

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

Name of Applicant(s) PREMIERE RACING INC / YACHTING RACE WEEK

Address of Applicant(s) 67B FRONT STREET, MARBLEHEAD MA 01945

Phone Number of Applicant(s) 781-639-9545 Fax: 781-639-9171 Email peter@premiere-racing.com

Name of Non-Profit (s) KEY WEST COMMUNITY SAILING CENTER

Address of Non-Profit(s) 705 PALM AVENUE, KEY WEST FL 33041

Phone Number of Non-Profit(s) 305-292-5993

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$1,000

Date/Dates of Event FRIDAY JANUARY 17 - FRIDAY JANUARY 24, 2014

Hours of Operation 8:00 AM - 8:00 PM

Estimated/anticipated number of persons per day 1,200

Location of Event KELLY'S CARIBBEAN - 301 CAROLINE STREET

Street Closed CAROLINE STREET - 1/2 BLOCK BETWEEN WHITEHEAD & DUVAL


Detailed description of event Sailboat regatta with related shoreside activities

Socials, registration, meeting areas for Race Week participants

Noise exemption required: Yes \_\_\_\_\_ No x

Alcoholic beverages sold/served at event: Yes \_\_\_\_\_ No x

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.

  
Applicants Signature

July 24, 2013

Date

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

Revised for  
Third Reading  
11/19/02

ORDINANCE NO. 02-29

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES ENTITLED "AMUSEMENTS AND ENTERTAINMENT" BY AMENDING ARTICLE II PERTAINING TO SPECIAL EVENTS; AMENDING SECTION 6-26 TO REQUIRE A DOWN PAYMENT ON THE COST OF CITY SERVICES, TO ALLOW FOR INTEREST ON LATE PAYMENTS, AND TO INCREASE THE COST WAIVER TO \$1,000.00; ADDING SECTION 6-27 TO RESTRICT PLACEMENT OF FOOD, BEVERAGE AND MERCHANDISE BOOTHS; AMENDING SECTION 6-56 TO REQUIRE THE APPLICATION TO LIST AN EMERGENCY CONTACT PERSON; AMENDING SECTION 6-57 TO ESTABLISH A MINIMUM NON-PROFIT SHARE FOR SPECIAL EVENTS IN WHICH A STREET IS CLOSED; AMENDING SECTION 6-58 TO PROVIDE THAT MAJOR FESTIVAL SPONSORS MAKE APPLICATION SIX MONTHS IN ADVANCE AND APPROVE CERTAIN SALES OF ALCOHOLIC BEVERAGES; ADDING SECTION 6-61 PERTAINING TO HANDICAP-ACCESSIBLE BATHROOM FACILITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission finds that a revision to the regulations governing special events and street closures would promote the health, safety and welfare of the citizens of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

Section 1: That section 6-26 of the Code of Ordinances is hereby amended as follows\*:

**Sec. 6-26. Payment for city services.**

(a) The organizer or sponsor of any festival, street fair, fair, carnival, athletic event, contest, competition, parade, fundraiser, rally, boat or car race or other special event which requires city authorization, whether by administrative permit or city commission approval, and which requires the provision of additional or extraordinary support services by police, fire, administrative, or other city departments in order to maintain order or safety or to escort participants shall pay to the city the cost of such services. A down payment of ten percent (10%) of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten (10) days prior to the event.

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is

---

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

established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1-1/2%) per month.

(c) The city commission may grant special exceptions to this section for cause shown upon the public record.

(d) The first ~~\$500.00~~ \$1,000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.

(e) Any nonprofit organization accepting the waiver provided for by subsection (d) of this section shall, within 90 days following the special event, submit to the city commission an accounting of expenses and revenues incurred and generated during the event.

Section 2. That section 6-27 is hereby added to the Code of Ordinances as follows:

**Sec. 6-27. Food, beverage and merchandise booths.**

No booth or stall set up for a special event and serving any amount or type of food and/or beverage, or selling merchandise, shall be placed directly in front of, or within five(5) feet of the property line of, a restaurant or a bar or a retail store (selling



primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3. That section 6-56 of the Code of Ordinances is hereby amended as follows:

**Sec. 6-56. Application.**

(a) Except as provided in section 6-58, At least 60 days prior to a proposed special event that will result in the closing of a public street, the sponsor shall submit an application to the city manager. An application may be made either by a tax-exempt nonprofit organization (nonprofit) or jointly by a nonprofit and a private person or business entity.

