

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Key West Brewfest 2019/Sunrise Rotary Key West

Address of Applicant(s) PO Box 2354, Key West, FL 33045

Phone Number of Applicant(s) and emergency number 305-240-0989 (Sue Fowler)

Name of Non-Profit(s) Sunrise Rotary Foundation/Key West Sunrise Rotary

Address of Non-Profit(s) PO Box 2354, Key West, FL 33045

Phone Number of Non-Profit(s) 305-240-0989 (Sue Fowler)

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

Date(s) of Event August 31, 2019

Hours of Operation 3-8 p.m.

Estimated/anticipated number of persons per day 1750

Location of Event 1405 Duval Street/South Beach

Street Closed 1400 block of Duval St.

Detailed Description of Event: Key West Brewfest Signature Tasting Event w ~ 175 Craft Beers

List of Businesses that will participate in Alcohol Exemption: Sunrise Rotary Foundation

Noise exemption required: Yes No

Alcoholic beverages sold/served at event: Yes No

Recycle Deposit \$1000.00 Yes No

Cooking oil recycled Yes No

Recycled containers Yes No

Accounting of items recycled

* Measures

The applicant does ac knowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/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

2/2/2019
Date

ORDINANCE NO. 02-09

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

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

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

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

Sec. 6-26. Payment for city services.

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

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

Section 2.

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

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

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

Section 3.

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

Sec. 6-56. Application.

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

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

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

Section 4.

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

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

(a) A major festival is a special event of regional impact. Major festivals are: ~~FancyFantasy~~ 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 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 the initials 'AD' or similar, written over a horizontal line.

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Greg Sullivan Phone number: 305-797-3355
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum X Glass X #1 Plastic X #2 Plastic X Steel _____
Corrugated Cardboard X 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: 15
- 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: with Greg Sullivan
- Capacity of containers on grounds: large blue containers
Contact person for containers: Waste Management Phone #: 305-296-8297
Margaret Leha
- 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: Rotary volunteers will monitor
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: Waste Management - Greg Sullivan
- 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.

- c Monitor recycling containers for correct usage during the event and take actions to solve problems.
Problems: _____
Actions taken: _____

- o View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____
Actions taken: _____

- o 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: _____

- o Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- o At the end of the event, remove signs and arrange for their return to owners.
- o Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- o 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: _____
- o Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- o Share the results with event organizers.
- o Security deposit of \$1000.00 must be submitted prior to the event. ✓
- o Security deposit returned: _____

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

Key West Brewfest

At Southernmost Beach Café, 1405 Duval Street

August 31, 2019

RECYCLING PLAN:

Recycling Coordinator: Greg Sullivan

Recycling Coordinator will:

- Inform Key West Sunrise Rotary staff of recycling policy.
- Coordinate recycling containers on street (extra bins will be leased if necessary).
- Recycled items will be picked up by Waste Management through our business account
- Report recycled materials to the City of KW.
- Ensure waste containers are placed throughout the event area.
- Ensure recyclables and trash are separated.

Minimum City Requirements:

1. Recycle bins for cans and bottles within 50 feet of all drink / drink sales locations.
2. Sunrise Rotary staff will separate bottles, cans, and cardboard into business appropriate sorting area.
3. Recyclables will be picked up by Waste Management.
4. Cardboard will be recycled through Southernmost Beach Café's business account.
5. Recycle bins will be clearly marked to reduce sorting time.

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

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

Commercial General Liability with minimum limits of \$1,000.000

Business Automobile Liability with minimum limits of 1,000.000

Statutory Worker's Compensation Coverage

Employers Liability with minimum limits of \$1,000.000 injury by Accident


\$1,000.000 injury by Disease

Policy Limits and \$1,000.000 injury by Disease - Each Employee

If Alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the Permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000.000. Host Liquor Liability coverage will not be acceptable. If the Permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

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

Sponsor's Signature 

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

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

Sponsor's Signature AB

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 AB

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 AB

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 AB

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

Sponsor's Signature AB

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 AB

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 AB

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 AB

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 its 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 AB

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 AB

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.

