCK OF DUVAL STREET FOR THE MEL FISHER STREET FAIR WHICH IS LOCATED WITHIN 100 FEET OF YOUR PROPERTY. A HEARING ON THE APPLICATION WILL TAKE PLACE AT THE CITY COMMISSION MEETING ON JUNE 21, 2011, AT 6:00 P.M., OLD CITY HALL, 510 GREENE STREET.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MARIA RATCLIFF THE CITY MANAGER'S OFFICE AT 809-3881.

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



THE CITY OF KEY WEST

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

Pursuant to my request to conduct a special event requiring authorization by the City Commission, I agree that throughout the event I will keep the premises clear of accumulated recyclables, trash and debris. This includes emptying trash and recycle cans on a regular basis for the duration of the event.

A handwritten signature in cursive script, appearing to read "Gunn", is written over a horizontal line.

MEL FISHER'S EXPEDITIONS

The Mel Fisher Maritime Heritage Society is putting together a celebration of the discovery of the Mother Lode of the Atocha. The celebration will be held on **Friday July 15th** between the hours of 3pm and 9pm. Setup will begin at 10:00am and conclude at 10:00pm. The 200 block of Duval Street will be closed to vehicular traffic during these hours. Howard Livingston will be playing a concert on a stage set up on Duval Street, which will draw additional crowds and undoubtedly benefit surrounding businesses. We thank you for your support, Today's the Day! **We thank you for your support.**

Business Name / Address

Signature / Printed Name

Business Name / Address	Signature / Printed Name
201 Duval St. (Sloppy Joes)	
203 Duval (Lazy Gecko)	Rick Baker
211A Duval You'll Imagine	Diane O'Leary / Diane O'Leary
211E Duval Stop Beach wear	
215 Duval Shorty's	Bobbi Wolf
217 Duval St Cheeseburger King	
Cigar factory	
225 Duval St. MARCELL	
Forgetti's 227 Duval St	James D. (No Food or bev. in front of us)
ISLAND REEF / 222 Duval St	CSM
SUNSHINE K.W. Sewant / 222 Duval	mes all
Key West charms. 220 B.	G.O.D.
Smile Man Saggi Saggi	Saggi Saggi
1) LMG	Dena Cigars
Sauvignin pump	Big Lens
210 Duval (Beach Club)	MADLEN
BLK'S + DIRT / 1	Ed. Marc
Conchflash #32 Greene St	L.A.
Sloppy Joes	Max S. Inc
The Bull	Sam Jones

**Mel Fisher Days
Street Fair
Friday, July 16, 2010**

Income:	
Shots & Beer	924.79
Dunk Tank	533.00
Pizza/Hot Dogs/Hamburger Booths	998.00
Spin the Wheel	368.00
Bag Toss/Tricycle Race/Coin Guess	350.00
Face Paint/Magic/Misc donations	116.39
50/50 Raffle	225.00
Raffle	245.00
T-shirts/Coolies	508.00
Silent Auction	3,762.00
Total Income	8,030.18
Expenses:	
Sales Tax Paid	169.58
Advertising	835.07
Fire Safety Watch (2 Firemen)	280.00
Police (9)	1,830.00
Stage and Generator for Concert	2,040.19
Howard Livingston Concert	1,600.00
Waste Mgmt - Trash & Recycling	192.20
Dunk Tank Rental	775.75
Table & Chair Rentals	470.13
Ice	160.34
Helium for Balloons	155.07
Misc supplies/signs/balloons	693.08
Food/Sodas/Water	594.51
Total Expense	9,795.92
Net Profit/Loss	\$1,765.74

May 12, 2011

Jim Scholl, City Manager
City of Key West
525 Angela Street
Key West, Florida 33040

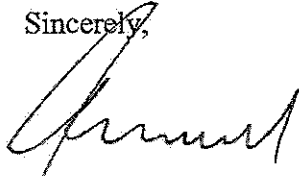
Dear Mr. Scholl,

Please accept this letter as acknowledgement that the Mel Fisher Maritime Museum will be the beneficiary not-for-profit 501 (c) (3) organization for all events of the Mel Fisher Days 2011 celebration.

