

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Ragnar Events

Address of Applicant(s) 51 Seafront Tr Palm Coast, FL 32164

Phone Number of Applicant(s) 352-514-1243 Fax: 866-889-7155 Email carrie@ragnarrelay.com

Name of Non-Profit (s) Special Olympics

Address of Non-Profit(s) 1915 Don Wickham Drive Clermont, FL 34711

Phone Number of Non-Profit(s) 352-243-9536

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$30K

Date/Dates of Event January 4th & 5th, 2013

Hours of Operation 9am on 1/4 until 10p on 1/5

Estimated/anticipated number of persons per day 7,000

Location of Event Southernmost Resort

Street Closed South St Simonton to Duval

Detailed description of event See attached

Noise exemption required: Yes _____ No ☒

Alcoholic beverages sold/served at event: Yes ☒ No _____

Only @ Southernmost Cafe

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.

Carrie Merg

Applicants Signature

10.5.12

Date

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

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 Cami Mery
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 Cami Mery
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 Cami Mery
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 Cami Mery
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 Cami Mery

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 Cain Meyer
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature Cain Meyer
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 Cain Meyer
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 Cain Meyer
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 Cain Meyer
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 Cain Meyer
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 Cain Meyer
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 Cain Meyer

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 Caviness

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 Caviness

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 Caviness



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3828

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.

Carrie Mery

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Margret Lara Phone number: 305-797-3312
- 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: 15
- 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: Booked through WM
- Capacity of containers on grounds: 32 gal
Contact person for containers: Margret Lara Phone #: 305-797-3312
- 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: staff & volunteers
- 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: Through WM
- 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: Race volunteers will monitor recycling containers

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

Actions taken: Race volunteers will monitor and correct any issues.

- 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: Photos will be taken and data will be retrieved from waste management

- 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
- Security deposit returned: _____

For more information about event recycling and waste re
305 296-2825

City of Key West
*** CUSTOMER RECEIPT ***
Oper: KEYWSB Type: OC Drawer: 1
Date: 7/05/12 45 Receipt no: 85159

Description	Quantity	Amount
ZZ UNUSUAL PAYMENT	1.00	\$1000.00

G/L account number:
00100002200100

REGNAR EVENTS LLC

Tender detail		
CK CHECK	18635	\$1000.00
Total tendered		\$1000.00
Total payment		\$1000.00

Trans date: 7/05/12 Time: 11:23:52



RAGNAR RELAY FLORIDA KEYS

January 3rd - 5th, 2013

Event Description

1.1 What It Is

The Ragnar Relay Florida Keys is a 200-mile running relay, consisting of 36 relay legs, stretching from Key Biscayne to Key West. Teams consist of 12 runners. During the relay, each team member runs three legs. Relay legs range between 3 - 11 miles and vary in difficulty.

Each team is responsible for providing two support vehicles, with six runners in each vehicle. The first vehicle will drop off the first runner at the start, and then proceed to the first exchange point. At the first exchange, the vehicle will drop off the second runner and pick up the first runner when that runner's leg is complete. Teams will repeat this pattern for six legs until they hand off to their second vehicle. This leapfrogging pattern will continue all the way to the finish line.

The event is sponsored and managed by Ragnar Events LLC. Ragnar Events presented its first event, the Ragnar Relay Wasatch Back, in Utah in 2004. To date, Ragnar Events has presented over 35 events in 14 states (the courses for some events running through more than one state). The Ragnar Relay Series, now consisting of 15 events, is the largest series of overnight relays in the world. For more information, see www.ragnarrelay.com.

These overnight relays benefit both participants and the communities where they are presented. Participants have been unfailingly enthusiastic about their experiences. There are always a wide variety of human interest stories associated with these events. These range from the experienced runner finding special meaning through participation in a running event as a member of a team; to the first-time runner who participates at the urging of a friend and discovers previously unknown abilities and a love for running; to families, businesses, old friends and other groups who enhance their relationships as they individually and collectively test their limits; to teams who simply run for a cause, whether in honor of a deceased friend or relative, or to raise money for the Special Olympics Florida (our official charity) or another charity of special importance to the team.