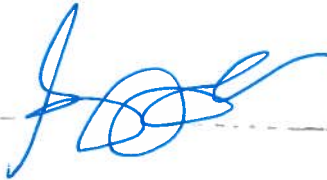
Sponsor's Signature AB



THE CITY OF KEY WEST

100 COLLEGE BL., KEY WEST, FLORIDA 33549-4000 (305) 850-1000

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.

 2/2/2019



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/02/2018

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 have ADDITIONAL INSURED provisions or 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 Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008 | CONTACT NAME: Ali Sulita |
| | PHONE (A/C, No, Ext): 1-833-3ROTARY |
| | FAX (A/C, No): 630-285-4062 |
| | E-MAIL ADDRESS: rotary@ajg.com |
| | INSURER(S) AFFORDING COVERAGE |
| | INSURER A : Lexington Insurance Company |
| | NAIC # 19437 |
| INSURED All Active US Rotary Clubs & Districts Key West Sunrise Rotary Club #25317, District #6990 ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698 | INSURER B : INSURER C : INSURER D : INSURER E : INSURER F : |

COVERAGES **CERTIFICATE NUMBER: 899307648** **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 INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|-----------|----------|----------------|-------------------------|-------------------------|---|
| A | COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | 015375594 | 7/1/2018 | 7/1/2019 | EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$ |
| A | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | 015375594 | 7/1/2018 | 7/1/2019 | COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | NOT APPLICABLE | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N | N/A | NOT APPLICABLE | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Information)

The Certificate holder is included as additional insured with general liability policy, but only to the extent bodily injury covered by the policy is insured.

Will need new insurance certificate for event

CERTIFICATE HOLDER

City of Key West
 1300 White Street
 Key West, FL 33040
 RE: Key West Brewfest
 Key West Sunrise Rotary Club#25317, District #6990
 August 30, 2018 -September 3, 2018

COPIES BE CANCELLED BEFORE THIS CERTIFICATE WILL BE DELIVERED IN



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/02/2018

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| | | |
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| | PHONE (A/C, No, Ext): 1-833-3ROTARY FAX (A/C, No): 630-285-4062 E-MAIL ADDRESS: rotary@ajg.com | |
| INSURER(S) AFFORDING COVERAGE | | NAIC # |
| INSURER A : Lexington Insurance Company | 19437 | |
| INSURER B : | | |
| INSURER C : | | |
| INSURER D : | | |
| INSURER E : | | |
| INSURER F : | | |


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| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | NOT APPLICABLE | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | Y/N N/A | NOT APPLICABLE | | | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate holder is included as additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

| | |
|--|--|
| CERTIFICATE HOLDER Sunset City Lessee, LLC 7550 Wisconsin Avenue, 10th Floor Bethesda, MD 20814 Re: Key West Brewfest Key West Sunrise Rotary Club #25317, District #6990 August 30, 2018 - September 3, 2018 | 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  |
|--|--|



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/02/2018

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 have ADDITIONAL INSURED provisions or 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 Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008 | CONTACT NAME: Ali Sulita |
| | PHONE (A/C, No. Ext): 1-833-3ROTARY FAX (A/C, No.): 630-285-4062 E-MAIL ADDRESS: rotary@ajg.com |
| INSURER(S) AFFORDING COVERAGE | |
| INSURER A : Lexington Insurance Company | NAIC # 19437 |
| INSURER B : | |
| INSURER C : | |
| INSURER D : | |
| INSURER E : | |
| INSURER F : | |

INSURED
 All Active US Rotary Clubs & Districts
 Key West Sunrise Rotary Club #25317, District #6990
 ATTN: Risk Management Dept.
 1560 Sherman Ave.
 Evanston, IL 60201-3698

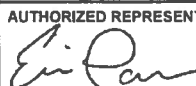
COVERAGES **CERTIFICATE NUMBER: 899307648** **REVISION NUMBER:**

