

Truman Waterfront grassy area next to
Splash Pad

January
9th
2021

CITY OF KEY WEST APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s)

STEVE HANES

Address of Applicant(s)

714 Southard Street

Phone Number of

Applicant(s) and emergency

number

Key West, FL 33040 Email: sahanes@kwta.org

512-470-8076 / 512-417-5290

Name of Non-Profit(s)

Key West Track & Field Club

Address of Non-Profit(s)

714 Southard Street Key West, FL 33040

Phone Number of Non-Profit(s)

512-470-8076

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

100%

Date(s) of Event

January 7, 8, 9, 10

Hours of Operation

8AM-8pm

Estimated/anticipated number of persons per day

200 on Saturday - spread out
less than 50 other days - spread out 8am-8pm

Location of Event

Street Closed

None - Truman Waterfront Park - map attached

Detailed Description of Event:

Pole Vault in Paradise

A pole vault competition - see attached

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

Waived in past years

Cooking oil recycled

Yes

No

N/A

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.

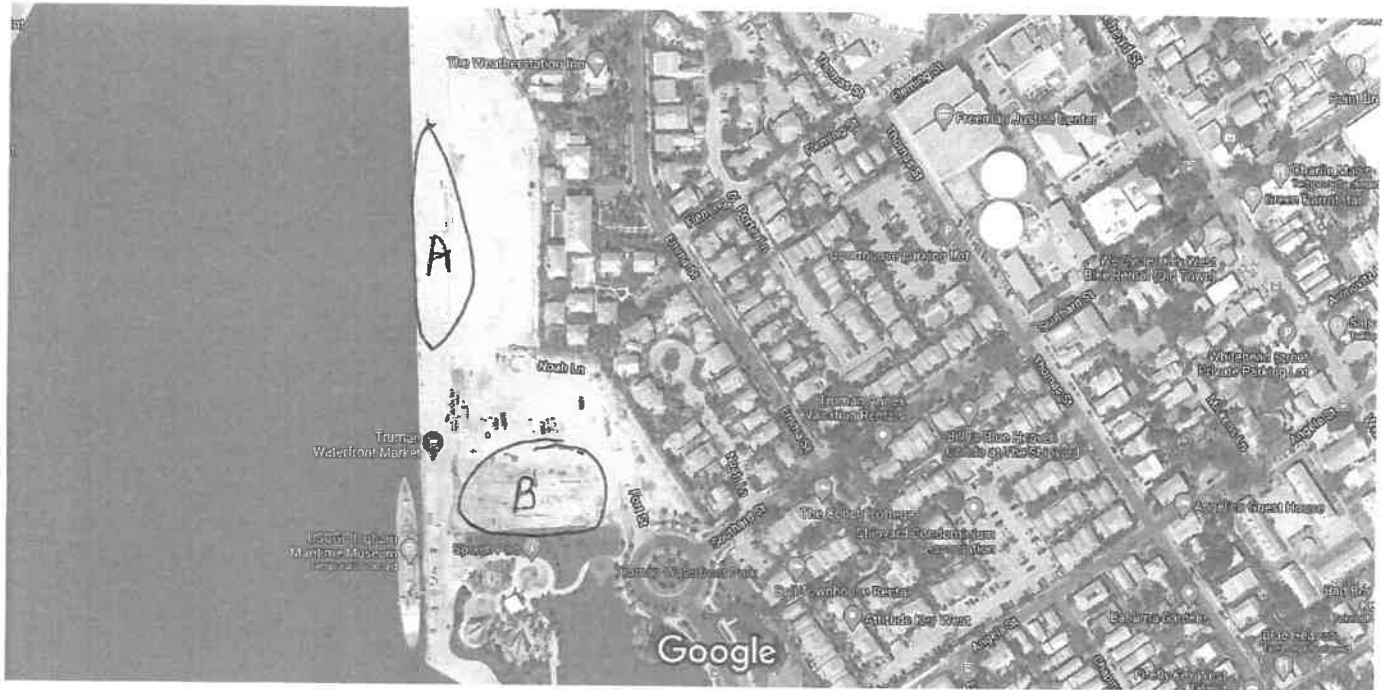
Steve Hanes
Applicant(s) Signature

9/14/20
Date

Google Maps

Truman Waterfront Park

Event Location



Imagery ©2020 Maxar Technologies, U.S. Geological Survey, Map data ©2020 200 ft

- Ⓐ North South Winds - Event held on pier.
- Ⓑ EAST WEST Winds - Event held on grassy area.

We have utilized both locations in the past

- Ⓐ 2019
- Ⓑ 2020

Google Maps Truman Waterfront Park

PARKING



Imagery ©2020 Maxar Technologies, U.S. Geological Survey, Map data ©2020 100 ft

C represents most Northerly parking area. In the past it has been reserved for volunteers, participants, and dumpsters regardless of whether we locate in A or B.

D. represents 1 row of parking next to grassy field. We utilized this row for loading & unloading when locating the event at B.



Hours of Operations and Estimate People

Thursday: January 7	Setup runway and pits during daylight hours People are spread over two locations. Runways 140' long and 50' apart.	Approx. 25 people
Friday: January 8	AM Final setup	Approx. 25 people
Saturday January 9	Daylight to 8pm Events taking place at 9am, Noon, 3pm, and 6pm Vaulters limited to 15 per flight Spectators spread out thru the day watching their favorites	300 people Approx. times
Sunday January 10	Clean-up and breakdown runway and pit One crew at Truman Waterfront, one crew at KWHS	Approx. 25 people

Detailed Description of Event

This will be the 3rd Annual Pole Vault in Paradise. Pole Vault in Paradise is an all-comers pole vault competition modeled after successful events around the country. A couple of examples are the Beach Vault in Port Aransas, Texas (<http://portabeachvault.com/>), Grand Haven (Michigan) Beach Vault (<http://grandhavenbeachvault.com/>), and Jersey Jumps Beach Vault (<https://verticaladventures.org/beach-vault/>). The attendance includes youths (9 – 18) and their parents, college and Masters aged vaulters, and elite vaulters. Elite vaulters are typically the best in the country and contenders for our National teams.

Key West Track & Field Club (KWTF) is the event organizer. KWTF is a non-profit to promote track and field in the lower keys. The primary beneficiary of the January, 2020 event was the Key West High School Track Team.

The January, 2020 event had approximately 10 booths and 2 food trucks which sold event t-shirts, food, beverages, massages, caricatures, accepted donations, and provided a PA system with music. We expect a similar setup in 2021.

Thursday and Sunday are set aside to install/deinstall the pit and runway and complete cleanup.

On Friday we anticipate making the pit available for practice and possibly teaching clinics and will open the registration booth in the afternoon.

The main event is Saturday where we will hold competitions at 9am, Noon, 3pm, and 6pm. Each group will be limited to 15. If registrations exceed 60 then we will have a 2nd pit and runway installed with flights competing concurrently.

The event is promoted to encourage locals and tourist to come watch.

2021 Pole Vault in Paradise Covid-19 Guidelines

We will be following Florida's, Monroe County, and City of Key West Covid-19 published protocols:

<http://www.floridahealth.gov/newsroom/2020/07/071020-2048-covid19.pr.html>

<https://www.monroecounty-fl.gov/1169/COVID-19>

<https://www.cityofkeywest-fl.gov/egov/apps/document/center.egov?view=item&id=21190>

It is imperative that all coaches, athletes, and parents read the guidelines above and know the risks associated with Covid-19, and that parents review with their minor athlete competitors. In addition, read and review the additional guidelines we are specifically implementing for this event below:

Additional Meet Protocols

- Only athletes, volunteers, and officials allowed within the competition area. We will allow a coach to help with marks during warm-ups. Strict social distancing must be maintained, and you must exit competition area immediately after marks are down.
- Coaches must make sure their minor athletes are practicing social distancing during warmups. Meet staff will not be able to monitor this activity, so counting on you to help us with this.
- Athletes/coaches need to listen to the PA for event announcements.
- Warmups must be managed by coaches.
- Spectators must stay outside the competition area and maintain social distancing of 6'.
- Restrooms will be open and are shared with the public. Maintain social distancing when in the restrooms. We strongly suggest athletes take care of things prior to arriving at the stadium to avoid long lines and missing their events.
- Each person/team is responsible for own water supply, to avoid athletes gathering around a cooler.
- Athletes must listen to officials regarding spacing. If an athlete does not keep the distancing after being warned, he/she will be asked to leave the meet. We know this is difficult. Kids want to socialize, see old friends, and just be themselves. But it's important that we follow guidelines for everyone's safety. Coaches, parents, we are counting on you to emphasize this with your athletes and to pay attention to officials.
- There will be hand sanitizer for athletes, officials, and volunteers.
- Results will not be posted on a board (again, we're trying to avoid places where folks might gather).
- Maintain 6' of social distancing when registering, visiting the display booths, and at the concession stands. Note the markings that will be provided when standing in line.
- Seating provided at the event will be very limited to encourage social distancing. Bring your own lawn chairs and limit your group to your family and/or travel companions.
- Spectators please be mindful of social distancing. There is a perimeter of over 300' around the competition area. The vaulters are soaring in the air above everyone's head. There is plenty of good vantage points to see the event up close without gathering in a crowd with strangers.

Thanks for your understanding during these unusual times. Your cooperation is needed and appreciated!

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 applicant 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

Steve Hanes 9/14/20

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 *Steve Hanes 9/14/20*

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 *Steve Hanes 9/14/20*
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 Steve Hanes 9/14/20

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 Steve Hanes 9/14/20

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 Steve Hanes 9/14/20

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 Steve Hanes 9/14/20

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

Sponsor's Signature Steve Hanes 9/14/20

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 Steve Hanes 9/14/20

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 Steve Hanes 9/14/20

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 Steve Hanes 9/14/20

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 Steve Hanes 9/14/20

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 Steve Hanes 9/14/20

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 Steve Hanes 9/14/20

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 Steve Hanes 9/14/20

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 Steve Hanes 9/14/20

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 Steve Hanes 9/14/20

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Steve Hanes Phone number: 512-470-8076
- 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: 1 Recycling Dumpster + 1 Garbage Dumpster from WMA
- 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: Will be made as in the past
- Capacity of containers on grounds: WMA mini-dumpsters
Contact person for containers: Steve Hanes Phone #: 512-470-8076
- 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: Volunteers & WMA
- 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: WMA
- 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: None in the past events
Actions taken: Volunteers assigned

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

Problems: None in the past

Actions taken: Volunteers assigned

- 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: Agreed.

- 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: _____

This has been waived for our past events.

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



THE CITY OF KEY WEST

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

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 and recycle cans on a regular basis for the duration of the event.

Steve Harris 9/14/20

Print Name:

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



THE CITY OF KEY WEST

Parking Division

1300 White Street
Key West, FL. 33040

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

Use of the Northeastern most parking lot
at Truman Waterfront

Use of one row (next to field) of the
western parking lot.

Used by volunteers & participants of
trash & recycle bins

Same as what was used last year.

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

Key West Bight Rates: \$3.50 per hour or \$20.00 per day per space

On-Street Meter Rates: \$3.00 per hour or \$20.00 per day per space.

Modification of rates can only be approved by Commission.

If you have any questions, please contact John Wilkins, Parking Director at (305) 809-3855 or email jwilkins@cityofkeywest-fl.gov



**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

Food Trucks

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)

*None more than 200 sq. ft.
Similar coverage to last year
(see attached)*

Booths

- Food Booths - Total #
- Vendor Booths - Total #
- Total Number of Booths -

*Food Trucks - approx 3
Approx. 3
Approximately 9 - 10'x10' each*

Parade

- Floats - Total #



September 15, 2020

To Whom It May Concern:

Key West Track & Field Club, a 501 (c) (3), is the sponsor and primary beneficiary of the Pole Vault in Paradise event.

Key West Track & Field Club's mission is to raise money for Key West area high school track and field teams and promote the sport of track and field within the Lower Keys community.

Our primary beneficiary to date has been the Key West High School Track Team.

2019 Contribution	\$10,000
2020 Contribution	\$11,000

KWTFC is a member club of the United State Track and Field organization (USATF). The same organization that sends our athletes to the Olympic Games and sponsors youth and Masters competition. Member clubs are at the heart of USA Track & Field. They provide much needed support to athletes in the form of coaching, financial support and athletic satisfaction. It is with, and through, the clubs that USATF is able to carry out its mission: "The mission of USA Track & Field is to foster sustained competitive excellence, interest, and participation in the sports of track & field, long distance running, and race walking."


Steve Hanes
President
512-47-8076

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 21 2018

KEY WEST TRACK AND FIELD CLUB INC
714 SOUTHARD ST
KEY WEST, FL 33040-0000

Employer Identification Number:
82-5120106
DLN:
26053534004488
Contact Person:
JOAN C KISER ID# 31217
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
April 24, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

KEY WEST TRACK AND FIELD CLUB INC

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Key West Track & Field Club, Inc.

January 7-10, 2021
8:00 a.m. to 8:00 p.m.

I **Steve Hanes** being authorized to act on behalf of and legally bind the **Key West Track & Field Club, 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.

Stephen L. Stuesser
Signature of Witness

STEPHEN L. STUESSER
Print Name

09-30-20
Date

Steve Hanes
Signature of Applicant

STEVE HANES
Print Name

9-30-2020
Date



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

Detail by Entity Name

Florida Not For Profit Corporation
KEY WEST TRACK & FIELD CLUB, INC.

Filing Information

Document Number	N18000004631
FEI/EIN Number	82-5120106
Date Filed	04/24/2018
State	FL
Status	ACTIVE

Principal Address

714 SOUTHARD STREET
KEY WEST, FL 33040

Mailing Address

714 SOUTHARD STREET
KEY WEST, FL 33040

Registered Agent Name & Address

REGISTERED AGENTS INC.
7901 4TH STREET NORTH
SUITE 300
ST.PETERSBURG, FL 33702

Name Changed: 04/09/2019

Address Changed: 03/25/2019

Officer/Director Detail

Name & Address

Title PRES

HANES, STEVE
714 SOUTHARD STREET
KEY WEST, FL 33040

Title VP

BAUER, CAROLINE
714 SOUTHARD STREET
KEY WEST, FL 33040

Title S/T

BOOKOUT, DONNA
714 SOUTHARD STREET
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2019	04/09/2019
2020	02/23/2020

Document Images

02/23/2020 -- ANNUAL REPORT	View image in PDF format
04/09/2019 -- ANNUAL REPORT	View image in PDF format
04/24/2018 -- Domestic Non-Profit	View image in PDF format



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Pole Vault at Truman Waterfront
DATES: January 9th with set up starting on 7th

DEPARTMENTS	EVENTS (INITIAL SIGNOFF)	COMMENTS
	<u>Maria Ruffo</u> 9-29-20 SIGNATURE DATE	
COMMUNITY SERVICES	SIGNATURE DATE	
POLICE DEPARTMENT	SIGNATURE DATE	
FIRE DEPARTMENT	SIGNATURE DATE	
KWDOT	<u>R Hernandez/RD</u> 9-29-20 SIGNATURE DATE	<u>No Impact</u>
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: Doug Bradshaw
Sent: Tuesday, September 29, 2020 2:32 PM
To: Maria Ratcliff
Subject: RE: Pole Vault Competition at the Truman Waterfront January 7-10, 2021

No issues

Doug Bradshaw
Port and Marine Services Director
201 William St
Key West, FL
305-809-3792

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Tuesday, September 29, 2020 12:08 PM
To: Greg Veliz <gveliz@cityofkeywest-fl.gov>; Patti McLaughlin <pmclauchlin@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Sean Brandenburg <sbrandenburg@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Alyson Crean <acrean@cityofkeywest-fl.gov>
Subject: Pole Vault Competition at the Truman Waterfront January 7-10, 2021

Good afternoon, Marcus

We might need to look at the Green Market and the setting up of the Pole Vault.

Maria Ratcliff

From: Joseph Tripp
Sent: Wednesday, September 30, 2020 8:37 AM
To: Maria Ratcliff
Subject: Re: Pole Vault Competition at the Truman Waterfront January 7-10, 2021

We are ok with it.

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Tuesday, September 29, 2020 12:07 PM
To: Greg Veliz <gveliz@cityofkeywest-fl.gov>; Patti McLaughlin <pmclauchlin@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Sean Brandenburg <sbrandenburg@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Alyson Crean <acrean@cityofkeywest-fl.gov>
Subject: Pole Vault Competition at the Truman Waterfront January 7-10, 2021

Good afternoon, Marcus

We might need to look at the Green Market and the setting up of the Pole Vault.

Maria Ratcliff

From: Ralph Major
Sent: Monday, October 5, 2020 5:19 PM
To: Maria Ratcliff
Subject: Re: Pole Vault Competition at the Truman Waterfront January 7-10, 2021

Maria this shouldn't be a problem

Sent from my iPhone

On Oct 5, 2020, at 9:42 AM, Maria Ratcliff <mratcliff@cityofkeywest-fl.gov> wrote:

From: Maria Ratcliff
Sent: Monday, October 5, 2020 9:36 AM
To: Alia Michaud <amichaud@cityofkeywest-fl.gov>
Subject: FW: Pole Vault Competition at the Truman Waterfront January 7-10, 2021

Good morning, Alia

Attached is the Pole vault Competition for approval. I had sent it to Danny, however, I know he is busy. Thank you!

From: Maria Ratcliff
Sent: Tuesday, September 29, 2020 3:17 PM
To: Jim J. Young <jjyoung@cityofkeywest-fl.gov>
Subject: FW: Pole Vault Competition at the Truman Waterfront January 7-10, 2021

From: Maria Ratcliff
Sent: Tuesday, September 29, 2020 12:08 PM
To: Greg Veliz (gveliz@cityofkeywest-fl.gov) <gveliz@cityofkeywest-fl.gov>; Patti McLaughlin <pmclauchlin@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Sean Brandenburg <sbrandenburg@cityofkeywest-fl.gov>; JR Torres <jrtorres@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Rodrigo Delostrinos (rdelostrinos@cityofkeywest-fl.gov) <rdelostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Alyson Crean <acrean@cityofkeywest-fl.gov>
Subject: Pole Vault Competition at the Truman Waterfront January 7-10, 2021

Good afternoon, Marcus

We might need to look at the Green Market and the setting up of the Pole Vault.
<SKM_C45820092910430.pdf>

TRUMAN Waterfront



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Pole Vault at Truman Waterfront
DATES: January 9th with set up starting on 7th

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratuiff 9-29-20

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

Event Name: _____

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	
	Recycling deposit \$1,000.00	Waived in past
X	Recycling Plan	
X	Authorization Letter for continuous cleaning of recycled area	
X	Signatures of No Objection of Street closure (If applicable)	N/A
	Insurance naming the City as additional insured	To be supplied
X	Financial of previous event (If applicable)	Previously supplied
X	Release & Idemnification Form	
X	Site Map (where barricades, stages, etc are to go)	
X	Letter from non profit that states they will be receiving the funds	IAS Determination letter included