

City of Key
West
Special Event Permit Application

For assistance in filling out this application, please contact the City at (305) 809-3881 or via email at : event_request@cityofkeywest-fl.com

Event Name: Ocean Fest ~~Key West~~

Location: 35 E. Quay Road, Key West FL 33040

Date(s): Sunday, Dec. 3, 2023 Hours of Operation: 10am - 3pm

Break Down Date: Sunday, Dec 3, 23 Number of Expected Attendees: 1,500

Is the Event open to the Public? Yes No

Description: Provide a narrative description of the full scope of your event with as much detail as possible in the box below. If this event has multiple sub events, specify date and time range of each.

A free-family-friendly event, focusing on ocean conservation. Local artisan and non-profit vendors are stationed throughout Truman waterfront Park lawn. live music all day and kids activities. Food + beer served. All proceeds benefit Mote Marine Lab's coral research.

EVENT ORGANIZER INFORMATION

Company or Organization Name Mote Marine Laboratory - Aquarium

Name Haley Borkeson Phone number 703-895-8538

Mailing Address 24244 Overseas Highway, ~~FL~~

City Sumnerland State FL Zip 33042 Email hborkeson@mote.org

Tax ID / EIN# 85-8012647552C-5

SECONDARY CONTACT INFORMATION

Name Kevin Clandige Phone number _____

Company or Organization Name Mote Marine Lab

Email kclandige@mote.org

SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes Complete Supplement A No

Non-Profit Applicant or Benefit: Yes Complete Supplement B No

Alcoholic Beverages Sold/Served at Event: Yes Needs City Commission Approval No

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

INITIALS REQUIRED

Event Name: Ocean Fest

Event Date: 12/13/2023

1. **Application Form:** All Applicant(s) must fill out the City of Key West (City) application form provided to you by the Office of the City Manager. All applications are subject to approval at the discretion of the City Manager and/or City Commission and must in the Office of the City Manager 60 days prior to the event.

Applicant Printed Name: Hailey Burkson Signature: Hailey Burkson

2. **Liability Insurance:** Applicant(s) 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 Workers' Compensation Coverage
 Employers Liability with minimum limits:
 - \$1,000,000 injury by accident
 - \$1,000,000 injury by disease
 - \$1,000,000 Policy Limits – 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.

Applicant Printed Name: Hailey Burkson Signature: Hailey Burkson

3. **Indemnification:** The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe incurred by the City or which may be claimed against the City by any person, firm to the person or property f any person, firm, corporation, or entity which are consequent or arise from the activities of 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.

Applicant Printed Name: Hailey Burkson Signature: Hailey Burkson

4. **ADA:** All special events are required to comply with the Federal Americans with Disabilities Act which requires access to all areas in services provided by the special events. Organizers must ensure that all aspects of their event meet the requirements.

Applicant Printed Name: Haley Brunson Signature: Haley Brunson

5. **Notifying:** 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.

Applicant Printed Name: Haley Brunson Signature: Haley Brunson

6. **City Services Pricing:** The organizer or sponsor of any special event which requires the provision of additional extraordinary support services by police, fire, and administration or other city department shall pay to the city the cost of such services. A nonrefundable down payment of 10% of all cost, as estimated by the city manager, shall be made to the city either by certified check or credit card at least 10 days prior to the special event.

Applicant Printed Name: Haley Brunson Signature: Haley Brunson

7. **Payment Terms:** 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 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 (1.5%) per month.

Applicant Printed Name: Haley Brunson Signature: Haley Brunson

Event Screening Questionnaire

Event Name: Ocean Fest Event Date: 12/3/2023

The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application.

VENDOR SALES

1. Will ANY alcoholic beverage be sold or served?	Yes <input checked="" type="checkbox"/> Needs City Commission Approval	No <input type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input checked="" type="checkbox"/> Complete Supplement C	No <input type="checkbox"/>

SAFETY IF YES, COMPLETE REQUIRED FORMS

3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles	Yes <input checked="" type="checkbox"/> Complete Supplement C	No <input type="checkbox"/>
4. Will your event involve ANY of the following tents or structures? Tents, Booths, Canopies or Podiums, Viewing Stands and Bracing, Stages, Risers or Air Support Structures	Yes <input checked="" type="checkbox"/> Complete Supplement D	No <input type="checkbox"/>

STREETS & SIDEWALKS IF YES, COMPLETE REQUIRED FORMS

5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes <input type="checkbox"/> Complete Supplement E	No <input checked="" type="checkbox"/>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input type="checkbox"/> Complete Supplement E	No <input checked="" type="checkbox"/>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input type="checkbox"/> Complete Supplement E	No <input checked="" type="checkbox"/>

CITY PROPERTY IF YES, COMPLETE REQUIRED FORMS

8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes <input checked="" type="checkbox"/> Complete Supplement F	No <input type="checkbox"/>
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The applicant does acknowledge and hereby affirms that any and all information of this application and all of its supplements are accurate to the best of their 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 for an injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City their agents or employees.