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 INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | |
|----------|---|-----------|-------------------------------------|----------------|-------------------------|-------------------------|---|-------------|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | | 015375594 | 7/1/2018 | 7/1/2019 | EACH OCCURRENCE | \$2,000,000 |
| | | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$500,000 |
| | | | | | | | MED EXP (Any one person) | \$ |
| | | | | | | | PERSONAL & ADV INJURY | \$2,000,000 |
| | | | | | | | GENERAL AGGREGATE | \$4,000,000 |
| | | | | | | | PRODUCTS - COMP/OP AGG | \$4,000,000 |
| | | | | | | | | \$ |
| A | <input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | | 015375594 | 7/1/2018 | 7/1/2019 | COMBINED SINGLE LIMIT (Ea accident) | \$2,000,000 |
| | | | | | | | BODILY INJURY (Per person) | \$ |
| | | | | | | | BODILY INJURY (Per accident) | \$ |
| | | | | | | | PROPERTY DAMAGE (Per accident) | \$ |
| | | | | | | | | \$ |
| | <input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | NOT APPLICABLE | | | EACH OCCURRENCE | \$ |
| | | | | | | | AGGREGATE | \$ |
| | | | | | | | | \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | Y/N <input type="checkbox"/> N/A | NOT APPLICABLE | | | PER STATUTE | OTH-ER |
| | | | | | | | E.L. EACH ACCIDENT | \$ |
| | | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate holder is included as additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

| | |
|--|--|
| CERTIFICATE HOLDER Highgate Hotels 545 E. John Carpenter Frwy #1400 Irving, TX 75062 RE: Key West Brewfest Key West Sunrise Rotary Club #25317, District 6990 August 30, 2018 - September 3, 2018 | 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  |
|--|--|

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11:12 AM

02/23/18

Sunrise Rotary Foundation of Key West, Inc.
General Ledger
 As of June 30, 2018

| Type | Date | Num | Name | Memo | Split | Amount |
|---|----------|------|-------------------|---------------|---------------|-----------|
| 32000 · Unrestricted Net Assets (Other Income) | | | | | | |
| Total 32000 · Unrestricted Net Assets (Other Income) | | | | | | |
| Fundraising Income | | | | | | |
| Brewfest merchandise | | | | | | |
| Deposit | 09/05/17 | | | Deposit | KFCU Che... | 700.00 |
| Deposit | 09/05/17 | | MERCHANT B... | Deposit | KFCU Che... | 100.00 |
| Deposit | 09/05/17 | | MERCHANT B... | Deposit | KFCU Che... | 660.00 |
| Deposit | 09/05/17 | | MERCHANT B... | Deposit | KFCU Che... | 100.00 |
| Deposit | 09/29/17 | | | Bingo | KFCU Che... | 543.00 |
| Total Brewfest merchandise | | | | | | 2,103.00 |
| Brewfest Sponsorships | | | | | | |
| Deposit | 07/06/17 | | | Ocean Ke... | KFCU Che... | 500.00 |
| Deposit | 07/11/17 | | | Islamorad... | KFCU Che... | 1,000.00 |
| Deposit | 07/18/17 | | | Two Friends | KFCU Che... | 500.00 |
| Deposit | 07/21/17 | | | Mellow Cafe | KFCU Che... | 100.00 |
| Deposit | 07/31/17 | | | Isle Cook | KFCU Che... | 250.00 |
| Deposit | 08/11/17 | | | Deposit | KFCU Che... | 350.00 |
| Invoice | 08/29/17 | 1020 | Marker Waterfr... | Kona Beer... | Accounts R... | 500.00 |
| Deposit | 09/01/17 | | | Deposit | KFCU Che... | 630.00 |
| Deposit | 02/09/18 | | | Deposit | KFCU Che... | 1,800.00 |
| Total Brewfest Sponsorships | | | | | | 5,630.00 |
| Brewfest tickets | | | | | | |
| Invoice | 08/11/17 | 1019 | Lower Keys Me... | Brewfest ... | Accounts R... | 240.00 |
| Deposit | 08/28/17 | | | Rotarions ... | KFCU Che... | 4,560.00 |
| Deposit | 08/29/17 | | MERCHANT B... | Deposit | KFCU Che... | 75.00 |
| Deposit | 09/01/17 | | MERCHANT B... | Deposit | KFCU Che... | 2,790.00 |
| Deposit | 09/01/17 | | MERCHANT B... | Deposit | KFCU Che... | 80.00 |
| Deposit | 09/05/17 | | MERCHANT B... | Deposit | KFCU Che... | 6,195.00 |
| Deposit | 09/05/17 | | MERCHANT B... | Deposit | KFCU Che... | 1,035.00 |
| Deposit | 09/05/17 | | MERCHANT B... | Deposit | KFCU Che... | 7,335.00 |
| Deposit | 09/05/17 | | MERCHANT B... | Deposit | KFCU Che... | 880.00 |
| Deposit | 10/02/17 | | | Keystix.com | KFCU Che... | 37,820.90 |
| Deposit | 10/02/17 | | | Deposit | KFCU Che... | 500.00 |
| Deposit | 10/13/17 | | | Reynolds ... | KFCU Che... | 80.00 |
| Deposit | 11/03/17 | | | Jim Reyno... | KFCU Che... | 80.00 |
| Deposit | 11/10/17 | | | Joel Nario... | KFCU Savi... | 400.00 |
| Total Brewfest tickets | | | | | | 62,070.90 |
| Total Fundraising Income | | | | | | 69,803.90 |