(b) If the city manager approves the application, he shall then schedule it for consideration by the city commission. However, if the special event proposes to close only one block, is intended to end prior to 9:00 p.m. on any day of the year, and does not seek either a fee cost waiver or a noise exemption, the city manager may give final approval to the application.

(c) Each application shall include the name of a sponsor's contact person and that person's 24-hour telephone number(s), in case of emergency.

Section 4. That section 6-57 of the Code of Ordinances is hereby amended as follows:

**Sec. 6-57. Donation of percentage of revenue  
to nonprofit organization.**

~~A percentage of the revenues of a special event that causes the closing of a city street must be donated to the nonprofit organization and, at the sponsor's option, to additional charities. On the application form issued by the city manager, the nonprofit must state the amount or percentage of revenues it anticipates to receive from the special event.~~ When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least twenty-five percent (25%) of the sponsor's gross revenues or \$1,000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manager with a letter of assent.

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

**Sec. 6-58. Major festival.**

(a) A major festival is a special event of regional impact. Major festivals are: ~~Faney~~Fantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons

or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. ~~have a non-profit coapplicant or to provide a percentage of revenues to a charitable cause.~~

(b) A business that seeks to sell alcoholic beverages at a major festival pursuant to an APS state license, and which is not a bar or restaurant or other concern that sells alcoholic beverages in the ordinary course of its business, must obtain the written approval of the major festival sponsor and provide such approval to the city of Key West.

Section 6. That section 6-61 is hereby added to the Code of Ordinances as follows:

**Sec. 6-61. Temporary bathroom facilities.**

Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent (5%) of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

Section 7. If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable

therefrom and shall be construed as reasonable and necessary to achieve the lawful purposes of this Ordinance.

Section 8. All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 9. This Ordinance shall go into effect on January 1, 2003.

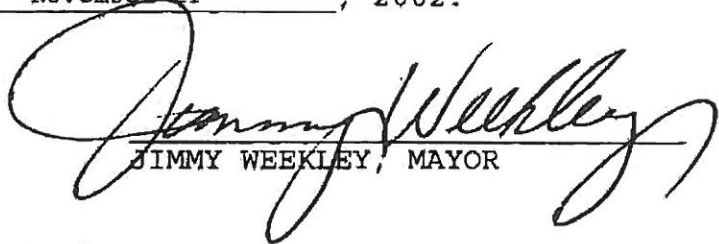
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

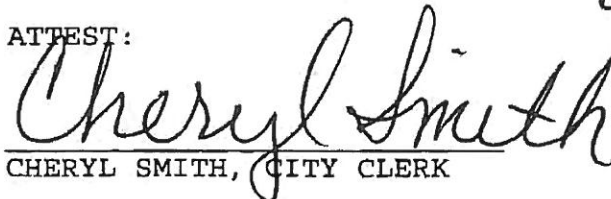
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

Filed with the Clerk November 21, 2002.

  
JIMMY WEEKLEY, MAYOR

ATTEST:

  
CHERYL SMITH, CITY CLERK

read and initialed  
July 15 2103



THE CITY OF KEY WEST

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

**MEMORANDUM**

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel *RT*  
City Attorney


DATE: October 17, 2002

RE: Special Events Ordinance  
Second Reading

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

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

read and initialed  
July 15 2012

A large, stylized handwritten signature is written over the date and extends upwards into the right margin.

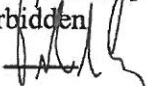


# RULES AND REGULATIONS FOR USE OF CITY OF KEY WEST PROPERTY FOR SPECIAL EVENTS

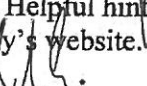
1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance 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** [Signature]
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.  
**Sponsor's Signature** [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** [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** [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 88-225.  
**Sponsor's Signature** [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** [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** [Signature]
15. Where a person has not applied for a special event permit and an event at its location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.  
**Sponsor's Signature** [Signature]

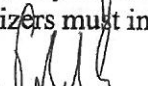
16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

Sponsor's Signature 

17. Special Events organizers must submit a adequate recycle plan for the size of the event being requested. Helpful hints and recycling requirements for special events can be found on the city's website. This will help you develop your plan.