Halley Br...
Applicant Signature

4/10/2023
Date

Required – Recycling Plan

Event Name: Ocean Fest Event Date: 12/18/2023

The City of Key West is committed to increasing the collection of recycled materials and needs your help to accomplish this. As the Event Organizer, you need to encourage your vendors to participate in the separation of solid waste and recyclable items by providing the adequate number and type of collection receptacles.

RECYCLING POINT OF CONTACT

Name Waste Management Phone Number 305-809-3759
 Email recycling@cityofkeywest-fl.gov Number of people dedicated to recycling 3-5

INITIALS REQUIRED

- HB 1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.
- HB 2. **RECYCLING FEE:** The Fee (see Fee Schedule) must be submitted prior to the event. You can earn all or part of this fee back by participating in the City Recycling Program.
- HB 3. **ACCEPTABLE RECYCLABLES:** The primary items will be Aluminum Cans, Plastic Bottles, Cardboard, and Glass Bottles. But additional items can include Food and Beverage Cartons, Regular paper, Magazines and Program Handouts.
- HB 4. **CONTAMINATION:** I understand that recycle bins with contamination above 15% will result in not being able to earn back all or part of the Recycling Fee.

RECYCLING TIMELINE

Two Weeks (Self filling)	BEFORE EVENT: <ol style="list-style-type: none"> 1. Arrange Trash/Recycling through Community Services (305-809-3759). 2. Get approval for educational signage needed to inform customers/event goers of recycling and garbage rules/locations during the event. Request standard signage or submit unique designs for approval through recycle@cityofkeywest-fl.gov
Due Date (Self filling)	DAY OF EVENT: <ol style="list-style-type: none"> 1. Place Recycling/Garbage containers in pairs throughout venue, at approximately every 30 feet throughout the event. 2. During the event ensure that recycle bins are free from contamination. Pull full bags, replace with a new liner, and stage full bags only at pre-arranged sites. 3. At end of event, remove all signage, and return if borrowed from City. Place all trash/recycling containers pre-arranged pick-up location.
Due Date (Self filling)	TRASH/RECYCLING REPORT: <ol style="list-style-type: none"> 1. City Community Services will supply a report detailing the amount of materials collected for recycling by weight, volume, or count and report on contamination levels. 2. After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting recycle@cityofkeywest-fl.gov.

Required – Event Transportation Planning

Event Name: Ocean Fest # Event Date: 12/3/2023

Parking and traffic congestion are consistently a concern of Key West residents. It is the City's goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

INITIALS REQUIRED

XJB

Communications: Every event is required to provide communications about modes of transportation that will reduce vehicle traffic. These actions include:

- 1. Website(s)
- 2. Email
- 3. Ticketholders
- 4. Social Media

XJB

Opportunities: Large Events are required to explore opportunities to help minimize traffic congestions and parking issues. Your event will be more successful by encouraging alternate transportation or utilize transit friendly alternatives. Check opportunities you will explore.

- Encourage Walking
- Encourage Biking
- Providing Bike Security with Valet
- Include Ride Service with VIP Passes
- Provide Pre-Sale parking only
- Premium parking prices

- Partner with Transit System/Buses
- Partner with Transit Friendly Hotels
- Partner with Restaurants/Bars
- Partner with Rideshare/Taxi Companies
- Implement Shuttles
- Other: _____

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day	600	1	\$1,200.00
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lot	\$32/day			
Mallory Square Parking Lot	\$40/day			

*Modification of rates or parking waivers can only be approved by City Commission. **Total** \$1,200.00

Total Parking Cost shall be calculated using this table and accounted for in the Event Fee Schedule. For more information, contact John Wilkins, Parking Director at (305) 809-3855.

Required: Event Site Map / Layout

Event Name: Ocean Fest Event Date: 12.13.2023

Using the legend below, please illustrate your event to the best of your ability. If it is a single site event only one site layout is needed. If the event includes multiple streets, a second map showing the Impacted Streets for the entire area is needed.