11:12 AM

02/23/18

Sunrise Rotary Foundation of Key West, Inc.
General Ledger
 As of June 30, 2018

| Type | Date | Num | Name | Memo | Split | Amount |
|-----------------------------------|----------|------|---------------------|----------------|-------------|-------------------|
| Fundraising Expenses | | | | | | |
| Brewfest | | | | | | |
| Check | 07/17/17 | 2277 | Sun Sentinel | Advertising | KFCU Che... | -3,051.00 |
| Check | 07/17/17 | 2278 | Division of Alco... | | KFCU Che... | -25.00 |
| Check | 07/28/17 | 2282 | SUE FOWLER | Printing of... | KFCU Che... | -339.65 |
| Check | 07/28/17 | 2283 | Our Keys | Local Adv... | KFCU Che... | -250.00 |
| Check | 07/30/17 | 2284 | Miami Herald M... | Advertising | KFCU Che... | -2,320.00 |
| Check | 08/14/17 | 2285 | VOID | Voided Ch... | KFCU Che... | |
| Check | 08/18/17 | 2287 | VOID | | KFCU Che... | |
| Check | 08/23/17 | 2289 | JSA Promotions | | KFCU Che... | -2,827.22 |
| Check | 08/23/17 | 2215 | Southern Brew ... | | KFCU Che... | -1,000.00 |
| Check | 08/23/17 | 2216 | Mid-Atlantic Br... | | KFCU Che... | -1,000.00 |
| Check | 08/23/17 | 2217 | Keys Media Co... | Pirate Rad... | KFCU Che... | -252.00 |
| Check | 08/23/17 | 2218 | key West Cha... | Rack Prog... | KFCU Che... | -53.75 |
| Check | 08/23/17 | 2219 | key West Weekly | Print Adve... | KFCU Che... | -877.50 |
| Check | 09/02/17 | 2221 | Allen G Holland | Music | KFCU Che... | -500.00 |
| Check | 09/03/17 | 2222 | Randle Hartle | Motorcyle ... | KFCU Che... | -200.00 |
| Check | 09/03/17 | 2225 | Billy Vazquez | Motorcycl... | KFCU Che... | -200.00 |
| Check | 09/03/17 | 2226 | Michael Pettee | Motorccyc... | KFCU Che... | -200.00 |
| Check | 09/05/17 | 2227 | Wonderdog Pr... | | KFCU Che... | -2,113.75 |
| Check | 09/05/17 | 2229 | key West Cha... | Blast email | KFCU Che... | -65.00 |
| Check | 09/26/17 | 2230 | Randy Smith | Police | KFCU Che... | -250.00 |
| Check | 09/26/17 | 2231 | Mark Siracuse | Police | KFCU Che... | -250.00 |
| Check | 09/26/17 | 2233 | Wonderdog Pr... | Design W... | KFCU Che... | -131.25 |
| Check | 09/26/17 | 2234 | Coconut Ink | | KFCU Che... | -5,709.35 |
| Check | 09/29/17 | 2235 | Janie Rodriguez | Lunch for ... | KFCU Che... | -81.32 |
| Check | 09/29/17 | 2236 | Carl Stevens | Supplies | KFCU Che... | -229.85 |
| Check | 09/29/17 | 2237 | Florida Weekley | | KFCU Che... | -2,135.33 |