Our special event application follows this cover letter.

Please accept my thanks for your efforts on our behalf. Should there be any questions, please contact me without delay. Thank you again.

Sincerely,



Melissa Kendrick
Executive Director/CEO
mkendrick@melfisher.org
305-294-2633, extension 24

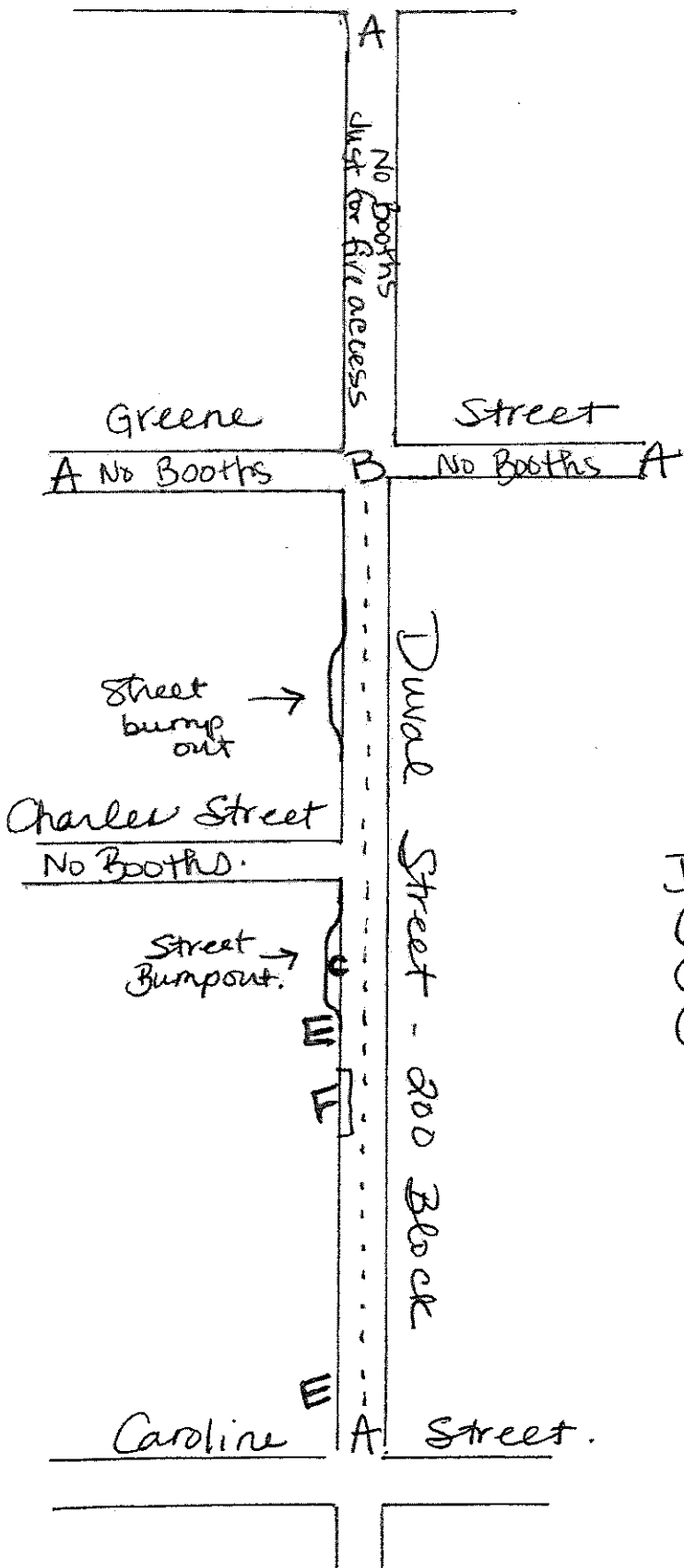
Enclosures: Application



Mel Fisher Days Street Fair

July 15, 2011
 * Set up @ 10 am (block street prior) for Stage
 * begin @ 3 pm
 * end @ 9 pm - breakdown until 10 pm.

