



OFFICE OF THE SECRETARY GENERAL
OFFICE OF THE COORDINATOR

The Honorable Jim Scholl
24 February 2017
Undersecretary for Intergovernmental Affairs
c/o Ms. Maria Ratcliff
The City of Key West
3132 Flagler Ave.
Key West, FL/CR 33040

Dear Mr. Undersecretary and Maria,

This is to request the dates of 21 — 30 April 2017, for the Conch Republic Independence Celebration.

Specific to this Celebration we would respectfully request permission from the City of Key West to conduct the annual “World’s Longest Parade” on Thursday the 28th of April in accordance with time-honored tradition.

We respectfully request that Duval Street be closed at 6 PM on the aforementioned date between United and South Streets for the mustering of the Parade. **Additionally, this year we are requesting to close United Street between Whitehead and Simonton Streets to traffic and parking between the hours of 7 PM and 8 PM in order to muster a large marching band planning to attend this year’s parade. We would be able to accommodate “local traffic” on United during this time and will not block any driveways or entrances.** The parade will roll promptly at 8 PM. We will be responsible for the cost of police and public works for this event, as always.

Thank you for your kind conch-sideration of these requests. Meanwhile, I remain;

Your Humble Servant,

Mikaela Elizabeth Anderson
Empress & CRIC Coordinator — 24-hour emergency phone # 305-509-1054

PHONE 305/296-0213 FAX 305/296-8803
P.O. BOX 6583 KEY WEST, FL/CR 33041-6583

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Conch Republic Independence Celebration

Address of Applicant(s) P.O. Box 1154, Key West, FL 33041

Phone Number of Applicant(s) (305) 529-1054 Fax: (305) 296-8803 Email sec.gen@conchrepublic.com

Name of Non-Profit (s) _____

Address of Non-Profit(s) _____

Phone Number of Non-Profit(s) _____

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

Date/Dates of Event 21-30 April, 2017

Hours of Operation _____

Estimated/anticipated number of persons per day _____

Location of Event Duval Street

Street Closed At 6pm between United and Sixth Streets for the mustering of the parade.

Detailed description of event The annual "World's Longest Parade" will roll promptly at 8pm. We will be responsible for the cost of police and public works for this event.

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.

[Signature]

2/24/2017

Applicants Signature

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 *[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 *[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 *N/A*
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 *N/A*
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 *N/A*

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 N/A
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 38-225.
Sponsor's Signature N/A
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 N/A
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 N/A
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 