

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Rotary Club of Key West, Florida, Inc.

Address of Applicant(s) 1107 Key Plaza, Box 294, Key West, FL 33040

Phone Number of Applicant(s) 305-304-6963 Fax: 305-294-5411 Email algun57@yahoo.com

Name of Non-Profit (s) The Rotary Club of Key West, Inc.

Address of Non-Profit(s) 1107 Key Plaza, Box 294, Key West, FL 33040

Phone Number of Non-Profit(s) 305-797-5444 (David Van Loon)

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

Date/Dates of Event July 4, 2017

Hours of Operation Setup to begin at 7:00 a.m. July 2, 2016 through 7:00 a.m. July 5, 2017

Estimated/anticipated number of persons per day 10 for set up / 5000 for event

Location of Event White Street Pier, Atlantic & White Street

Street Closed In past years, White Street has been closed at the discretion of the KWPD and Key West Fire Department

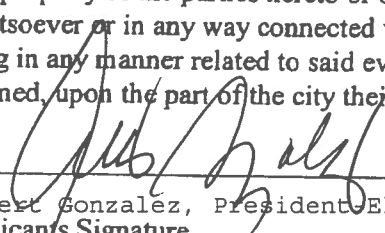
Detailed description of event 4th of July Fireworks Display, Vendors, Food & Drink beginning at 7:00 a.m. (set-up) 5:00 p.m. vendors and 8:00 p.m. Fireworks display

Noise exemption required: Yes No

Alcoholic beverages sold/served at event: Yes No

Alcohol to be sold on July 4th only at Sonny McCoy Indigenous Park - Parking Lot

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.


Albert Gonzalez, President Elect
Applicants Signature
The Rotary Club of Key West, Inc.

3/20/17
Date

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

**CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT
NOISE CONTROL EXEMPTION**

\$50.00

Date _____

Applicant Name Rotary Club of Key West, Florida, Inc.

Applicant Address 1107 Key Plaza, Box 294, Key West, FL 33040

Applicant Phone Number 305-797-5444 (David Van Loon)

Event Name 4th of July Fireworks

Event Address/Location White Street Pier / Atlantic & White Streets

Date of Event July 4, 2017

Nature of Event Fireworks and music

Profit Non Profit

Time(s) Request for Exemption 5:00 p.m. until 11:00 p.m.

Number of Exemptions at this location this calendar year unknown

Date of last exemption unknown

Date: 4/10/2017 12:17:04 PM
Receipt Number: 26535
Amount: \$50.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096
Receipt Number: 26535
Fee Code Version: 12:17:04 PM
SPECIAL EVENTS PAYMENTS - SS
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$50.00
Additional Comments: 4TH OF JULY NOISE ORD
. CK # 1137

\$50.00

Revised for
Third Reading
11/19/02

ORDINANCE NO. 02-29

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 provision 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

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

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 (1-1/2%) 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.

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 person 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 percentage of the revenues of a special event that causes the closing of a city street must be donated to the nonprofit organization and, at the sponsor's option, to additional charities. On the application form issued by the city manager, the nonprofit must state the amount or percentage of revenues it anticipates to receive from the special event.~~ 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 twenty-five percent (25%) of the sponsor's gross revenues or \$1,000.00, 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 manager with a letter of assent.

Section 5. That section 6-58 of the Code of Ordinances is hereby amended as follows:

Sec. 6-58. Major festival.

(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

therefrom 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.

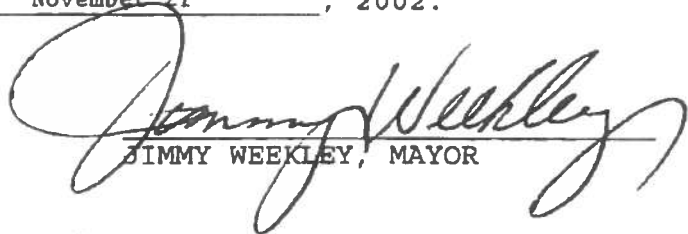
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

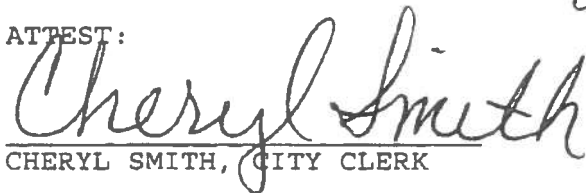
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

Authenticated by the presiding officer and Clerk of the Commission on 21st day of November, 2002.

