

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Key West Promotions, Inc.

Address of Applicant(s) 218 Whitehead St. #2, Key West, FL 33040

Phone Number of Applicant(s) (305) 849-2706 Fax: N/A Email keywesterik@yahoo.com

Name of Non-Profit (s) Key West High School

Address of Non-Profit(s) 2100 Flagler Ave, Key West, FL 33040

Phone Number of Non-Profit(s) (305) 293-1549 Ext: 45307

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 25%

Date/Dates of Event August 11, 2018

Hours of Operation 10am-12am

Estimated/anticipated number of persons per day 6,000

Location of Event 160-500 Blocks of Duval Street, Key West

Street Closed Yes

Detailed description of event Lobster festival featuring locally prepared lobster dishes by Key West restaurants, arts & crafts vendors and 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.



3-28-18

Applicants Signature

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 03/29/18

Applicant Name Key West Promotions, Inc.

Applicant Address 218 Whitehead St., Ste 2, Key West, FL 33040

Applicant Phone Number (305) 849-2706

Event Name Key West Lobsterfest Street Fair

Event Address/Location 100-500 Blocks Duval Street, Key West, FL

Date of Event August 11, 2018

Nature of Event Street fair celebrating the opening of FL
Lobster Season, arts & crafts vendors, Free Concert

Profit Non Profit

Time(s) Request for Exemption 10Am - 12am

Number of Exemptions at this location this calendar year

Date of last exemption

City of Key West

CUSTOMER RECEIPT

Tender Details:

Tender Type: CK
Tender Amount: \$50.00

Receipt Header:

Cashier Id: KEYWEST1\woods
Receipt Date: 4/2/2018 8:36:56 AM
Receipt Number: 35634






Receipt Details:

Reference ID:
47121
Fee Code Version:
SPECIAL EVENTS PAYMENTS - SS
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$50.00
Additional Comments: Lobsterfest 2018 noise

\$50.00

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 EA

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

Sponsor's Signature EA

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 EA

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 EA

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 EA

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 EA

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 EA

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 EA

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: Erik Adams Phone number: 305 849 2706
- 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: 40
- 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: EA
- Capacity of containers on grounds:
Contact person for containers: Erik Adams Phone #: 305-849-2706
- 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: EA
- 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: EA
- 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



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3888

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

Ek Adams



Key West Promotions Inc.

Tours • Event Marketing

218 Whitehead St. #2 Key West, FL 33040 PH.(305) 294-7170

Key West Lobsterfest – Recycling Plan

An effective recycle program requires active participation by four groups. Each group and their responsibilities are listed below.

Event Organizers

- Establish recycle rules for participating venues and vendors
- Production of signage to encourage attendees to actively assist with recycling
- Arrange for recycle containers to be placed throughout the festival zone
- Provide staff to empty containers during festival
- Arrange for collection of containers upon completion of event
- Arrange for removal of containers and contents

Participating Restaurants

- Follow the rules established by City of Key West for their daily operation during the festival

Arts/Crafts Vendors

- Follow the guidelines established by the Festival Committee regarding trash and recycle disposal
- Making use of appropriate containers provided by the show committee

Festival Attendees

- Use of the proper container for trash and recyclables

Strategies “Recycle Only” receptacles will be placed next to trash receptacles throughout the festival zone. Participating Vendors and Venues will be instructed in proper recycling techniques. Signs will be posted throughout the festival encouraging attendees to make use of the recycle containers.

Photos





KEY WEST HIGH SCHOOL

2100 Flagler Avenue, Key West, FL 33040 • 305-293-1549, ext. 45307 fax: 305-293-1547
Lydia Estenoz, College & Career Counselor | Lydia.estenoz@keysschools.com

Principal
Amber Archer Bosco

Assistant Principal
Dave Perkins

Assistant Principal
Chris Valdez

March 21, 2018

The City of Key West
1300 White Street
Key West, FL 33040

To whom it may concern;

Key West High School is pleased again to be the recipient of the charitable funds generated by the annual Key West Lobster Fest. For many years, graduating KWHHS students have benefited from the financial support they are provided by way of the Hospitality & Business Scholarships. Furthermore, many of these scholarship recipients plan to return to the Florida Keys after finishing their college education. This investment in our students will undoubtedly payoff in the future for our Keys workforce and economy.

We are truly grateful for our continued partnership with Key West Lobster Fest and the generosity extended to our students on behalf of the sponsoring organizations and businesses.

Thank you,

Lydia Estenoz
College & Career Counselor
Key West High School





Key West Promotions Inc.