| Check | 09/29/17 | 2239 | Choice Radio K... | Radio Ads | KFCU Che... | -752.00 |
| Check | 09/29/17 | 2240 | Florida Keys M... | Radio Ads | KFCU Che... | -877.00 |
| Check | 10/07/17 | 2242 | SUE FOWLER | Supplies | KFCU Che... | -263.08 |
| Check | 10/09/17 | 2243 | Florida Keys.com | | KFCU Che... | -1,825.00 |
| Check | 11/15/17 | 2245 | Reddy Ice | | KFCU Che... | -2,800.00 |
| Check | 12/03/17 | 2246 | Magnetic Web ... | | KFCU Che... | -178.75 |
| Check | 12/03/17 | 2247 | WIIS | Radio | KFCU Che... | -91.00 |
| Check | 12/03/17 | 2248 | WCNK-FM | Radio | KFCU Che... | -128.00 |
| Deposit | 12/15/17 | | | TDC Reim... | KFCU Che... | 20,315.07 |
| Total Brewfest | | | | | | -10,661.73 |
| Total Fundraising Expenses | | | | | | -10,661.73 |
| TOTAL | | | | | | 59,142.17 |

SUNRISE ROTARY FOUNDATION
PH. 305-295-1191
P.O. BOX 2354
KEY WEST, FL 33045

63-7955/2670

2354

DATE 2/2/19

PAY TO THE ORDER OF City of Key West \$ 1,000 -
one thousand 00/100 DOLLARS

Security Features Details on


Keys Federal
CREDIT UNION
MEMO

Brewery 2019 Recycling



~~ALL INFORMATION CONTAINED HEREIN IS UNCLASSIFIED~~

SPECIAL



February 4, 2019

To Whom It May Concern:

We are working with Southernmost Resort and the Southernmost Beach Café on the tenth annual BrewFest Key West.

This has proven to be an exciting festival on Labor Day weekend, drawing people to Key West during a slow time for our destination. This five day event entertains visitors and raises thousands of dollars for Key West Sunrise Rotary. The Signature Tasting Event will take place on Saturday, August 31, 2019.

This letter is on behalf of the Key West Sunrise Rotary, which states that we are the recipient of the funds from this event.

Yours in Rotary Service,

A handwritten signature in blue ink, appearing to read "Sue Fowler".

Sue Fowler
BrewFest Key West Event Co-Chair
Key West Sunrise Rotary Club in the Conch Republic



Jim Scholl
City Manager
City of Key West

THE CITY OF KEY WEST
P.O. BOX 1409
KEY WEST, FL 33041-1409

1300 White Street
(305) 809-3888
FAX 809-3886
jscholl@keywestcity.com

RELEASE AND INDEMNIFICATION

I, Juanita Rodriguez being authorized to act on behalf of and legally bind the Sunrise Rotary Fdn. 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 compensate, 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(is) 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, invitee, or participants in the related activities permitted.