Front Street.



- A. Blockades for Fire Truck Access + Street closure
- B. Large main Stage facing ~~Caroline Street~~ ^{at generators}
- C. Pussers Run 8 wide RV.
- D. all booths will be on left side of street to allow Fire Truck access.
- E. 2 Generators.
- F. Food Booth w/ Gas Grill

Tentative Booth List

- (2) Liquor
- (2) Beer
- (4) Ticket booths.
- Silent Auction
- Snowcones.
- Soft Pretzels.
- Face Painting
- Magic Frank
- Dunk Tank
- Popcorn
- Concert by Howard Livingston
- T. shirt sales



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 # ~ 3 (approx.)
- Vendor Booths - Total # ~ 20 (approximately)
- Total Number of Booths - ~ 25

Parade

- Floats - Total # _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/26/2011

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 Keys Insurance Services, Inc. 805 Peacock Plaza Key West FL 33040	CONTACT NAME: F. Hager	
	PHONE (A/C, No, Ext): (305) 294-4494 FAX (A/C, No): (305) 743-0582 E-MAIL ADDRESS: lhager@keysinsurance.com PRODUCER CUSTOMER ID # 00010660	
INSURED Key West Treasure Exhibit, Inc. 200 Greene Street Key West FL 33040	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Century Surety Ins Group	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

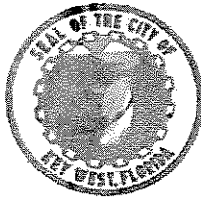
COVERAGES CERTIFICATE NUMBER: CL1152602544 REVISION NUMBER:

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			CCP653489-2	6/8/2011	6/8/2012	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000	
						PRODUCTS - COMP/OP AGG \$ Included	
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> DEDUCTIBLE						\$
	<input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH)						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Certificate holder is also added as an additional insured as respects the Mel Fisher's Day Fair to be held on July 15, 2011 on Duval Street, Key West, FL

CERTIFICATE HOLDER City of Key West Attn: City Manager 525 Angela Street Key West, FL 33040	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 F. Hager/LH



THE CITY OF KEY WEST

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

**RELEASE AND INDEMNIFICATION
Mel Fisher Maritime Heritage Society
Street Fair
200 Block of Duval Street
Friday, July 15, 2011**

I **Sean Fisher** being authorized to act on behalf of and legally bind **Mel Fisher Maritime Heritage Society**, 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.

Sharon K. Wiley
Signature of Witness

Sharon K. Wiley
Print Name

5-27-11

Date

Sean Fisher
Signature of Applicant

Sean Fisher
Print Name

5-27-11

Date

Mei Fisher Days Street Fair

July 15, 2011

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Katuff 5-27-2011
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

✓

SIGNATURE DATE

POLICE DEPARTMENT

✓

Attached
SIGNATURE DATE

FIRE DEPARTMENT

✓

SIGNATURE DATE

PORT/ Key West DOT

✓

Attached
SIGNATURE DATE

CODE COMPLIANCE

✓

Attached
SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Mei Fisher Days Street Fair

July 15, 2011

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

M. Katuff 5-27-2011
SIGNATURE DATE

PUBLIC WORKS

[Signature] 5-31-2011
SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT/ Key West DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Mei Fisher Days Street Fair

July 15, 2011

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

M. Katuff 5-27-2011
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

① Will require extra duty officers
② ~~ABT Alc permits~~

[Signature] 5/31/10
SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT/ Key West DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Mei Fisher Days Street Fair

July 15, 2011

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF): **CONDITIONS/RESTRICTIONS:**
Manu Kattuff 5-27-2011
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

Mark 5-31-2011
SIGNATURE DATE

SEE ATTACHED MEMO

PORT/ Key West DOT

SIGNATURE DATE

CODE COMPLIANCE

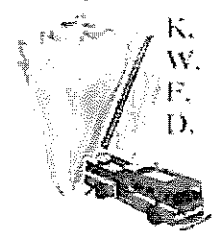
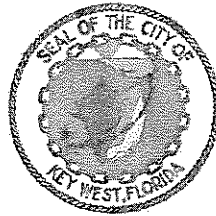
SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



THE CITY OF KEY WEST

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

To: Mel Fishers Maritime Heritage Society

From: Division Chief/Fire Marshal Marcus del Valle

Date: 5/31/2011

Reference: Street Fair

This office reviewed the special event application for the Mel Fishers Maritime Heritage Society Street Fair to be held on the 200 Block of Duval Street on July 15, 2011.

