

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Key West Mermaid Festival

Address of Applicant(s) 608 Front St, KW KWmermaidfest@gmail.com

Phone Number of Applicant(s) and emergency number (305) 304-1988 / (305) 204-4226

Name of Non-Profit(s) Reef Relief

Address of Non-Profit(s) 201 William St, KW

Phone Number of Non-Profit(s) (305) 294-3100

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

Date(s) of Event July 6th 2019, July 7th 2019

Hours of Operation Upper Dural Start of Parade = morning hours (8^{am} - 11:30^{am})
Splash Pad & Eco-Center 12:00pm - 6:00pm, Lagerheads 11-6pm

Estimated/anticipated number of persons per day _____

Location of Event Splash Pad/Eco-Discovery Center & Upper Dural St.

Street Closed 10-1300 Block ??, Lagerheads Parking Lot

Detailed Description of Event: The Key West Mermaid is a family friendly event that will bring awareness of Ocean Conservation & Swimming Safety.

List of Businesses that will participate in Alcohol Exemption:

- Noise exemption required: Yes No
- Alcoholic beverages sold/served at event: Yes No
- Recycle Deposit \$1000.00** Yes No
- Cooking oil recycled Yes No
- 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.

Kevin A. Mills
Applicant(s) Signature

1-30-19
Date

ORDINANCE NO. 02-09

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

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

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

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

Sec. 6-26. Payment for city services.

- (a) The organizer or sponsor of any festival, street fair, fair, carnival, athletic event, contest, competition, parade, fundraiser, rally, boat or car race or other special event which requires city authorization, whether by administrative permit or city commission approval, and which requires the provisions of additional or extraordinary support services by police, fire, administrative, or other city departments in order to maintain order or safety or to escort participants shall pay to the city the cost of such services. A down payment of ten percent (10%) of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten (10) days prior to the event.

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1½%) per month.

(c) The city commission may grant special exceptions to this section for cause shown upon the public record.

(d) The first ~~\$500.00~~ \$1,000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.

(e) Any nonprofit organization accepting the waiver provided for by subsection (d) of this section shall, within 90 days following the special event, submit to the city commission an accounting of expenses and revenues incurred and generated during the event.

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

Section 2.

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

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

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

Section 3.

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

Sec. 6-56. Application.

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

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

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

Section 4.

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

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

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



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

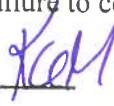
\$1,000.000 injury by Disease

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 Kell

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 Kell

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 Kell

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 Kell

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

Sponsor's Signature Kell

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 Kell

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 Kell

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 Kell

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 Keel

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 Keel

15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.

Sponsor's Signature Keel

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 Kerl

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 Kerl

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 Kerl

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Kristiann Mills Phone number: (305) 304-1988
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum Glass _____ #1 Plastic _____ #2 Plastic _____ Steel _____
Corrugated Cardboard _____ Other: _____
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).
Amount of recycling and garbage containers needed: _____
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.
Arrangements made: _____
- Capacity of containers on grounds: _____
Contact person for containers: _____ Phone #: _____
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event - from the containers on the grounds to the large container.
Arrangements made: _____
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: _____
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

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

- Monitor recycling containers for correct usage during the event and take actions to solve problems

Problems: _____

Actions taken: _____

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.

Problems: _____

Actions taken: _____

- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program

Comments: _____

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

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

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

- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.

Amount of material: _____

Contamination: _____

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

- Share the results with event organizers.

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

- Security deposit returned: _____

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



THE CITY OF KEY WEST

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

Frank C. Mills

Key West Mermaid Festival

0093
63-431670
10

DATE 2-4-19

PAY TO THE ORDER OF
One Thousand City of Key West

\$ 1,000.⁰⁰
100.⁰⁰ DOLLARS

Security Features Display on Back.

FIRST STATE BANK
OF THE FLORIDA KEYS
KEY WEST, FLORIDA 33040

FOR Recycling Deposit

Handwritten signature: *Alan A. Mill*

MP



Maria Ratcliff

From: Kristiann Mills <kwmermaidfest@gmail.com>
Sent: Wednesday, February 27, 2019 1:23 PM
To: Maria Ratcliff
Subject: KW Mermaid Festival Letter