Communities directly benefit economically from money spent by participants for food, lodging and other services. They also benefit from donations of funds for the benefit of children raised through the event.

1.2 Traffic Impact

We anticipate 500 teams to register for this year's event. Teams will be provided with staggered start times, thirty minutes to one hour apart from 5AM to 5PM, January 4th in Miami. Because start times are spread over an 11-hour period and we anticipate only 500 runners on the course at a time, there will never be a large group of runners at any one location. Typically the complete group of 500 individual runners will be spread out over 20-30 miles. Runners are required to obey all pedestrian laws and instructed to run on sidewalks or running paths. At no time do we stop traffic or close roads for this event.

Teams congregate at exchanges to wait for and send off runners. Exchanges are at locations where there is adequate parking to minimize impact on through traffic. Those locations include churches, schools, parks, and

small businesses. Ragnar Events is in the process of obtaining permission from the various locations for the use of exchanges.

1.3 Safety

Runner safety is of foremost concern. All teams are provided a Race Bible that includes a detailed course description and event rules. All runners sign waivers where they acknowledge that the course includes areas where there may be traffic congestion and that they must obey race rules, which require observance of all applicable traffic rules and regulations. Runners are also required to attend safety training with Ragnar safety officials before the start of the race.

1.4 Night

Part of the nature and appeal of the event is that it runs through the night. Average teams required 26-28 hours to complete the course. Event rules require that during nighttime hours runners must wear reflective vests, red flashing lights and wear headlamps or carry flashlights, so that they are extremely visible to traffic.

Thank you for your consideration of our request! We look forward to hearing from you soon. Feel free to email me or call directly.

Best regards,

Carrie Meng

Senior Race Director, Ragnar Events
51 Sea Front Trail, Palm Coast, FL 32164
Phone: 352.514.1283
Fax: 866.889.7155

Road Closure & bath location

Venue: Finnish Southernmost Hotel	Location: 1319 Duval St, Key West, FL	Contact: Melissa Schaffer Damian DeAngelis	305-587-7113
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- 1: Timing: 1 Orange tent, 1 table, 1 table cloth, 2 chairs
 - 2: Race Headquarters: 5 Orange tents, 3 tables, 3 table cloths, 2 chairs
 - 3: Fruit & Photo Backdrop of each of the 2 tents: 2 10x10 orange tent, 3 tables, 3 table cloths, Fruit
 - 4: Scott James: 1 10x10 orange tent, 1 table, 2 chairs
 - 5: Key Lime Pie: 1 10x10 orange tent, 2 tables, 2 chairs
- Spartan: Bringing own tent. Needs a table and chair
- Medals, stickers, hats: No tent, 2 tables, 2 table cloths
- Message: 2 tents, 10x10 and 20x10. Bringing their own tents and supplies
- Motorola: Bringing own tent. Needs a table and chair



June 11, 2012

We are pleased to be the official charity of Ragnar Relay Florida Keys.

The mission of Special Olympics Florida is to provide year-round sports training and competition in a variety of Olympic-type sports for people with intellectual disabilities at **no cost** to the athlete or their caregiver. Participation in Special Olympics gives athletes continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in the sharing of gifts, skills, and friendship with their families, other Special Olympics athletes, and the community.

The ultimate objective of Special Olympics Florida is to help people with intellectual disabilities participate as productive and respected members of society at large, by offering them a fair opportunity to develop and demonstrate their skills and talents through sports training and competition, and by increasing the public's awareness of their capabilities and needs.

We are confident that a partnership between Ragnar Relay Florida Keys and Special Olympics Florida fulfills the mission of both organizations and will provide much needed funds and awareness for Special Olympics Florida.

We understand that a follow up letter is requested documenting the amount of funds raised by Ragnar Relay Florida Keys for Special Olympics Florida. We will provide a letter containing this information following the event in early January.

Please feel free to contact me should you need any further information and thank you for your support of Special Olympics Florida.

Sincerely,

A handwritten signature in black ink that reads "Matthew Levy". The signature is written in a cursive style with a large, stylized "M" and "L".

Matthew Levy
VP, Resource Development
(407) 756-3626
matthewlevy@sofl.org

Be a fan.

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities.

1915 Don Wickham Drive
Clermont, FL 34711
P 352-243-9536
F 352-243-9568
specialolympicsflorida.org

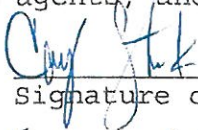


THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Ragnar Relay Florida Keys
January 4 & 5, 2012
9:00 a.m. to 10:00 p.m.

I Carrie Meng being authorized to act on behalf of and legally bind Ragnar Relay 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.



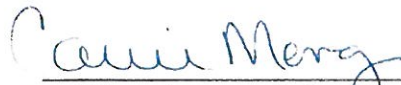
Signature of Witness

Cary Strzepek

Print Name

Date

6/25/12



Signature of Applicant

Carrie Meng

Print Name

Date

6/25/12

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

Ragnar Relay Recycling Plan
January 5th, 2013
Southernmost Resort and Beach

Recycling Coordinator: Carrie Meng

- Coordinate with Waste Management on recycling and trash receptacle needs.
- Educate staff and volunteers of recycling requirements.
- Place 1 recycling receptacle adjacent to each trash receptacle. Recycling receptacles will be labeled as such.
- Assign volunteers to monitor all trash and recycling receptacles and ensure items are being disposed of properly.
- Volunteers and staff will remove recyclables when receptacles are full and a new liner will be put in.
- Report volume of recycling materials to the City of Key West as measured by Waste Management.

Ragnar Events LLC

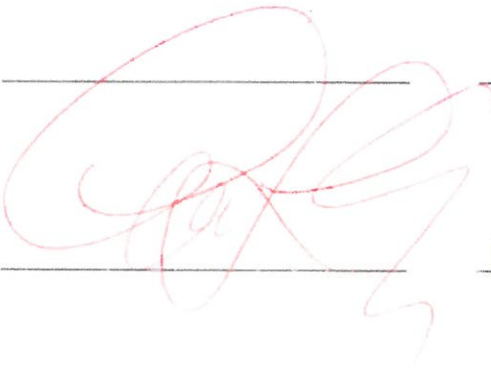
Profit & Loss by Class

	<u>Keys 2012</u>
Ordinary Income/Expense	
Income	
Total Race Revenue; Race Entry Fees	546,693.32
Sales Tax	-30,862.19
Total Income	515,831.13
Total RACE EXPENSES	285,336.60
Total SALES & MARKETING	76,129.17
General & Admin	170,885.07
Net Income	<u><u>-16,519.71</u></u>



In reference to the Ragnar Relay Florida Keys to be held on January 5th, 2013, we do not oppose a temporary street closure that may affect our business. The street closure will take place approximately 4am-10pm. The streets being closed are 1) South Street one block starting at Simonton to Duval Street and 2) Duval Street from South Street to the dead end (metered parking area).

By signing this document I agree with the above stated street closure.

Business Name	Signature of Owner/Manager	Date
Ana's Cafe		12 Sep 2012



Maria Ratcliff <mratclif@keywestcity.com>

FW: Ragnar Relay

Carrie Meng <Carrie@ragnarrelay.com>
To: "Maria Ratcliff (mratclif@keywestcity.com)" <mratclif@keywestcity.com>

Mon, Oct 22, 2012 at 8:43 AM

Permission for road closure from Historic Tours.

Carrie Meng | Senior Race Director
Ragnar Relay Series

104 S 9th St

Flagler Beach, FL 32136
P [352-514-1283](tel:352-514-1283) | F [866-889-7155](tel:866-889-7155)

From: Milo Williams
Sent: Friday, October 19, 2012 5:40 PM
To: Carrie Meng
Subject: FW: Ragnar Relay

This is the Tour Company.

From: Linda Test [<mailto:ltest@historictours.com>]
Sent: Friday, October 19, 2012 2:03 PM
To: Milo Williams
Subject: RE: Ragnar Relay

Thanks, Milo. I just listened to a voice message from you; sorry I have not called you back! The road closure is something we can work around. I am assuming it is a one-day closure?

Thanks,

Linda

Linda Test

Director of Key West Operations
Historic Tours of America®

1805 Staples Ave, Ste 101, Key West, FL 33040
phone: [305.294.5161](tel:305.294.5161) | fax: [305.292.8993](tel:305.292.8993) | email: ltest@historictours.com

From: Milo Williams [<mailto:milo@ragnarrelay.com>]
Sent: Friday, October 19, 2012 12:52 PM
To: Linda Test
Cc: Carrie Meng
Subject: Ragnar Relay

Linda,

I hope that everything is going well for you? I just wanted to follow up with you about our discussion the other day on the road closure in Key West for the Ragnar Relay. The event is being held on Saturday, January 5. The temporary road closure Ragnar is proposing is from South Street one block starting at Simonton to Duval Street and Duval Street to the dead end (metered parking area). We will have about 6,000 participants plus spectators at the event and I believe that this can be a great opportunity to increase business. Thanks for your help and let me know what questions or concerns that you have.

Milo Williams

Ragnar Events . Race Director
1188 W. Sportsplex Drive, Suite 201, Kaysville, UT 84037
[\(801\) 510-3967](tel:8015103967) C . [\(801\) 499-5023](tel:8014995023) F

No virus found in this message.

Checked by AVG - www.avg.com

Version: 10.0.1427 / Virus Database: 2441/5341 - Release Date: 10/19/12



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:

Use of Truman Waterfront for parking

Last year (Jan 2012) we used Truman
Waterfront and hired shuttles.

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

(305) 809-3855 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

only @ cafe

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 # _____

Event Name: Ragnar Relay Fl Keys

Special Event Checklist

Everything must be checked off before
submitting the special event application

X	TITLE	COMMENTS
✓	Special Event Application	
NA	Noise Exemption (If applicable)	
NA	\$50.00 for Noise	
✓	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	coming from Utah office
✓	Recycling Plan	
✓	Authorization Letter for continuous cleaning of recycled area	
✓	Signatures of No Objection of Street closure (If applicable)	in process of obtaining
	Insurance naming the City as additional insured	Certificates issued for 2013 in Nov 2012
✓	Financial of previous event (If applicable)	
✓	Release & Idemnification Form	
✓	Site Map (where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	waiting on from charity will email to Maria

2012 F 692 22

Rule 14-65.0035(1)(c), F.A.C.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

850-040-65
MAINTENANCE
12/11

TEMPORARY CLOSING OF STATE ROAD PERMIT

Date: 7/31/12

Permit No. 2012-F-692-22

Governmental Entity

Approving Local Government Monroe County Contact Person Debbie Frederick
 Address 1100 Simonton St., Ste 205
 Telephone (305) 292-4441 Email

Organization Requesting Special Event

Name of Organization Ragnar Events, LLC Contact Person Carrie Meng
 Address 51 Sea Front Trail Palm Coast, FL 32164
 Telephone 352-514-1283 Email carrie@ragnarrelay.com

Description of Special Event

Event Title Ragnar Relay Florida Keys Date of Event Jan 4th & 5th 2013
 Start Time 11:4 am End Time 1/5 8p
 Event Route (attach map) MMH to Key West maps attached
112.5
 Detour Route (attach map) NONE 90000 - 90010 / mp 38.7 - 4.0

Law Enforcement Agency Responsible for Traffic Control

Name of Agency Monroe Co. Sheriff's Dept.

US Coast Guard Approval for Controlling Movable Bridge

Not Applicable ☒ RECEIVED BY: SEP 13 2012
 Copy of USCG Approval Letter Attached ☐
 Bridge Location PERMITS OFFICE

MONROE COUNTY D6

The Permittee will assume all risk of and indemnify, defend and save harmless the State of Florida and the FDOT from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Permittee shall be responsible to maintain the portion of the state road it occupies for the duration of this event, free of litter and providing a safe environment to the public.

Signatures of Authorization

Event Coordinator Carrie Meng Signature Carrie Meng Date 7/31/12
 Law Enforcement Name/Title Rick Ramsey, Colonel Signature R Ramsey Date 08/08/12
 Government Official Name/Title Debbie Frederick Signature Debbie Frederick Date 9/4/12
Deputy County Administrator

FDOT Special Conditions

SEE ATTACHMENT(S) See attached
 2012 F 692 22

FDOT Authorization

Name/Title Ali Al-Said, DPE Signature Ali Al-Said Date 9/21/12



RAGNAR RELAY FLORIDA KEYS

January 4th and 5th, 2013

Event Description

1.1 What It Is

2012 F 692 22

The Ragnar Relay Florida Keys is a 200-mile running relay, consisting of 36 relay legs, stretching from Key Biscayne to Key West. Teams consist of 12 runners. During the relay, each team member runs three legs. Relay legs range between 3 - 11 miles and vary in difficulty.

Each team is responsible for providing two support vehicles, with six runners in each vehicle. The first vehicle will drop off the first runner at the start, and then proceed to the first exchange point. At the first exchange, the vehicle will drop off the second runner and pick up the first runner when that runner's leg is complete. Teams will repeat this pattern for six legs until they hand off to their second vehicle. This leapfrogging pattern will continue all the way to the finish line.

The event is sponsored and managed by Ragnar Events LLC. Ragnar Events presented its first event, the Ragnar Relay Wasatch Back, in Utah in 2004. To date, Ragnar Events has presented over 35 events in 14 states (the courses for some events running through more than one state). The Ragnar Relay Series, now consisting of 15 events, is the largest series of overnight relays in the world. For more information, see www.ragnarrelay.com.

These overnight relays benefit both participants and the communities where they are presented. Participants have been unfailingly enthusiastic about their experiences. There are always a wide variety of human interest stories associated with these events. These range from the experienced runner finding special meaning through participation in a running event as a member of a team; to the first-time runner who participates at the urging of a friend and discovers previously unknown abilities and a love for running; to families, businesses, old friends and other groups who enhance their relationships as they individually and collectively test their limits; to teams who simply run for a cause, whether in honor of a deceased friend or relative, or to raise money for the Special Olympics Florida (our official charity) or another charity of special importance to the team.

Communities directly benefit economically from money spent by participants for food, lodging and other services. They also benefit from donations of funds for the benefit of children raised through the event.

1.2 Traffic Impact

We anticipate 500 teams to register for this year's event. Teams will be provided with staggered start times, thirty minutes to one hour apart from 5AM to 3PM, January 4th in Miami. Because start times are spread over an 11-hour period and we anticipate only 500 runners on the course at a time, there will never be a large group of runners at any one location. Typically the complete group of 500 individual runners will be spread out over 20-30 miles. Runners are required to obey all pedestrian laws and instructed to run on sidewalks or running paths. At no time do we stop traffic or close roads for this event.

Teams congregate at exchanges to wait for and send off runners. Exchanges are at locations where there is adequate parking to minimize impact on through traffic. Those locations include churches, schools, parks, and

small businesses. Ragnar Events is in the process of obtaining permission from the various locations for the use of exchanges.

1.3 Safety

Runner safety is of foremost concern. All teams are provided a Race Bible that includes a detailed course description and event rules. All runners sign waivers where they acknowledge that the course includes areas where there may be traffic congestion and that they must obey race rules, which require observance of all applicable traffic rules and regulations. Runners are also required to attend safety training with Ragnar safety officials before the start of the race.

1.4 Night

Part of the nature and appeal of the event is that it runs through the night. Average teams required 26-28 hours to complete the course. Event rules require that during nighttime hours runners must wear reflective vests, red flashing lights and wear headlamps or carry flashlights, so that they are extremely visible to traffic.

Thank you for your consideration of our request! We look forward to hearing from you soon. Feel free to email me or call directly.

Best regards,

Carrie Meng

Senior Race Director, Ragnar Events
51 Sea Front Trail, Palm Coast, FL 32164
Phone: 352.514.1283
Fax: 866.889.7155

2012 F 692 22

SPECIAL PROVISIONS FOR PERMIT No: 2012-F-692-21
SECTION No.: 90060 THROUGH 90010, STATE ROAD 5 (U.S. 1)
MP 38.7, SECTION 90060 TO MP 4.00, SECTION 90010
RAGNAR RELAY FLORIDA KEYS (2ND ANNUAL)
FRIDAY, JANUARY 4TH AND SATURDAY, JANUARY 5TH, 2013

1. Permittee is responsible for contacting Jordan Salinger by telephone at (305) 289-4360 or at salingerj@transfieldservices.com immediately upon receipt of this permit to coordinate activities within the state right-of-way.
2. Permission for use of State right-of-way is granted from 4:00 pm on Friday, January 4th, 2013 through 8:00 pm on Saturday, January 5th, 2013, or as directed by the Florida Department of Transportation (FDOT) Representative, as per the approved route. This permit does not grant the use of any other portion of State Road 5 (Overseas Highway), other than the one specified by this permit, nor does it grant the closure of any State Road. The Permittee is responsible for obtaining any additional permit(s) for other parts of the event route beyond Monroe County.
3. **Maintenance of traffic (MOT) must be in accordance with the *FDOT Design Standards (current edition)*, *Index Series 600* and the *Manual on Uniform Traffic Control Devices (MUTCD)*.**
4. The Monroe County Sheriff Office and/or the appropriate City Police Department(s) shall provide Law Enforcement Officers at their discretion along this event route for the support of the maintenance of traffic.
5. **No race support vehicles will be allowed to drive opposite traffic in opposing lanes during any portion of the approved route and shall not follow alongside runners at any time during the event.**
6. Driver notification of "RUNNERS AHEAD" must be provided.
7. All set-up and dismantling activities shall be performed at the direction of the Monroe County Sheriff's Office and/or the appropriate City Police Department(s) in accordance with the conditions stipulated by the applicable agency.
8. In the event of any inclement "weather", this permit shall be rescinded, and the Department will retain the rights to reschedule the approval time and dates as appropriate.
9. The Florida Department of Transportation reserves the right to access any portion of the location as necessary for maintenance or monitoring activities and there may be a Department Representative on location, which reserves the right to increase or decrease the approved time frames.
10. Permittee shall properly dispose of all litter resulting from activities and all portions of the State right-of-way shall be restored immediately upon completion of the permitted activities.
11. Any existing roadway features in the vicinity of this event shall be protected from any possible damage by the permittee. Any damages to FDOT property must be repaired to match or exceed the existing conditions. Restoration and cleaning operations of FDOT Right-of-Way shall be done immediately.
12. The Permittee shall provide and maintain safe temporary access to all adjacent property at all times and shall maintain accommodations for intersecting and crossing traffic within the event route. No road or street crossing shall be blocked or unduly restricted as determined by the Department Engineer.
13. In the event that it becomes necessary to accommodate passage of any emergency vehicle, passage shall be made available by clearing all personnel and staged equipment that may interfere with its passage immediately.
14. **Beginning any work within the FDOT right-of-way associated with this permit constitutes acceptance of the above conditions.**

2012 F 692 22

2012 F 692 22

WORK WITHIN THE
F. D. O. T.
RIGHT OF WAY SHALL
CONFORM TO CURRENT
F. D. O. T. STANDARDS
AND SPECIFICATIONS

Florida Bay

Florida Coast Survey Station

Caution sign
for Southbound traffic

Panation Key

Caution sign
for Northbound traffic

Upper Marlboro Key

Atlantic
Ocean

Florida Bay

officer
to help runners cross from
turning with to running against

Long Key

Florida Key

Crissy Key

Atlantic
Ocean

Vaca Key

Florida

Atlanctic Ocean

☒ Bahia Honda
State Park
Baita Honda
State Pa.
Concession
Florida
Keys

Florida
Keys

Bahia Honda
St. Park
Bahia Honda Key

Whia Hor

Bahia

1

1

Big Pine Key

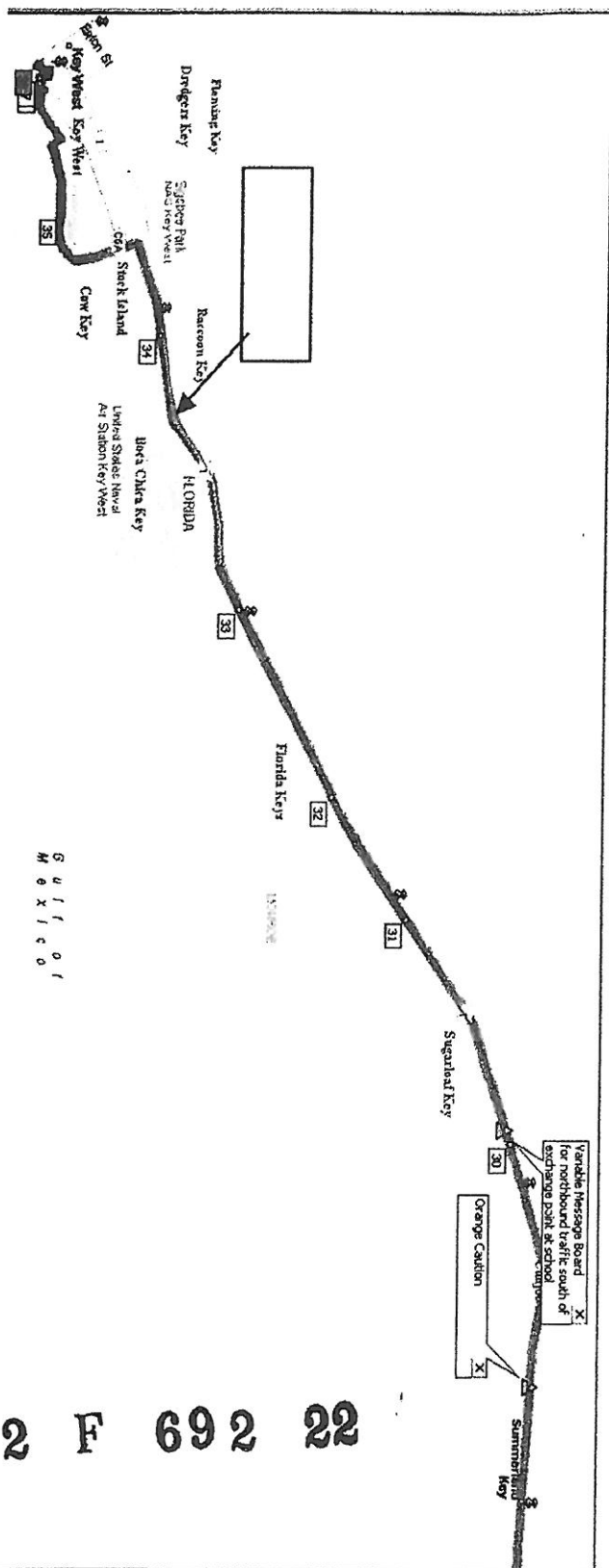
2.2.1. *Methods*

29

Sutherland

Fraser Bay

Yasa Key



Coning (indicated by red lines on maps) and sign placing (indicated by red triangles on maps)

	Approx. Mile Marker Start	Approx. Mile Marker End	Number of miles
Caution Sign	110	N/A	N/A
Caution Sign	106	N/A	N/A
Coning	84.5	84	.5
Caution Sign	78.5	N/A	N/A
Coning	72	68.5	1.5
Coning	69.5	68.5	1
Variable Message Board	68.5	N/A	N/A
Coning	63	62	1
Coning	47	34	13 (includes 7 mile bridge)
Variable Message Board	34	N/A	N/A
Caution Signs	23	N/A	N/A
Variable Message Board	19	N/A	N/A
Coning	9	5	4

Exchange Point (Where team vans pull off to switch from current runner to next runner. Request to use public side of the road parking for exchange point & placement of portable toilets)	Approximate Mile Marker
19	80.25
20	74
21	66
22	61.5
26	39.5
28	26.5
29	23.5
31	15.5
32	12.5

Ragnar Relay Fl. Keys
Jan 4th 5, 2013

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

EVENTS (INITIAL SIGNOFF):

Maria Patuzzi 6/26/12
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 3 Sep 12
SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)



Maria Ratcliff <mratclif@keywestcity.com>

Ragnar Relay Fl. Keys

2 messages

Maria Ratcliff <mratclif@keywestcity.com>

Fri, Aug 31, 2012 at 9:27 AM

To: Richard Sarver <rsarver@keywestcity.com>, Steve Torrence <storrenc@keywestcity.com>, Danny Blanco <dblanko@keywestcity.com>, Myra Wittenberg <mwittenb@keywestcity.com>, Jim Young <jjyoung@keywestcity.com>, John Wilkins <jwilkins@keywestcity.com>, Jim Fitton <jfitton@keywestcity.com>, Doug Bradshaw <dbradsha@keywestcity.com>

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*Maria Ratcliff**Executive Administrator to City Manager**and Special Events Coordinator**3132 Flagler Avenue**PH (305) 809-3881**Fax (305) 809-3886***SKMBT_C36012083109180.pdf**
3307K

Doug Bradshaw <dbradsha@keywestcity.com>

Tue, Sep 4, 2012 at 9:01 AM

To: Maria Ratcliff <mratclif@keywestcity.com>

I am good with everything.

Doug Bradshaw
Senior Project Manager
City of Key West
Engineering/Port
305-809-3792 office
305-797-8361 Cell

[Quoted text hidden]

Ragnar Relay Florida Keys

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRUCTIONS

SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE

SIGNATURE DATE

FIRE DEPARTMENT

SEE ATTACHED MEMO

Danny Blanco 9/05/2012

SIGNATURE DATE

PORT/KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



THE CITY OF KEY WEST

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

To: Ragnar Relay / Special Olympics

From: Division Chief/Fire Marshal Danny Blanco

Date: 09/05/12

Reference: Relay Race

This office reviewed the special event application for the Ragnar Relay / Special Olympics 200 Mile Relay Race Finish Line to be held at The Southernmost Hotel & Resort January 4th & 5th, 2013.

The following conditions apply:

- All tents needs to be on one side of the street. Street closures need to allow for emergency vehicle passage
-
- **Event coordinator is responsible for scheduling the inspection of the street closure with this office.**

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

Danny Blanco, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
305-292-8284 Fax
dblanc@keywestcity.com

Serving the Southernmost City

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.

305 809 3933

Ragnar Relay Fl. Keys
Jan 4-5, 2013

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

EVENTS (INITIAL SIGNOFF):

Maria Patuzzi 6/26/12
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

[Signature] 9/6/12
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

- ① Extra duty officers
- ② Noise exemption because of sound trucks
- ③ A/c sales only on property unless extension of permit obtained from AST

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)

Ragnar Relay Fl. Keys
Jan 4th 5, 2013

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

EVENTS (INITIAL SIGNOFF):

Maria Ratuski 6/26/12
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:

Mary Wittenberg 10-12-12
SIGNATURE DATE

May have to
not route
buses

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Ragnar Kelay Fl. Keys
Jan 4:5, 2013

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

EVENTS (INITIAL SIGNOFF):

Maria Ratuski 6/26/12
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

✓ *[Signature]*
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)

✓ Doug Bradshaw