Sponsor's Signature 

18. All special events are required to comply with the Federal Americans with Disability's Act which requires access to all areas and services provided by the special events. Organizers must insure that all aspects of their event meet the requirements.

Sponsor's Signature 

## Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Kelly Gorman Phone number: 781-639-9545
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.  
Aluminum x Glass x #1 Plastic x #2 Plastic x Steel         
Corrugated Cardboard x Other:
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).  
Amount of recycling and garbage containers needed: minimum of six (6) 32 gallon containers and one (1) rolloff bin
- 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: Arrangements to be finalized with Margret Lara  
Waste Management and existing Kelly's Caribbean arrangements
- Capacity of containers on grounds: TBD  
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: Waste Management consulted - arrangements to be made
- 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: Waste Management consulted - arrangements to be 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: \_\_\_\_\_ to be monitored on site  
Actions taken: \_\_\_\_\_  
\_\_\_\_\_
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.  
Problems: \_\_\_\_\_ to be monitored on site  
\_\_\_\_\_
- 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: \_\_\_\_\_ to be done on site  
\_\_\_\_\_  
\_\_\_\_\_
- 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: \_\_\_\_\_ to be done on site  
\_\_\_\_\_
- 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*



CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

**PREMIERE RACING, INC.** 01-97

67 B FRONT STREET  
P.O. BOX 1067  
MARBLEHEAD, MA 01945  
(781) 639-9545

**BANK OF AMERICA, NA**  
AMHERST, MA 01002  
5-13/110

6392

7/23/2013

PAY TO THE  
ORDER OF City of Key West

One Thousand and 00/100\*\*\*\*\* \$\*\*1,000.00

City of Key West  
PO Box 1409  
Key West, FL 33041-1409

▲ TAMPER RESISTANT TONER AREA ▲

DOLLARS



MEMO

2014 Street Closure Recycle Deposit

*[Handwritten Signature]*

City of Key West  
\*\*\* CUSTOMER RECEIPT \*\*\*  
Oper: KEYWMGM Type: OC Drawer: 1  
Date: 8/01/13 45 Receipt no: 91263  
Description Quantity Amount  
ZZ UNUSUAL PAYMENT 1.00 \$1000.00  
G/L account number:  
00100002200100  
RECYCLING PREMIERE RACING  
Tender detail  
CK CHECK 6392 \$1000.00  
Total tendered \$1000.00  
Total payment \$1000.00  
Trans date: 8/01/13 Time: 8:30:04

## **Special Event Recycle Plan**

### **Premiere Racing's Key West Race Week / Yachting Race Week**

January 19 – 24, 2014

Recycle Coordinator: Kelly Gorman, Premiere Racing  
Contact: 781-639-9545 (office)  
Email: [kelly@premiere-racing.com](mailto:kelly@premiere-racing.com)

Recycle Coordinator will:

- Educate and/or training recycling staff, attendees, and participants of event policies;
- Coordinate the lease of recycle bins and the pickup of recyclables;
- Report the volume recycled to the City of Key West (Annalise Mannix 809-3747 or designee);
- Ensure food waste or other trash containers are adjacent to recycle bins;
- Designate a volunteer responsible for ensuring against comingling of recyclables and trash;
- Locate recycling areas with trash receptacles near any port-o-lets, and at the event entrance and exit.
- Distribute reusable water bottles to all staff and volunteers

Minimum City Requirements:

- Note that there will be no food or beverage vending
- Recycle bins will be provided alongside trash barrels and dumpsters.
- Containers will be clearly marked and visible
- Waste Management will deliver recyclables to the recycle center

Recycling instructions will be provided to all volunteers and support staff.

There will be a minimum of six (6) 32 gallon totes located in area. Waste Management has been consulted and will provide the totes.

Premiere Racing will contract with Waste Management to pick up recyclables and report the volume.

For card board, the usual containers will be available and we will monitor breakdown and disposal.