[Signature]
Signature of Witness

[Signature]
Signature of Applicant

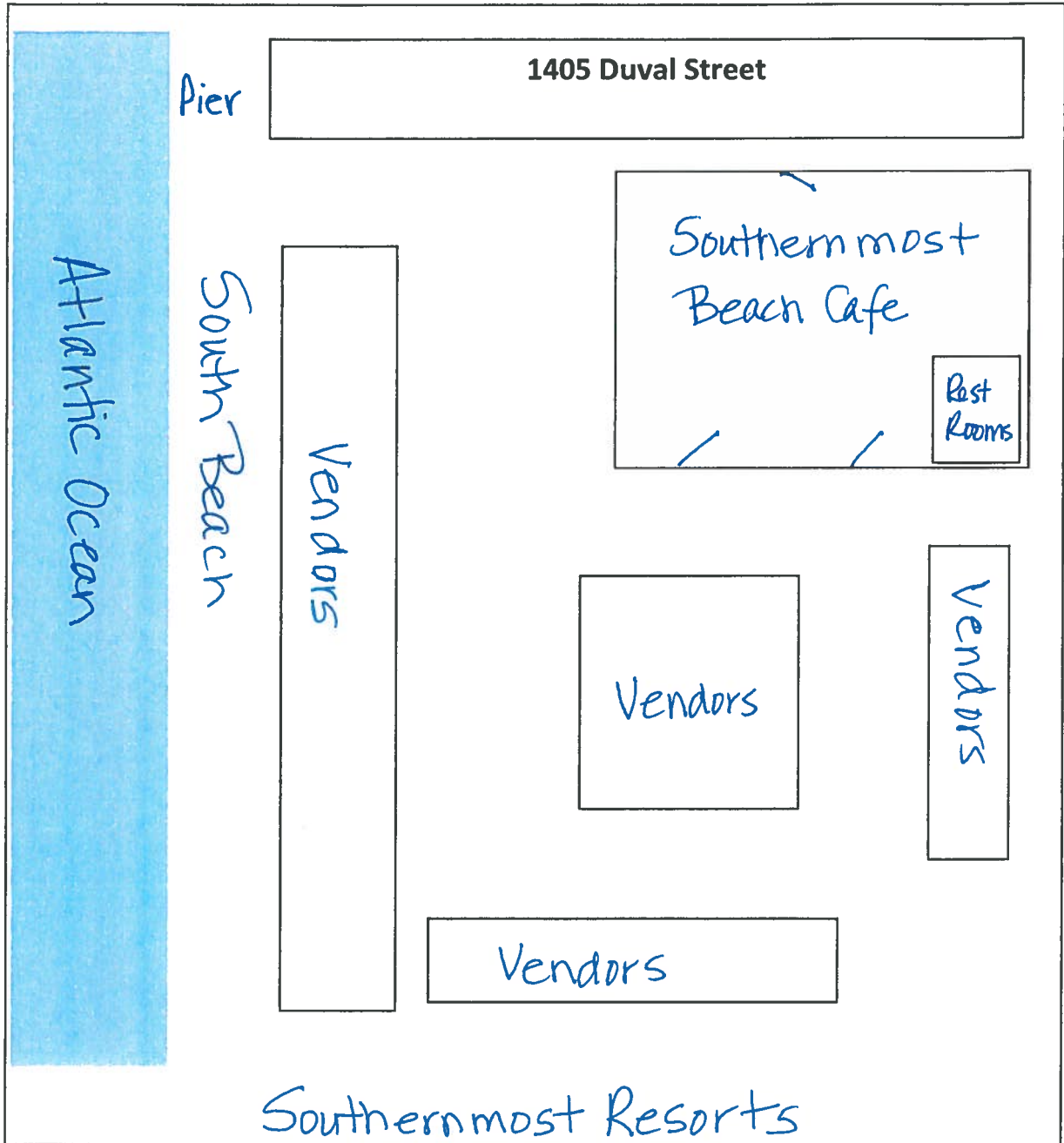
Susan J. Fowler
(Print Name)