Filed with the Clerk November 21, 2002.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409
WWW.KEYWESTCITY.COM

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel **RT**
City Attorney


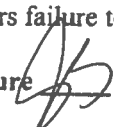
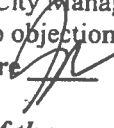
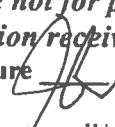

DATE: October 17, 2002



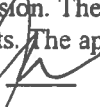

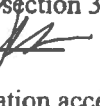

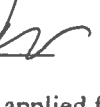
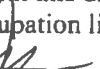
RE: Special Events Ordinance
Second Reading

The following are the changes made to the Special Events Ordinance for second reading:

- Section 6-26. The requirement of certified check or credit card applies only to the down payment.
- Section 6-27. The requirement of payment for parking meters has been removed altogether. In its place is a new section concerning food and beverage booths, and a prohibition against their placement in front of or near restaurants and bars.
- Section 6-56. The contact person's telephone number is now required.
- Section 6-57. Each nonprofit organization named by a sponsor in the application must provide a letter of assent to the City Manager.
- The effective date of the ordinance is January 1, 2003.

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

- Identify contact person at the festival responsible for working with recycling.
Name of person: Albert Gonzalez Phone number: 305-304-6963
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum x Glass x #1 Plastic x #2 Plastic x Steel _____
Corrugated Cardboard x Other: _____
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).
Amount of recycling and garbage containers needed: 2 @ White & Atlantic 07/04/16
2 @ White Street Pier 07/02/16-07/04/16
- 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: Annual Agreement with Waste Management
- Capacity of containers on grounds: _____
Contact person for containers: Albert Gonzalez Phone #: 305-304-6963
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: Rotary Volunteers will monitor and empty as needed
- 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: Yes. Waste Management
- 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: Rotary Volunteers will monitor

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

- 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: Rotary Volunteers will take photos

- 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: will supply post event
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*

ROBIN LYNN VANMATER

1138

63-7955/21

4/05/2017

Date

Pay to the Order of

City of Key West

\$ 1000.00

One Thousand — & 00/100

Dollars



For Use On



P.O. Box 1898
Key West, FL 33041-1898
www.keysfcu.org

For

4th of Garbage

[Handwritten signature]

Harland Clarke

Date: 4/10/2017 12:18:35 PM
Receipt Number: 26536
Amount: \$1,000.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096

Receipt Number: 26536
Date: 4/10/2017 12:18:35 PM
33713

Fee Code Version:
UNUSUAL PAYMENTS - ZZ
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$1,000.00
Additional Comments: 4TH OF JULY RECYCLIN
6 CK #113B

\$1,000.00

Special Event Recycling Plan
Rotary Club of Key West – Annual Fireworks Display – July 4, 2014

Recycling Coordinator: *Albert Gonzalez*

Recycling Coordinator will:

- Educate and/or train recycling staff/volunteers, vendors, attendees and participants of event policies
- Coordinate recycle bins and the pick-up of recyclables
- Report the volume recycled to the City of Key West
- Ensure food waste containers are adjacent to recycle bins
- Stage volunteers to ensure no commingling of recyclables and trash
- Locate public recycle areas with trash receptacles near drink location
- Confirm delivery and placement of recycle bins by Waste Management
- Monitor recycle bins for overflow during event
- Confirm pickup of recycle bins and waste containers by Waste Management after the event

Minimum City Requirements

- **Recycle bins for cans and bottles within 50 feet of all drink/drink sales locations.**
Rotary will have one drink sales location and a minimum of 2 recycle bins at the Sonny McCoy Indigenous Park area and 2 recycle bins for bottles and cans plus 1 large recycle bin for cardboard on White Street Pier.
- **Recycle bins for cans and bottles will be placed behind each drink/drink sales location.**
Rotary will have 2 recycle bins and 2 waste bin located in the Sonny McCoy Indigenous Park parking area. Cans, bottles and food waste will be carried from the pier to the parking area bins as needed.
- **Delivery of recyclables to the recycle center shall be by the event, by Waste Management or by other licensed vendor.** Rotary has requested pick-up of all recyclables by Waste Management.
- **Place recycle bins throughout event area.** Rotary will place recycle bins around area of White Street and Atlantic Boulevard as needed.



Rotary Club of Key West, Florida, Inc.
1107 Key Plaza, Box 294
Key West, Florida 33040

March 20, 2017

Ms. Maria Ratcliff
City of Key West
3132 Flagler Avenue
Key West, Florida 33040

Re: Rotary Club of Key West – 501(c)(4) Status

Dear Maria:

Please be advised that the Rotary Club of Key West, Florida, Inc. is a 501(c)(4) not-for profit organization and will receive 100% of the profits from the Rotary beverage and food sales during the Annual 4th of July Fireworks Event to be held on July 4, 2017

Very truly yours

A handwritten signature in black ink, appearing to read "Albert Gonzalez".

Albert Gonzalez
President-Elect

6:58 PM

09/07/16

Accrual Basis

Rotary Club of Key West, Inc.
Transaction Detail By Account
July 2016 through June 2017

Type	Date	Num	Name	Memo	Class	Amount	Balance
4100 - Fundraising - Club							
4110 - Fourth of July Booth Income							
Deposit	07/05/2016			July 4th Booth Sales	Fireworks Booth Sales	4,590.00	4,590.00
Deposit	08/17/2016	032169		Recycling Deposit July 4th Booth	Fireworks Booth Sales	1,000.00	5,590.00
Total 4110 - Fourth of July Booth income						<u>5,590.00</u>	<u>5,590.00</u>
Total 4100 - Fundraising - Club						<u>5,590.00</u>	<u>5,590.00</u>
TOTAL						<u><u>5,590.00</u></u>	<u><u>5,590.00</u></u>

6:54 PM

09/07/16

Accrual Basis

Rotary Club of Key West, Inc.
Transaction Detail By Account
July 2016 through June 2017

Type	Date	Num	Name	Memo	Class	Amount	Balance
5500 - Other Programs							
5542 - Fourth of July Booth Expense							
Bill	07/05/2016	Firew...	David Van Loon	Fireworks Booth		254.00	254.00
Bill	07/24/2016	Reim...	Chinnis, Robert	July 4th Booth Supplies	Fireworks Booth Sales	40.66	294.66
Bill	08/03/2016	Rotar...	Eagle Brands, Inc	Rotary July 4th Booth Sales - Invoice 5083605	Fireworks Booth Sales	638.06	932.72
Check	08/22/2016	Debit	Florida Department..	July 4th Booth Sales Tax	Fireworks Booth Sales	136.50	1,069.22
Total 5542 - Fourth of July Booth Expense						<u>1,069.22</u>	<u>1,069.22</u>
Total 5500 - Other Programs						<u>1,069.22</u>	<u>1,069.22</u>
TOTAL						<u><u>1,069.22</u></u>	<u><u>1,069.22</u></u>

Maria Ratcliff

From: David Van Loon <david@hvl-law.com>
Sent: Thursday, September 08, 2016 10:54 AM
To: Maria Ratcliff
Subject: RE: Recycle refund
Attachments: Report_from_Rotary_Club_of_Key_West_Inc..pdf;
Report_from_Rotary_Club_of_Key_West_Inc. Income.pdf

Maria:

See attached Fireworks Booth expense and income report.

The income gets dispersed at the end of the year for various events or line items in our budget. We wait until the end of the year to see what portion of the funds are needed where. The largest amount goes towards our scholarships. We give out \$37,000.00 per year in scholarships, so we look to various events to fund that amount. If we have a "slow" year fundraising, the entire balance of this income may have to go towards our scholarships. If we have a really good year fundraising, we can spread some of that money to other programs such as our dental fund, youth sports, Take Stock in Children, and other organizations, individuals and events in town, etc. It really depends on what has been made each year.

If you have any questions, please let me know.