Recycle bins will be clearly marked "Recyclables" and monitored





**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 # \_\_\_\_\_



ATTACHMENT 1 - D

## 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.




Letter of Support  
Key West Race Week  
Caroline Street Closure

Date: Sept 25 2013

To: City Manager Bob Vitas  
Commissioner Teri Johnston  
Commissioner Clayton Lopez  
Commissioner Mark Rossi  
Commissioner Billy Wardlow  
Commissioner Jimmy Weekley  
Commissioner Tony Yaniz

From:

  
Gruntz  
Caroline Street

Subject: Key West Race Week Caroline Street Closure Request

I support the Caroline Street closure request made by Premiere Racing and Key West Race Week.

The annual sail boat races bring important revenue, participants and publicity to the City of Key West. The use of the street between Kelly's Caribbean and Grunt's for sponsor exhibits and post race social activities appears to be carefully planned and designed. I am confident that the organizers will respect the rights of abutting and nearby neighbors.

I believe that closing a small section of Caroline Street, between Whitehead and Telegraph Lane, will not negatively impact my business or the normal traffic flow in the area. The fact that pedestrian traffic will still be allowed further enables normal access.

Letter of Support  
Key West Race Week  
Caroline Street Closure

Date: Oct 7 2013

To: City Manager Bob Vitas  
Commissioner Teri Johnston  
Commissioner Clayton Lopez  
Commissioner Mark Rossi  
Commissioner Billy Wardlow  
Commissioner Jimmy Weekley  
Commissioner Tony Yaniz

From: Peter Brown  
410 Caroline St  
Key West Florida 33040

Subject: Key West Race Week Caroline Street Closure Request

I support the Caroline Street closure request made by Premiere Racing and Key West Race Week.

The annual sail boat races bring important revenue, participants and publicity to the City of Key West. The use of the street between Kelly's Caribbean and Grunt's for sponsor exhibits and post race social activities appears to be carefully planned and designed. I am confident that the organizers will respect the rights of abutting and nearby neighbors.

I believe that closing a small section of Caroline Street, between Whitehead and Telegraph Lane, will not negatively impact my business or the normal traffic flow in the area. The fact that pedestrian traffic will still be allowed further enables normal access.

Letter of Support  
Key West Race Week  
Caroline Street Closure

Date: Sept 28 2013

To: City Manager Bob Vitas  
Commissioner Teri Johnston  
Commissioner Clayton Lopez  
Commissioner Mark Rossi  
Commissioner Billy Wardlow  
Commissioner Jimmy Weekley  
Commissioner Tony Yaniz

From: BRAZA LENA  
CAROLINE STREET

Subject: Key West Race Week Caroline Street Closure Request

I support the Caroline Street closure request made by Premiere Racing and Key West Race Week.

The annual sail boat races bring important revenue, participants and publicity to the City of Key West. The use of the street between Kelly's Caribbean and Grunt's for sponsor exhibits and post race social activities appears to be carefully planned and designed. I am confident that the organizers will respect the rights of abutting and nearby neighbors.

I believe that closing a small section of Caroline Street, between Whitehead and Telegraph Lane, will not negatively impact my business or the normal traffic flow in the area. The fact that pedestrian traffic will still be allowed further enables normal access.



MICHAEL JENSEN

GM

BRAZA LENA KEY WEST



# THE CITY OF KEY WEST

## Parking Division

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

## Parking Requests for Special Events

Please describe any Special Event Parking requests below:

NONE

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](mailto:jwilkins@keywestcity.com)

(305) 809-3855 [jwilkins@keywestcity.com](mailto:jwilkins@keywestcity.com)

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/03/2012

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).

<b>PRODUCER</b> <b>Gowrie Group</b> <b>70 Essex Road</b> <b>Westbrook, CT 06498</b> <b>860 399-5945</b>	<b>CONTACT NAME:</b> Carter Gowrie	
	<b>PHONE (A/C, No, Ext):</b> 860 399-5945	<b>FAX (A/C, No):</b> 860 399-3615
<b>INSURED</b> <b>United States Sailing Association Inc</b> <b>15 Maritime Drive</b> <b>Portsmouth, RI 02871</b>	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Great Northern Ins Co (Chubb)	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		
<b>NAIC #</b> 20303		

## 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	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> <b>CLAIMS-MADE</b> <input checked="" type="checkbox"/> <b>OCCUR</b> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> <b>POLICY</b> <input type="checkbox"/> <b>PRO-JECT</b> <input type="checkbox"/> <b>LOC</b>	X		35810562	12/01/2012	12/01/2013	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$INCLUDED \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> <b>ANY AUTO</b> <input type="checkbox"/> <b>ALL OWNED AUTOS</b> <input type="checkbox"/> <b>HIRED AUTOS</b> <input type="checkbox"/> <b>SCHEDULED AUTOS</b> <input type="checkbox"/> <b>NON-OWNED AUTOS</b>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>OCCUR</b> <b>EXCESS LIAB</b> <input type="checkbox"/> <b>CLAIMS-MADE</b> <input type="checkbox"/> <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b>						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> <b>Y/N</b> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATU-TORY LIMITS <input type="checkbox"/> <b>OTH-ER</b> <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Additional Insured: Premiere Racing, Inc. The certificate holder is listed as additional insured with respect to general liability coverage only for the Quantum Key West 2013 street closure dates, to be held from January 18th-25th, 2013.

THIS IS THE CURRENT CERTIFICATE  
A NEW ONE WILL BE ISSUED IN NOVEMBER

## CERTIFICATE HOLDER

## CANCELLATION

The City of Key West  
PO Box 1409  
Key West, FL 33041

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

*S. Carter Gowrie*



**Key West Race Week 2013***(Yachting Race Week)***EVENT FINANCIAL SUMMARY****PRELIMINARY June 2013**

2013	
<b>REVENUE</b>	
ENTRY FEES	\$124,850
SHORESIDE TICKETS	\$13,500
PUBLICATION ADVERTISING	\$18,832
MISCELLANEOUS REVENUE	\$5,350
SPONSOR PROGRAM	\$246,000
INDUSTRY PARTNER PROGRAM	\$42,000
MONROE COUNTY TDC GRANT	\$120,000
<b>TOTAL REVENUE</b>	<b>\$570,532</b>

2013	
<b>EXPENSES</b>	
SPONSOR	\$28,768
MARKETING/PROMOTION	\$245,958
OFF SITE - EVENT RELATED	\$124,280
RACE COMMITTEE/ SHORE /JURY	\$41,642
ON-SITE OFFICE	\$4,198
RC & SAFETY BOATS	\$19,025
RACE COMMITTEE EQUIPMENT	\$4,366
SITE	\$81,289
ENTERTAINMENT	\$5,000
MERCHANDISE EXPENSES	\$11,868
INDUSTRY PARTNER PROGRAM	\$7,094
Truman Waterfront Property Fee	\$5,000
<b>TOTAL EXPENSES</b>	<b>\$578,488</b>
<b>TOTAL REVENUE</b>	<b>\$570,532</b>
<b>PROFIT/LOSS</b>	<b>(\$7,956)</b>



## THE CITY OF KEY WEST

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

### RELEASE AND INDEMNIFICATION

#### Premier Racing

#### Use of the Truman Waterfront Property

January 1 through February 1, 2014

6:00 a.m. to 8:00 p.m.

I **Peter Craig** being authorized to act on behalf of and legally bind **Premier Racing** 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.

A handwritten signature in blue ink, appearing to read "Jeanne Kleene".

Signature of Witness  
Jeanne Kleene

Print Name

JULY 15, 2013

Date

A handwritten signature in blue ink, appearing to read "Peter Craig".

Signature of Applicant

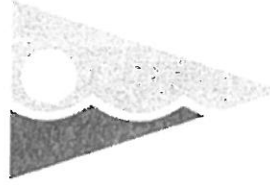
Peter Craig  
Print Name

JULY 15, 2013

Date

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

# Key West Community Sailing Center



PO Box 828, 705 Palm Avenue, Key West, Florida 33041, Phone 305-292-5993, Email [kwsccommodore@gmail.com](mailto:kwsccommodore@gmail.com)

Date: February 26, 2013

To: Bob Vitas  
Key West City Manager  
3132 Flagler Ave  
Key West, FL 33040

From: Jeff A Minalga (305-900-8369)  
Commodore  
Key West Community Sailing Center

Subject: Premier Racing, Key West Race Week 2014  
Special Events Permit Application

This letter is to document the fact that the Key West Community Sailing Center is the non-profit organization that will be receiving the donation from the Premiere Racing / Yachting Race Week Special Event and Street Closure.

Thank you for your assistance with their application.

A handwritten signature in black ink, appearing to read 'J. A. Minalga', with a long horizontal flourish extending to the right.

Jeff A Minalga, Commodore KWSC

CC: Premier Racing  
John Alexander, Secretary KWSC

# Yachting Week Kelly's Street - 2014 Closure

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

### EVENTS (INITIAL SIGNOFF):

Maria Ratenoff 7/25/13  
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 Yang 26 Jul 13  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

Doug Bradshaw

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Yachting Week Kelly's Street - 2014 Closure

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

### EVENTS (INITIAL SIGNOFF):

Maria Ravello 7/25/13  
SIGNATURE DATE

### CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PUBLIC WORKS

\_\_\_\_\_  
SIGNATURE DATE

### CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### POLICE DEPARTMENT

[Signature] 7/26/13  
SIGNATURE DATE

### CONDITIONS/RESTRICTIONS:

1 Extra Duty Officer  
Required

### 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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Yachting Race Week

## 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

Daniel Blanco                      07/29/2013

\_\_\_\_\_  
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: Premier Racing, Inc. (peter@premiere-racing.com)

From: Division Chief/Fire Marshal Danny Blanco

Date: 07/29/2013

Reference:

This office reviewed the special event application for the Premier Racing Inc. social and activities to be held at Kelly's Caribbean Grill located at 301 Caroline St.

The following conditions apply:

- The Caroline Street closure needs to allow for emergency vehicle passage.
- One Lane needs to be maintained clear on the Caroline Street closure to allow for Emergency vehicle passage.
- Event organizer is responsible for 1 Fire Inspector @ \$40.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.

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  
dblanco@keywestcity.com

*Serving the Southernmost City*

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

306 LSN 132  
KEY WEST

# Yachting Week Kelly's Street - 2014 Closure

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

### EVENTS (INITIAL SIGNOFF):

Maria Ratenoff 7/25/13  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### KWDOT/PORT

Rageli Alvarez 8/28/13  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Will need to reroute bus  
routes.

### CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

Doug Bradshaw

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Yachting Week Kelly's Street - 2014 Closure

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

### EVENTS (INITIAL SIGNOFF):

Maria Ratenoff 7/25/13  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PUBLIC WORKS

[Signature]  
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)

Doug Bradshaw

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Yachting Week Kellys Street - 2014*  
*Closure*

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

EVENTS (INITIAL SIGNOFF):

*Maria Ratenoff* *7/25/13*  
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:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

*Doug Bradshaw*  
\_\_\_\_\_  
Doug Bradshaw

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Name:** KEY WEST RACE WEEK / YACHTING RACE WEEK 2014

## **Special Event Checklist**

**Everything must be checked off before  
submitting the special event application**

<b>X</b>	<b>TITLE</b>	<b>COMMENTS</b>
X	Special Event Application	
X	Noise Exemption (If applicable)	N / A
X	\$50.00 for Noise	N / A
X	Ordinance initialed	ATTACHMENT 1 - A
X	Recycling checklist completed	ATTACHMENT 1 - B
X	Recycling deposit \$1,000.00	Check #6392 dated 7/23/13
X	Recycling Plan	ATTACHMENT 1 - C
X	Authorization Letter for continuous cleaning of recycled area	ATTACHMENT 1 - D
X	Signatures of No Objection of Street closure (If applicable)	IN PROCESS
X	Insurance naming the City as additional insured	ATTACHMENT 2 - RENEWAL TO BE PROVIDED IN DECEMBER
X	Financial of previous event (If applicable)	ATTACHMENT 3
X	Release & Idemnification Form	SIGNED - BASED ON PRIOR YEAR
X	Site Map ( where barricades, stages, etc are to go)	ATTACHMENT 4
X	Letter from non profit that states they will be receiving the funds	ATTACHMENT 5