Juanita Rodriguez
(Print Name)

2/7/19
Date

2/7/19
Date

2019 Key West Brewfest Site Map



Event Name: Key West Brewfest 2019

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

| X | TITLE | COMMENTS |
|---|--|------------------------------------|
| X | Special Event Application | Attached |
| - | Noise Exemption (If applicable) | NA |
| - | \$50.00 for Noise | NA |
| X | Ordinance initialed | Attached |
| X | Recycling checklist completed | Attached |
| X | Recycling deposit \$1,000.00 | Attached |
| X | Recycling Plan | Attached |
| X | Authorization Letter for continuous cleaning of recycled area | Attached |
| - | Signatures of No Objection of Street closure (If applicable) | NA |
| X | Insurance naming the City as additional insured | YE 6/30/19 New will be provided |
| X | Financial of previous event (If applicable) | Attached |
| X | Release & Idemnification Form | Attached |
| X | Site Map (where barricades, stages, etc are to go) | Attached |
| X | Letter from non profit that states they will be receiving the funds | Attached |



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

| |
|---------------------------------------|
| EVENT: <u>Sunrise Rotary Brewfest</u> |
| DATES: <u>August 31, 2019</u> |

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latuff *2/2/19*

SIGNATURE

DATE

| |
|--|
| |
|--|

COMMUNITY SERVICES

SIGNATURE

DATE

| |
|--|
| |
|--|

✓ POLICE DEPARTMENT

SIGNATURE

DATE

| |
|--|
| |
|--|

✓ FIRE DEPARTMENT

SIGNATURE

DATE

| |
|--|
| |
|--|

✓ KWDOT

SIGNATURE

DATE

| |
|-----|
| N/A |
|-----|

✓ 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: Sunrise Rotary Breakfast
DATES: August 31, 2019

| <u>DEPARTMENTS</u> | <u>COMMENTS</u> |
|---|-----------------|
| EVENTS (INITIAL SIGNOFF) <u>Maria Patricia</u> <u>2/2/19</u> SIGNATURE DATE | |
| COMMUNITY SERVICES SIGNATURE DATE | |
| POLICE DEPARTMENT SIGNATURE DATE | |
| FIRE DEPARTMENT SIGNATURE DATE | |
| KWDOT SIGNATURE DATE | |
| PORT AND MARINE SERVICES SIGNATURE DATE | |
| CODE COMPLIANCE <u>Jin Yong</u> <u>27 Feb 19</u> SIGNATURE DATE | |
| ENGINEERING SIGNATURE DATE | |
| UTILITIES SIGNATURE DATE | |

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

| |
|---------------------------------------|
| EVENT: <u>Sunrise Rotary Brewfest</u> |
| DATES: <u>August 31, 2019</u> |

| <u>DEPARTMENTS</u> | <u>COMMENTS</u> |
|--|--|
| EVENTS (INITIAL SIGNOFF) <u>Maria Patuff</u> <u>2/2/19</u> SIGNATURE DATE | |
| COMMUNITY SERVICES SIGNATURE DATE | |
| POLICE DEPARTMENT <u>[Signature]</u> <u>2/28/19</u> SIGNATURE DATE | 3 of 3 ^{is on} if placed in "March" then 5 meters & 10 |
| 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



THE CITY OF KEY WEST

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

To: Southernmost Beach Café

From: Division Chief/Fire Marshal Danny Blanco

Date: 03/1/2019

Reference: Brew fest Key West

This office reviewed the special event application for the Southernmost Beach Café Brew Fest Key West Party to be held at The Southernmost Beach Café on August 31, 2019.

Based on the application the following conditions apply:

There are no concerns at this time.

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

Danny Blanco, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
305-292-8284 Fax
dblanco@cityofkeywest-fl.gov

Serving the Southernmost City

3266 LS3M 132