Sincerely,

David Van Loon, Esquire
Highsmith & Van Loon, P.A.
3158 Northside Drive
Key West, Florida 33040
Telephone (305) 296-8851
Facsimile (305) 296-8575
david@hvl-law.com

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Please note: This law firm may be deemed a "debt collector" under the Fair Debt Collection Practices Act. Any and all information obtained during and from communications may be used for the purpose of collecting a debt

PLEASE NOTE: Due to the new requirements as stated in the new FAR/BAR contract and the increased activity of Fraud, effective immediately, all closing funds from Buyers, Sellers must be in the form of a wire. Wiring instructions will be provided.



THE CITY OF KEY WEST

Parking Division

P.O.Box 1409, Key West, FL 33040

Parking Requests for Special Events

Please describe any Special Event Parking requests below:

none requested

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

Key West Bight Rates: \$2.00 per hour or \$16.25 per day per space

On-Street Meter Rates: \$1.50 per hour or \$20.00 per day per space.

Vendors and Event Organizers must pay for metered parking used outside of Event Zone.

Modification of rates or parking waivers can only be approved by City Commission.

If you have any questions, please contact John Wilkins, Parking Manager at (305) 809-3855 or email jwilkins@keywestcity.com



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

Please Check All That Apply To This Event

Cooking

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

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

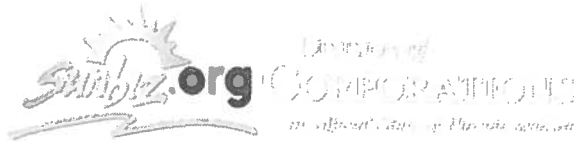
- Flame Resistance Certificate
- Size, Type, Location of Tent(s)

Food Booths

- Food Booths – Total # 5
- Vendor Booths – Total # 10
- Total Number of Booths - 15

Parade

- Floats – Total # _____



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

Detail by Entity Name

Florida Not For Profit Corporation
ROTARY CLUB OF KEY WEST, FLORIDA, INC.

Filing Information

Document Number	N00000005436
FEI/EIN Number	59-6152300
Date Filed	08/14/2000
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	12/05/2016
Event Effective Date	NONE

Principal Address

1107 KEY PLAZA
#294
KEY WEST, FL 33040

Changed: 03/06/2016

Mailing Address

1107 KEY PLAZA
#294
KEY WEST, FL 33040

Changed: 03/06/2016

Registered Agent Name & Address

KNOWLES, LISA
1107 KEY PLAZA
#294
KEY WEST, FL 33040

Name Changed: 03/06/2016

Address Changed: 03/06/2016

Officer/Director Detail

Name & Address

Title President

VAN LOON, DAVID, ESQ.