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.
- The Duval Street closure needs to allow for emergency vehicle passage, one lane needs to remain open.
- Event organizer is responsible for 2 Fire Inspectors @ \$35.00 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.

Marcus del Valle, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Blvd.
Key West, Florida 33040
305-292-8179 Office
305-293-8399 Fax
mdelvalle@keywestcity.com

Serving the Southernmost City

KEY WEST FIRE

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



Key West Fire Department

Office of the Fire Marshal

Marcus del Valle, Fire Marshal
Peter Malott, Capt. / Fire Inspector
Danny Blanco, Lt. / Fire Inspector
Alan Averette, Lt. / Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 292-8179
Fax: (305) 293-8399

Food Booth and Vendor Regulations

Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.

Butane or Propane equipment:

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

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

Electrical Power:

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

Charcoal Cooking:

1. Charcoal cooking must be located in areas away from public access.

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

Deep Fat Frying/Flambé/Open Flame Cooking:

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

Fire Extinguishers:

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

Miscellaneous:

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

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

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

Any booth not in compliance will be immediately closed.

Fire Safety Tips

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



Maria Ratcliff <mratclif@keywestcity.com>

Mel Fisher Days Street Fair

2 messages

Maria Ratcliff <mratclif@keywestcity.com>

Fri, May 27, 2011 at 10:00 AM

To: Richard Sarver <rsarver@keywestcity.com>, Steve Torrence <storrenc@keywestcity.com>, Marcus Delvalle <mdelvalle@keywestcity.com>, Jim Young <jjyoung@keywestcity.com>, Jim Fitton <jfitton@keywestcity.com>, Myra Wittenberg <mwittenb@keywestcity.com>, John Wilkins <jwilkins@keywestcity.com>

*Maria Ratcliff
Executive Administrator to City Manager
and Special Events Coordinator
PH (305) 809-3881
Fax (305) 809-3886*

SKMBT_C36011052620550.pdf
5703K

Jim Fitton <jfitton@keywestcity.com>

Fri, May 27, 2011 at 10:14 AM

To: Maria Ratcliff <mratclif@keywestcity.com>, Richard Sarver <rsarver@keywestcity.com>, Steve Torrence <storrenc@keywestcity.com>, Marcus Delvalle <mdelvalle@keywestcity.com>, Jim Young <jjyoung@keywestcity.com>, Myra Wittenberg <mwittenb@keywestcity.com>, John Wilkins <jwilkins@keywestcity.com>

Port and Transit concurs with the request.

Jim Fitton
Port and Transit Director
City of Key West
(305) 809-3795 office
(305) 725-6446 cell

From: Maria Ratcliff [mailto:mratclif@keywestcity.com]

Sent: Friday, May 27, 2011 10:00 AM

To: Richard Sarver; Steve Torrence; Marcus Delvalle; Jim Young; Jim Fitton; Myra Wittenberg; John Wilkins

Subject: Mel Fisher Days Street Fair

[Quoted text hidden]

Mei Fisher Days Street Fair

July 15, 2011

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Maureen Kattuff 5-27-2011
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT/ Key West DOT

SIGNATURE DATE

CODE COMPLIANCE

Jim Young 27 May 11
SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

June 21st

Event Name: Mel Fisher Days Street Fair

Special Event Checklist

Everything must be checked off before submitting the special event application

X	TITLE	COMMENTS
X	Special Event Application	
✓	Noise Exemption (If applicable)	
✓	\$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	<i>to receive</i>
X	Site Map (where barricades, stages, etc are to go)	
X	Letter from non profit that states they will be receiving the funds	