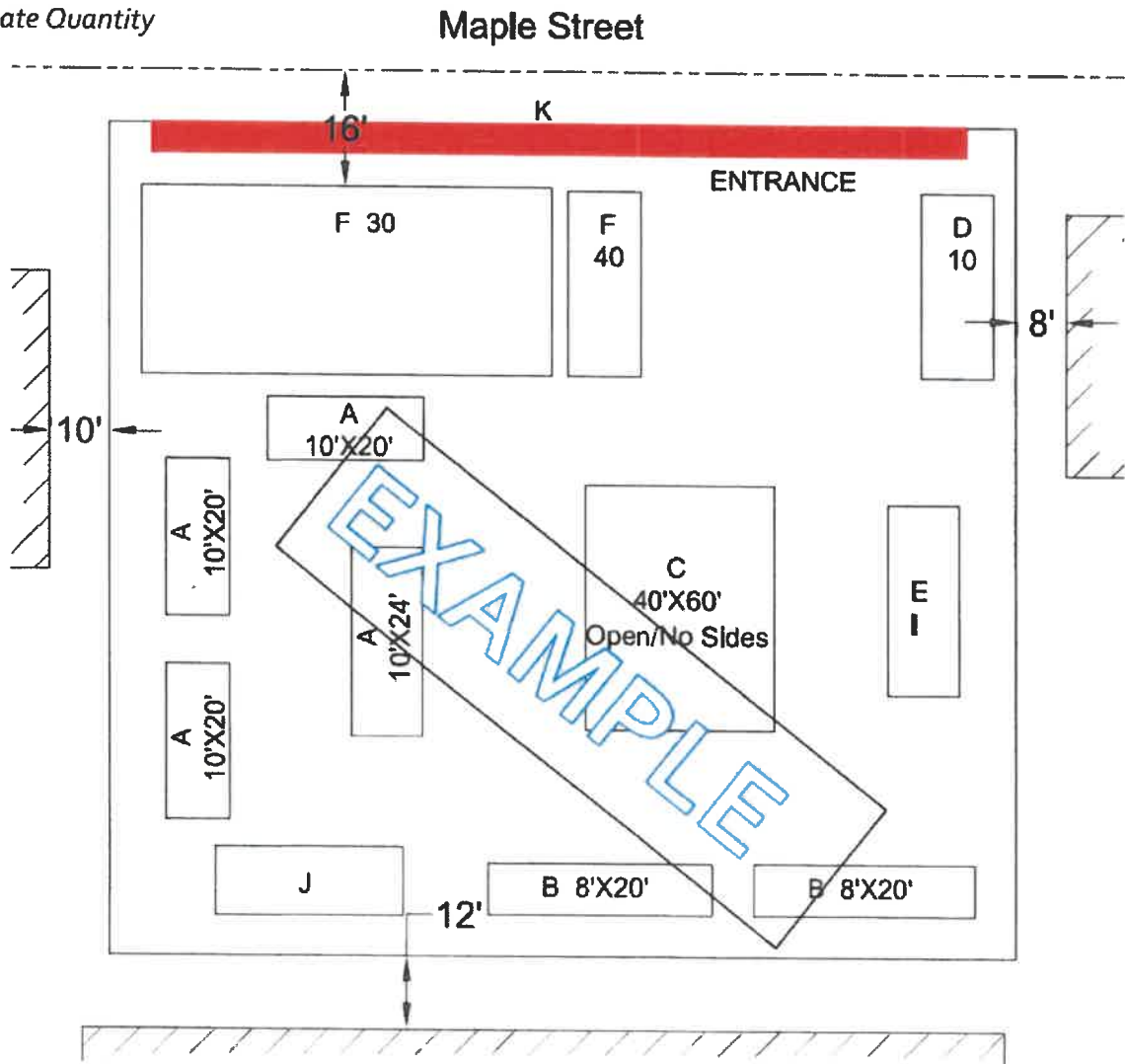
INITIALS REQUIRED

HLB Attach Site Map Layout _____ Attach Impacted Streets Map

Event Site Map Layout Legend:

- | | | |
|------------------------------|-------------------|-------------------------|
| A. Food/Bev. Vendor Tents* | F. Car Parking** | K. Podiums |
| B. Merchandise Vendor Tents* | G. Bike Parking** | L. Fire Lane (RED LINE) |
| C. Seating Tents* | H. Roads Closed | M. Label Street(s) |
| D. Toilets ** | I. Stage Area | N. Other: _____ |
| E. Amplified Music | J. Bounce House | O. Other: _____ |