1107 KEY PLAZA
 #294
 KEY WEST, FL 33040

Title VP

GONZALEZ, ALBERT
 1107 KEY PLAZA
 #294
 KEY WEST, FL 33040

Title Secretary

CRANNEY-GAGE, JILL
 1107 KEY PLAZA
 #294
 KEY WEST, FL 33040

Title Treasurer

TORRENCE, STEVE
 1107 KEY PLAZA
 #294
 KEY WEST, FL 33040

Title PAST PRESIDENT

OROPEZA, RACHEL
 1107 KEY PLAZA
 #294
 KEY WEST, FL 33040

Annual Reports

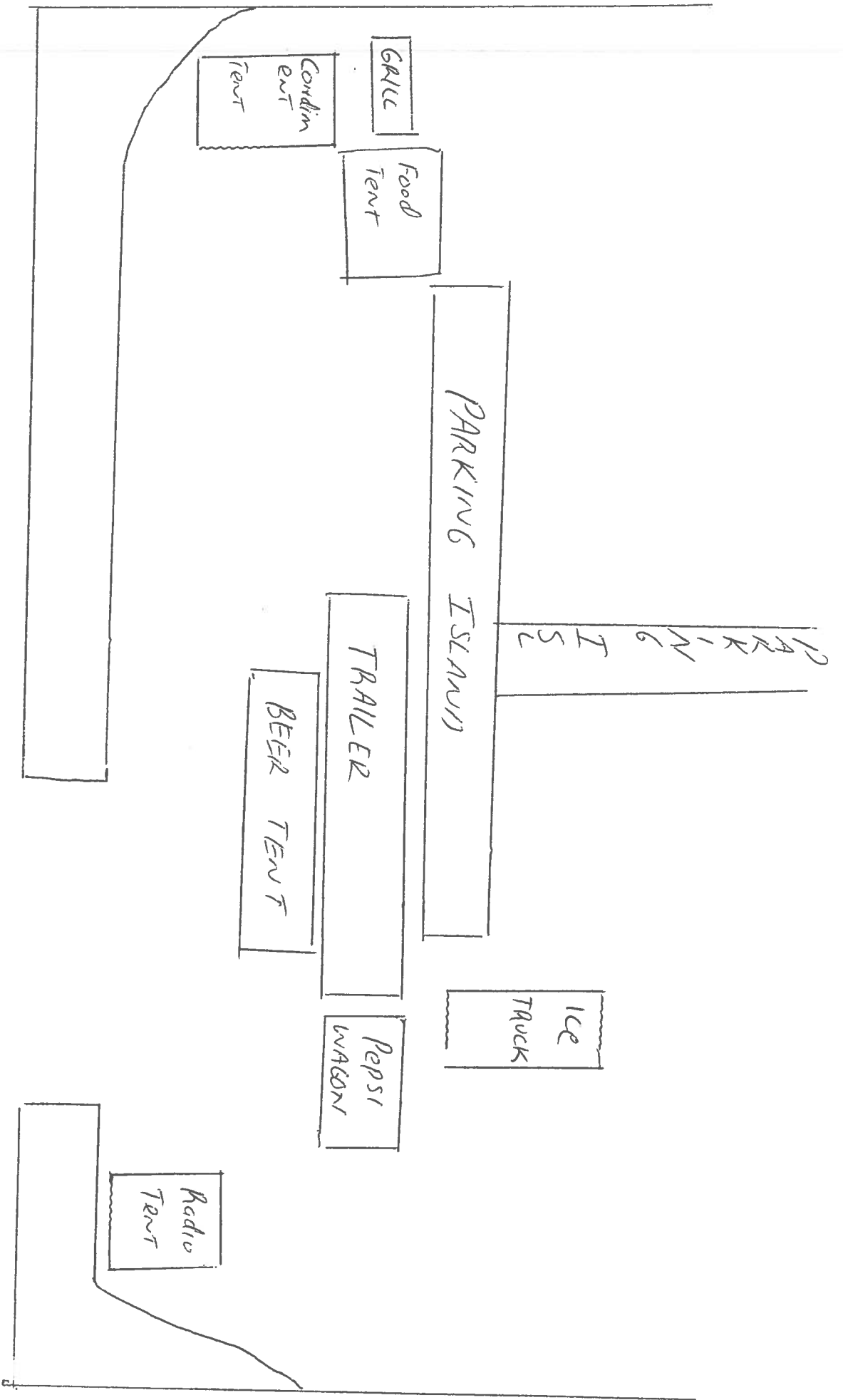
Report Year	Filed Date
2015	03/07/2015
2016	03/06/2016
2017	01/09/2017

Document Images

01/09/2017 -- ANNUAL REPORT	View image in PDF format
12/05/2016 -- Amendment	View image in PDF format
03/06/2016 -- ANNUAL REPORT	View image in PDF format
05/07/2015 -- AMENDED ANNUAL REPORT	View image in PDF format
03/07/2015 -- ANNUAL REPORT	View image in PDF format
04/18/2014 -- ANNUAL REPORT	View image in PDF format
03/03/2013 -- ANNUAL REPORT	View image in PDF format
07/13/2012 -- Amendment	View image in PDF format
02/16/2012 -- ANNUAL REPORT	View image in PDF format
09/06/2011 -- Reg. Agent Change	View image in PDF format
04/21/2011 -- ANNUAL REPORT	View image in PDF format
02/22/2010 -- ANNUAL REPORT	View image in PDF format

