

City of Key
West

Special Event Permit Application

Event Name: MOVIES UNDER THE STARS

Location: 416 EATON ST - KEY WEST

Dates: 11/12/22

Hours of Operation: 5:30 - 9:30

Break Down Date: 11/12/22

Number of Expected Attendees: 20-75

Is the Event open to the Public? Yes No

Description: Provide a narrative description of the full scope of your event with as much detail as possible in the box below. If this event has multiple sub-events, specify date and time range of each.

OUTDOOR MOVIE

EVENT ORGANIZER INFORMATION

Company or Organization Name: TROPIC CINEMA

Name: CARLA TURNER

Phone number: 305-396-4944

Mailing Address: 416 EATON ST - L

City: KEY WEST State: FL Zip: 33040

Email: CARLA@TROPIC CINEMA.COM

Tax ID/EIN#: 15-0905672

SECONDARY CONTACT INFORMATION

Name: _____ Phone number: _____

Company or Organization Name: _____

Email: _____

SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes Complete Supplement A No

Non-Profit Applicant or Benefit: Yes Complete Supplement B No

Alcoholic Beverages Sold/Served at Event: Yes Needs City Commission Approval No

Applicant wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission through Resolution and must hire an extra duty police officer for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must have a liquor license and provide liquor liability insurance.

INITIALS REQUIRED

Event Name: *Private Dinner for Pastor*

Event Date: *11/10/10*

- 1. **Application Form:** All Applicants must fill out the City of Key West City application form provided to you by the Office of the City Manager. All applications are subject to approval at the discretion of the City Manager and/or City Commissioners and must be in the Office of the City Manager 10 days prior to the event.

Applicant Printed Name: *Carla Turner* Signature: *[Signature]*

- 2. **Liability Insurance:** Applicant(s) 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 Workers' Compensation Coverage
- Employers' Liability with minimum limits:
 - \$1,000,000 injury by accident
 - \$1,000,000 injury by disease
 - \$1,000,000 Policy Limits - 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 serving 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.

Applicant Printed Name: *Carla Turner* Signature: *[Signature]*

- 3. **Indemnification:** The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe 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 activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.

Applicant Printed Name: *Carla Turner* Signature: *[Signature]*

- 4 **ADA:** All special events are required to comply with the Federal Americans with Disabilities Act which requires access to all areas in services provided by the special events. Organizers must ensure that all aspects of their event meet the requirements.

Applicant Printed Name: CARLA TURNER Signature: [Signature]

- 5 **Notifying:** 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.

Applicant Printed Name: CARLA TURNER Signature: [Signature]

- 6 **City Services Pricing:** The organizer or sponsor of any special event which requires the provision of additional extraordinary support services by police, fire, and administration or other city department shall pay to the city the cost of such services. A nonrefundable down payment of 10% of all cost, as estimated by the city manager, shall be made to the city either by certified check or credit card at least 10 days prior to the special event.

Applicant Printed Name: CARLA TURNER Signature: [Signature]

- 7 **Payment Terms:** 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 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 (1.5%) per month.

Applicant Printed Name: CARLA TURNER Signature: [Signature]

Event Screening Questionnaire

Event Name: **MOVIES UNDER THE STARS**

Event Date: **11-12-22**

The following questions pertain to the event application submitted. If you wish to provide a more detailed description of the event, please contact the City of Troy at (417) 255-2222. If you are unable to provide a more detailed description, please contact the City of Troy at (417) 255-2222. If you are unable to provide a more detailed description, please contact the City of Troy at (417) 255-2222.

VENDOR SALES	
1. Will you be selling any alcoholic beverages?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <input type="checkbox"/> Food, City/County and Approval No <input checked="" type="checkbox"/>
2. Will you be selling any prepared foods?	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <input type="checkbox"/> Complete Supplement No <input checked="" type="checkbox"/>

SAFETY	
3. Will you be utilizing any of the following? *Scaffolding, ladders, tripods, etc. *Generators, power tools, etc. *Large equipment, etc. *Large crowds, etc. *Large structures, etc. *Large vehicles, etc. *Large equipment, etc. *Large structures, etc. *Large vehicles, etc.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <input type="checkbox"/> Complete Supplement No <input checked="" type="checkbox"/>
4. Will you be utilizing any of the following? *Scaffolding, ladders, tripods, etc. *Generators, power tools, etc. *Large equipment, etc. *Large crowds, etc. *Large structures, etc. *Large vehicles, etc. *Large equipment, etc. *Large structures, etc. *Large vehicles, etc.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <input type="checkbox"/> Complete Supplement No <input checked="" type="checkbox"/>

STREETS & SIDEWALKS	
5. Will your event require a temporary street closure? *Block Party, etc. *Side walk, etc.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Complete Supplement No <input type="checkbox"/>
6. Will your event require a temporary street closure? *Block Party, etc. *Side walk, etc.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <input type="checkbox"/> Complete Supplement No <input checked="" type="checkbox"/>
7. Will your event require a temporary street closure? *Block Party, etc. *Side walk, etc.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <input type="checkbox"/> Complete Supplement No <input type="checkbox"/>

CITY PROPERTY	
8. Will your event take place on any City owned property? *City owned, etc. *City owned, etc.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> <input type="checkbox"/> Complete Supplement No <input checked="" type="checkbox"/>

The applicant hereby certifies that the information provided in this application and all other information submitted in connection with this application is true and correct. The applicant understands that the City of Troy reserves the right to cancel this permit if the applicant fails to comply with the terms and conditions of this permit. The applicant understands that the City of Troy reserves the right to cancel this permit if the applicant fails to comply with the terms and conditions of this permit. The applicant understands that the City of Troy reserves the right to cancel this permit if the applicant fails to comply with the terms and conditions of this permit.

[Signature]
 Date: 11/11/22

[Signature]
 Date: 11/11/22

Required – Recycling Plan

Event Name: MOVIES UNDER THE STARS Event Date: 11/12/22

The City of Key West is committed to increasing the collection of recyclable materials at events. You help us accomplish this. As the Event Organizer, you need to encourage your guests to participate in the separation of solid waste and recycling materials by providing the adequate number and type of collection receptacles.

RECYCLING POINT OF CONTACT

Name: LYNJA OBRINGER Phone Number: 973 699 1923
 Email: LYNJA@TROPICCINEMA.COM Number of people dedicated to recycling: 2

INITIALS REQUIRED

- LO 1. **NON-ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.
- LO 2. **RECYCLING FEE:** The Fee (see Fee Schedule) must be submitted prior to the event. You can earn all or part of this fee back by participating in the City Recycling Program.
- LO 3. **ACCEPTABLE RECYCLABLES:** The primary items will be Aluminum Cans, Plastic Bottles, Cardboard, and Glass Bottles. But additional items can include Food and Beverage Cartons, Regular paper, Magazines and Program Handouts.
- LO 4. **CONTAMINATION:** I understand that recycle bins with contamination above 15% will result in not being able to earn back all or part of the Recycling Fee.

RECYCLING TIMELINE

Two Weeks (Self filling)	BEFORE EVENT: <ol style="list-style-type: none"> Arrange Trash/Recycling through Community Services (305-809-3759) Get approval for educational signage needed to inform customers/event goers of recycling and garbage rules/locations during the event. Request standard signage or submit unique designs for approval through recycle@cityofkeywest.fl.gov
Due Date (Self filling)	DAY OF EVENT: <ol style="list-style-type: none"> Place Recycling/Garbage containers in pairs throughout venue, at approximately every 40 feet throughout the event. During the event ensure that recycle bins are free from contamination. Pull full bags, replace with a new liner, and stage full bags only at pre-arranged sites. At end of event, remove all signage, and return if borrowed from City. Place all trash/recycling containers pre-arranged pick-up location.
Due Date (Self filling)	TRASH/RECYCLING REPORT <ol style="list-style-type: none"> City Community Services will supply a report detailing the amount of materials collected for recycling by weight, volume, or count and report on contamination levels. After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting recycle@cityofkeywest.fl.gov

Required – Event Transportation Planning

Event Name MOVIES UNDER THE STARS Event Date 11-12-22

Parking and traffic congestion are consistently a concern of Key West residents. It is the City's goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

INITIALS REQUIRED

g **Communications:** Every event is required to provide communications about modes of transportation that will reduce vehicle traffic. These actions include:

- | | |
|--------------|-----------------|
| 1 Website(s) | 3 Ticketholders |
| 2 Email | 4 Social Media |

g **Opportunities:** Large Events are required to explore opportunities to help minimize traffic congestions and parking issues. Your event will be more successful by encouraging alternate transportation or utilize transit friendly alternatives. Check opportunities you will explore:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Encourage Walking | <input type="checkbox"/> Partner with Transit System/Buses |
| <input checked="" type="checkbox"/> Encourage Biking | <input type="checkbox"/> Partner with Transit Friendly Hotels |
| <input type="checkbox"/> Providing Bike Security with Valet | <input type="checkbox"/> Partner with Restaurants/Bars |
| <input type="checkbox"/> Include Ride Service with VIP Passes | <input type="checkbox"/> Partner with Rideshare/Taxi Companies |
| <input type="checkbox"/> Provide Pre-Sale parking only | <input type="checkbox"/> Implement Shuttles |
| <input type="checkbox"/> Premium parking prices | <input type="checkbox"/> Other _____ |

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day			
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lot	\$32/day			
Mallory Square Parking Lot	\$40/day			
			Total	

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

Total Parking Cost shall be calculated using this table and accounted for in the Event Fee Schedule. For more information, contact John Wilkins, Parking Director at (305) 809-3855.

Required: Event Site Map / Layout

Event Name: MOVIES UNDER THE STARS Event Date: 11/12/22

Using the legend below, please illustrate your event to the best of your ability. If it is a single site event, only one site layout is needed. If the event includes multiple streets, a second map showing the impacted streets for the entire area is needed.

INITIALS REQUIRED

cu Attach Site Map Layout

B Attach Impacted Streets Map

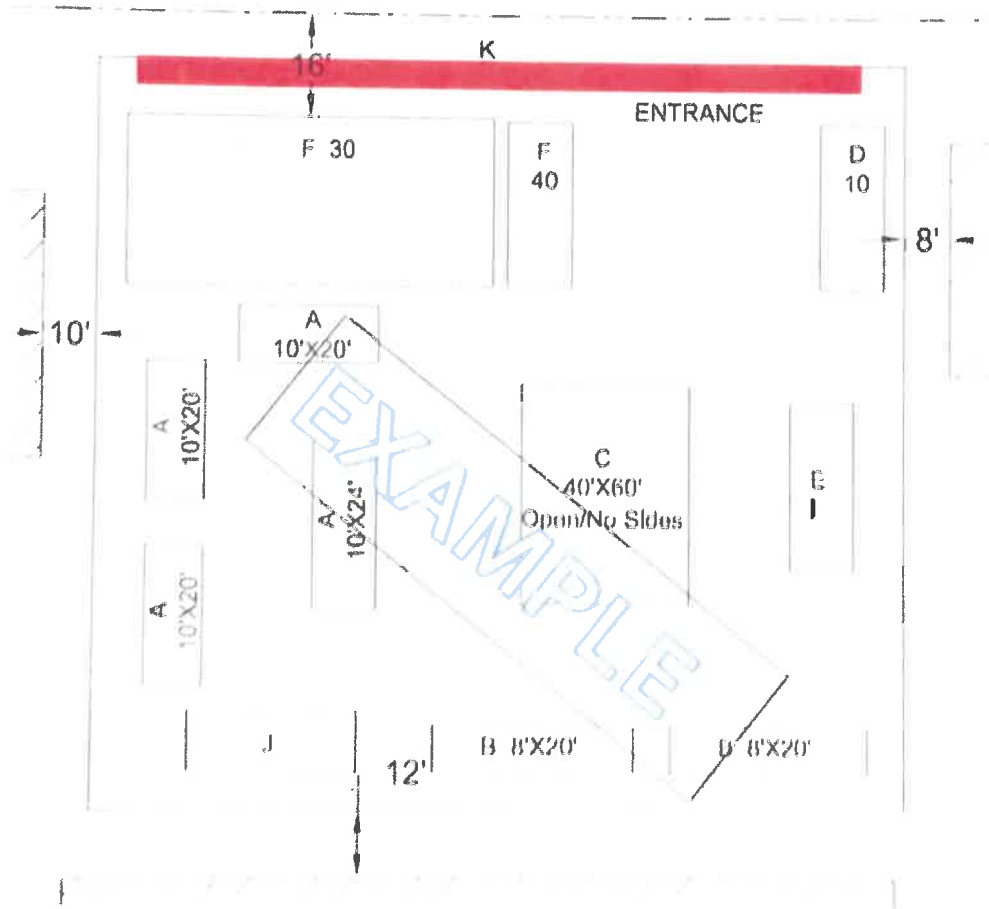
Event Site Map Layout Legend

A Food/Bev Vendor Tents*	F Car Parking**	K Podiums
B Merchandise Vendor Tents*	G Bike Parking**	L Fire Lane (RED LINE)
C Seating Tents*	H Roads Closed	M Label Street(s)
D Toilets **	I Stage Area	N Other _____
E Amplified Music	J Bounce House	O Other _____

* Indicate Tent sizes

** Indicate Quantity

Maple Street



SCREEN



OPEN TO BIKE + PEDESTRIAN TRAFFIC PARTIAL

TRIKE CAFE



Special Event Permit Application

Supplement A - Noise

Event Name MOVIES UNDER THE STARS Event Date 11-12-22

Excerpt from City Code Section 26-192 Unreasonably excessive noise prohibited

Noise limitations Within a core commercial district as defined in this article, the maximum dBA and dBC sound levels permitted on any property located therein shall be as follows

The average measurement taken between ten (10) and twenty (20) seconds shall be no greater than the maximum levels set out below. The measurement shall be taken from the sound source property line, or individual lease boundary in the case of property which has been subdivided by the execution of individual leases, of the noise generating property at a location that is closest to the complainant's property line

- a Eighty-five (85) dBA or ninety four (94) dBC between the hours of 11:00 a.m. and 2:59 a.m. b Seventy-five (75) dBA or eighty four (84) dBC between the hours of 3:00 a.m. and 10:59 a.m.

In any residential or commercial district as defined in this article, a decibel meter shall be used for a complaint of unreasonable noise made at or within 100 feet of the property line of the sound source. The decibel reading shall be made at the location of the complaint. The investigating officer shall issue a citation for unreasonably excessive noise, unless in his judgment a warning is sufficient to cease the violation. There shall be no more than a total of one warning per offending person or establishment.

Events that expect to exceed decibel levels set for their area must get a Noise Exemption from the City Commission. Noise Exemptions cannot be issued for the same location within 60 days of the last noise exemption approval.

Describe the Potential Noise Sources

Do you wish to apply for a Noise Exemption? Yes [] Need City Commission Approval No [x]

INITIALS REQUIRED

- 1 Applicant(s) has reviewed the City Code regarding Noise limitations and understands that an exemption from the noise control ordinance requires approval from the City Commission. Applications for noise exemptions must be received 30 days before the event
2. The processing fee for the application is \$82.68, due upon submission of application. Include this fee in the Special Event Fee Schedule
3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement

For more information on Noise and Noise Exemptions, consult the Special Event Guide and read the City Code Section 26-192

Special Event Permit Application

Supplement B Non-Profit Verification

Event Name MOVIES UNDER THE STAR Event Date 11 12 21

Non-Profit Organization Name TRYPIC CINEMA

Tax ID/EIN # 65-0903672 Representative CARLA TURNER

Purpose of Organization OUT DOOR MOVIE

Phone 305-396-4944 Email CARLA@TRYPICCINEMA.COM

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?

INITIALS REQUIRED

- 1 **Services Waived:** The first \$1,000.00 of costs as specified in Section 6.26(d) of the Code of Ordinances may be waived for any Event Organizer or Sponsor organization which qualifies as a tax exempt Non-profit organization according to State or Federal law. Acceptance of this waiver by such Event Organizer or Sponsor organization shall render the Special Event a public accommodation subject to Human Rights provision of Section 38.225.
- 2 **Approval:** Supplement B must be reviewed and approved for Non-profit waivers to be granted. Neither Completion nor Submission of this form guarantees a waiver will be granted.
- 3 **Monies Received:** Within 30 days of the event completion the Event Organizer agrees to submit to the City Commission a letter from the Non-profit Organization receiving the waiver stating the amount of monetary donation received from the event.
- 4 **Accounting:** Within 90 days following the Special Event, the Event Organizer or Sponsor organization will ensure that the Non-profit organization receiving the waiver submits to the City Commission an accounting of expenses and revenues incurred and generated during the event.

SIGNATURE AND ATTACHMENT REQUIRED

I hereby certify that the above named Non-profit organization is a bona fide, in good standing, domestic civic, educational, charitable, fraternal, or religious organization under the laws of the State of Florida or with proper tax exemption status with the Internal Revenue Service; that the organization is the actual sponsor of the event described and that all the proceeds from the event, after necessary direct expenses, will be used for civic, educational, charitable or religious purpose.

I further certify that the answers to the above questions are correct and complete to the best of my knowledge and belief. I also understand that any organizations who fraudulently seek exemption shall be subjected to civil and criminal penalties provided for in Florida Statutes.

Provide a copy of your organization letter issued by the I.R.S. or Secretary of State verifying tax exempt status

Officer Signature [Signature] Title _____ Date _____

Special Event Permit Application

Supplement C - Food & Safety

Event Name Moves Under The Stars Event Date 11/10/22

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938

Police Department - LT Joseph Tripp (305) 809-1027

More information on Safety requirements can be found in the Special Event Guide

EVENT ACTIVITIES – Check all that apply to the Special Event

Cooking

- Deep Frying / Open Flame
- Charcoal Grill
- Gas Grill
- Food Warming Only
- Catered Food

Electrical Power

- Generator
- 110AC / Extension Cords
- DC Power

Other

- Road Closure
- Fog/Smoke Machine
- Bubble Machine
- Pyrotechnics
- Special Effects
- Open Flame
- Lasers
- Confetti
- Vehicle/Motorcycle Demo

Alcohol To be Served By

- Existing Licensed Establishment
- Commercial Licensed Vendors
- Non-profit Licensed Vendors
- Seating
- Air Supported Bounce House
- Tents Greater than 200 SF

Structures:

- Stages / Risers / Canopies
- Viewing Stands / Bracing

INITIALS REQUIRED

- G 1. **Alcohol:** Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission by Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Applicant must have a liquor license and provide liquor liability insurance.
- G 2. **Cooking Safety:** If cooking, a KWFD Fire Watch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment.
- G 3. **Sidewalks:** Structures must not interfere with pedestrian movement on the sidewalk. The Special Event Site Plan must show a minimum setback of six (6) feet from the property lines.
- G 4. **Special Event Site Map:** Indicate where structures, tents, stages, cooking equipment, etc. will be located. The layout must also identify distances to the nearest buildings and property line. If seating will be provided, show seating/chair arrangement.
- G 5. **Cooking Oil:** Cooking oil must be disposed of properly. Vendors found dumping cooking oil improperly will result in forfeiture of a portion of the Event deposit.

Special Event Permit Application

Supplement D - Tents & Structures

Event Name Movie Under The Stars Event Date 11/17/11

This section will be reviewed by the Key West Fire and Police Departments to determine what safety check and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and LMS - Chief Alan Averette (305) 809-3938
Police Department - Lt Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout Yes No

TENTS

Total Number of Food/Beverage Vendor Tents 0

Total Number of Merchandise Vendor Tents 0

Total: 0

Tent Supplier Name N/A Contact Number _____

Size & Type of Tents N/A

Provide Certificate of Flame Resistance/Retardant for Tent Fabric Yes No

Will there be any combustibles or flammable liquids under the tent? Yes No

Will the sides of the tent be used? Yes* No

*Exit plans must be indicated on Site Map Layout

STRUCTURES

What structures will be erected? NONE

Will structures be erected on any part of a street or sidewalk? Yes No NO STRUCTURES

For each structure, note number of footings, weight and dimensions (L/W/H) below

NO STRUCTURES - EVERYTHING IS QUICKLY MOVABLE

Special Event Permit Application

Supplement E - Street Closure

Event Name Movie Under The Stars Event Date 11/12/22

STREET CLOSURE INFORMATION

Street(s) to be closed EATON ST Block/Address Number(s) _____

Cross Streets between DUVAL and WHITEHEAD

Closure Date(s) 11/12/22 Time 500 AM PM 1030 AM PM

INITIALS REQUIRED

- O 1. **Non-Profit Inclusion:** Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a Non-profit organization. When an Event Organizer proposes a Special Event that will cause the closing of a city street or other public right of way, the Event Organizer must donate at least 25% of the Event Organizer's gross revenues or \$1000.00, whichever is greater, to at least one Non-profit organization. The Event Organizer must designate the Non profit organization(s) on the application for the event. Each named Non profit organization must provide the City Manager with a letter of agreement with the Event Organizer.
- G 2. **Consent:** The Event Organizer must have neighboring businesses sign a petition of no objection to the street closure. A template consent form can be found in the Special Events Guide.
- G 3. **ADA Restrooms:** Whenever the Event Organizer of a Special Event provides temporary bathroom facilities within 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.
- G 4. **Insurance:** Typical insurance policies may not provide coverage for accidents that may occur off private property and in the City Right-of-way. Events taking place within City Right of Way require insurance in the amount of \$1M - liability and \$2M - aggregate.
- G 5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.
- G 6. **Emergency Access:** The closed street/roadway will immediately available for emergency vehicles and vehicles within the close block.

SIGNATURE REQUIRED

We the undersigned, agree to save and hold harmless, the City of Key West from all cost and damage to any person and/or property which is caused by any activity, condition, or event arising out of temporary use of the above street for the purpose of this Special Event.

[Signature]
Event Organizer Signature

Nov 4, 2022
Date

Special Event Permit Application

Supplement F City Property

Event Name Movies Shows Time Show Event Date 1/10/22

A list of City Properties that are available for event use, their amenities and Use Fees are listed in the Special Event Guide.

Which City Property do you wish to use? ROADWAY IN FRONT OF 416 EATON ST

Which Area(s) of the City Property do you wish to use? _____

Will Utilities be required (Water and/or Electricity)? Yes No

INITIALS REQUIRED

- G 1 The City makes no guarantees that the requested City Property and Area will be available on the dates requested. Submitting this application acts as a request, not a guarantee.
- G 2 Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.
- G 3 Applicants wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Event Organizer must first have obtained a liquor license and liquor liability insurance.
- G 4 Prior to use of the requested facility, the applicant must provide a refundable deposit and a nonrefundable payment for use of the City Property, as determined by the Fee Schedule. This payment shall be delivered to the City Manager's Office at 1300 White St., Key West, FL 33040 at time of application. All checks shall be made payable to City of Key West.
- G 5 All utility use must be coordinated through City of Key West. Any modification to utilities to support the activity will be at the sole cost of the Event Organizer and must meet City Codes. Utilities used by the Event Organizer will be charged at current rates or agreed upon method.
- G 6 Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.
- G 7 The City property used must be maintained in an orderly and neat condition. City of Key West may request Event Organizer to improve conditions of site within reason if conditions become unacceptable.
- G 8. No trash may be left on site. Use of City of Key West dumpsters is not authorized unless prior approval is obtained from the City Manager.
- G 9. No alcoholic beverages/non-prescription drugs or food may be brought onto or sold on Truman Waterfront without prior approval from the City Commission.
- G 10 No hazardous material or waste shall be used or stored on the premises without submitting a Hazardous Waste Handling and Spill Plan to the City of Key West.

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- 15. Event Organizer is responsible for any and all environmental cleanup costs for the Event. Accounted with the activity and cleanup plans and all expenses. The organizer is responsible for all information to the City of Key West that may be required by the event permit.
- 16. All trash including waste oil and equipment including portable toilets and recycling materials removed no later than close of business of the last day of the event. Event Organizer must plan accordingly. City of Key West may impose additional fees for use of property, property beyond usage dates.

INITIALS REQUIRED for Truman Waterfront Property

For Use of Truman Waterfront, the Event Organizer is subject to the following additional provisions:

V/A

- 13. Event Organizer is responsible for obtaining necessary permits required by any other agencies pertaining to this Special Event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible for providing proof of permit prior to entering into an agreement with the City of Key West.
- 14. Event Organizer must take part in pre- and post-activity walk-through inspections with the City of Key West point of contact, or designee.
- 15. Event Organizer must provide the City of Key West with a detailed schedule for activities.
- 16. City of Key West personnel shall be allowed access to the site at all times.
- 17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.
- 18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.
- 19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.
- 20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time.
- 21. Use of the inner basin for any activities is not authorized.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/07/2022

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 have ADDITIONAL INSURED provisions or 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 Porter-Allen Company 513 Southard Street Key West FL 33040	CONTACT NAME: Maria Gonzalez PHONE (A/C, No, Ext): (305) 294-2542 FAX (A/C, No): (305) 296-7985 E-MAIL ADDRESS: maria@porterallencompany.com
	INSURER(S) AFFORDING COVERAGE INSURER A: United States Liability Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Key West Film Society, Inc. P.O. Box 1283 Key West FL 33041	NAIC #

COVERAGES **CERTIFICATE NUMBER:** CL2211710212 **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	N	SE 1082315	11/12/2022	11/12/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	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				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
SPECIAL EVENT : OUTDOOR MOVIE
DATE : 11/12/2022
LOCATION : EATON STREET BETWEEN WHITEHEAD & DUVAL STREET KEY WEST , FL.
CERTIFICATE HOLDER IS LISTED AS ADDITIONAL INSURED

CERTIFICATE HOLDER City of Key West PO BOX 1409 Key West FL 33041	CANCELLATION 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
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THE CITY OF KEY WEST

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

To: Carla Turner (carla@tropiccinema.com)

From: Division Chief/Fire Marshal Jason Barroso

Date: 11/8/2022

Reference: Tropic Cinema Movie Night Under the Stars 400 Block of Eaton St

This office reviewed the special event application for the Tropic Cinema Movie Night Under the Stars to be held November 12, 2022, from 5:30 p.m. to 9:30 p.m. on the 400 block of Eaton Street.

The following conditions apply:

The blocked area must be able to be cleared for KWFD apparatus access in case of an emergency.

Event coordinator is responsible for scheduling the inspection with this office.

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

Jason Barroso, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
305-292-8284 Fax
jbarroso@cityofkeywest-fl.gov

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