* Indicate Tent sizes
 ** Indicate Quantity



Event Name: Ocean Fest Event Date: 12/31/2023

Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

Noise limitations - Within a core commercial district as defined in this article, the maximum dBA and dBC sound levels permitted on any property located therein shall be as follows:

The average measurement taken between ten (10) and twenty (20) seconds shall be no greater than the maximum levels set out below. The measurement shall be taken from the sound source property line, or individual lease boundary in the case of property which has been subdivided by the execution of individual leases, of the noise generating property at a location that is closest to the complainant's property line:

- a. Eighty-five (85) dBA or ninety-four (94) dBC between the hours of 11:00 a.m. and 2:59 a.m.
- b. Seventy-five (75) dBA or eighty-four (84) dBC between the hours of 3:00 a.m. and 10:59 a.m.

In any residential or commercial district as defined in this article, a decibel meter shall be used for a complaint of unreasonable noise made at or within 100 feet of the property line of the sound source. The decibel reading shall be made at the location of the complaint. The investigating officer shall issue a citation for unreasonably excessive noise, unless in his judgment a warning is sufficient to cease the violation. There shall be no more than a total of one warning per offending person or establishment.

Events that expect to exceed decibel levels set for their area must get a Noise Exemption from the City Commission. Noise Exemptions cannot be issued for the same location within 60 days of the last noise exemption approval.

Describe the Potential Noise Sources: live music from local musicians 10am - 3pm

Do you wish to apply for a Noise Exemption? Yes Need City Commission Approval No

INITIALS REQUIRED

- JB 1. Applicant(s) has reviewed the City Code regarding Noise limitations and understands that an exemption from the noise control ordinance requires approval from the City Commission. Applications for noise exemptions must be received 30 days before the event
- JB 2. The processing fee for the application is \$82.68, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- JB 3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

For more information on Noise and Noise Exemptions, consult the Special Event Guide and read the [City Code Section 26-192](#)

Special Event Permit Application

Supplement B – Non-Profit Verification

Event Name: Ocean Fest Event Date: 12/31/2023

Non-Profit Organization Name Mote Marine Lab + Aquarium

Tax ID/EIN # 85-80126475520-5 Representative Haley Burleson

Purpose of Organization Marine Science Research + Ocean Conservation

Phone 703-895-8538 Email hburleson@mote.org

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?

INITIALS REQUIRED

- HB 1. **Services Waived:** The first \$1,000.00 of costs as specified in Section 6-26 (d) of the Code of Ordinances may be waived for any Event Organizer or Sponsor organization which qualifies as a tax-exempt Non-profit organization according to State or Federal law. Acceptance of this waiver by such Event Organizer or Sponsor organization shall render the Special Event a public accommodation subject to Human Rights provision of Section 38-225.
- HB 2. **Approval:** Supplement B must be reviewed and approved for Non-profit waivers to be granted. Neither Completion nor Submission of this form guarantees a waiver will be granted.
- HB 3. **Monies Received:** Within 30 days of the event completion the Event Organizer agrees to submit to the City Commission a letter from the Non-profit Organization receiving the waiver stating the amount of monetary donation received from the event.
- HB 4. **Accounting:** Within 90 days following the Special Event, the Event Organizer or Sponsor organization will ensure that the Non-profit organization receiving the waiver submits to the City Commission an accounting of expenses and revenues incurred and generated during the event.

SIGNATURE AND ATTACHMENT REQUIRED

I hereby certify that the above-named Non-profit organization is a bona fide, in good standing, domestic civic, educational, charitable, fraternal, or religious organization under the laws of the State of Florida or with proper tax exemption status with the Internal Revenue Service; that the organization is the actual sponsor of the event described and that all the proceeds from the event, after necessary direct expenses, will be used for civic, educational, charitable or religious purpose.

I further certify that the answers to the above questions are correct and complete to the best of my knowledge and belief. I also understand that any organizations who fraudulently seek exemption shall be subjected to civil and criminal penalties provided for in Florida Statutes.

Provide a copy of your organization letter issued by the I.R.S. or Secretary of State verifying tax exempt status.

Officer Signature Haley Burleson Title: Field Marketing Manager Date 4/10/2023

Event Name: Ocean Fest Event Date: 12/3/2023

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

- Fire Department and EMS – Chief Alan Averette (305) 809-3938
- Police Department – LT Joseph Tripp (305) 809-1027

More information on Safety requirements can be found in the Special Event Guide.

EVENT ACTIVITIES – Check all that apply to the Special Event

<p><u>Cooking:</u></p> <p><input checked="" type="checkbox"/> Deep Frying / Open Flame</p> <p><input type="checkbox"/> Charcoal Grill</p> <p><input checked="" type="checkbox"/> Gas Grill</p> <p><input type="checkbox"/> Food Warming Only</p> <p><input checked="" type="checkbox"/> Catered Food</p> <p><u>Alcohol To be Served By</u></p> <p><input checked="" type="checkbox"/> Existing Licensed Establishment</p> <p><input type="checkbox"/> Commercial Licensed Vendors</p> <p><input type="checkbox"/> Non-profit Licensed Vendors</p>	<p><u>Electrical Power</u></p> <p><input checked="" type="checkbox"/> Generator</p> <p><input checked="" type="checkbox"/> 110AC / Extension Cords</p> <p><input type="checkbox"/> DC Power</p> <p><u>Structures:</u></p> <p><input checked="" type="checkbox"/> Stages / Risers / Canopies</p> <p><input type="checkbox"/> Viewing Stands / Bracing</p> <p><input type="checkbox"/> Seating</p> <p><input checked="" type="checkbox"/> Air Supported Bounce House</p> <p><input checked="" type="checkbox"/> Tents Greater than 200 SF</p>	<p><u>Other</u></p> <p><input type="checkbox"/> Road Closure</p> <p><input type="checkbox"/> Fog/Smoke Machine</p> <p><input type="checkbox"/> Bubble Machine</p> <p><input type="checkbox"/> Pyrotechnics</p> <p><input type="checkbox"/> Special Effects</p> <p><input type="checkbox"/> Open Flame</p> <p><input type="checkbox"/> Lasers</p> <p><input type="checkbox"/> Confetti</p> <p><input type="checkbox"/> Vehicle/Motorcycle Demo</p>
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INITIALS REQUIRED

- JB 1. **Alcohol:** Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission by Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Applicant must have a liquor license and provide liquor liability insurance.
- JB 2. **Cooking Safety:** If cooking, a KWFD Fire Watch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment.
- JB 3. **Sidewalks:** Structures must not interfere with pedestrian movement on the sidewalk. The Special Event Site Plan must show a minimum setback of six (6) feet from the property lines.
- JB 4. **Special Event Site Map:** Indicate where structures, tents, stages, cooking equipment, etc. will be located. The layout must also identify distances to the nearest buildings and property line. If seating will be provided, show seating/chair arrangement.
- JB 5. **Cooking Oil:** Cooking oil must be disposed of properly. Vendors found dumping cooking oil improperly will result in forfeiture of a portion of the Event deposit.

Special Event Permit Application

Supplement D – Tents & Structures

Event Name: Ocean Fest Event Date: 12/3/2023

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938

Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout Yes No

TENTS

Total Number of Food/Beverage Vendor Tents: 6-7

Total Number of Merchandise Vendor Tents: 50-55

Total: 56-62

Tent Supplier Name Four Star Rentals Contact Number 305-294-7171

Size & Type of Tents: 10x10(3) vendor tents, 10x20(2) vendor tents, 15x15(1) vendor tent 20x80(1) food seating tent

Provide Certificate of Flame Resistance/Retardant for Tent Fabric. Yes No

Will there be any combustibles or flammable liquids under the tent? Yes No

Will the sides of the tent be used? Yes* No

*Exit plans must be indicated on Site Map Layout.

STRUCTURES

What structures will be erected? a stage for live music

Will structures be erected on any part of a street or sidewalk? Yes No

For each structure, note number of footings, weight and dimensions (L/W/H) below:

Event Name: Ocean Fest Event Date: 12/3/2023

STREET CLOSURE INFORMATION

Street(s) to be closed N/A Block/Address Number(s) _____

Cross-Streets: between _____ and _____

Closure Date(s) _____ Time _____ AM/PM to _____ AM/PM

INITIALS REQUIRED

N/A

- _____ 1. **Non-Profit Inclusion:** Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a Non-profit organization. When an Event Organizer proposes a Special Event that will cause the closing of a city street or other public right-of-way, the Event Organizer must donate at least 25% of the Event Organizer's gross revenues or \$1000.00, whichever is greater, to at least one Non-profit organization. The Event Organizer must designate the Non-profit organization(s) on the application for the event. Each named Non-profit organization must provide the City Manager with a letter of agreement with the Event Organizer.
- _____ 2. **Consent:** The Event Organizer must have neighboring businesses sign a petition of no objection to the street closure. A template consent form can be found in the Special Events Guide.
- _____ 3. **ADA Restrooms:** Whenever the Event Organizer of a Special Event provides temporary bathroom facilities within 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.
- _____ 4. **Insurance:** Typical insurance policies may not provide coverage for accidents that may occur off private property and in the City Right-of-way. Events taking place within City Right-of-Way require insurance in the amount of \$1M – liability and \$2M – aggregate.
- _____ 5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.
- _____ 6. **Emergency Access:** The closed street/roadway will immediately available for emergency vehicles and vehicles within the close block.

SIGNATURE REQUIRED

We the undersigned, agree to save and hold harmless, the City of Key West from all cost and damage to any person and/or property which is caused by any activity, condition, or event arising out of temporary use of the above street for the purpose of this Special Event.

[Signature]
Event Organizer Signature

4/10/2023
Date

Special Event Permit Application

Supplement F – City Property

Event Name: Ocean Fest Event Date: 4/10/2023

A list of City Properties that are available for event use, their amenities and Use Fees are listed in the Special Event Guide.

Which City Property do you wish to use? Truman Waterfront Park Lawn

Which Area(s) of the City Property do you wish to use? Lawn in front of Splash Park

Will Utilities be required (Water and/or Electricity)? Yes No

INITIALS REQUIRED

JB
JB
JB
JB
JB
JB
JB
JB
JB
JB

1. The City makes no guarantees that the requested City Property and Area will be available on the dates requested. Submitting this application acts as a request, not a guarantee.
2. Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.
3. Applicants wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Event Organizer must first have obtained a [liquor license](#) and liquor liability insurance.
4. Prior to use of the requested facility, the applicant must provide a refundable deposit and a nonrefundable payment for use of the City Property, as determined by the Fee Schedule. This payment shall be delivered to the City Manager’s Office at 1300 White St., Key West, FL 33040 at time of application. All checks shall be made payable to City of Key West.
5. All utility use must be coordinated through City of Key West. Any modification to utilities to support the activity will be at the sole cost of the Event Organizer and must meet City Codes. Utilities used by the Event Organizer will be charged at current rates or agreed upon method.
6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.
7. The City property used must be maintained in an orderly and neat condition. City of Key West may request Event Organizer to improve conditions of site within reason if conditions become unacceptable.
8. No trash may be left on site. Use of City of Key West dumpsters is not authorized unless prior approval is obtained from the City Manager.
9. No alcoholic beverages/non-prescription drugs or food may be brought onto or sold on Truman Waterfront without prior approval from the City Commission.
10. No hazardous material or waste shall be used or stored on the premises without submitting a Hazardous Waste Handling and Spill Plan to the City of Key West.

JB

JB

- 11. Event Organizer is responsible for any and all environmental cleanup, restoration, fees, fines, etc. associated with the activity and shall put in place any and all measures to eliminate environmental contamination to the City Property that may be caused by the Event activity.
- 12. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed no later than close of business of the last day of the event. Event Organizer should plan accordingly. City of Key West may impose additional fees for use of City Property beyond usage dates.

INITIALS REQUIRED for Truman Waterfront Property

For Use of Truman Waterfront, the Event Organizer is subject to the following additional provisions:

JB

JB

JB

JB

JB

JB

JB

JB

JB

JB

- 13. Event Organizer is responsible for obtaining necessary permits required by any other agencies pertaining to this Special Event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible for providing proof of permit prior to entering into an agreement with the City of Key West.
- 14. Event Organizer must take part in pre- and post-activity walk-through inspections with the City of Key West point of contact, or designee.
- 15. Event Organizer must provide the City of Key West with a detailed schedule for activities.
- 16. City of Key West personnel shall be allowed access to the site at all times.
- 17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.
- 18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.
- 19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.
- 20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time
- 21. Use of the inner basin for any activities is not authorized.

ash Pad

Truman Waterfront Park

Way

Southard St

KID ZONE

FIRE LANE

VENDORS

VENDORS

STAGE

Butler Blvd

FIRE LANE

(10x10 spaces)

VENDORS

VENDORS

FOOD & BEER VENDORS

FOOD TENT 20x80

Butler Blvd



Consumer's Certificate of Exemption

DR-14
R. 01/18

Issued Pursuant to Chapter 212, Florida Statutes

85-8012647552C-5	08/31/2022	08/31/2027	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

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

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



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: CBIZ Insurance Services, Inc. 1605 Main Street, Suite 1010 Sarasota, FL 34236 941 960-8778. CONTACT NAME: Susan Campbell. PHONE: 941-960-8778. FAX: 941-960-8787. E-MAIL ADDRESS: certrequest@cbiz.com. INSURER(S) AFFORDING COVERAGE: INSURER A: Hartford Fire Insurance Company, INSURER B: FCCI Insurance Company, INSURER C: Twin City Fire Insurance Company, INSURER D: Indian Harbor Insurance Company. NAIC #: 10178, 10193.

COVERAGES CERTIFICATE NUMBER: 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.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSR, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Rows include Commercial General Liability, Automobile Liability, Umbrella Liab, Workers Compensation, and Professional Liab & Pollution Liab.

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

Workers Compensation includes U.S. Longshoremen & Harbor Workers (USL&H)

RE: Ocean Fest Key West, December 3, 2023 at Truman Waterfront Park 21 Quay Rd., Key West, FL 33040.

The City of Key West is considered additional insured on the General Liability policy. This applies only to the operations performed by the named insured as required and agreed to by contract or agreement.

CERTIFICATE HOLDER: The City of Key West, 1300 White Street, Key West, FL 33040. CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: CBIZ Insurance Services, Inc.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Not For Profit Corporation
MOTE MARINE FOUNDATION, INC.

Filing Information

Document Number	764775
FEI/EIN Number	59-2226800
Date Filed	08/31/1982
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	05/10/2007
Event Effective Date	NONE

Principal Address

1600 KEN THOMPSON PKWY
SARASOTA, FL 34236

Changed: 01/07/2004

Mailing Address

1600 KEN THOMPSON PKWY
SARASOTA, FL 34236

Changed: 01/07/2004

Registered Agent Name & Address

Allen Schultz, Deborah E
1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Name Changed: 06/07/2020

Address Changed: 01/07/2004

Officer/Director Detail

Name & Address

Title PRES

CROSBY, MICHAEL P
1600 KEN THOMPSON PARKWAY
SARASOTA, FL

Title Chairman

Essner, Robert
1600 KEN THOMPSON PKWY
SARASOTA, FL 34236

Title VC

Seider, Howard, Jr.
1600 KEN THOMPSON PKWY
SARASOTA, FL 34236

Title Secretary-Treasurer

Allen Schultz, Deborah E
1600 KEN THOMPSON PKWY
SARASOTA, FL 34236

Annual Reports

Report Year	Filed Date
2021	01/11/2021
2022	02/24/2022
2023	02/06/2023

Document Images

02/06/2023 -- ANNUAL REPORT	View image in PDF format
02/24/2022 -- ANNUAL REPORT	View image in PDF format
01/11/2021 -- ANNUAL REPORT	View image in PDF format
06/07/2020 -- ANNUAL REPORT	View image in PDF format
02/25/2019 -- ANNUAL REPORT	View image in PDF format
03/28/2018 -- ANNUAL REPORT	View image in PDF format
03/27/2017 -- ANNUAL REPORT	View image in PDF format
03/09/2016 -- ANNUAL REPORT	View image in PDF format
09/11/2015 -- AMENDED ANNUAL REPORT	View image in PDF format
04/06/2015 -- ANNUAL REPORT	View image in PDF format
02/27/2014 -- ANNUAL REPORT	View image in PDF format
11/05/2013 -- AMENDED ANNUAL REPORT	View image in PDF format
03/25/2013 -- ANNUAL REPORT	View image in PDF format
01/12/2012 -- ANNUAL REPORT	View image in PDF format
01/14/2011 -- ANNUAL REPORT	View image in PDF format
03/15/2010 -- ANNUAL REPORT	View image in PDF format
01/19/2009 -- ANNUAL REPORT	View image in PDF format
01/04/2008 -- ANNUAL REPORT	View image in PDF format
05/10/2007 -- Amendment	View image in PDF format

01/05/2007 -- ANNUAL REPORT	View image in PDF format
01/27/2006 -- ANNUAL REPORT	View image in PDF format
01/04/2005 -- ANNUAL REPORT	View image in PDF format
01/07/2004 -- ANNUAL REPORT	View image in PDF format
01/13/2003 -- ANNUAL REPORT	View image in PDF format
03/22/2002 -- ANNUAL REPORT	View image in PDF format
03/19/2001 -- ANNUAL REPORT	View image in PDF format
05/01/2000 -- ANNUAL REPORT	View image in PDF format
04/02/1999 -- ANNUAL REPORT	View image in PDF format
02/10/1998 -- ANNUAL REPORT	View image in PDF format
03/17/1997 -- ANNUAL REPORT	View image in PDF format
03/19/1996 -- ANNUAL REPORT	View image in PDF format
02/22/1995 -- ANNUAL REPORT	View image in PDF format

of Corporation

Maria Ratcliff

From: Joseph Tripp
Sent: Thursday, May 11, 2023 3:26 PM
To: Maria Ratcliff
Subject: RE: Ocean Fest 2023 at the Truman Waterfront December 3, 2023

approved

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Thursday, May 11, 2023 10:31 AM
To: Joseph Tripp <jtripp@cityofkeywest-fl.gov>
Subject: FW: Ocean Fest 2023 at the Truman Waterfront December 3, 2023

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Friday, May 5, 2023 2:25 PM
To: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Subject: Ocean Fest 2023 at the Truman Waterfront December 3, 2023

Good afternoon,

Please review the attached event and send back approvals. Thank you!

Maria

Special Event Permit Application

Department Approvals

Event Name: Ocean Fest 2023 Event Date: 12/3/2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Maria Ratchuk
✓ Code Compliance	
✓ Engineering	
✓ Fire Department	
✓ KW DOT	
Parking	
✓ Police Department	
✓ Port & Marine Services	
✓ Property Management	N/A
✓ Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals

Event Name: Clean Test 2023 Event Date: 12/3/2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Maria Ratchuk
Code Compliance 5 May 23	Jim Grogan
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals

Event Name: Clean Test 2023 Event Date: 12/3/2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	<i>Maria Rateruh</i>
Code Compliance	
Engineering	<i>Garrett Blaney</i> No Objections 5-5-2023
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



THE CITY OF KEY WEST

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

To: Haley Burleson (hburleson@mote.org)

From: Lieutenant Dereck Berger

Date: May 8, 2023

Reference: Ocean Fest 2023

This office reviewed the special event application for the Mote Marine Ocean Fest to be held at Truman Waterfront on December 3, 2023. 10am-3pm.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- **Event organizer is responsible for EMS rescue Gator personnel @ \$60.00 an hour per person (2). 1 Fire Inspector/EMT & 1 FF/Paramedic They will be present for the entire event to conduct a Fire Safety Watch & and respond to any medical calls for the event.**
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Dereck Berger

Lieutenant/Inspector

Key West Fire Department

1600 N. Roosevelt Blvd

Key West, Fl. 33040

Office 305-809-3935

Dereck.berger@cityofkeywest-fl.gov

Serving the Southernmost City

305 809 3933

Special Event Permit Application

Department Approvals

Event Name: Clean Test 2023 Event Date: 12/3/23



Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Ratchuk</i>
Code Compliance	
Engineering	
Fire Department	
KW DOT	<i>No Impact - Rd Relating / R</i>
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Maria Ratcliff

From: Steven P. McAlearney
Sent: Friday, May 5, 2023 4:52 PM
To: Maria Ratcliff
Subject: RE: Ocean Fest 2023 at the Truman Waterfront December 3, 2023

Ports no issues.
Have a great weekend!

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Friday, May 5, 2023 2:25 PM
To: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Subject: Ocean Fest 2023 at the Truman Waterfront December 3, 2023

Good afternoon,

Please review the attached event and send back approvals. Thank you!

Maria

Maria Ratcliff

From: Marcus A. Davila
Sent: Monday, May 8, 2023 7:46 AM
To: Maria Ratcliff
Subject: RE: Ocean Fest 2023 at the Truman Waterfront December 3, 2023

We are good

Marcus Davila

Community Services Director

City of Key West
3420 Northside Dr
Key West, FL 33040
Phone: 305-809-3751
madavila@cityofkeywest-fl.gov



From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Friday, May 5, 2023 2:25 PM
To: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Subject: Ocean Fest 2023 at the Truman Waterfront December 3, 2023

Good afternoon,

Please review the attached event and send back approvals. Thank you!

Maria