

**CITY OF KEY WEST**  
**APPLICATION FOR A SPECIAL EVENT PERMIT**

Name of Applicant(s) Diane Bernickson - 22nd Annual Kelly McGillis International Women's Flag Football Championship

Address of Applicant(s) 25 A 7th Ave Key West FL 33040

Phone Number of Applicant(s) 293-9315 Fax: ✓ Email IWFFA@IWFFA.com

Name of Non-Profit(s) Key West Women's Flag Football League

Address of Non-Profit(s) 25 A 7th Ave Key West FL 33040

Phone Number of Non-Profit(s) 305 293 9315

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving ✓ Park is Free

Date/Dates of Event Parade - Kiki Bernickson Feb 7, 2013 | Feb 8, 9, 10, 2013 - Wickers Field

Hours of Operation 5-6 pm | 9-5 pm

Estimated/anticipated number of persons per day 200

Location of Event Wicker Field Complex

Street Closed 1 no

Detailed description of event parade | tournament

Noise exemption required: Yes \_\_\_\_\_ No ✓

Alcoholic beverages sold/served at event: Yes \_\_\_\_\_ No ✓

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

Diane Bernickson  
PLEASE PRINT AND SIGN 305 897-4567  
Applicants Signature

12-12-12  
Date

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

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 or to provide a percentage of revenues to a charitable cause.

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

Section 6

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

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

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

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

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.  
Sponsor's Signature 
4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.  
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.  
Sponsor's Signature \_\_\_\_\_
6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*  
Sponsor's Signature 
7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.  
Sponsor's Signature 




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

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

Sponsor's Signature 

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

Sponsor's Signature 

## Complete Checklist for Event Recycling City of Key West

- 6 Identify contact person at the festival responsible for working with recycling.  
Name of person: Diane Benjamin Phone number: 305 293 9315
- 6 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:
- 6 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: 24
- 6 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. # 2684  
Arrangements made: with Waste Management - MARLBOROUGH
- 6 Capacity of containers on grounds: 16 - reg - 32 gal / 8 - 64 gal - garbage  
Contact person for containers: MARLBOROUGH Phone #: 305 296-2825
- 6 Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- 6 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.
- 6 Arrange for emptying of recycling containers during the event - from the containers on the grounds to the large container.  
Arrangements made: with Mr. - Margaret
- 6 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: with Mr. - Margaret
- 6 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.
- 6 Oversee the delivery of containers and placement of signs.
- 6 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 and suggestions from participants and future recommendations
- Share the results with event organizers.
- Security deposit of \$1000.00 must be submitted prior
- Security deposit returned: \_\_\_\_\_

*For more information about event recycling and waste  
305 296-2825*

City of Key West  
\*\*\* CUSTOMER RECEIPT \*\*\*  
Oper: KEYWVSB Type: DC Drawer: 1  
Date: 12/28/12 45 Receipt no: 26515

Description	Quantity	Amount
ZZ UNUSUAL PAYMENT	1.00	\$1000.00
G/L account number: 00100002200100		

RECYCLE DEPOSIT  
INTERNATIONAL WOMENS FLAG  
FOOTBALL 2013

Tender detail		
CK CHECK	2040	\$1000.00
Total tendered		\$1000.00
Total payment		\$1000.00

Trans date: 12/28/12 Time: 10:27:21



## THE CITY OF KEY WEST

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

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

Diane Beylson

A stylized handwritten signature, likely belonging to Diane Beylson, written below the printed name.

**KELLY MCGILLIS CLASSIC INTERNATIONAL WOMEN'S & GIRLS FLAG FOOTBALL  
CHAMPIONSHIP AT WICKER FIELD COMPLEX. Feb 8, 9, 10, 2013**

**RECYCLING PLAN**

- **Object is to have everyone at the event sort out their own glass, paper, aluminum from garbage and put in proper designated cans.**
- **We will place together : garbage can, recycling cans in pairs to make it easy for people to sort.**
- **We will have signs to clearly mark which debris goes where – so they understand.**
- **We will make P.A. announcements throughout the event –reminding everyone to RECYCLE (we will make anyone failing to do this, do push-ups – : )**
- **We will have volunteers monitor to see that the garbage is being filtered properly**
- **At the end of each day, we will separate the bags : recycles from garbage**
- **at the end of the event, we will have waste management pick up and weigh.**
- **we will submit a final report to describe if our recycling efforts for the event was successful**

**Strategies:**

The goal is to capture as many recyclables from this 3 day event as possible. This will include recyclables from the kitchen/food stand and three football fields and receptacles in the immediate area.

We will place on each side of each field (by team benches) a pair of receptacles (one for garbage, one for recycling)

We will place outside the food concession two pairs of receptacles

This was also the perfect opportunity to educate these international visitors as well as those from throughout the U.S. and our local participants and spectators that KEY WEST RECYCLES!

The strategy is to make it as EASY as possible for all in attendance to recycle.

Once the event begins, we can adjust receptacles to better locations if necessary. We have to see how the garbage traffic flows.

**This plan is straightforward:**

Place trash and recycling bins in pairs. NEVER a trash or recycling can alone.

Make each can easily identifiable – example of signage attached.

Monitor the cans for compliance.

Gather trash and recyclables nightly and place in designated location for appropriate pickup.



**KEY WEST FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE**

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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 # \_\_\_\_\_
- ☐ Total Number of Booths - \_\_\_\_\_

Parade

- ☐ Floats – Total # \_\_\_\_\_



## THE CITY OF KEY WEST

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

**RELEASE AND INDEMNIFICATION**  
**Key West Womens Flag Football League**  
**Parade & Games**  
**February 7, 8, 9 & 10, 2013**

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

Maria Rasmussen  
Signature of Witness

Maria Rasmussen  
Print Name

12-20-12  
Date

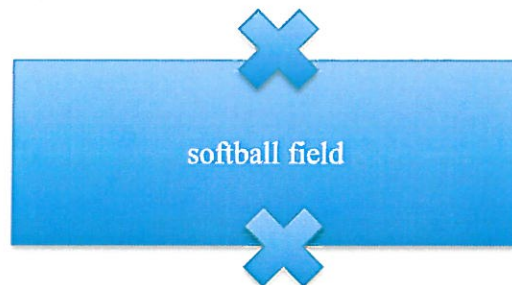
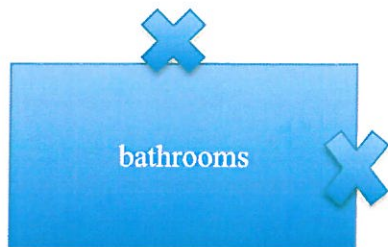
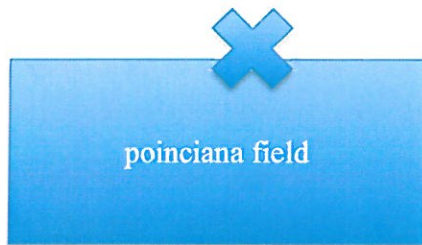
[Signature]  
Signature of Applicant

Diane Beruldsen  
Print Name

12-20-12  
Date

# Map for Designated Areas to Put Pairs of Garbage and Recycling Containers

-----14 st-----



14 st  
poinciana field  
jr boys football field  
bathrooms  
bleachers  
food concession  
bleachers  
softball field  
Kennedy Blvd





Cindy Sheehan, peace activist, vice presidential candidate for the peace party in 2012 election will be our Key Note speaker for the 22<sup>nd</sup> Kelly McGillis Classic International Women's & Girls Flag Football

We would love for you to speak and welcome all the teams and locals

At the Rum Barrel – Thursday, February 7<sup>th</sup> - 3 – 5PM

Our Players Parade Takes off at 5PM – Won't you join us in our parade as well?

RSVP – Diane Beruldsen  
Email: [IWFFA@IWFFA.COM](mailto:IWFFA@IWFFA.COM)

## Tourney Expenses Kelly McGillis 2011 (KMC 2012 was in Cocoa Beach)

### Incomes

<b>Team Registration Fees</b>	<b>4,500</b>	- 22 teams (some had free team registration, some were partially sponsored, some paid \$375)
<b>List income – Ads and Sponsors</b>	<b>10,925</b>	
Julio & Associates	500	team owner
Ricky blue heave	500	team owner
Pribramsky & Zuelch	500	team owner
Mario DiGennaro	300	donation
Girls Night out	500	sponsor girls sigsbee cougar team
Grim's Grill	500	Team Sponsor
<b>Team Owners / Donations</b>	<b>2,800</b>	
<b>Total Income</b>	<b>18,225</b>	

### Expenses

Awards	2,116.25
Officials	2,640
Tournament Programs	3,103
Joey tournament director	2,300
Jennie entertainer	2,000
Rori Graphic Artist	700
School teams shirts	879
Print world challenge shirts	246 (for 36 shirts and set up )
Water bottles	332.50
Belts and flags 7 teams (2 dozen)	980
Hotel for Officials	200
Home dept lamp, dup keys	19.06
World challenge shirts	244.00 – (\$6 each x 20 = \$124 plus shipping)
Ink	75
Volunteer & Officials Dinner	310
<b>Total Expenses</b>	<b>16,144.81</b>

Event Name: IWFFAC - Womens Flag

## 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	
N/A	Signatures of No Objection of Street closure (If applicable)	
	Insurance naming the City as additional insured	Forthcoming
✓	Financial of previous event (If applicable)	
✓	Release & Idemnification Form	
✓	Site Map ( where barricades, stages, etc are to go)	
	Letter from non profit that states they will be receiving the funds	Forthcoming



IWFFA - Key West Womens Flag Football  
Tournament

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Ramirez  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

[Signature] 26 Dec 12  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)



## THE CITY OF KEY WEST

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

To: Diane Beruldsen

From: Division Chief/Fire Marshal Danny Blanco

Date: 12/27/12

Reference: IWFFAC Women's Flag Football

This office reviewed the special event application for the IWFFAC Women's Flag Football Tournament to be held from February 7- 10, 2013. There are no fire 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  
dblanc@keywestcity.com

*Serving the Southernmost City*

3267 LSN 123X

# KW Women's Flag Football Tournament

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRUCTIONS

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POLICE

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIRE DEPARTMENT

SEE ATTACHED MEMO

Daniel Blanco                      12/27/12

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PORT/KEY WEST DOT

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CODE COMPLIANCE

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KEY WEST PROPERTY  
MANAGEMENT

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARKING DEPARTMENT

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# IWFFA - Key West Womens Flag Football Tournament

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS (in order of routing):

### EVENTS (INITIAL SIGNOFF):

Maria Ratush  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PUBLIC WORKS

✓

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

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### POLICE DEPARTMENT

✓

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

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FIRE DEPARTMENT

✓

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

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### KWDOT/PORT

✓

Maria W 1-8-13  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

OK - no detour.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CODE COMPLIANCE

✓

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

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

# IWFFA - Key West Womens Flag Football Tournament

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS (in order of routing):

### EVENTS (INITIAL SIGNOFF):

Maria Ratush  
SIGNATURE DATE

### PUBLIC WORKS

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

### POLICE DEPARTMENT

[Signature] 1/7/13  
SIGNATURE DATE

### FIRE DEPARTMENT

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

### KWDOT/PORT

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

### CODE COMPLIANCE

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

### EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

### CONDITIONS/RESTRICTIONS:

### CONDITIONS/RESTRICTIONS:

### CONDITIONS/RESTRICTIONS:

Parade will require  
extra duty officers

### CONDITIONS/RESTRICTIONS:

### CONDITIONS/RESTRICTIONS:

### CONDITIONS/RESTRICTIONS:

(if denied attach explanation)

IWFFA - Key West Womens Flag Football  
Tournament

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Marin Ratush  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS

[Signature]  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

(if denied attach explanation)