Dear Madam Mayor, and City Commissioners,

The inaugural Key West Mermaid Festival July 5th-7th will be a magical family friendly three day event that will educate locals, and tourist alike on two subjects that are near, and dear to the mermaid community. Ocean conservation, and swimming safely with mermaid tails. Who are the people who relate to being a mermaid you ask???? They are professional Mermaids, the girls that SUP, the Lady Anglers, and captains. They are the women that free-dive, the women that scuba, they are land locked mermaids, mermaids at heart, ocean lovers, and mermaid enthusiasts just to name a few under this very large jellyfish umbrella we like to call the mermaid community. We are over the waves excited to bring this festival to our mervoulous little island. And like us mermaids like to say...no one mermaid is an ocean. So we are calling on our human friends...you! to help us make this a splash. We have partnered with Reef Relief as our non for profit of choice because us mermaids can't thank them enough for all that they do for our underwater friends. We also have partnered with Havana Cabana who has the largest pool on the island to have our kick-off party ("Meet The Mermaids") Friday July 5th. This event will be full of salty treasures, mermaid meet ups, and swimming with mermaids. Then on Friday evening we have joined forces with The Keys Collection to bring ("Under the Sea on the Green") a mermaid art show at Sunset Green. The Next day we will have our ('Breakfast With Mermaids') with more of our beach side friends at The Southernmost Beach Resort. We would like to ask for your support for a parade lineup that will start after the breakfast with mermaids adjacent to the resort on the Atlantic side of the island at the 1300 Block of Duval. Our Eco friendly/recycled parade floats will then go down making waves on our very own Duval St. ending at the Truman water front park, splash pad, and eco-discovery center. Where we will be greeted with an ocean of vendors, food trucks selling thier who's-its and what's-its, and mermaid enthusiast galore for our ("Salty Saturday @ the Truman Waterfront"). But if you miss our "Satly Saturday" join us in the evening (adults only) dresses in your favorite huge of ocean blue at our ("Ocean Blue Party)" at The B.C., Too. We also would need your help for our ("SundayFunDay With Mermaids') We have partnered up with our Seaside friends at Lagerheads Beach Bar, and First Legal Rum. We are asking to close the parking lot at 0 Simonton St. to have vendors again selling thier treasures to all the humans that will be joining us. Thank you for your time, and consideration, and we look forward to possibly mermaiding with you this summer.

Kristiann Mills
Head Mermaid
Key West Mermaid Festival

www.keywestmermaidfestival.com

Southernmost Insurance

1010 Kennedy Drive, #300
Key West, FL 33040
(V) (305)296-5052 EX #18, (F) (866) 384-6875
dean@southernmostinsurance.com

March 8, 2019

Quotation – Key West Mermaid Festival – 7/5/2019 to 7/8/2019

General Liability Coverage

\$1,000,000.00	General Aggregate
\$1,000,000.00	Products/Completed Operations
\$1,000,000.00	Personal & Advertising Injury
\$1,000,000.00	Each Occurrence
\$300,000.00	Fire Damage (any one fire)
-0-	Med Exp
\$0.00	Deductible per Claim
Policy Term:	7/5/2019 - 7/8/2019 12:01 AM
Carrier:	United States Fire Insurance Co (Admitted) (A Excellent XIII A.M. Best)
Premium:	\$395.00
Broker Fee:	\$25.00 (Non-Commissionable) (Fully earned at Inception)
Total Due:	\$420.00
Minimum Premium:	\$395.00 (Fully Earned at Inception)

Inclusions/Program Highlights:

Occurrence-Form Policy

Coverage issued through Sports & Recreation Providers Assn Purchasing Group

Exclusions: Claims by Athletic Participants, Access or Disclosures of Confidential or Personal Information and Data-Related Liability, War, Terrorism, Expected or Intended Injury, Sexual Abuse/Molestation, Asbestos, Nuclear Energy, Total Pollution, Fungi or Bacteria, Aircraft or Watercraft, Pyrotechnics, Employment Related Practices, Communicable Disease (Hepatitis, TSE, HIV, HTLV, or AIDS) Lead Liability.

In addition, scheduled activities exclusion endorsement applies: Inflatable Amusement Devices, Carnival Rides, Knockerball/Bubble Soccer, Bungee Devices, Fireworks, Mechanical Bucking Devices: including Multi Ride Attachments, Permanent & Mobile Rock Wall Structures, Security Services Other Than Contracted Law Enforcement Officers, Trampolines, and Zip Lines.

Optional Coverages (Requires General Liability to be Purchased)

Medical Payments

Medical Expense Payments of \$5,000.00 can be added to the above mentioned General Liability policy for an additional premium of \$8.00.

Increased Aggregate Limit Options

Option 1 The General Aggregate and Products/Completed Operations Limit can be increased to \$2,000,000.00 for an additional premium of \$20.00.

Option 2 The General Aggregate and Products/Completed Operations Limit can be increased to \$3,000,000.00 for an additional premium of \$41.00.

Option 3 The General Aggregate and Products/Completed Operations Limit can be increased to \$4,000,000.00 for an additional premium of \$63.00.

Option 4 The General Aggregate and Products/Completed Operations Limit can be increased to \$5,000,000.00 for an additional premium of \$86.00.

Hired/Nonowned Auto Liability Coverage Options

Option 1: \$150,000 Hired/Non-owned Auto Liability Coverage can be added for an additional premium of \$225.00.

Option 2: \$500,000 Hired/Non-owned Auto Liability Coverage can be added for an additional premium of \$500.00

Option 3: \$1,000,000 Hired/Non-owned Auto Liability coverage is available for additional premium subject to a Minimum Premium of \$850.00 and our receipt and approval of our Hired/Non-owned Auto supplemental application. Please note that 12 and 15+ Passenger Vans are excluded. Please contact me if you would like this application.

Please note all HNOA premiums are Fully Earned at Inception

Additional Insured Endorsements

Additional insured's must be submitted, approved and issued by our office. Submission must include the entity name, full mailing address and insurable interest for each Additional Insured. Additional Premium may Apply.

Standard additional insureds are included within the above GL premium.

Option 1: Primary and non-contributory wording endorsement can be added for an additional \$100.00 per additional insured needed.

Option 2: Waiver of subrogation endorsement can be added for an additional \$100.00 per additional insured needed.

Excess Liability

Follow form excess limits may be available upon request and carrier approval. Please contact with any inquiries.

This quotation is valid for 30 days. Thank you very much, and please feel free to contact our agency with any questions.

Dean

Dean G. Wahlstrom



KEY WEST MERMAID FESTIVAL PARADE PETITION

By signing this petition, we agree that our business has no objection with the setup of the Key West Mermaid Festival parade on Saturday morning, July 6, 2019

- Business Sewist Point Sweet Home Authorized by [Signature]
- Business Tropical Rental Authorized by [Signature]
- Business Avada Bed + Breakfast Authorized by [Signature]
- Business Duned Gardens B+B Authorized by [Signature]
- Business Key West Butterfly & Nature Conservancy Authorized by [Signature]
- Business Southernmost House Hotel Authorized by [Signature]
- Business Southernmost Beach Resort Authorized by [Signature]
- Business Southernmost Beach Cafe Authorized by [Signature]
- Business _____ Authorized by _____
- Business _____ Authorized by _____



KEY WEST FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

Please Check All That Apply To This Event

Cooking

- Deep Frying/Open Flame
- Charcoal Grill
- Gas Grill
- Food Warming Only
- Catered Food
- Plan for Cooking Oil Disposal *Waste management*
- 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 # 15
- Vendor Booths - Total # _____
- Total Number of Booths - 15

Parade

- Floats - Total # ?

Postcard



*a nonprofit membership organization dedicated
to improving and protecting our coral reef ecosystem*

Post Office Box 430, Key West, FL 33041 • reefrelief@gmail.com www.reefrelief.org
Reef Relief Headquarters & Environmental Center 631 Greene Street, Key West, Florida • Tel: 305-294-3100 • Fax: 305-293-9515

February 18, 2019

Dear City of Key West,

We would like to express our support and participation in the inaugural Key West Mermaid Festival being held July 5th-7th. Mermaids and "mermaiding" has grown in popularity throughout the lower keys especially with our younger residents, creating a new generation of ocean stewards. We are excited to partner with Ms. Kristiann Mills and the Key West Mermaid Festival. This event is an incredibly unique opportunity that can help promote environmental stewardship, promote a deeper appreciation to the ocean, and will ultimately provide a memorable experience for locals and visitors alike. On behalf of Reef Relief, we thank you for considering this unique opportunity in creating a fun, interactive way to promote ocean conservation

Sincerely,

Mill McCleary
Executive Director



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Key West Mermaid Festival, Inc.
At
Truman Waterfront
July 6 & 7, 2019

I **Kristy Mills** being authorized to act on behalf of and legally bind the **Key West Mermaid Festival, In.** 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 Ratchiff
Signature of Witness

Maria Ratchiff
Print Name

2/4/19
Date

Kristy A. Mills
Signature of Applicant

Kristian Mills
Print Name

2-4-19
Date

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



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

Detail by Entity Name

Florida Profit Corporation
KEY WEST MERMAID FESTIVAL INC.