08/15/2009 -- ANNUAL REPORT	View image in PDF format
02/11/2009 -- ANNUAL REPORT	View image in PDF format
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01/26/2004 -- ANNUAL REPORT	View image in PDF format
01/22/2003 -- ANNUAL REPORT	View image in PDF format
01/28/2002 -- ANNUAL REPORT	View image in PDF format
01/17/2001 -- ANNUAL REPORT	View image in PDF format
08/14/2000 -- Domestic Non-Profit	View image in PDF format

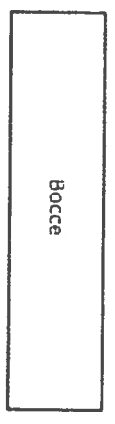
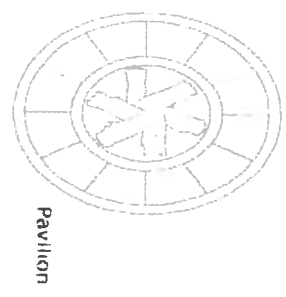
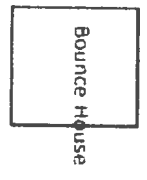
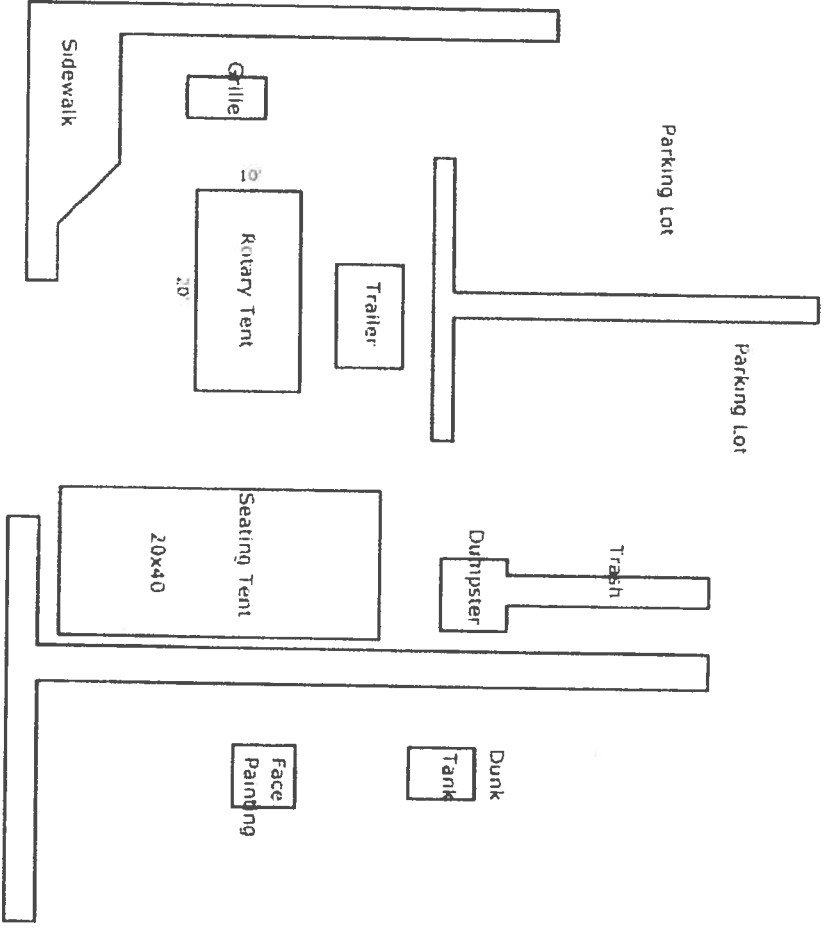
Florida Department of State, Division of Corporations



ATLANTIC BLVD

WHITE STREET

ATLANTIC BLVD



NOT TO SCALE

Event Name: Rotary Club of Key West, 4th of July Fireworks

Special Event Checklist

Everything must be checked off before submitting the special event application

X	TITLE	COMMENTS
✓	Special Event Application	
✓	Noise Exemption (If applicable)	
✓	\$50.00 for Noise	
✓	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	
✓	Recycling Plan	
✓	Authorization Letter for continuous cleaning of recycled area	
✓	Signatures of No Objection of Street closure (If applicable)	N/A
	Insurance naming the City as additional insured	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	they are the non profit

