

# CITY OF KEY WEST

## APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) KEY WEST, PHOTOGRAPHY FESTIVAL / Key West Film Festival  
 Address of Applicant(s) 1807 ATLANTIC BLVD. UPSTAIRS KEY WEST, FL 33040  
 Phone Number of Applicant(s) and emergency number 305-896-1129

Name of Non-Profit(s) KEY WEST FILM FESTIVAL  
 Address of Non-Profit(s) 1807 ATLANTIC BLVD. UPSTAIRS KEY WEST, FL 33040  
 Phone Number of Non-Profit(s) 305-896-1129

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 10,000

Date(s) of Event FEBRUARY 8<sup>th</sup> - 11<sup>th</sup>, 2018

Hours of Operation 10 AM - ~~11 AM~~ 9 PM

Estimated/anticipated number of persons per day 500

Location of Event Mallory Square

Street Closed N/A


Detailed Description of Event: FOUR DAY PHOTOGRAPHY FESTIVAL THAT FOCUSES ON BOTH LOCAL + INTERNATIONAL PHOTOGRAPHERS EXHIBITS + TALKS.

List of Businesses that will participate in Alcohol Exemption:

- Noise exemption required: Yes  No
- Alcoholic beverages sold/served at event: Yes  No
- Recycle Deposit \$1000.00** Yes  No
- Cooking oil recycled Yes  No  N/A
- Recycled containers Yes  No
- Accounting of items recycled

\* Measures

The applicant does ac knowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/permitee agrees to assume full responsibility and liability for and indemnify, and suits for or by reason of any injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City, their agents or employees.

  
\_\_\_\_\_  
Applicant(s) Signature

12/18/17  
\_\_\_\_\_  
Date

ORDINANCE NO. 02-09

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES ENTITLED "AMUSEMENTS AND ENTERTAINMENT" BY AMENDING ARTICLE II PERTAINING TO SPECIAL EVENTS; AMENDING SECTION 6-26 TO REQUIRE A DOWN PAYMENT ON THE COST OF CITY SERVICES, TO ALLOW FOR INTEREST ON LATE PAYMENTS, AND TO INCREASE THE COST WAIVER TO \$1,000.00; ADDING SECTION 6-27 TO RESTRICT PLACEMENT OF FOOD, BEVERAGE AND MERCHANDISE BOOTHS; AMENDING SECTION 6-56 TO REQUIRE THE APPLICATION TO LIST AN EMERGENCY CONTACT PERSON; AMENDING SECTION 6-57 TO ESTABLISH A MINIMUM NON-PROFIT SHARE FOR SPECIAL EVENTS IN WHICH A STREET IS CLOSED; AMENDING SECTION 6-58 TO PROVIDE THAT MAJOR FESTIVAL SPONSORS MAKE APPLICATION SIX MONTHS IN ADVANCE AND APPROVE CERTAIN SALES OF ALCOHOLIC BEVERAGES; ADDING SECTION 6-61 PERTAINING TO HANDICAP-ACCESSIBLE BATHROOM FACILITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, The City Commission finds that a revision to the regulations governing special events and street closures would promote the health, safety and welfare of the citizens of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

Section 1: That section 6-26 of the Code of Ordinances is hereby amended as follows\*:

**Sec. 6-26. Payment for city services.**

- (a) The organizer or sponsor of any festival, street fair, fair, carnival, athletic event, contest, competition, parade, fundraiser, rally, boat or car race or other special event which requires city authorization, whether by administrative permit or city commission approval, and which requires the provisions of additional or extraordinary support services by police, fire, administrative, or other city departments in order to maintain order or safety or to escort participants shall pay to the city the cost of such services. A down payment of ten percent (10%) of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten (10) days prior to the event.
- (b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1½%) per month.
- (c) The city commission may grant special exceptions to this section for cause shown upon the public record.
- (d) The first ~~\$500.00~~ \$1,000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.
- (e) Any nonprofit organization accepting the waiver provided for by subsection (d) of this section shall, within 90 days following the special event, submit to the city commission an accounting of expenses and revenues incurred and generated during the event.

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

Section 2.

That section 6-27 is hereby added to the Code of Ordinances as follows:

**Sec. 6-27. Food, beverage and merchandise booths.**

No booth or stall set up for a special event and serving any amount or type of food and or beverage, or selling merchandise, shall be placed directly in front of, or within five (5) feet of the property line of, a restaurant or a bar or a retail store (selling primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3.

That section 6-56 of the Code of Ordinances is hereby amended as follows:

**Sec. 6-56. Application.**

(a) Except as provided in section 6-58. At least 60 days prior to a proposed special event that will result in the closing of a public street, the sponsor shall submit an application to the city manager. An application may be made either by a tax-exempt nonprofit organization (nonprofit) or jointly by a nonprofit and a private or business entity.

(b) If the city manager approves the application, he shall then schedule it for consideration by the city commission. However, if the special event proposes to close only one block, is intended to end prior to 9:00 p.m. on any day of the year, and does not seek either a fee cost waiver or a noise exemption, the city manager may give final approval to the application.

(c) Each application shall include the name of a sponsor's contact person and that person's 24-hour telephone number(s), in case of emergency.

Section 4.

That section 6-57 of the Code of Ordinances is hereby amended as follows:

**Sec. 6-57. Donation of percentage of revenue to nonprofit organization.**

(a) A major festival is a special event of regional impact. Major festivals are: ~~Faney~~Fantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. ~~Have a non-profit coapplicant ot to provide a percentage of revenues to a~~ charitable cause.

(b) A business that seeks to sell alcoholic beverages at a major festival pursuant to an APS state license, and which is not a bar or restaurant or other concern that sells alcoholic beverages in the ordinary course of its business, must obtain the written approval of the major festival sponsor and provide such approval to the city of key west.

Section 6

That section 6-61 is hereby added to the Code of Ordinances as follows:

**Sec. 6-61. Temporary bathroom facilities.**

Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent (5%) of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons which physical disability.

Section 7.

If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefore and shall be construed as reasonable and necessary to achieve the lawful purposes of this ordinance.

Section 8. All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 9. This Ordinance shall go into effect on January 1, 2003.

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

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

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

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

2002.

Filed with the Clerk November 21, 2002.

Sponsor's Signature

A handwritten signature in blue ink, appearing to be "D. J. [unclear]", written over a horizontal line.


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


1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. The Permittee will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

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

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

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

Sponsor's Signature 

4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.  
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty



police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.

Sponsor's Signature 

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 af

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 af

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 af



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 



# THE CITY OF KEY WEST

Parking Division

1376 White Street

Key West, FL 33441

## Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

N/A

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

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

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

Modification of rates can only be approved by Commission.

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



KEY WEST FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE

Please Check All That Apply To This Event

Cooking

- Deep Frying/Open Flame
- Charcoal Grill
- Gas Grill
- Food Warming Only
- Catered Food
- Plan for Cooking Oil Disposal
- No Cooking on Site

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

- Map of Closed Road with Fire Lane & Vendor Booth(s) Locations

Tents (More Than 200 SqFt.)

- Flame Resistance Certificate
- Size, Type, Location of Tent(s)

Food Booths

- Food Booths - Total # \_\_\_\_\_
- Vendor Booths - Total # 4
- Total Number of Booths - 4

Parade

- Floats - Total # \_\_\_\_\_



THE CITY OF KEY WEST

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 blue ink, consisting of stylized initials.

12/18/17

# Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: QUINCY PERKINS Phone number: 305-896-1129
- 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: 2
- 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: \_\_\_\_\_
- Capacity of containers on grounds: \_\_\_\_\_  
Contact person for containers: \_\_\_\_\_ Phone #: \_\_\_\_\_
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event - from the containers on the grounds to the large container.  
Arrangements made: \_\_\_\_\_
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.  
Arrangements made: \_\_\_\_\_
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

containers must be adjacent to trash barrels in order to reduce contamination problems

○ Monitor recycling containers for correct usage during the event and take actions to solve problems.  
Problems: \_\_\_\_\_  
Actions taken: \_\_\_\_\_

○ View trash barrels and note any recyclables in the trash. Take actions to solve problems.  
Problems: \_\_\_\_\_  
Actions taken: \_\_\_\_\_

○ Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program  
Comments: \_\_\_\_\_

○ Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.

○ At the end of the event, remove signs and arrange for their return to owners.

○ Place recycling containers in the pick-up location, as arranged with the providers of the containers.

○ Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.  
Amount of material: \_\_\_\_\_  
Contamination: \_\_\_\_\_

○ Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.

○ Share the results with event organizers.

○ Security deposit of \$1000.00 must be submitted prior to the event.

○ Security deposit returned: \_\_\_\_\_

*For more information about event recycling and waste reduction, contact Waste Management at 305 296-2825*





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/21/2017

**PRODUCER**  
East Main Street Insurance Services, Inc.  
Will Maddux  
PO Box 1298  
Grass Valley, CA 95945  
Phone: (530) 477-6521 Email: info@theeventhelper.com

**THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

**INSURED**  
Key West Photography Festival  
Quincy Perkins  
1807 Atlantic Blvd, Upstairs  
Key West, FL 33040

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A	Evanston Insurance Company	35378
INSURER B		
INSURER C		
INSURER D		
INSURER E		

## COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR/ADD'L LTR	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
A	Y	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR Host Liquor Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC Retail Liquor Liability	3DS5460-M1991553	02/07/2018	02/12/2018	EACH OCCURRENCE INCLUDES BODILY INJURY & PROPERTY DAMAGE \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 DEDUCTIBLE \$ 1,000 \$								
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE \$ RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1"> <tr> <td>WC STATUTORY LIMITS</td> <td>OTHER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATUTORY LIMITS	OTHER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATUTORY LIMITS	OTHER													
E.L. EACH ACCIDENT	\$													
E.L. DISEASE - EA EMPLOYEE	\$													
E.L. DISEASE - POLICY LIMIT	\$													
		<b>OTHER</b>												

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Certificate holder listed below is named as additional insured per attached CG 20 26 07 04.  
Attendance: 200, Event Type: Art Festival .

## CERTIFICATE HOLDER

City of Key West  
1300 White St.  
Key West, FL 33040

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

*Will Maddux*

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

**SCHEDULE**

Name Of Additional Insured Person(s) Or Organization(s)
City of Key West 1300 White St. Key West, FL 33040
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- A. In the performance of your ongoing operations; or
- B. In connection with your premises owned by or rented to you.



# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Key West Photography Festival  
 DATES: Feb 8-11, 2017

## DEPARTMENTS

## COMMENTS

EVENTS (INITIAL SIGNOFF)

*Mano Ratush*      *12/19/17*  
 SIGNATURE                      DATE

COMMUNITY SERVICES

SIGNATURE                      DATE

POLICE DEPARTMENT

SIGNATURE                      DATE

FIRE DEPARTMENT

SIGNATURE                      DATE

KWDOT

SIGNATURE                      DATE

PORT AND MARINE SERVICES

SIGNATURE                      DATE

*N/A*

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: Key West Photography Festival  
DATES: \_\_\_\_\_

## DEPARTMENTS

## COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rutenz 12/19/17  
SIGNATURE DATE

COMMUNITY SERVICES

\_\_\_\_\_  
SIGNATURE DATE

POLICE DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE

FIRE DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE

KWDOT

Rogelio Hernandez / RS 12-21-17  
SIGNATURE DATE

Will require all buses including Duval Loop to be re-routed.

PORT AND MARINE SERVICES

\_\_\_\_\_  
SIGNATURE DATE

CODE COMPLIANCE

\_\_\_\_\_  
SIGNATURE DATE

ENGINEERING

\_\_\_\_\_  
SIGNATURE DATE

UTILITIES

\_\_\_\_\_  
SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN \_\_\_ APPROVED \_\_\_ DENIED

TICKETS ▾ ([HTTPS://SA1.SEATADVISOR.COM/SABO/SERVLETS/EVENTSEARCH?SEARCHMODE=PRESENTER&PRESENTER=WFPF](https://sa1.seatadvisor.com/sabo/servlets/eventsearch?searchmode=presenter&presenter=wfpf))

SHOWS ([HTTPS://WWW.WATERFRONTPLAYHOUSE.ORG/SEASONS/](https://www.waterfrontplayhouse.org/seasons/))

MEMBERSHIPS ▾ ([HTTPS://WWW.WATERFRONTPLAYHOUSE.ORG/MEMBERSHIPS/](https://www.waterfrontplayhouse.org/memberships/))

SUPPORT ▾ ([HTTPS://WWW.WATERFRONTPLAYHOUSE.ORG/DONATIONS/](https://www.waterfrontplayhouse.org/donations/))

NEWS ([HTTPS://WWW.WATERFRONTPLAYHOUSE.ORG/NEWS/](https://www.waterfrontplayhouse.org/news/))

CALENDAR ([HTTPS://WWW.WATERFRONTPLAYHOUSE.ORG/CALENDAR/](https://www.waterfrontplayhouse.org/calendar/))

PEOPLE ▾ ([HTTPS://WWW.WATERFRONTPLAYHOUSE.ORG/PEOPLE/](https://www.waterfrontplayhouse.org/people/))

ABOUT ▾ ([HTTPS://WWW.WATERFRONTPLAYHOUSE.ORG/ABOUT/](https://www.waterfrontplayhouse.org/about/))

SPONSORS ▾ ([HTTPS://WWW.WATERFRONTPLAYHOUSE.ORG/SPONSORS/](https://www.waterfrontplayhouse.org/sponsors/))

AUDITIONS ([HTTPS://WWW.WATERFRONTPLAYHOUSE.ORG/NEWS/?C=AUDITIONS](https://www.waterfrontplayhouse.org/news/?c=auditions))

CONTACT ([HTTPS://WWW.WATERFRONTPLAYHOUSE.ORG/CONTACT/](https://www.waterfrontplayhouse.org/contact/))



## UPCOMING SHOWS

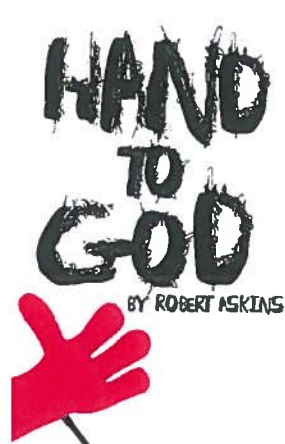
*The Waterfront Playhouse 2017-2018 Season*



<https://www.waterfrontplayhouse.org/st-carol/>



<https://www.waterfrontplayhouse.org/sh>



HAND TO GOD



<https://www.waterfrontplayhouse.org/sh>

AVENUE Q

INSPECTING CAROL

1776



Dec 12 - Jan 6

Jan 23 - Feb 4

Feb 20 - Mar 10

Mar 27 - Apr 14

# "THE BEST PROFESSIONAL THEATER IN FLORIDA"

*Florida Monthly Magazine*

## UPCOMING EVENTS

*The Waterfront Playhouse 2017-2018 Season*



(<https://www.waterfrontplayhouse.org/ev/idol-test/>)

**AQUA IDOL**  
Jun 16 - Mar 27

AT AQUA



(<https://www.waterfrontplayhouse.org/ev/>)

**BEHIND THE SCENES ("HAND TO GOD")**  
Feb 26



**HI, ARE YOU SINGLE?**  
Mar 4 - Mar 5



(<https://www.waterfrontplayhouse.org/ev/wild-west-gala/>)

**WILD WILD WEST GALA (NEW DATE)**  
Apr 7

## LATEST NEWS

[VIEW ALL \(HTTPS://WWW.WATERFRONTPLAYHOUSE.ORG/NEWS/\)](https://www.waterfrontplayhouse.org/news/)

*The latest happenings at The Waterfront Playhouse*

WATCH VIDEO CLIPS FROM  
"INSPECTING  
CAROL" ([HTTPS://WWW.WATERFRONT  
VIDEO-CLIPS-INSPECTING-  
CAROL/](https://www.waterfrontplayhouse.org/video-clips-inspecting-carol/))



**"INSPECTING CAROL" AT THE WATERFRONT PLAYHOUSE A CRAZY CHRISTMAS COCKTAIL (KONKLIFE REVIEW)**

**([HTTPS://WWW.WATERFRONTPLAYHOUSE.ORG/NEWS/INSPECTING-CAROL-WATERFRONT-PLAYHOUSE-CRAZY-CHRISTMAS-COCKTAIL-KONKLIFE-REVIEW/](https://www.waterfrontplayhouse.org/news/inspecting-carol-waterfront-playhouse-crazy-christmas-cocktail-konklife-review/))**

By Joanna Brady Take one part Nikolai Gogol, one part Dickens, shake it with a soupcon of Shakespeare and a dash of Mel Brooks, and you've got a knee-slapping Christmas cocktail that will keep you laughing into the new year. The play, In [...]

(<https://www.waterfrontplayhouse.org/video-clips-inspecting-carol/>)

**"INSPECTING CAROL" NOW PLAYING AT THE WATERFRONT PLAYHOUSE THROUGH JANUARY 6 (KONKLIFE)**  
**([HTTPS://WWW.WATERFRONTPLAYHOUSE.ORG/CAROL-NOW-PLAYING-WATERFRONT-PLAYHOUSE-JANUARY-6-KONKLIFE/](https://www.waterfrontplayhouse.org/carol-now-playing-waterfront-playhouse-january-6-konklife/))**

(<https://www.waterfrontplayhouse.org/carol-now-playing-waterfront-playhouse-january-6-konklife/>)

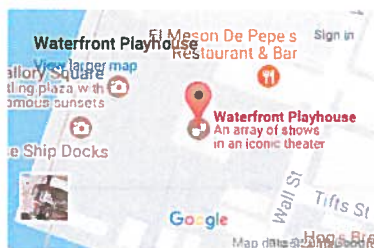
Working in the theater isn't for sissies. Or the timid. Or the lazy. It's tough, stressful work. Author Jo [...]

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**LOCATION**



Address:  
407 Wall Street  
Key West, FL 33040.

Phone:  
(305) 294-5015



**USEFUL LINKS**

- Shows/Plays (<https://www.waterfrontplayhouse.org/shows/>)
- Buy Tickets (<https://www.waterfrontplayhouse.org/tickets/>)
- About Us (<https://www.waterfrontplayhouse.org/about-us/>)
- Facebook (<https://www.facebook.com/waterfrontplayhouse/>)
- Special Events (<https://www.waterfrontplayhouse.org/special-events/>)
- Memberships (<https://www.waterfrontplayhouse.org/memberships/>)
- News (<https://www.waterfrontplayhouse.org/news/>)
- Twitter (<https://twitter.com/waterfrontplayhouse/>)
- Venue Rental (<https://www.waterfrontplayhouse.org/venue-rental/>)
- Donations (<https://www.waterfrontplayhouse.org/donations/>)
- Our People (<https://www.waterfrontplayhouse.org/our-people/>)
- YouTube (<https://www.youtube.com/waterfrontplayhouse/>)
- Contact (<https://www.waterfrontplayhouse.org/contact/>)
- Gift Certificates (<https://www.waterfrontplayhouse.org/gift-certificates/>)
- Sponsors (<https://www.waterfrontplayhouse.org/sponsors/>)
- Google+ (<https://plus.google.com/waterfrontplayhouse/>)



(<https://www.waterfrontplayhouse.org/sponsors/>)



## Detail by Entity Name

Florida Not For Profit Corporation  
KEY WEST FILM FESTIVAL CORPORATION

### Filing Information

<b>Document Number</b>	N12000004333
<b>FEI/EIN Number</b>	45-5209529
<b>Date Filed</b>	04/30/2012
<b>Effective Date</b>	04/30/2012
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	AMENDMENT
<b>Event Date Filed</b>	05/07/2013
<b>Event Effective Date</b>	NONE

### Principal Address

11 GOLF AVENUE  
CLARENDON HILLS, IL 60514

### Mailing Address

11 GOLF AVENUE  
CLARENDON HILLS, IL 60514

### Registered Agent Name & Address

TARSIA, THOMAS M  
1633 SE 47th Terrace  
CAPE CORAL, FL 33904

Address Changed: 02/11/2016

### Officer/Director Detail

#### **Name & Address**

Title P

CHRISTIAN, BROOKE  
700 6TH STREET NW  
WASHINGTON, DC 20001

Title SV

CROOKS, ETHAN L  
11 GOLF AVENUE  
CLARENDON HILLS, IL 60514

Title VPT

ANANICZ, STEPHEN  
3 PARK AVENUE, 39TH FLOOR  
NEW YORK, NY 10016

**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2015	01/30/2015
2016	02/11/2016
2017	04/05/2017

**Document Images**

<a href="#">04/05/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/11/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/30/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/24/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/12/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/22/2013 -- Amendment</a>	<a href="#">View image in PDF format</a>
<a href="#">04/30/2012 -- Domestic Non-Profit</a>	<a href="#">View image in PDF format</a>

Event Name: KEY WEST PHOTOGRAPHY FESTIVAL

## Special Event Checklist

Everything must be checked off before submitting the special event application

X	TITLE	COMMENTS
✓	Special Event Application	
N/A	Noise Exemption (If applicable)	
N/A	\$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)	N/A
✓	Insurance naming the City as additional insured	
✓	Financial of previous event (If applicable)	1ST TIME EVENT
	Release & Idemnification Form	
✓	Site Map ( where barricades, stages, etc are to go)	
	Letter from non profit that states they will be receiving the funds	

# Key West Photography Festival on Caroline

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):	CONDITIONS/RESTRUCTIONS
_____ SIGNATURE                      DATE	_____ _____ _____
PUBLIC WORKS	_____ _____ _____
_____ SIGNATURE                      DATE	_____ _____ _____
POLICE	_____ _____ _____
_____ SIGNATURE                      DATE	_____ _____ _____
FIRE DEPARTMENT	<u>SEE ATTACHED MEMO</u>
<u>Alan Averette</u> 12/21/17	_____ _____ _____
_____ SIGNATURE                      DATE	_____ _____ _____
PORT/KEY WEST DOT	_____ _____ _____
_____ SIGNATURE                      DATE	_____ _____ _____
CODE COMPLIANCE	_____ _____ _____
_____ SIGNATURE                      DATE	_____ _____ _____
KEY WEST PROPERTY MANAGEMENT	_____ _____ _____
_____ SIGNATURE                      DATE	_____ _____ _____
PARKING DEPARTMENT	_____ _____ _____
_____ SIGNATURE                      DATE	_____ _____ _____

## Maria Ratcliff

---

**From:** Jim J. Young  
**Sent:** Tuesday, December 19, 2017 3:02 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Key West Photography Festival on Caroline

I do not see any code issues.

JY

**From:** Maria Ratcliff  
**Sent:** Tuesday, December 19, 2017 3:01 PM  
**To:** Jim J. Young <jjyoung@cityofkeywest-fl.gov>  
**Subject:** RE: Key West Photography Festival on Caroline

*Didn't sign it but you can just email with your response if you like. Thanks!*

Maria Ratcliff  
Executive Administrator to the City Manager &  
Special Events Coordinator  
City of Key West  
1300 White Street  
Key West, Florida 33040  
Phone: 305 809-3881  
Fax: 305 809-3886

**From:** Jim J. Young  
**Sent:** Tuesday, December 19, 2017 3:00 PM  
**To:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Subject:** RE: Key West Photography Festival on Caroline

JY

**From:** Maria Ratcliff  
**Sent:** Tuesday, December 19, 2017 2:39 PM  
**To:** Richard Sarver <rsarver@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>  
**Subject:** Key West Photography Festival on Caroline

*Good morning everyone,*

*As you can see, they want to put containers, they will have exhibits in them. See site map. And they want the street to remain closed from February 8<sup>th</sup> through the 11<sup>th</sup> from 10:00 a.m. 9:00 p.m.*



*Let me know what you guys think. I believe that we did this during the sailfish tournament. Thanks!*

Maria Ratcliff  
Executive Administrator to the City Manager &  
Special Events Coordinator  
City of Key West  
1300 White Street  
Key West, Florida 33040  
Phone: 305 809-3881  
Fax: 305 809-3886



## THE CITY OF KEY WEST

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

To: Quincy Perkins

From: Division Chief/Fire Marshal Alan Averette

Date: 12/21/17

Reference: Key West Photography Festival on Caroline

This office reviewed the special event application for the Key West Photography Festival on Caroline to be held on the four hundred block of Caroline St. on February 8,9,10 and 11, 2018.

Based on the application the following conditions shall apply:

All events that take place throughout the year are limited to setting up on one side of the street and it is mandatory to allow for a fire lane. Booths will be designated to one side of the street, there will be no blocked cross streets or hydrants, and there shall be 10' clearance from the corners on each intersection.

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

*Alan Averette*, Fire Marshal/Division Chief

Key West Fire Department  
1600 N. Roosevelt Boulevard  
Key West, Florida 33040  
305-809-3931 Office  
aaverett@cityofkeywest-fl.gov

326E L53M W3X



THE CITY OF KEY WEST

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

To: Quincy Perkins

From: Division Chief/Fire Marshal Alan Averette

Date: 12/21/17

Reference: Key West Photography Festival on Caroline

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

*Alan Averette*, Fire Marshal/Division Chief  
Key West Fire Department  
1600 N. Roosevelt Boulevard  
Key West, Florida 33040  
305-809-3931 Office  
aaverett@cityofkeywest-fl.gov

326E L53M W3X