Tours • Event Marketing

218 Whitehead St. #2 Key West, FL 33040 PH.(305) 294-7170

Lobsterfest 2017 Street Fair






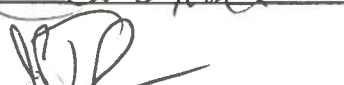
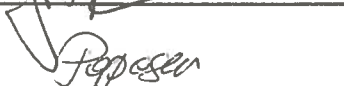


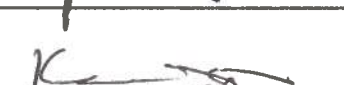







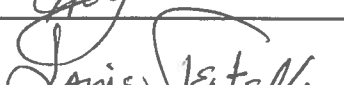
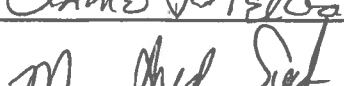
Revenue

Restaurants	\$ 3,900
Vendors	\$18,400.00
Sub Total	\$22,300.00

Expense

Charity	\$5,575.00	
Advertising	\$750.00	
City	\$2,818.43	(3818.43 minus 1,000.00 credit)
	\$ 50.00	Application
	\$ 37.50	classified ad
Office	\$ 80.00	
CC Process	\$ 312.00	
Insurance	\$ 912.27	
ASCAP	\$ 75.00	
Duty Officers	\$4,705.00	
Fire Depart	\$1,120.00	
Port-o-lets	\$ 387.00	
Stage/Sound	\$2,150.00	
Entertainment	\$2,100.00	
Labor	\$ 800.00	
Sub Total	\$21,872.20	
Net	427.80	

**Petition of No Objection to Street Closure
 100, 200, 300, 400 and 500 Blocks of Duval St.
 Saturday August 11, 2018 from 10am until 12 Midnight**

Printed Name	Signature	Address
D. Mochan		537 Duval St.
S. Yeager		533 Duval St.
C. Hogle		519 Duval St.
Ann L. Zaler		517 Duval Street
Christina Russell		515 Duval St.
JANICE TAYLOR		509 1/2 Duval
LUIZA POPESCU		509 Duval
Lori Marshall		505 Duval
Michelle Rand		503 Duval
Kim Fosmire		501 Duval
Rod Petru		431 Duval
Noelle Owen		423 C Duval
J. PISANI		419 C Duval
Heather Harkins		419 A
Judamar		335 Duval
S. Dunic		335 Duval
Y. Aana		324 Duval
Jamie Veitelbaum		319 Duval St.
Mark Senouf		305 Duval St.

**Petition of No Objection to Street Closure
 100, 200, 300, 400 and 500 Blocks of Duval St.
 Saturday August 11, 2018 from 10am until 12 Midnight**



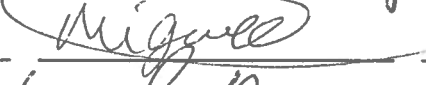




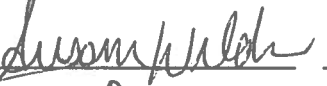
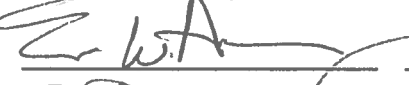




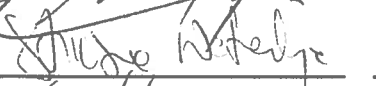

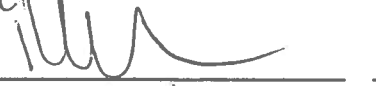



Printed Name

Signature

Address

Printed Name	Signature	Address
ORLY S. KIRICK	O.K	220 Duval
Jenn Stefanucci	J Stefanucci	218 1/2 Duval
ELAC	[Signature]	218 DUVAL SE
SHAKWA	[Signature]	216 DUVAL
Demilo	[Signature]	210 Duval st
Kelly Hutchinson	Kelly Hutchinson	202 Duval St
VALENTINA	[Signature]	432 Greene st
Jovelin/Jack	[Signature]	425 Greene St.
Elran Shitrit	[Signature]	130 Duval st
Ryan Macauley	[Signature]	126-128 DUVAL S
Steve Liedtke	[Signature]	124 DUVAL ST.
JOHN PIMENTEL	[Signature]	120 B. Duval st
Rus Kimov	[Signature]	118 DUVAL ST
Chuck Rivera	[Signature]	108 Duval
Henni Makany	[Signature]	106 Duval St.
Marina Marcial	[Signature]	104 Duval St.
Glen Ray	[Signature]	102 Duval st
Maya Simeonova	[Signature]	422 FRONT ST

**Petition of No Objection to Street Closure
 100, 200, 300, 400 and 500 Blocks of Duval St.
 Saturday August 11, 2018 from 10am until 12 Midnight**

Printed Name	Signature	Address
Raetzel Garrett		534 Duval St
Map factory		524 Duval
Miguelina		520 Duval
Iris Peretz		514 Duval
Harrison Daniel		500 Duval
Alecia		430 Duval
Kristen Lesko		408 Duval
Susan Wildrick		406 Duval St.
Frank Adams		402 Duval St.
Rebecca Bass		400 Duval St.
Susan Fike		336 Duval St.
Angela Mingo		330 Duval St.
Fable Meyer		326B Duval St.
Strome Noddy		326 A Duval St.
Davis Hubbert		322 Duval
Milly Valari		310 Duval
KAT ANTONICK		224 Duval
Kelly Nesbit		222 Duval Street
Gilles De Sola		222 Duval St


KEY WEST PROMOTIONS, INC.
218 WHITEHEAD STREET 2
KEY WEST, FL 33040

7841

63-751/631 106

DATE 03/29/18

PAY TO THE ORDER OF City of Key West \$ 1,000.00 ^{xx}
One thousand and 00/100 DOLLARS 

 Wells Fargo Bank, N.A.
Florida
wellsfargo.com

FOR Recycling Deposit - Lobsterfest

Just



Date: 4/2/2018 8:45:51 AM
Receipt Number: 35637
Amount: \$1,000.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096

Tender Details:
Tender Type: CK
Tender Amount: \$1,000.00

Receipt Header:

Cashier Id: KEYWEST\woods
Receipt Date: 4/2/2018 8:45:51 AM
Receipt Number: 35637

Receipt Details:

Reference ID:
47124
Fee Code Version:
UNUSUAL PAYMENTS - ZZ
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$1,000.00
Additional Comments: Key West Promotion IN
C

\$1,000.00

Key West Lobsterfest 2018 Eligible Venues

Rick's & Durty Harry's, Bagatelle, Hog's Breath, Conch Shack, Amigo's, Captain Tony's, Tiki House, The Green Room, Sand Bar, Scars & Tattoos, Sloppy Joe's, Duval Central, Irish Kevin's, Gas Monkey, Fogarty's, Smokin Tuna Saloon, Teasers, The Bull, Caroline's, The Grand, Fat Tuesday, Hard Rock Café, The La Concha Hotel, Jack Flats, Willie T's, La Trattoria, Margaritaville



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

Detail by Entity Name

Florida Profit Corporation
KEY WEST PROMOTIONS INC.

Filing Information

Document Number P03000061092
FEI/EIN Number 06-1699028
Date Filed 05/29/2003
State FL
Status ACTIVE

Principal Address

218 WHITEHEAD STREET SUITE 2
KEY WEST, FL 33040

Changed: 09/07/2012

Mailing Address

218 WHITEHEAD STREET SUITE 2
KEY WEST, FL 33040

Changed: 09/07/2012

Registered Agent Name & Address

ADAMS, ERIK
218 Whitehead Street
Suite 2
KEY WEST, FL 33040

Address Changed: 01/25/2013

Officer/Director Detail

Name & Address

Title D

ADAMS, ERIK
218 WHITEHEAD STREET SUITE 2
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2016	02/02/2016
2017	03/06/2017



THE CITY OF KEY WEST

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

**RELEASE AND INDEMNIFICATION
Key West Promotions, Inc.
Lobsterfest 2018
100-500 blocks of Duval Street
Saturday, August 11, 2018**

I **Erik Adams** being authorized to act on behalf of and legally bind **Key West Promotions, Inc.** doing business as the legal entity or association on whose behalf this application is made, do hereby release the City of Key West, its officers, agents and employees from any and all liability for damages arising out of, or related to the activities for which application for leave to use City property has been submitted; and do hereby further agree, on behalf of said entity or association to indemnify, and hold harmless the City of Key West, its officers, agents, and employees from and against any and all damages to personnel or property of the City, and against all claims for damages or injuries to other persons or property of any nature whatsoever, and for defense costs, including attorneys' fees at both trial and appellate levels, arising from the actions or omissions of the person(s) or legal entity(ies) on whose behalf the application is submitted, including, but not limited to, the sale and dispensing of alcoholic beverages, or otherwise arising from the actions of their members, licensees, customers, guests, invitees, or participants in the related activities permitted. The foregoing Release and Indemnification agreement does not apply to those claims for damages or injuries which result from the negligent actions or omissions of the City of Key West, its officers, agents, and employees.

[Signature]
Signature of Witness

Dianne M. Adams
Print Name

04/03/18
Date

[Signature]
Signature of Applicant

Erik Adams
Print Name

4-3-18
Date

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

100 Block of Duval St

Front St

Legend

10' x 10' Booth

Trash Receptacle

Recycle Receptacle

Fire
lane

Hog's Breath

Bagatelle

Conch Shack

Fire
lane

Greene Room

Greene St.



Modelo Display



Amigo's

D
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Stage



200 Block of Duval St

Sloppy Joe's

Duval Central

Rick's

Gas Light

Smokin Tuna

Fogarty's

Greene St.

Caroline St.

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Legend



10' x 10' Booth



Trash Receptacle



Recycle Receptacle

300 Block of Duval St

Caroline St.

Legend



10' x 10' Booth



Trash Receptacle



Recycle Receptacle

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Hard Rock Café

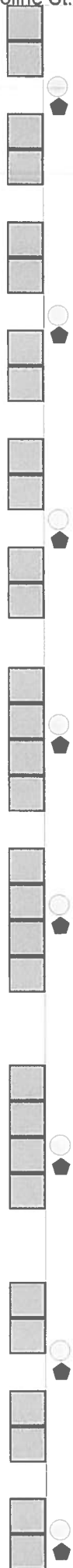
Grand Café

Pincher's

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Eaton St



400 Block of Duval St

Caton St.

Legend



10' x 10' Booth



Trash Receptacle



Recycle Receptacle

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Flemming St.



500 Block of Duval St

Fleming St.

Legend



10' x 10' Booth



Trash Receptacle



Recycle Receptacle

Margaritaville

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Willie T's

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2 Cents

Southard St.





**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 # 16
- Vendor Booths – Total # 80
- Total Number of Booths - 96

Parade

- Floats – Total # 0

Event Name: Key West Lobster Fest

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

X	TITLE	COMMENTS
✓	Special Event Application	
✓	Noise Exemption (If applicable)	
✓	\$50.00 for Noise	
✓	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	
✓	Recycling Plan	
✓	Authorization Letter for continuous cleaning of recycled area	
✓	Signatures of No Objection of Street closure (If applicable)	
	Insurance naming the City as additional insured	
✓	Financial of previous event (If applicable)	
✓	Release & Idemnification Form	
✓	Site Map (where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	

Lobster Fest 2018

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS

SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE

SIGNATURE DATE

FIRE DEPARTMENT

Alan Averette 03/29/2018

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: Key West Promotions, Inc.

From: Division Chief/Fire Marshal Alan Averette

Date: 03-29-2018

Reference: Lobster Fest

This office reviewed the special event application for Lobster Fest to be held on August 11, 2018 from the 100 – 500 blocks of Duval Street.

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, it is the responsibility of the event coordinator to provide a copy to each vendor.
- The Duval Street closure needs to allow for emergency vehicle passage.
- Event organizer is responsible for two Fire Inspectors @ \$40.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- It is the event organizers responsibility to assure all fire hydrants are accessible and not blocked during set up.
- Each corner must have a minimum of 10 feet clearance from the corner to the first booth.
- **Event coordinator is responsible for scheduling the inspection with this office.**

If I can be of any further assistance please contact me.

Alan Averette, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Blvd.
Key West, Florida 33040
305-809-3933 Office
aaverett@cityofkeywest-fl.gov

326E LS3M W3X



Key West Fire Department

Office of the Fire Marshal

Alan Averette, Fire Marshal
Wesley Jones, Lt. / Fire Inspector
Gregory Barroso, Capt. / Fire Inspector
Jason Barroso, Capt. / Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 809-3933
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.
3. Each cross street corner shall have 10' clearance before the setup of any vendor booth.
4. All hydrants must maintain 5' clearance on each side to allow fire department access.
5. **Each vendor shall stay within their assigned area, equipment and supplies shall not be staged outside their allotted space. ie: sidewalks, exit ways.**

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 **3A:40B: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.

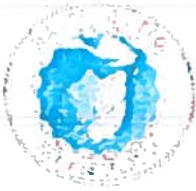
Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

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**.



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

EVENT: <u>Wobsterfest 2018</u>
DATES: <u>August 11, 2018</u>

<u>DEPARTMENTS</u>	<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF) <u>Mana Ratu</u> 3/29/18 SIGNATURE DATE	
COMMUNITY SERVICES SIGNATURE DATE	
POLICE DEPARTMENT SIGNATURE DATE	
FIRE DEPARTMENT SIGNATURE DATE	
KWDOT SIGNATURE DATE	
PORT AND MARINE SERVICES <u>Ji Joo</u> 29 Mar 18 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: lobsterfest 2018
 DATES: August 11, 2018

DEPARTMENTS	COMMENTS
EVENTS (INITIAL SIGNOFF) SIGNATURE: <u>Mana Rana</u> DATE: <u>3/29/18</u>	
COMMUNITY SERVICES SIGNATURE: _____ DATE: _____	
POLICE DEPARTMENT SIGNATURE: _____ DATE: _____	
FIRE DEPARTMENT SIGNATURE: _____ DATE: _____	
KWDOT SIGNATURE: <u>Rosalia Hernandez / RD</u> DATE: <u>3-29-18</u>	<u>Bus detours required</u>
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: lobsterfest 2018
 DATES: August 11, 2018

DEPARTMENTS		COMMENTS
EVENTS (INITIAL SIGNOFF)		
<u>Maria Ramirez</u> SIGNATURE	<u>3/29/18</u> DATE	
COMMUNITY SERVICES		
<u>[Signature]</u> SIGNATURE		
POLICE DEPARTMENT		
<u>[Signature]</u> SIGNATURE		
FIRE DEPARTMENT		
<u>[Signature]</u> SIGNATURE		
KWDOT		
<u>[Signature]</u> SIGNATURE		
PORT AND MARINE SERVICES		
<u>[Signature]</u> SIGNATURE		
CODE COMPLIANCE		
<u>[Signature]</u> SIGNATURE		
ENGINEERING		
<u>[Signature]</u> SIGNATURE		
UTILITIES		
<u>[Signature]</u> SIGNATURE		

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: <u>lobsterfest 2018</u>
DATES: <u>August 11, 2018</u>

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ramirez 3/29/18
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

Steve Torrence 3/29/18
SIGNATURE DATE

Requires Extra Duty Officers

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: lobsterfest 2018
 DATES: August 11, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

mana Ratu 3/29/18
 SIGNATURE DATE

[Empty comment box]

✓ COMMUNITY SERVICES

SIGNATURE DATE

[Empty comment box]

✓ POLICE DEPARTMENT

SIGNATURE DATE

[Empty comment box]

✓ FIRE DEPARTMENT

SIGNATURE DATE

[Empty comment box]

✓ KWDOT

SIGNATURE DATE

[Empty comment box]

✓ PORT AND MARINE SERVICES

SIGNATURE DATE

N/A

✓ CODE COMPLIANCE

SIGNATURE DATE

[Empty comment box]

ENGINEERING

SIGNATURE DATE

[Empty comment box]

UTILITIES

SIGNATURE DATE

[Empty comment box]

SPECIAL EVENT PERMIT HAS BEEN _____ APPROVED _____ DENIED

117 DUVAL LLC
7860 Peters Rd
Plantation, FL 33324

117 DUVAL LLC
7860 Peters Rd
Plantation, FL 33324

121 DUVAL COMPANY
7860 Peters Rd
Plantation, FL 33324

126 DUVAL COMPANY
7860 Peters Rd
Plantation, FL 33324

130 DUVAL STREET INC
19707 Turnberry Way
Miami, FL 33180

135 DUVAL COMPANY
C/O CHARLES ITTAH
7860 Peters Rd Ste F104
Plantation, FL 33324

206 DUVAL LLC
24 Hilton Haven Rd
Key West, FL 33040

208 DUVAL LLC
PO BOX 1527
KEY WEST, FL 33041

210 DUVAL STREET LLC
PO Box 2068
Key West, FL 33045

211 DUVAL COMPANY
7860 Peters Rd
Plantation, FL 33324

212 TELEGRAPH LLC
PO Box 1527
Key West, FL 33041

213 TELEGRAPH LANE LLC
C/O BRAWN PETER NELSON
PO BOX 1486
Key West, FL 33041

217 TELEGRAPH LANE LLC
C/O BRAWN PETER NELSON
PO BOX 1486
Key West, FL 33041

221 DUVAL STREET LLC
7705 SE 34th St
Mercer Island, WA 98040

230 EAST 7TH ST ASSOCIATES
C/O COHEN JOSEPH
45 NW 21ST ST
Miami, FL 33127

305 DUVAL KW LLC
3200 RIVIERA DR
KEY WEST, FL 33040

329 DUVAL ASSOCIATES LLC
1210 STIRLING RD STE 7B
DANIA, FL 33004

336 DUVALL STREET LLC
336 Duval St
Key West, FL 33040

37 COURT INVESTMENTS INC
PO BOX 4147
KEY WEST, FL 33041

4 AND 6 CHARLES STREET LLC
C/O BRAWN PETER NELSON
PO BOX 1486
Key West, FL 33041

400 DUVAL RETAIL LLC
1119 Von Phister St
Key West, FL 33040

408 EATON HOTEL LLC
980 N Federal Hwy
Boca Raton, FL 33432

411 CAROLINE LLC
C/O GREG WALKER
727 HARNESS CREEK VIEW DR
Annapolis, MD 21403

411 CAROLINE LLC
C/O GREG WALKER
727 HARNESS CREEK VIEW DR
Annapolis, MD 21403

411 CAROLINE LLC
C/O GREG WALKER
727 HARNESS CREEK VIEW DR
Annapolis, MD 21403

420 FLEMING LLC
2650 Airport Rd
Naples, FL 34112

423 DUVAL STREET LLC
45 NW 21st St
Miami, FL 33127

425 EATON STREET LLC
336 Duval St
Key West, FL 33040

511 CAROLINE STREET LLC
511 Caroline St
Key West, FL 33040

511 CAROLINE STREET LLC
511 Caroline St
Key West, FL 33040

511 GREENE RETAIL LLC
1119 Von Phister St
Key West, FL 33040

512 FLEMING LLC
34 ALLAMANDA AVE
KEY WEST, FL 33040

518 DUVAL STREET LLC
3140 Northside Dr
Key West, FL 33040

ASHFORD PIER HOUSE LP
14185 Dallas Pkwy
Dallas, TX 75254

BAHAMA 415 LLC
2919 26th St
Bradenton, FL 34205

BAHAMA MAMA OF KEY WEST LLC
18381 Long Lake Dr
Boca Raton, FL 33496

BANYAN TREE OF KW CODNO AND OWI
323 WHITEHEAD ST
KEY WEST, FL 33040

BANYAN TREE OF KW CODNO AND OWI
323 WHITEHEAD ST
KEY WEST, FL 33040

BANYAN TREE OF KW CODNO AND OWI
323 WHITEHEAD ST
KEY WEST, FL 33040

BANYAN TREE OF KW CODNO AND OWI
323 WHITEHEAD ST
KEY WEST, FL 33040

BANYAN TREE OF KW CONDO AND OWI
323 WHITEHEAD ST
KEY WEST, FL 33040

BANYAN TREE OF KW CONDO AND OWI
323 WHITEHEAD ST
KEY WEST, FL 33040

BCP LLC
1409 Sun Ter
Key West, FL 33040

BEVERIDGE MARK RICHARD
16 PITT STREET
LONDON, W8 4NY

C AND D PROPERTIES OF KEY WEST LLC
PO Box 4125
Key West, FL 33041

CARR JOE ALAN
PO BOX 6404
KEY WEST, FL 33041

CITY OF KEY WEST
PO BOX 1409
KEY WEST, FL 33041

COLONIAL SUITES INC
C/O COHEN JOSEPH
45 NW 21ST ST
MIAMI, FL 33127

CONCH SHELL PROPERTIES INC
905 Von Phister St
Key West, FL 33040

CONCH TOUR TRAIN INC
PO Box 1237
Key West, FL 33041

CONVERTITO CORIANN
504 Bahama St
Key West, FL 33040

COOPER LAND TRUST 12/26/1990
C/O ZINN RICHARD TRUSTEE
7705 NW 48TH ST STE 110
Doral, FL 33166

CORLEY LUCY CLAY MOLONEY
66 WESTWIND RD
LOUISVILLE, KY 40207

CURRY ON FLEMING LLC
151 SE 15th Rd
Miami, FL 33129

DAVIDSON JUDITH H
PO BOX 4210
KEY WEST, FL 33041

DEAN JAMES ROBERT REVOCABLE TRU
14 W Cypress Ter
Key West, FL 33040

DEAN JAMES ROBERT REVOCABLE TRU
14 W Cypress Ter
Key West, FL 33040

DUVAL AND CAROLINE LLC
C/O WALSH JOSEPH
PO BOX 4147
Key West, FL 33041

EMANUEL EYAL
1016 18TH TER
KEY WEST, FL 33040

EMANUEL JOY
3200 RIVIERA DR
KEY WEST, FL 33040

FAVELLI GEORGEANN MARION LIVING T
1523 Patricia St
Key West, FL 33040

FAVELLI GEORGEANN MARION LIVING T
1523 Patricia St
Key West, FL 33040

FAVELLI GEORGEANN MARION LIVING T
1523 Patricia St
Key West, FL 33040

FERREL WADE
PO Box 4623
Key West, FL 33041

FERREL WADE
PO Box 4623
Key West, FL 33041

FLORIDA KEYS FUNERAL SERVICES LLC
418 SIMONTON ST
KEY WEST, FL 33040

FOSTER WILLIAM
FOSTER BARBARA
504 S Lake Dr
Lantana, FL 33462

GIRONET HELENE
BUTLER STUART
421 Eaton St
Key West, FL 33040

GREENE STREET CONDOS LLC
301 WHITEHEAD ST
KEY WEST, FL 33040

GRIFFITH RICHARD
GRIFFITH KERSTIN ELISABETH ROOS
717 Fleming St
Key West, FL 33040

HERITAGE HOUSE KEY WEST LLC
C/O BRAUN PETER NELSON
PO BOX 1486
Key West, FL 33041

HERITAGE HOUSE KEY WEST LLC
C/O BRAUN PETER NELSON
PO BOX 1486
Key West, FL 33041

HILARIO RAMOS CORP
209 Duval St
Key West, FL 33040

HISTORIC TOURS OF AMERICA INC
201 Front St
Key West, FL 33040

HUGHES II HERBERT DANIEL
HUGHES MAURA GRACE
112 Ann St
Key West, FL 33040

HUGHES KEY WEST HOLDINGS LLC
512 Front St
Key West, FL 33040

HVO KEY WEST HOLDINGS LLC
6262 Sunset Dr
South Miami, FL 33143

INTER-OCEAN HOLDINGS LLC
1109 Eaton St
Key West, FL 33040

INTER-OCEAN HOLDINGS LLC
1109 Eaton St
Key West, FL 33040

IRWIN MICHAEL SCOTT
507 Whitehead St
Key West, FL 33040

IRWIN MICHAEL SCOTT REV LIV TR 8/8/2
1008 SEMINARY ST
KEY WEST, FL 33040

JOHNSON RICHARD
38 Port Side Dr
Ft Lauderdale, FL 33316

JRB PROPERTIES OF KEY WEST LLC
PO Box 101494
Fort Lauderdale, FL 33310

KEY CARIBE LLC
8 Salt Marsh Dr
Fernandina Beach, FL 32034

KEY WEST PROFESSIONAL OFFICES
422 Fleming St
Key West, FL 33040

KEY WEST THEATER ON EATON STREET
1500 Atlantic Blvd
Key West, FL 33040

KEY WEST WOMANS CLUB
319 Duval St
Key West, FL 33040

KEYS PRODUCTIONS INC
PO Box 1527
Key West, FL 33041

LA MER ENTERPRISES INC
20201 E Country Club Dr
Miami, FL 33180

LOPES JENNIFER
45 Sunset Key Dr
Key West, FL 33040

LOVE IN KEY WEST LLC
PO Box 28
White Plains, NY 10605

LOVE MILE MARKER I LLC
C/O LOVE REALTY
PO BOX 2528
Palm Beach, FL 33480

LOVE QUAY WEST LLC
C/O CVS INC NO 08368-01
1 CVS DR
Woonsocket, RI 02895

MITCHELL PAUL J
PO Box 4930
Key West, FL 33041

MITCHELL WOLFSON FAMILY FOUNDATI
C/O WOLFSON LOUIS III
9400 S DADELAND BLVD STE 100
Miami, FL 33156

MOLONEY SUE CLAY
320 Simonton St
Key West, FL 33040

MORGAN HUGH J
317 WHITEHEAD ST
KEY WEST, FL 33040

MULBERG LTD
C/O GREG A WALKER
727 HARNESS CREEK VIEW DR
Annapolis, MD 21403

NEW IDEAS INC
1512 S Roosevelt Blvd
Key West, FL 33040

OLD HARBOR HOUSE INC
7860 Peters Rd
Plantation, FL 33324

OLD KRESS BUILDING COMPANY INC
C/O THE FERBER COMPANY
151 SAWGRASS CORNERS DR STE 202
Ponte Vedra Beach, FL 32082

ONDERDONK GARY R
ONDERDONK DIANE M
513 Fleming St
Key West, FL 33040

PFAHL FAMILY LLC
1427 Roxbury Rd
Columbus, OH 43212

QS KWA GREENE LLC
13095 N TELECOM PKWY
TEMPLE TERRACE, FL 33637

QS KWA GREENE LLC
13095 N TELECOM PKWY
TEMPLE TERRACE, FL 33637

QS KWA GREENE LLC
13095 N TELECOM PKWY
TEMPLE TERRACE, FL 33637

QS KWA GREENE LLC
13095 N TELECOM PKWY
TEMPLE TERRACE, FL 33637

R N J KEY WEST LLC
C/O HAMUY
PO BOX 1268
Hallandale, FL 33008

RAMLO CONSTRUCTION CORPORATION
209 Duval St
Key West, FL 33040

RAMLO DEVELOPMENT CORPORATION
209 Duval St
Key West, FL 33040

RAMOS MATILDE GENEROSA REV TRUS
9999 SW 87th Ct
Miami, FL 33176

RAPPAPORT ROBERT
1107 KEY PLZ PMB 330
KEY WEST, FL 33040

REPUBLIC OF CUBA
C/O INSTITUTO PATRIOTICO Y DOCENTE
516 DUVAL ST
Key West, FL 33040

REPUBLIC OF CUBA
C/O INSTITUTO PATRIOTICO Y DOCENTE
516 DUVAL ST
Key West, FL 33040

RICE SUSAN ALEXANDRA
PO Box 50
Key West, FL 33041

ROSE MARCI L
810 THOMAS ST
KEY WEST, FL 33040

SBM LLO
66 Westwind Rd
Louisville, KY 40207

SBM LLC
66 Westwind Rd
Louisville, KY 40207

SEASIDE HOSPITALITY CORPORATION
417 EATON ST
KEY WEST, FL 33040

SHARPE HUMAN SOLUTIONS LLC
723 Fleming St
Key West, FL 33040

SIMONTON COURT MANAGEMENT CO
324 SIMONTON ST
Key West, FL 33040

SK II INC
506 Fleming St
Key West, FL 33040

SK LAND COMPANY
500 Fleming St
Key West, FL 33040

SLOPPY JOES ENTERPRISES INC
101 Ann St
Key West, FL 33040

SLOPPY JOES ENTERPRISES INC
201 Duval St
Key West, FL 33040

SLOPPY JOE'S ENTERPRISES, INC
101 ANN ST
KEY WEST, FL 33040

SPOTTSWOOD JR JOHN M
SPOTTSWOOD TERRI M
522 Caroline St
Key West, FL 33040

SPOTTSWOOD PARTNERS II LTD
500 Fleming St
Key West, FL 33040

SPOTTSWOOD PARTNERS II LTD
500 Fleming St
Key West, FL 33040

SPOTTSWOOD PARTNERS II LTD
500 Fleming St
Key West, FL 33040

SPOTTSWOOD PARTNERS II LTD
500 Fleming St
Key West, FL 33040

SPOTTSWOOD PARTNERS LTD
500 Fleming St
Key West, FL 33040

SPOTTSWOOD PARTNERS LTD
500 Fleming St
Key West, FL 33040

SSRAFFERTY LLC
PO Box 1007
Key West, FL 33041

ST PAULS CHURCH
401 Duval St
Key West, FL 33040

STEELE JESSICA
3729 Cindy Ave
Key West, FL 33040

STROMBUS CORPORATION
PO Box 4100
Key West, FL 33041

SUNSET PLAZA INC
ATTN: STORE ACCOUNTING
1 CVS DR MC2320
Woonsocket, RI 02895

TANNER PARTNERS LLLP
516 Fleming St
Key West, FL 33040

THORESEN ERLING T REVOCABLE TRUS
10 Aragon Ave
Coral Gables, FL 33134

TIITF
C/O DEP
3900 THE CAPITOL
Tallahassee, FL 32399

TIITF
C/O DEP
THE CAPITOL
Tallahassee, FL 32399

TIKAL REAL ESTATE HOLDING I LLC
PO BOX 1778
KEY WEST, FL 33041

TILLMAN FRED W LIVING TRUST 6/18/08
314 Duval St
Key West, FL 33040

TREVETT CHRISTOPHER
TREVETT CYNTHIA
709 Frances St
Key West, FL 33040

TREVETT CHRISTOPHER
TREVETT CYNTHIA
709 Frances St
Key West, FL 33040

TWO FRIENDS REALTY HOLDING LLC
C/O DIVERSIFIED GROUP
5801 CITRUS BLVD
New Orleans, LA 70123

US FOODS OF KEY WEST LLC
PO BOX 691598
ORLANDO, FL 32869

WEAVER W TIMOTHY
526 Rose Ln
Key West, FL 33040

WHITE J LARRY
685 E Long Lake Rd
Bloomfield Hills, MI 48304

WHITEHEAD PROPERTIES I LLC
C/O CROSS MELISSA
9702 MALAGA CT APT 304
Palm Beach Gardens, FL 33418

WHITEHEAD TRUST LLC
307 NE 1st St
Miami, FL 33132

WISCHERTH STEPHAN
1411 Eliza St
Key West, FL 33040

WOLKOWSKY DAVID W LIVING TRUST
PO Box 1429
Key West, FL 33041

WOLKOWSKY DAVID W LIVING TRUST
PO BOX 1429
KEY WEST, FL 33041

WORTH MARY ANN L/E
314 Simonton St
Key West, FL 33040

ZERBY OLD TOWN LLC
2 Olive Ave
Rehoboth Beach, DE 19971

ZERBY ROSE LANE LLC
2 Olive Ave
Rehoboth Beach, DE 19971

ZERBY ROSE LANE LLC
2 Olive Ave
Rehoboth Beach, DE 19971