Maria Ratcliff

From: Doug Bradshaw
Sent: Monday, April 10, 2017 11:46 AM
To: Maria Ratcliff
Subject: RE: Rotary Club 4th of July celebration

No issues from Port

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: Monday, April 10, 2017 11:42 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Cassandra Jackson <cjackson@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Dee Dee Green <dgreen@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>
Subject: Rotary Club 4th of July celebration

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

1/10/17
16



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Rotary Club of Key West, Fl. 4th of July
 DATES: July 4th, 2017

<u>DEPARTMENTS</u>		<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF)		
<u>Mano Ratu</u> SIGNATURE	<u>4/5/17</u> DATE	
COMMUNITY SERVICES		
SIGNATURE	DATE	
POLICE DEPARTMENT		
<u>[Signature]</u> SIGNATURE	<u>4/10/17</u> DATE	<u>Require ABT permits & Noise Cemption</u>
FIRE DEPARTMENT		
SIGNATURE	DATE	
KWDOT		
SIGNATURE	DATE	
PORT AND MARINE SERVICES		
SIGNATURE	DATE	
CODE COMPLIANCE		
SIGNATURE	DATE	
ENGINEERING		
SIGNATURE	DATE	
UTILITIES		
SIGNATURE	DATE	

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Rotary Club of Key West, Florida, Inc.
4th of July Fireworks Display
& Fundraiser at Indigenous Park
Tuesday, July 4, 2017

I **Albert Gonzalez** being authorized to act on behalf of and legally bind **Rotary Club of Key West, Florida, Inc.** 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.

Signature of Witness

Signature of Applicant

Print Name

Print Name

Date

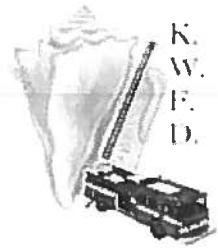
Date

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

4th of July Celebration

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):	CONDITIONS/RESTRICTIONS
_____ SIGNATURE DATE	_____ _____ _____
PUBLIC WORKS	_____
_____ SIGNATURE DATE	_____ _____ _____
POLICE	_____
_____ SIGNATURE DATE	_____ _____ _____
FIRE DEPARTMENT	<u>SEE ATTACHED MEMO</u>
<u>Alan Averette</u> <u>04/10/2017</u> SIGNATURE DATE	_____ _____ _____
PORT/KEY WEST DOT	_____
_____ SIGNATURE DATE	_____ _____ _____
CODE COMPLIANCE	_____
_____ SIGNATURE DATE	_____ _____ _____
KEY WEST PROPERTY MANAGEMENT	_____
_____ SIGNATURE DATE	_____ _____ _____
PARKING DEPARTMENT	_____
_____ SIGNATURE DATE	_____ _____ _____



THE CITY OF KEY WEST

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

To: Rotary Club of Key West

From: Division Chief/Fire Marshal Alan Averette

Date: 04/10/17

Reference: 4th of July Fireworks

This office reviewed the special event application for the 4th of July Fireworks Display held at the White Street Pier on July 4, 2017.

The following conditions apply:

- Fire Safety Inspection of the set up area needs to be conducted.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

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

3266 USSM 132

1 May 16



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Rotary Club of Key West, Fl. 4th of July
 DATES: July 4th, 2017

DEPARTMENTS **COMMENTS**

EVENTS (INITIAL SIGNOFF)

Mani Ratu 4/5/17
 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

Jim Yong 10 Apr 17
 SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

1 May 16



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Rotary Club of Key West, Fl. 4th of July
 DATES: July 4th, 2017

<u>DEPARTMENTS</u>		<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF)		
<u>Manafatuth</u>	<u>4/5/17</u>	
SIGNATURE	DATE	
COMMUNITY SERVICES		
SIGNATURE	DATE	
POLICE DEPARTMENT		
SIGNATURE	DATE	
FIRE DEPARTMENT		
<u>Rozalia Hernandez / R.S.</u>	<u>4-19-17</u>	<u>No Impact</u>
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

1/11/16



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Rotary Club of Key West, Fl. 4th of July
 DATES: July 4th, 2017

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Manafatuth 4/5/17
 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

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED