

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

Name of Applicant(s) Late SA

Address of Applicant(s) 1125 Duval St

Phone Number of Applicant(s) 294-2706 Fax: _____ Email _____

Name of Non-Profit (s) Hospice of WVA & one human family foundation

Address of Non-Profit(s) will in St pet

Phone Number of Non-Profit(s) 294-8812

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

Date/Dates of Event MAY 13, 2013 Monday

Hours of Operation 12 - 10:30

Estimated/anticipated number of persons per day 350 - 400

Location of Event 1125 Duval St Late SA Street

Street Closed _____

Detailed description of event The 30th Annual Queen Mother Padgett is a Benefit for Hospice of one Human family

Noise exemption required: Yes No

Alcoholic beverages sold/served at event: Yes No

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

John McEvans
PLEASE PRINT AND SIGN
Applicants Signature

March 8, 2013
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 March 8, 2013

Applicant Name Lester SA

Applicant Address 1125 Duval St

Applicant Phone Number 296-6706

Event Name The 30th Annual Queen Mother Pageant

Event Address/Location 1125 Duval Street

Date of Event Monday May 13, 2013

Nature of Event To Raise Money for Hospice of UNA and one honor of family of volunteer

Profit Non Profit

Time(s) Request for Exemption 4-4:45 - 7am - 10:30

Number of Exemptions at this location this calendar year 1

Date of last exemption 5/14/12

City of Key West
REPRINT
*** CUSTOMER RECEIPT ***
Oper: KEYWNGM Type: OC Drawer: 1
Date: 3/13/13 45 Receipt no: 49387

Description	Quantity	Amount
SS SPECIAL EVENTS PAYMENTS	1.00	\$50.00

G/L account number:
00100003429300
00100001040000

QUEEN MOTHER PAGEANT NOISE EX

Tender detail		
CK CHECK	5400	\$50.00
Total tendered		\$50.00
Total payment		\$50.00

Trans date: 3/13/13 Time: 8:36:21

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. 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 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 

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: KJ Cicero Phone number: 296-6706
- 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: with Waste Management
- Capacity of containers on grounds:
Contact person for containers: KJ Cicero: Derek McCann 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: Waste Management
- 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*

HOSPICE OF THE FLORIDA KEYS INC
& VISITING NURSE ASSOCIATION
OPERATING ACCOUNT
1319 WILLIAM ST.
KEY WEST, FL 33040

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

16709

63-43/670

1

016709

DATE 03/13/13 AMOUNT
*****1,000.00*

*ONE THOUSAND DOLLARS AND NO CENTS

PAY
TO THE
ORDER
OF

CITY OF KW (SPECIAL EVENTS)
PO BOX 1409
ATTN: MARIA RATCLIFF
KEY WEST FL 33041
0000261


AUTHORIZED SIGNATURE



Recycle Plan for the Queen Mother 30th Anniversary Pageant

La Te Da – 1125 Duval St
Monday May 13, 2013 7pm -11pm

Recycle Coordinators: LJ Cicero and Derek McCann

La Te Da is currently participating in a recycling program with Waste Management. We have our normal, scheduled recycle pick up on Tuesday, May 14, 2013.

La Te Da is the only vendor at the event. There will be two bars set up on the street. Both will be within our property line.

Beverages will be sold either in bottles or plastic cups.

All glass used in drink preparation will be recycled; each of the bars will have their own glass recycle bin.

* Recycle bins for plastic and recycle bins for bottles will be placed within 50 feet of each drink sale location.

* Recycle bins for plastic and recycle bins for bottles will be behind and/or adjacent to each drink sale location.

* Recycle bins will be distributed in the whole 1100 block of Duval from Catherine St. to Amelia St.

* Cardboard: All cardboard and boxes will be dismantled and properly deposited in our white cardboard recycling dumpster on Catherine St.

* Recycle Bins: ALL recycle bins will be clearly labeled with a sign indicating its recycling status.

* Recycling pick up will be by Waste Management on our contracted day – Tuesday May 14, 2013; the day after the event.

* Additionally, trash containers will be provided and distributed on the 1100 block of Duval. These containers will be labeled as “Trash Only”.

* Currently, La Te Da employees are participating in our company recycling program. All employees will be apprised of the location of site specific recycling receptacles for the event.



THE CITY OF KEY WEST

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

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

A handwritten signature in blue ink is written over a horizontal line. The signature is stylized and appears to be the initials "SK".

On Monday May 13, 2013 will be the 30th annual Queen Mother Pageant. This is a benefit for VNA & Hospice of Key West and One Human Family Foundation. The set up will start at 12noon and sound check at 4/4:45 and the contest will run from 8pm till 10:30. We have no objection to the street being closed for this event.

Name

Address

Sign

LATE DA	1125 DUVAL ST.	J. S. C.
SPEAKEASY IND	1117 DUVAL ST	Andrea Ferrer
Robert Selman Gallery	1111 Duval St	Jim Selman
Key West Realty/Historic Hideaways	1109 Duval St	[Signature]
Grand Vin	1107 Duval St	[Signature]
Frangipani Gallery	1102A Duval	[Signature]
Purely Paradise Soaps	1108-A Duval	[Signature]
COUNTRY CONCH	1108-B DUVAL	Meredith Burkhardt
GONE FISHIN'	1102 DUVAL	[Signature] ROB HEDRICK
SODU	1102B DUVAL	[Signature]
ISLAND ARTS	1128 DUVAL	[Signature]
GREEN PINEAPPLES	1130 DUVAL	[Signature]
South Pointe Gallery	1201 Duval	[Signature]
Cinnamon & Sugar Gallery	1207 Duval	[Signature]
Hands On Gallery	1206 Duval St.	[Signature]
Last Key Realty	1121B Duval St	[Signature]



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/8/2013

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Collinsworth, Alter, Fowler & French, LLC 8000 Governors Square Blvd Suite 301 Miami Lakes, FL 33016		CONTACT NAME: PHONE (A/C, No, Ext): (305) 822-7800 E-MAIL ADDRESS: INSURER(S) AFFORDING COVERAGE NAIC #	
		FAX (A/C, No): (305) 362-2443	
INSURED La Te Da Redux, Inc. 1125 Duval Street Key West, FL 33040		INSURER A : Scottsdale Insurance Company INSURER B : Technology Insurance Company INSURER C : INSURER D : INSURER E : INSURER F :	41297

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		BCS0029028	10/30/2012	10/30/2013	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			XLS0085257	10/30/2012	10/30/2013	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		TWC3331329	11/4/2012	11/4/2013	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER
							E.L. EACH ACCIDENT \$ 500,000
							E.L. DISEASE - EA EMPLOYEE \$ 500,000
							E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Certificate holder is named Additional Insured as respects Commercial General Liability if required by written contract/agreement.

CERTIFICATE HOLDER

CANCELLATION

City of Key West
525 Angela Street
Key West, FL 33040

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
La Te Da Redux, Inc.
Queen Mother Pageant
1100 Block of Duval Street
Monday, May 13, 2013

I **LJ Cicero** being authorized to act on behalf of and legally bind **La Te Da** 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

Print Name

Date

Signature of Applicant

Print Name

Date

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



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:

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 # _____
- Vendor Booths – Total # _____
- Total Number of Booths - _____

Parade

- Floats – Total # _____



Visiting Nurse Association & Hospice of the Florida Keys, Inc.
Licensed to Serve the Keys Since 1984

February 8, 2013

The Honorable Craig Cates
& City Commissioners
P.O. Box 1409
Key West, FL 33041

The Honorable Craig Cates & City Commissioners,

Coming this May 13th, will be the 30th annual Queen Mother Pageant, one of Key West's longest running colorful & entertaining events.

Besides providing a wonderful night out for the community, this event has consistently contributed to the fundraising operations of two of our most valued non-profit organizations: VNA/Hospice of the Florida Keys and One Human Family Educational Foundation. Both of our organizations greatly benefit from the proceeds provided by the Queen Mother Pageant.

As a temporary street closure is needed for this event, VNA/Hospice of the Florida Keys respectfully requests that you approve this closure. We are confident that the event's coordinator, John "Ma" Evens, will manage all aspects of the closure to minimize any disruption.

In closing, I thank you for considering, and hopefully approving, this temporary street closure request.

Sincerely,

Jody Gross, RN, MSN
President and CEO

*many thanks to
The City for supporting
us + other charities -*

February 19, 2013

Key West City Commission:

Dr. Mr. Mayor and City Commissioners:

This Monday, May 13th, the community will enjoy the 30th annual Queen Mother Pageant, the newest in a long tradition of colorful and entertaining events.

Beyond colorful and entertaining, however, this event has proved to be a vital fundraiser for two of our island's most valued non-profit organizations: Hospice/VNA of the Florida Keys and One Human Family Educational Foundation. We both rely on the proceeds from this event to continue our positive work in the community.

Since a temporary street closure is needed for this event, One Human Family Foundation is respectfully requesting that you approve that closure. We also hope that you allow noise exemptions for the setup from 4-5PM and during the event, 8-10:30PM.

We have every confidence that the event's highly-experienced coordinator, John "Ma" Evans, will handle all your concerns about the closure to minimize disruption and maximize the fun!

Thank you again for considering - and hopefully approving - this temporary street closure request and noise exemption.

JT Thompson, Founder
One Human Family Foundation

ALL PEOPLE ARE CREATED EQUAL MEMBERS OF
ONE HUMAN FAMILY

(all volunteer & 501(c)3 non-profit, 100% goes to printing & distributing giveaways)
P.O. Box 972, Key West, FL 33041 • JT@DesignKW.com

Event Budget for 29th Queen Mother

Income

Total Income

Admissions

	Estimated #	Actual #	Adults @	Children @	Other @	Estimated	Actual
Adults		0				\$0.00	\$0.00
Children	0	0		\$0.00		\$0.00	\$0.00
Admissions/Tables/Tips	0	0			\$13,629.50	\$0.00	\$0.00
						\$0.00	\$13,629.50

Sponsorship/Contributions

						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00

Activities

						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00

Other

						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00
						\$0.00	\$0.00

Expenses

Event Budget for 29th Queen Mother

Total Expenses

Estimated	Actual
\$0.00	\$2,985.37

Site	Estimated	Actual
Grounds	\$0.00	\$141.99
Fire Dept.		\$320.00
Equipment		\$1,505.00
Tables and chairs		
Sound Equipment & Staff		\$50.00
Noise Fee		
Totals	\$0.00	\$2,016.99

Decorations	Estimated	Actual
Flowers/Crowns/Misc		\$376.11
Candles	\$0.00	
Lighting		
Balloons		
Paper supplies		
Totals	\$0.00	\$376.11

Publicity	Estimated	Actual
Graphics work		
Printing		\$127.20
Postage		\$60.40
Media		
Totals	\$0.00	\$187.60

Miscellaneous	Estimated	Actual
Telephone	\$0.00	
Transportation		
Stationery supplies		
Gifts/Awards		
Give aways		
City of Key West		\$404.67
Totals	\$0.00	\$404.67

Refreshments	Estimated	Actual
Food	\$0.00	
Drinks		
Linens		
Staff and gratuities		
Totals	\$0.00	\$0.00

Program	Estimated	Actual
Performers	\$0.00	
Speakers		
Travel		
Hotel		
Totals	\$0.00	\$0.00

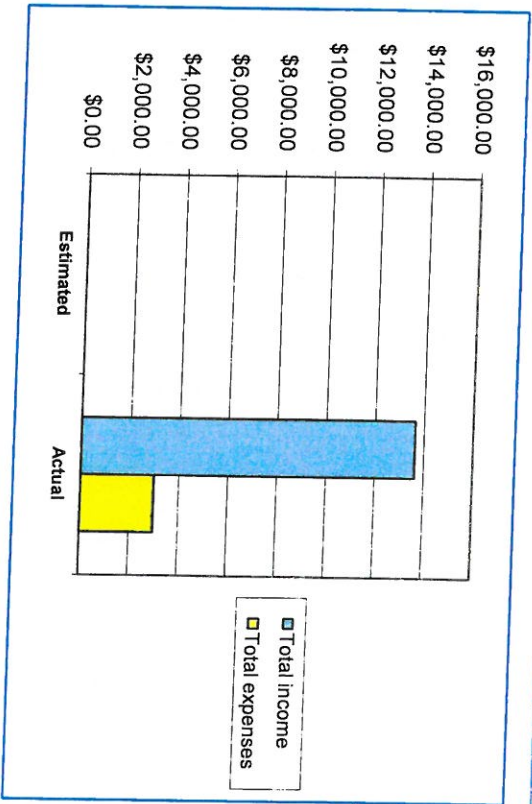
Staff Time*	Estimated	Actual
Pre-event	\$0.00	
Event		
Post-event		
Mileage		
Totals	\$0.00	\$0.00

*Include all time spent in the planning and execution of the event. Figure salaried staff by using an hourly rate. If unsure of cost, please figure by using the number of hours and footnote.

Event Budget for 29th Queen Mother

Profit - Loss Summary

	Estimated	Actual
Total income	\$0.00	\$13,629.50
Total expenses	\$0.00	\$2,985.37
Total profit (or loss)	\$0.00	\$10,644.13



Event Name: ha Te da Queen Mother Pageant
May 13, 2013

Special Event Checklist

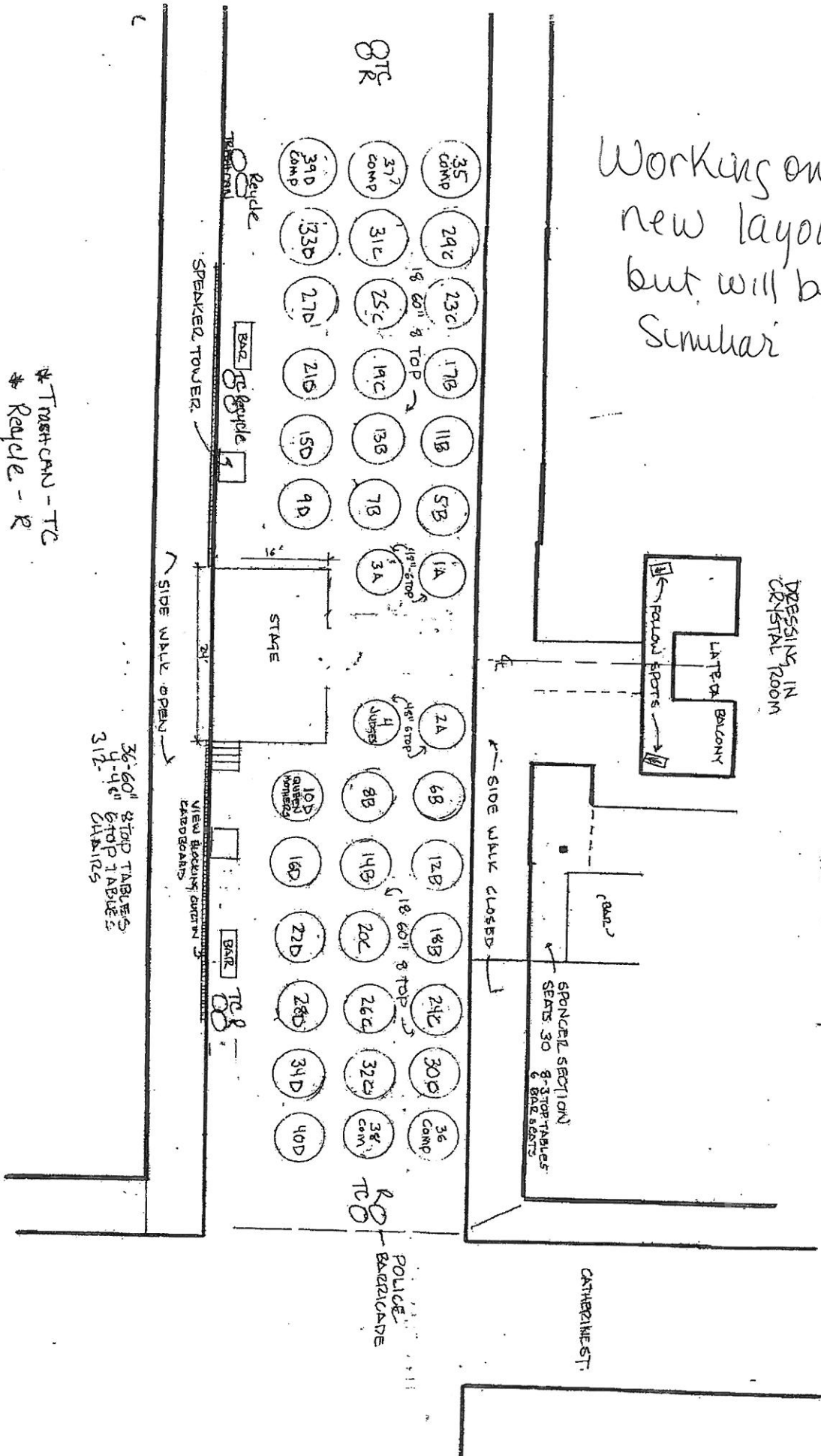
Everything must be checked off before
submitting the special event application

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

X

Working on a new layout but will be similar

Queen Mother Pageant



* TRASH CAN - TC
* Recycle - R

36'-60" 8-3 TOP TABLES
4-4" 6-3 TOP TABLES
312 CHAIRS

8TR

8D
POLICE BARRICADE

CATHERINE ST.

Queen Mother Pageant
May 13, 2013

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

EVENTS (INITIAL SIGNOFF):

Maria Ratuski 3/8/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓

PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓

POLICE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓

FIRE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓

KWDOT/PORT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓

CODE COMPLIANCE

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Queen Mother Pageant
May 13, 2013

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

EVENTS (INITIAL SIGNOFF):

Maria Ratuski 3/8/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

Jim Young 12 Mar 13
SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)



Maria Ratcliff <mratclif@keywestcity.com>

Queen Mother Pageant

Myra Wittenberg <mwittenb@keywestcity.com>
To: Maria Ratcliff <mratclif@keywestcity.com>

Tue, Mar 12, 2013 at 3:22 PM

OK with transit - no comments

[Quoted text hidden]

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Respectfully,

Myra Wittenberg, CCTM
Manager, Transportation
CITY OF KEY WEST
PO Box 1078
Key West, FL 33040

Queen Mother Pageant
May 13, 2013

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

EVENTS (INITIAL SIGNOFF):

Maria Ratuski 3/8/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

[Signature] 3/13/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Queen Mother Pageant
May 13, 2013

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

EVENTS (INITIAL SIGNOFF):

Mama Ratuji 3/18/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

[Signature] 3/18/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

① 24hr duty drivers required
② Nois exemption required
③ APT permit for extension of
Lig sales

FIRE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

KWDOT/PORT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

CODE COMPLIANCE

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Queen Mother Pageant

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS

SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE

SIGNATURE DATE

FIRE DEPARTMENT

Daniel Blanco 03/14/2013

SIGNATURE DATE

SEE ATTACHED MEMO

PORT/KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

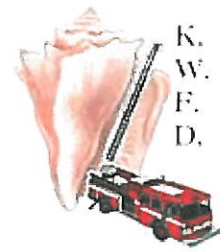
SIGNATURE DATE

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: La Te Da / Hospice (Natalie Maddox, nmaddox@vnahospicekeys.org)

From: Division Chief/Fire Marshal Daniel Blanco

Date: 03/14/2013

Reference: Queen Mother Annual Event

This office reviewed the special event application for the Queen Mother Annual Event to be held at La Te Da on May 13, 2013.

The following conditions apply:

- No cooking on city property.
- The Duval Street closure needs to allow for emergency vehicle passage.
- If there is not a Fire Lane provided for emergency vehicle access. A Fire Inspection Detail will be required during the hours of the event.
- Fire Inspector working the Inspection detail shall be paid a rate of \$ 40.00 an hour with a four hour minimum.
- **Event coordinator is responsible for scheduling the inspection with this office (contact number 305-809-3933).**
- **Site map needs to be provided to show Fire Lane on Duval St.**

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

Daniel Blanco, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Blvd.
Key West, Florida 33040
305-809-3933 Office
305-293-8399 Fax
dblanco@keywestcity.com

Serving the Southernmost City

3267 LS3M W3X