Filing Information

Document Number	P18000058087
FEI/EIN Number	NONE
Date Filed	06/29/2018
Effective Date	06/25/2018
State	FL
Status	ACTIVE

Principal Address

511 AVENUE A
KEY WEST, FL 33040

Mailing Address

511 AVENUE A
KEY WEST, FL 33040

Registered Agent Name & Address

COLL CPA SOLUTIONS PA
302 SOUTHARD ST
103
KEY WEST, FL 33040

Officer/Director Detail

Name & Address

Title P

MILLS, KRISTI
511 AVENUE A
KEY WEST, FL 33040

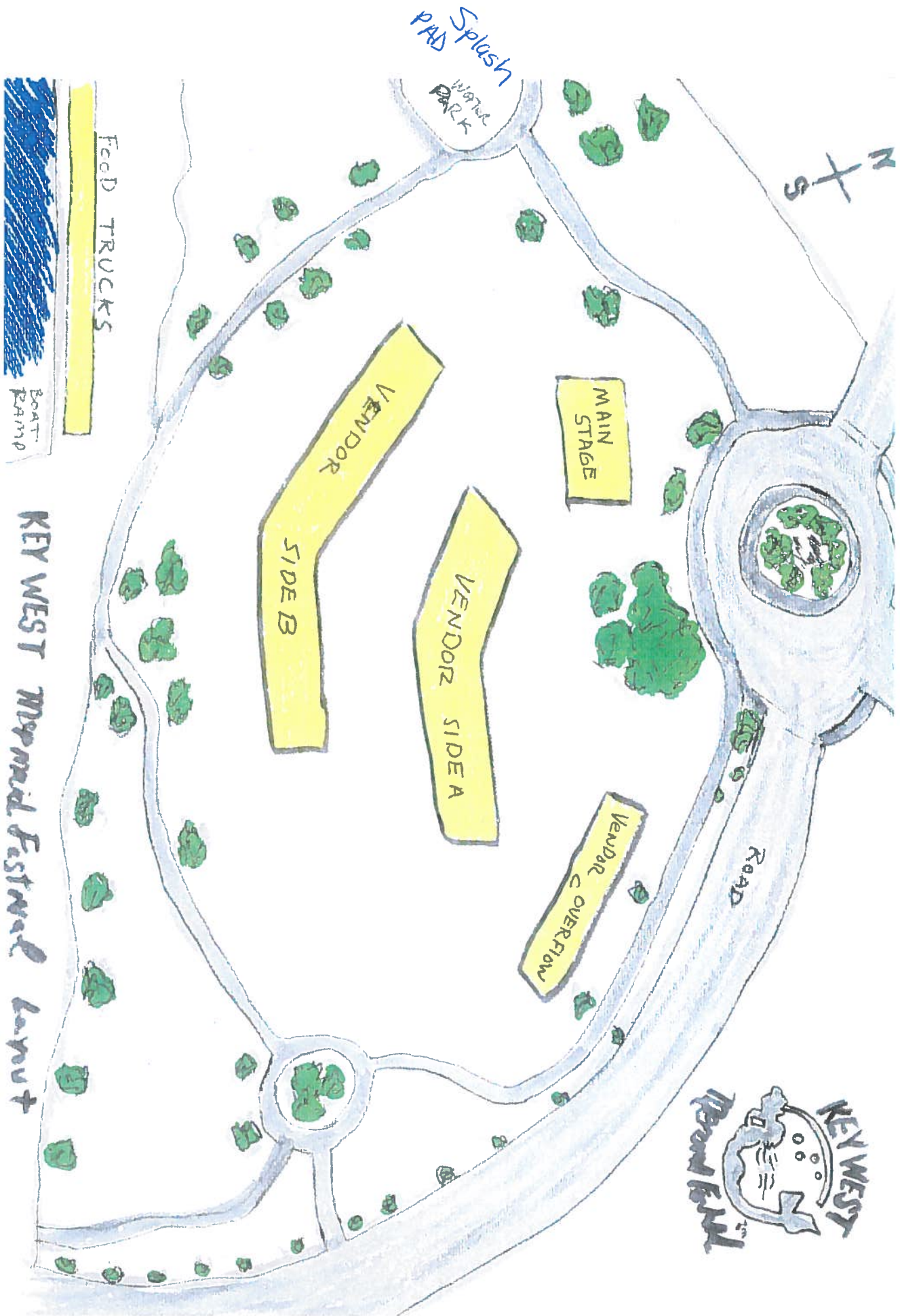
Annual Reports

No Annual Reports Filed

Document Images

06/29/2018 -- Domestic Profit [View image in PDF format](#)

Florida Department of State, Division of Corporations



KEY WEST Memorial Festival layout



Flats will end at grassy area across Amphitheatre

July 7th
Simonton Beach
Parking

Vendor C

Closed to parking

Vendor B

Vendor A

ROAD

STAGING AREA FOR PARADE

Vendor Parking

Flats



Theater

Thurner Waterfront

Laser Hall

Beach

July 6th - July 1, 2014

Event Name: Key West Mermaid Festival

Special Event Checklist

Everything must be checked off before submitting the special event application

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



TRUMAN Waterfront Green Space
 Next to Splash Pad : Simonton St Beach
 CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT *Lagerhaus*
 APPROVALS

EVENT: Key West Mermaid Festival
 DATES: July 6 : July 7

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratush 2/28/19
 SIGNATURE DATE

[Empty comment box]

COMMUNITY SERVICES

SIGNATURE DATE

[Empty comment box]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty comment box]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty comment box]

KWDOT

Rogelio Hardy 2-28-19
 SIGNATURE DATE

Bus Delay Possible

PORT AND MARINE SERVICES

SIGNATURE DATE

[Empty comment box]

CODE COMPLIANCE

SIGNATURE DATE

[Empty comment box]

ENGINEERING

SIGNATURE DATE

[Empty comment box]

UTILITIES

SIGNATURE DATE

[Empty comment box]

SPECIAL EVENT PERMIT HAS BEEN ___ APPROVED ___ DENIED



TRUMP Court Green Space
Next to Splash Pad ? Simonton St Beach
Lagerhaas

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Key West Mermaid Festival
DATES: July 6 & July 7

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratush 2/28/19
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

Jin Yang 28 Feb 19
SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Maria Ratcliff

From: Doug Bradshaw
Sent: Thursday, February 28, 2019 2:16 PM
To: Maria Ratcliff
Subject: RE: Key West Mermaid Festival at the Truman Waterfront Green Field next to splash pad and at Simonton Street Beach at Lagerheads & Parade down Duval Street

No issues

Doug Bradshaw
Director Port and Marine Services
City of Key West
201 William Street
Key West, FL 33040
305-809-3792

From: Maria Ratcliff
Sent: Thursday, February 28, 2019 9:47 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Cyndee Michaud <cmichaud@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Sean Brandenburg <sbrandenburg@cityofkeywest-fl.gov>; Michael Davila <mdavila@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Alexandre J. Gaufillet <agaufillet@cityofkeywest-fl.gov>
Subject: Key West Mermaid Festival at the Truman Waterfront Green Field next to splash pad and at Simonton Street Beach at Lagerheads & Parade down Duval Street

Thank you!

Respectfully

Maria Ratcliff
Executive Administrator to the City Manager
& Special Events Coordinator
City of Key West
1300 White Street
Key West, Florida 33040
(305) 809-3881
mratcliff@cityofkeywest-fl.gov

TRUWA Water and Green Space
Next to Splash Pad ? Simonton St Beach
Lagerhaus

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



EVENT: <u>Key West Mermaid Festival</u>
DATES: <u>July 6 - July 7</u>

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratush 2/28/19
SIGNATURE DATE

COMMUNITY SERVICES

Paul Maza 2/28/19
SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

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

Maria Ratcliff

From: Joseph Tripp
Sent: Friday, March 1, 2019 3:53 PM
To: Maria Ratcliff
Cc: JR Torres
Subject: approvals

Approved:

Hemmingway July 20

Rams Head June 9

Songwriters May 11/12

Mermaid July 6/7 (her costs are going to depend strongly on how many floats and she doesn't know at this point)

Truman Waterfront Green Space
Next to Splash Pad ? Simonton St Beach, Lagerhaus



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Key West Mermaid Festival
DATES: July 6 - July 7

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratuiff 2/28/19
SIGNATURE DATE

[Empty comment box for Events]

✓ **COMMUNITY SERVICES**

SIGNATURE DATE

[Empty comment box for Community Services]

✓ **POLICE DEPARTMENT**

SIGNATURE DATE

[Empty comment box for Police Department]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty comment box for Fire Department]

✓ **KWDOT**

SIGNATURE DATE

[Empty comment box for KWDOT]

✓ **PORT AND MARINE SERVICES**

SIGNATURE DATE

[Empty comment box for Port and Marine Services]

✓ **CODE COMPLIANCE**

SIGNATURE DATE

[Empty comment box for Code Compliance]

ENGINEERING

SIGNATURE DATE

[Empty comment box for Engineering]

UTILITIES

SIGNATURE DATE

[Empty comment box for Utilities]

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED