

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

Name of Applicant(s) Rotary Club of Key West

Address of Applicant(s) 819 Peacock Plaza # 116

Phone Number of Applicant(s) 304-4912 Fax: 296-6962 Email Karen.Thurman@hilton.com

Name of Non-Profit (s) Rotary Club of Key West

Address of Non-Profit(s) 819 Peacock Plaza # 116

Phone Number of Non-Profit(s) 305 304 4912

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

Date/Dates of Event July 4, 2011

Hours of Operation setup to begin 7AM July 2

Estimated/anticipated number of persons per day 10 for setup / 5000 for 3/4 event

Location of Event White Street Pier / Atlantic + White St

Street Closed NA

Detailed description of event Fireworks Display - setup 7AM-8PM 7/2-7/4  
Display + cleanup 8PM - Midnite July 4

Noise exemption required: Yes  No

Alcoholic beverages sold/served at event: Yes  No  McGy Park July 4 only 5PM - 10PM

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.

K. Thurman for the Rotary Club of Key West  
Applicants Signature

4-19-11  
Date

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

**CITY OF KEY WEST  
APPLICATION FOR A SPECIAL EVENT PERMIT  
NOISE CONTROL EXEMPTION**

**\$50.00**

Date 7-19-11

Applicant Name Rotary Club of Key West  
 Applicant Address 819 Peacock Plaza #116  
 Applicant Phone Number 305-304-4912  
 Event Name July 4<sup>th</sup> Celebration  
 Event Address/Location White Street Pier / Atlantic + White St  
 Date of Event July 4<sup>th</sup>, 2011  
 Nature of Event Independence Day Fireworks  
Celebration  
 Profit  Non Profit   
 Time(s) Request for Exemption July 4 - 9 to 10PM  
 Number of Exemptions at this location this calendar year 1  
 Date of last exemption 7-4-10

City of Key West  
 \*\*\* CUSTOMER RECEIPT \*\*\*  
 Oper: KEYWNGM Type: OC Drawer: 1  
 Date: 5/04/11 45 Receipt no: 64241

Description	Quantity	Amount
SS SPECIAL EVENTS PAYMENTS	1.00	\$50.00

G/L account number:  
 00100003429300  
 00100001040000

ROTARY FIREWORKS

Tender detail		
CK CHECK	1070	\$50.00
Total tendered		\$50.00
Total payment		\$50.00

Trans date: 5/04/11 Time: 9:39:52

ORDINANCE NO. 02-09

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

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

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

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

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

- (a) The organizer or sponsor of any festival, street fair, fair, carnival, athletic event, contest, competition, parade, fundraiser, rally, boat or car race or other special event which requires city authorization, whether by administrative permit or city commission approval, and which requires the provisions of additional or extraordinary support services by police, fire, administrative, or other city departments in order to maintain order or safety or to escort participants shall pay to the city the cost of such services. A down payment of ten percent (10%) of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten (10) days prior to the event.
- (b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1½%) per month.
- (c) The city commission may grant special exceptions to this section for cause shown upon the public record.
- (d) The first ~~\$500.00~~ \$1,000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.
- (e) Any nonprofit organization accepting the waiver provided for by subsection (d) of this section shall, within 90 days following the special event, submit to the city commission an accounting of expenses and revenues incurred and generated during the event.

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

Section 2.

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

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

No booth or stall set up for a special event and serving any amount or type of food and/or beverage, or selling merchandise, shall be placed directly in front of, or within five (5) feet of the property line of, a restaurant or a bar or a retail store (selling primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3.

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

Sec. 6-56. Application.

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

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

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

Section 4.

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

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

(a) A major festival is a special event of regional impact. Major festivals are: Fancy 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 co-applicant or to provide a percentage of revenues to a charitable cause.~~

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

Section 6

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

Sec. 6-61. Temporary bathroom facilities.

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

Section 7.

If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefore and shall be construed as reasonable and necessary to achieve the lawful purposes of this ordinance.

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

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

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

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

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

Authenticated by the presiding officer and Clerk of the Commission on 21<sup>st</sup> day of November,

2002.

Filed with the Clerk November 21, 2002.

Sponsor's Signature R. Thurman for  
The Rotary Club of Key West

# 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 *[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 *[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 *[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 KT
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.  
Sponsor's Signature KT
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 KT
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 KT
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 KT
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 KT
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 KT
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 KT

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 KT

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 KT

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 KT



## Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Maggie Gutierrez Phone number: 305-394-7100
- 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: 2 @ White Atlantic July 4  
2 @ White St Pier - July 2-4
- 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: Yes - Annual Agreement w/ Waste Management
- Capacity of containers on grounds:  
Contact person for containers: Maggie Gutierrez Phone #: 305-394-4972 7100  
Karen Thurman 305-304-4912
- ✓ 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: Rotary members will monitor & empty as needed
- 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: Yes - Waste Management
- ✓ 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: \_\_\_\_\_

Rotary members will monitor

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

Problems: \_\_\_\_\_

Actions taken: \_\_\_\_\_

Rotary members will monitor

- 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: \_\_\_\_\_

Rotary members will take photos

- 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. Will supply post event

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. post event

- Share the results with event organizers.

- Security deposit of \$1000.00 must be submitted prior to the event.

- Security deposit returned: \_\_\_\_\_

Requested see attached

*For more information about event recycling and waste reduction, contact Waste Management at 305 296-2825*





THE CITY OF KEY WEST

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

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

R. Thurman for the Rotary Club of Key West

## **Small Special Event Recycle Plan**

**Rotary Club of Key West – Annual Fireworks Display - Monday, July 4<sup>th</sup>**

Recycle Coordinator Beer Booth – Maggie Guittierez

Recycle Coordinator Pier – Dan McMahon

### **Recycle Coordinator Will:**

- Educate and/or train recycle staff, vendors, attendees and participants of event polices.
- Coordinate recycle bins and the pick up of recyclables
- Report the volume recycled to the City of Key West
- Ensure food waste containers are adjacent to recycle bins
- Stage volunteer to ensure no comingling of recycleables & trash
- Locate public recycling areas w/ trash receptacles near drink location
- Confirm delivery & placement of recycle bins by Waste Management
- Monitor recycle bins for overflow during event
- Confirm pickup of recycle bins and waste containers by Waste Management after the event.

### **Minimum City Requirements:**

- Recycle bins for cans & bottles within 50 feet of all drink / drink sales locations.

Rotary will have 1 drink sales location and a minimum of 3 recycle bins at the McCoy Park area and 2 recycle bins for bottles and cans plus 1 large recycle bin for cardboard on White Street Pier.

- Recycle bins for cans and bottles will be placed behind each Drink / drink sales location

Rotary will have 2 recycle bins & 1 waste bin located in the McCoy Park parking area. Cans, bottles and food waste will be carried from the pier to the parking area bins as needed.

- Delivery of recyclables to the recycle center shall be by the event, by Waste Management or by other licensed vendor

Rotary has requested pick up of all recyclables by Waste Management

- Place recycle bins throughout event area

Rotary will place recycle bins around area of White Street & Atlantic as needed



**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

*No 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 # 1
- Total Number of Booths - \_\_\_\_\_

Parade

- Floats - Total # No Floats

Maria -  
FYI  
forward to KWFD 4/19



Key West Fire Marshal's Office

To: Karen Thurman Fax: 296-6962  
 From: Key West Fire Marshal Date: ~~5-6-10~~ 4-19-11  
 Re: Special Effects Application Pages: ~~4~~ including <sup>cover</sup> sheet  
 CC:

Urgent     For Review     Please Comment     Please Reply     Please Rec

Thank you!

Karen  
304-4912

1600 N. Roosevelt Blvd.  
 Key West, FL 33040  
 Telephone: (305) 809-8933  
 Fax: (305) 293-8399

"Serving the Southernmost City"

City of Key West  
Fire Marshal's Office  
1600 N. Roosevelt Blvd.  
Key West, FL 33040

Phone: (305) 809-3933 Fax: (305)293-8399

City of Key West Fire Prevention \*\*\* Pyrotechnics-Special Effects Application

Date: 4-19-11 Permit number: \_\_\_\_\_

Application shall be made at least thirty (30) days in advance of display, or at the discretion of the authority having jurisdiction.

- Show Address: White Street Pier  
(a) Ceiling Height: NA (b) Clear area around discharge site: 400 yards
- Business Name: Rotary Club of Key West  
(a) Business Address: PO Box 1546 (b) Phone number: 305-304-4912
- Operator Name: Pyrotechnics, Inc  
(a) Permanent Address: PO Box 1419 New Castle, PA 16103  
(b) Phone number: 724-652-7555 (c) Driver's license number: 1655-505-62-545-0  
(d) Age: 47 (e) Date of birth: 2-5-62  
(f) Federal/State License: Attached (g) Bond, Certificate or Insurance in the amount of: \$ Attached
- Dates (per the authority having jurisdiction): (a) Starting date: 7-2 (b) Ending date: 7-4
- Amount of explosives to be discharged in one 24-hour period: shell count attached
- Explosives to be used: 1021-1021 OS between 9-10 PM 7-4

NOTE: Only the amount of explosives to be used in one 24-hour period shall be allowed inside the building at any time. Additional amounts shall be stored according to the State Fire Marshal's Rules and Regulations.

- Set-up shall be approved by the authority having jurisdiction prior to the first show.
- Each person assisting the operator shall be competent and shall meet the approval of the authority having jurisdiction.
- The building in general shall have had a current fire inspection (within 30 days) and shall have complied with all Outstanding Fire Department orders or no permit shall be issued.
- In addition to the above requirements, the State Fire Marshal's Rules and Regulations shall be enforced.

NOTE: THIS PERMIT IS NON-TRANSFERABLE TO OTHER PERSONS OR LOCATIONS.

The operator has read and fully understands manufacturer's recommendations on proper use of materials to be used and will not deviate from them.

Operator's signature: [Signature]

OFFICE USE ONLY

Clearances:			
1. Fire Department _____ Approved	_____ Disapproved		
Services to be provided:	Hours	Rate	Cost
Number of personnel: _____	_____	_____	_____
Equipment: _____	_____	_____	_____
Total: _____	_____	_____	_____

Fire Marshal/Inspector signature \_\_\_\_\_



City of Key West  
Fire Marshal's Office  
1600 N. Roosevelt Blvd.  
Key West, FL 33040

Phone: (305) 809-3933 Fax: (305) 293-8399

City of Key West Fire Prevention \*\*\* Pyrotechnics-Special Effects Application

Date: 5-5-10

Permit number: 10-0704

Application shall be made at least thirty (30) days in advance of display, or at the discretion of the authority having jurisdiction.

- Show Address: White Street Pier  
(a) Ceiling Height: NA (b) Clear area around discharge site: 400 yards
- Business Name: Rotary Club of Key West  
(a) Business Address: PO Box 1546 KW (b) Phone number: 305-304-4912
- Operator Name: Pyrotechnico, Inc  
(a) Permanent Address: PO Box 149 New Castle, PA 16103  
(b) Phone number: 724-652-3335 (c) Driver's license number: 1655-505-62-545-0  
(d) Age: 48 (e) Date of birth: 2-5-62  
(f) Federal/State License: Attached (g) Bond, Certificate or Insurance in the amount of: \$ Attached
- Dates (per the authority having jurisdiction): (a) Starting date: 7-2-10 (b) Ending date: 7-4-10
- Amount of explosives to be discharged in one 24-hour period: Shell count attached
- Explosives to be used: 1021.10 lbs between 9-10PM 7-4-10

NOTE: Only the amount of explosives to be used in one 24-hour period shall be allowed inside the building at any time. Additional amounts shall be stored according to the State Fire Marshal's Rules and Regulations.

- Set-up shall be approved by the authority having jurisdiction prior to the first show.
- Each person assisting the operator shall be competent and shall meet the approval of the authority having jurisdiction.
- The building in general shall have had a current fire inspection (within 30 days) and shall have complied with all Outstanding Fire Department orders or no permit shall be issued.
- In addition to the above requirements, the State Fire Marshal's Rules and Regulations shall be enforced.

NOTE: THIS PERMIT IS NON-TRANSFERABLE TO OTHER PERSONS OR LOCATIONS.

The operator has read and fully understands manufacturer's recommendations on proper use of materials to be used and will not deviate from them.

Operator's signature: K. Thuman Pyrotechnico & Rotary Club of Key West

OFFICE USE ONLY

Clearances:  
1. Fire Department  Approved  Disapproved

Services to be provided:	Hours	Rate	Cost
Number of personnel: <u>8</u>	<u>8 x 4 = 32</u>	<u>\$ 35/HR</u>	<u>No charge</u>
Equipment: <u>PERMITS</u>	<u>4</u>	<u>M/C</u>	<u>No charge</u>
Total:			

[Signature]  
Fire Marshal/Inspector signature

ACCOUNT NAME: KEY WEST ROTARY CLUB-KEY WEST, FLORIDA

SHOW DATE: 7/4. CARTONS 1.3G: \_\_\_\_\_ CARTONS 4.1: \_\_\_\_\_  
 PACK DATE: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_  
 ORDER #: \_\_\_\_\_ CARTONS 1.4G: \_\_\_\_\_ CARTONS 1.4S: \_\_\_\_\_  
 PACKED BY: \_\_\_\_\_ WEIGHT: \_\_\_\_\_ WEIGHT: \_\_\_\_\_

DESCRIPT	2 1/2"	P	3"	P	4"	P	5"	P	6"	P	8"	P	10"	P	12"	P	SPECIAL INS
OPEN COL			40		12		10		8		1						
OPEN SAL			40		6												
FINAL COL			120		12		10		12								ASST COLOR
FINAL COL											2						
FINAL COL													1				
FINAL COL															1		
FINAL COL			120														RWB-WHISTLE
FINAL COL			60		12		10		4								SILVER SPIDER SHOOT W/SALUTES
FINAL SAL			120		12												
BODY			100		144		90		58		17		8		4		ASST COLOR
BODY									9								GOLD GLITTER TO RED XETTE
BODY							5										3 COL CHANGE W/CRK PISTAL
FLIGHT X 3									3								(1) RWB COL-DARK-COL (1) SPIRAL RING (1) RED X RING W/RL 7 STAR
TIGER TAIL			30														ALL RED
MINES					18												ASST COLOR (SETS OF 3)
SCENE #1			40		18		10/		4								BROCADE CROWN
SCENE #1					6		5		4		1		1				SUPER BROCADE CWN
SCENE #2					6		5		4		2						SUPER BC WATERFALL
SCENE #3			20		6		5		4								RWB-WHISTLE
SCENE #4					5		2		1								SEA BLUE CROSSETTE
SCENE #4					4		4		1								SEA GREEN CROSSETTE
SCENE #4					3		4		2								FRESH YELLOW CROSSETTE
SCENE #5					6		5		4								SIL WHIRL W/ M- COL PISTAL

NOTES: Scenes #1-3 + 5 are all in flights; no finale chains.  
 Scene #4 are all singles; for a slow scene.

FLARES	9	4.1
SQUIBS	540	1.4S
F/CHAIN	1	1.3G
FUSE	1	1.3G

weight 952.97 lbs +-  
 1021.10 lbs total



ROTARY CLUB OF KEY WEST  
CHECK REQUISITION

Date: April 19, 2011

Check requested for: ~~Public Works Deposit~~ Deposit for recycling

Check Amount: \$ 1000.00

Check payable to: City of Key West

Address: 525 Angela Street

City, State, Zip: Key West, FL 33040

Social Security No. (if applicable): NA

Code to General Ledger Account No.: Fireworks Account #6320

Fundraising Event: July 4<sup>th</sup> Fireworks

Check needed by: ASAP - please fax to copy to Maria prior to mailing  
FAX#809-3886 . Must be individual check, amount must be \$1000 exactly

Mail Check or to be picked up at O & P Office: Pls Mail

Approved by: Haven Thurman, Committee Chairperson  
Officer, Board Member or Committee Chairperson

Approved by: \_\_\_\_\_  
Treasurer

*Submitted for payment to Ftterash & OHP  
4-19-11*



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/27/2011

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

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

PRODUCER  
MCGRIFF, SEIBELS & WILLIAMS, INC.  
P.O. Box 10265  
Birmingham, AL 35202

CONTACT NAME: Melanie Allen  
PHONE (A/C No. Ex): 800-476-2211 FAX (A/C No):  
E-MAIL: mail@mcgriff.com  
Address: mail@mcgriff.com

INSURED  
Pyrotechnico of Florida, LLC  
P.O. Box 310  
Now Castle, PA 16103

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: United States Fire Insurance Company	21113
INSURER B: James River Insurance Company	12203
INSURER C: Cella Specialty Insurance Company	15889
INSURER D:	
INSURER E:	
INSURER F:	

### COVERAGES

CERTIFICATE NUMBER: FQNGQQGH

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	ADDC (B) OR INSR (W) VVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		000292609	01/14/2011	01/14/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> TIR Intw Chg Sln		1337306428	01/14/2011	01/14/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp. \$1000 deductible Coll. \$1000 deductible
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED <input type="checkbox"/> RETENTION \$		000292623	01/14/2011	01/14/2012	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATU- (CR) LIMITS <input type="checkbox"/> OTH- ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ XS Underlying \$4, Mill \$ 5,000,000
C	EXCESS UMBRELLA COVERAGE		XSA2002600112	01/14/2011	01/14/2012	

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

Fireworks Display Date: July 4, 2011

Location: White Street Pier, Key West, FL

The Rotary Club of Key West; The Monroe Co. Board of County Commissioners; Pyrotechnico of Florida, LLC

The above listed are Additional Insured respects to General Liability policy as required by written contract subject to policy terms, conditions and exclusions.

The Certificate Holder is named as Additional Insured with respect to General Liability as required by written contract subject to policy terms, conditions, and exclusions.

### CERTIFICATE HOLDER

### CANCELLATION

The Monroe County Board of  
County Commissioners  
1100 Simonton Street  
Key West, FL 33040

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

AUTHORIZED REPRESENTATIVE



**THE CITY OF KEY WEST**

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

**RELEASE AND INDEMNIFICATION**  
**Rotary Club of Key West**  
**4<sup>th</sup> of July Fireworks**

I Karen Thurman being authorized to act on behalf of and legally bind The Rotary Club of Key West 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.

Bonita Marburg  
Signature of Witness

Bonita Marburg  
Print Name

4-19-11  
Date

K Thurman  
Signature of Applicant

Karen Thurman  
Print Name

4-19-11  
Date

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



U.S. Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
Federal Explosives Licensing Center  
244 Needy Road  
Martinsburg, West Virginia 25405

901090: CRR/FLS  
5400  
File Number: 5LA00299

04/20/2011

SUBJECT: **EMPLOYEE POSSESSOR LETTER OF CLEARANCE** for:

**KAREN E THURMAN**                      **02/05/1962 447621685**

PYROTECH/HELPER  
(305)034-4912

35 BOUNDARY LANE  
KEY WEST, FL 33040

and is **ONLY** valid under the following Federal explosives license/permit:

5-LA-103-23-2J-00299

PYROTECNICO OF LOUISIANA, LLC  
60 WEST COURT  
MANDEVILLE, LA 70471

Dear KAREN THURMAN:

You have been approved to transport, ship, receive or possess explosive materials as an employee possessor under the Federal explosive license or permit indicated above. **This clearance is only valid under the license or permit referenced above.**

Sincerely,

Christopher R. Reeves  
Chief, Federal Explosives Licensing Center (FELC)

**FELC Customer Service.** If you believe that information on your "Letter of Clearance" is incorrect, please return a COPY of the letter to the Chief, Federal Explosives Licensing Center (FELC), with a statement showing the nature of the error. The Chief, FELC, shall correct the error, and return an amended letter to you.

**Mail:** ATF  
Chief, FELC  
Attn.: LOC Correction  
244 Needy Road  
Martinsburg, West Virginia 25405

**Fax:** 1-304-616-4401  
Chief, FELC  
Attn.: LOC Correction

**Call toll-free:** 1-877-283-3352

**WWW.ATF.GOV**

KAREN E THURMAN

Employee Possessor Letter of Clearance for:



U.S. Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
Federal Explosives Licensing Center  
244 Needy Road  
Martinsburg, West Virginia 25405

901090: CRR/FLS  
5400  
File Number: 9NV00229

04/20/2011

SUBJECT: **EMPLOYEE POSSESSOR LETTER OF CLEARANCE** for:

**KAREN E THURMAN** 02/05/1962 447621685

PYROTECH/HELPER  
(305)034-4912

35 BOUNDARY LANE  
KEY WEST, FL 33040

and is **ONLY** valid under the following Federal explosives license/permit:

9-NV-003-23-21-00229

PYROTECNICO FX LLC  
PYROTECNICO  
6057 GUM SPRINGS ST  
NORTH LAS VEGAS, NV 89081

Dear KAREN THURMAN:

You have been approved to transport, ship, receive or possess explosive materials as an employee possessor under the Federal explosive license or permit indicated above. **This clearance is only valid under the license or permit referenced above.**

Sincerely,

Christopher R. Reeves  
Chief, Federal Explosives Licensing Center (FELC)

**FELC Customer Service.** If you believe that information on your "Letter of Clearance" is incorrect, please return a COPY of the letter to the Chief, Federal Explosives Licensing Center (FELC), with a statement showing the nature of the error. The Chief, FELC, shall correct the error, and return an amended letter to you.

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244 Needy Road  
Martinsburg, West Virginia 25405

**Fax:** 1-304-616-4401  
Chief, FELC  
Attn.: LOC Correction

**Call toll-free:** 1-877-283-3352

**WWW.ATF.GOV**

KAREN E THURMAN

Employee Possessor Letter of Clearance for:



## THE CITY OF KEY WEST

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

# PUBLIC NOTICE

THIS IS TO NOTIFY YOU THAT ROTARY CLUB OF KEY WEST HAS APPLIED TO THE KEY WEST CITY COMMISSION FOR A SPECIAL EVENT PERMIT UNDER SECTION 6-86 OF THE CITY'S NOISE CONTROL ORDINANCE. THE APPLICATION IS FOR AN EVENT TO TAKE PLACE ON MONDAY, JULY 4 2011, ON THE WHITE STREET PIER WHICH IS LOCATED WITHIN 100 FEET OF YOUR PROPERTY. A HEARING ON THE APPLICATION WILL TAKE PLACE AT THE CITY COMMISSION MEETING ON JUNE 7, 2011, AT 6:00 P.M., OLD CITY HALL, 510 GREENE STREET.

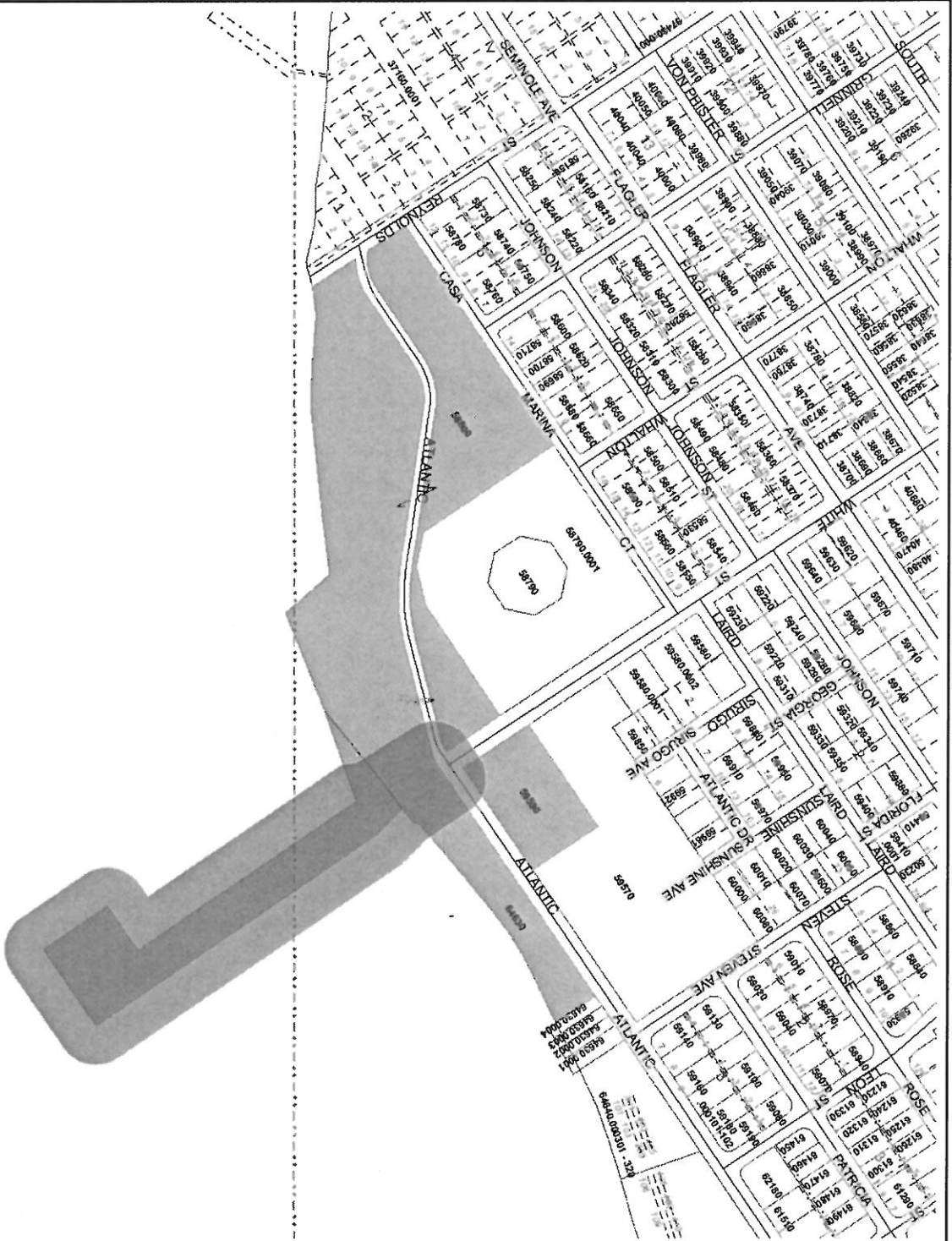
IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MARIA RATCLIFF THE CITY MANAGER'S OFFICE AT 809-3881.

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



# White Street Pier

- Legend**
- the Buffer
  - the Buffer/Target
  - Real Estate Number
  - Parcel Lot Text
  - Block Text
  - Hooks/Leads
  - Lot Lines
  - Easements
  - Road Centerlines
  - Water Names
  - Parcels
  - Shoreline
  - Section Lines



PALMIS

Monroe County Property Appraiser  
 500 Whitehead Street  
 Key West, FL

**DISCLAIMER:** The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for *ad valorem tax purposes* only and should not be relied on for any other purpose.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/27/2011

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

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

PRODUCER  
MCGRIFF, SEIBELS & WILLIAMS, INC.  
P.O. Box 10265  
Birmingham, AL 35202

CONTACT NAME: Malenie Allen  
PHONE (A/C No, Ext): 800-476-2211  
E-MAIL ADDRESS: mail@mcgriff.com

FAX (A/C, No):

INSURED  
Pyrotechnico of Florida, LLC  
P.O. Box 310  
Now Castle, PA 16103

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: United States Fire Insurance Company	21113
INSURER B: James River Insurance Company	12203
INSURER C: Cella Specialty Insurance Company	15989
INSURER D:	
INSURER E:	
INSURER F:	

**COVERAGES**

CERTIFICATE NUMBER: 6L366AWV

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.

INSUR LTR	TYPE OF INSURANCE	ADDITIONAL INSURER	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC		000292603	01/14/2011	01/14/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS Trlr InterChg \$1ml		1337305428	01/14/2011	01/14/2012	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp. \$1000 deductible Coll. \$1000 deductible
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTIONS		000292623	01/14/2011	01/14/2012	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below					WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ XS Underlying \$4, Mil \$ 5,000,000
C	EXCESS UMBRELLA COVERAGE		XSA2002800112	01/14/2011	01/14/2012	

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

Fireworks Display Date: July 4, 2011  
Location: White Street Pier, Key West, FL  
City of Key West

The above listed are Additional Insured respects to General Liability policy as required by written contract subject to policy terms, conditions and exclusions.  
The Certificate Holder is named as Additional Insured with respect to General Liability as required by written contract subject to policy terms, conditions, and exclusions.

**CERTIFICATE HOLDER****CANCELLATION**

The Rotary Club of Key West  
35 Boundary Lane  
Key West, FL 33040

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

AUTHORIZED REPRESENTATIVE

ACORD 25 (2010/05)


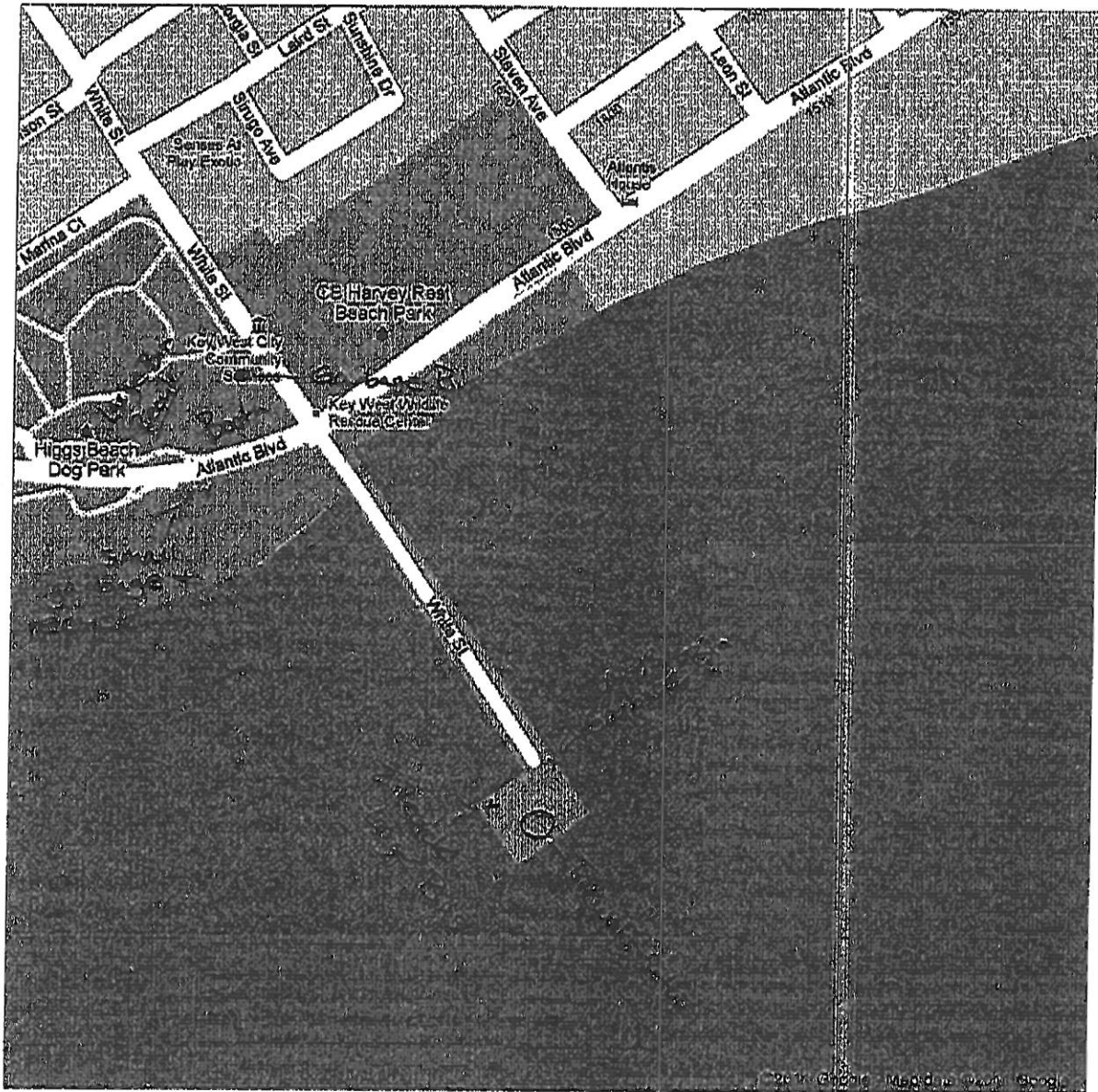
Page 1 of 1

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# Google maps

Get Google Maps on your phone  
 Text the word "GMAPS" to 466453



ROTARY CLUB OF KEY WEST  
CHECK REQUISITION

Date: April 19, 2011

Check requested for: Special Event Permit

Check Amount: \$ 50.00

Check payable to: City of Key West

Address: 525 Angela Street

City, State, Zip: Key West, FL 33040

Social Security No. (if applicable): NA

Code to General Ledger Account No.: Fireworks Account #6320

Fundraising Event: July 4<sup>th</sup> Fireworks

Check needed by: ASAP

Mail Check or to be picked up at O & P Office: Pls Mail

Approved by: Karen Thurman, Committee Chairperson  
Officer, Board Member or Committee Chairperson

Approved by: \_\_\_\_\_  
Treasurer

Submitted to Ferrada + O+P 4-19-11

1:10 PM  
 08/13/10  
 Accrual Basis

**Rotary Club of Key West, Inc.**  
**Transaction Detail By Account**  
 July 1 through August 13, 2010

Type	Date	Num	Name	Memo	Amount
<b>4100 - Fundraising - Club (net)</b>					
<b>4110 - Fourth of July Booth Income</b>					
Check	7/22/2010			bank for FW Booth 7.6.10	-500.00
Deposit	7/6/2010			Fireworks Booth Income	4,683.00
Total 4110 - Fourth of July Booth Income					4,183.00
<b>4120 - Fourth of July Booth expense</b>					
Bill	7/1/2010	316	Category 5 Designs	Please recycle sign	-96.00
Bill	7/1/2010	317	Category 5 Designs	Food & drink pricing signs	-128.00
Bill	7/3/2010	130828891	Gordon Food Service, Inc.	Food 4th of July Booth	-498.88
Bill	7/3/2010	174043	Four Star Rental	Cotton Candy Cart Rental	-39.99
Bill	7/7/2010	070710	Eagle Brands, Inc.	Beer for 4th of July	-505.05
Bill	7/8/2010	EM-Reimb 7/3/10	MacLaughlin, Elizabeth.	-MULTIPLE-	-87.81
Total 4120 - Fourth of July Booth expense					-1,355.73
Total 4100 - Fundraising - Club (net)					2,827.27
<b>TOTAL</b>					<b>2,827.27</b>

Rotary Club of Key West, Inc.  
Transaction Detail By Account  
January 2010 through March 2011

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>6300 - Fundraising - Restricted July 4</b>							
<b>6310 - Fireworks - July 4 Donations</b>							
Deposit	05/24/2010				1102 : FSB - Fireworks	1,961.00	1,961.00
Deposit	05/26/2010				1102 : FSB - Fireworks	1,350.00	3,301.00
Deposit	05/29/2010				1102 : FSB - Fireworks	18.80	3,319.80
General Journal	05/31/2010	366		To reclass July 4th donations and prepaid expenses.	-SPLIT-	-3,319.80	0.00
Deposit	06/30/2010			Deposits per bank stmt	1102 : FSB - Fireworks	26,741.62	26,741.62
General Journal	06/30/2010	377		Entered deposit from bank stmt	1104 : FSB - Operating	100.00	26,841.62
General Journal	07/01/2010	381		To record June deposits for Fireworks.	2300 : Deferred Income	-26,841.62	0.00
Deposit	07/01/2010			To reclass prepaid Fireworks Donations received.	2300 : Deferred Income	-30,161.42	30,161.42
Deposit	07/01/2010				1102 : FSB - Fireworks	303.00	30,464.42
Deposit	07/01/2010				1102 : FSB - Fireworks	34.83	30,499.35
Deposit	07/02/2010				1104 : FSB - Operating	865.00	31,464.35
Deposit	07/02/2010				1102 : FSB - Fireworks	37.88	31,502.23
Deposit	07/06/2010				1102 : FSB - Fireworks	1,061.00	32,563.23
Deposit	07/07/2010			cc deposits for bottlecap fireworks fundraiser	1102 : FSB - Fireworks	1,790.00	34,353.23
Deposit	07/07/2010				1102 : FSB - Fireworks	249.00	34,602.23
Deposit	07/09/2010			Credit Memo	1102 : FSB - Fireworks	251.97	34,854.20
Deposit	07/09/2010			Charles Polley cc payment for dolphins txs	1104 : FSB - Operating	300.00	35,154.20
Deposit	07/20/2010				1102 : FSB - Fireworks	36,589.20	36,589.20
Deposit	08/05/2010				1102 : FSB - Fireworks	57.97	36,647.17
Deposit	08/31/2010			August Deposit	1102 : FSB - Fireworks	1,276.00	37,923.17
Deposit	09/30/2010				1102 : FSB - Fireworks	143.00	38,066.17
Deposit	12/09/2010				1102 : FSB - Fireworks	250.00	38,316.17
Deposit					1102 : FSB - Fireworks	200.00	38,516.17
Deposit					1102 : FSB - Fireworks	3,625.00	42,141.17
Deposit					1102 : FSB - Fireworks	42,141.17	42,141.17
<b>Total 6310 - Fireworks - July 4 Donations</b>							
<b>6320 - Fireworks - July 4 expenses</b>							
Bill	04/18/2010	565740		Ad in Citizen for fireworks event	2000 : Accounts Payable	-1,236.30	-1,236.30
Bill	04/25/2010	565941		ad in citizen for 4th of July Event	2000 : Accounts Payable	-559.48	-1,795.78
General Journal	04/30/2010	367		To reclass prepaid expenses July 4, 2010.	1600 : Prepaid Contract Fees	1,795.78	0.00
Bill	05/05/2010	RCKWV 10005		Labels	2000 : Accounts Payable	-110.86	-110.86
Bill	05/05/2010	RCKWV 10006		Update qtr page, full color ad for conch color	2000 : Accounts Payable	-25.00	-135.86
Bill	05/05/2010	RCKWV 10004		update qtr page ad for conch color donation ad	2000 : Accounts Payable	-50.00	-185.86
Bill	05/05/2010	RCKWV 10003		TY ad updated for KWCitizen	2000 : Accounts Payable	-150.00	-335.86
General Journal	05/31/2010	366		Prepate color flyer for Keyholder	2000 : Accounts Payable	-150.00	-485.86
Bill	06/29/2010	050-33767-1.2 &3		To reclass July 4th donations and prepaid expenses.	6310 : Fireworks - July 4 Donations	485.86	0.00
General Journal	06/30/2010	378		Radio Advertising	2000 : Accounts Payable	-300.00	-300.00
General Journal	07/01/2010	380		To record prepaid expenses for Fireworks.	1600 : Prepaid Contract Fees	300.00	0.00
Bill	07/04/2010	INV-FL2767		To reclass prepaid Fireworks expenses.	1600 : Prepaid Contract Fees	-15,856.08	-15,856.08
Bill	09/02/2010	072910 KWMC		Final payment for 7.4.10 show	2000 : Accounts Payable	-11,375.00	-27,231.08
Bill	09/05/2010	070410 Reimb		Donation for use of restrooms for 4th of July Booth	2000 : Accounts Payable	-100.00	-27,331.08
Bill	08/19/2010	070410		Reimbursement for Postage for Fireworks mailers	2000 : Accounts Payable	-519.00	-27,850.08
Bill				Security for fireworks 7.4.10	2000 : Accounts Payable	-686.86	-28,536.94
Bill					2000 : Accounts Payable	-28,818.86	-28,818.86
<b>Total 6320 - Fireworks - July 4 expenses</b>							
<b>Total 6300 - Fundraising - Restricted July 4</b>							
<b>TOTAL</b>							
<b>1600 - Prepaid Contract Fees</b>						13,322.51	13,322.51
Check	##	1053		Pyrotecnico	1102 : FSB - Fireworks	11,375.00	11,375.00
Bill	##	RCKWV10001		Bender	2000 : Accounts Payable	733.86	12,128.86
Bill	##	RCKWV 10002		Bender	2000 : Accounts Payable	126.60	12,255.46
Check	##	1055		City of Key West	1102 : FSB - Fireworks	0.00	12,255.46
Check	##	1056		City of Key West	1102 : FSB - Fireworks	50.00	12,305.46

**Rotary Club of Key West, Inc.**  
**Transaction Detail By Account**  
January 2010 through March 2011

Type	#	Date	Num	Name	Memo	Split	Amount	Balance	
Check									
General Journal	##	1057		Florida Keys Keynote		1102 - FSB - Fireworks	869.00	13,274.46	
General Journal	##	367	✓		To reclass prepaid expenses July 4, 2010.	6320 - Fireworks - July 4 expenses	1,795.76	15,070.22	
General Journal	##	366	✓		To reclass July 4th donations and prepaid expenses.	6310 - Fireworks - July 4 Donations	485.86	15,556.08	
General Journal	##	378	✓		To record prepaid expenses for Fireworks.	6320 - Fireworks - July 4 expenses	300.00	15,856.08	
General Journal	##	380	✓		To reclass prepaid Fireworks expenses.	6320 - Fireworks - July 4 expenses	-15,856.08	0.00	
Total 1600 - Prepaid Contract Fees								0.00	0.00
<b>TOTAL</b>								<b>0.00</b>	<b>0.00</b>

CITY OF KEY WEST FLORIDA  
PO BOX 1409  
KEY WEST, FL 33041

MONROE COUNTY  
500 WHITEHEAD ST  
KEY WEST, FL 33040





Maria Ratcliff &lt;mratclif@keywestcity.com&gt;

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## 4th of July Event

2 messages

**Maria Ratcliff** <mratclif@keywestcity.com>

Tue, Apr 26, 2011 at 12:10 PM

To: Richard Sarver <rsarver@keywestcity.com>, Steve Torrence <storrenc@keywestcity.com>, Marcus Delvalle <mdelvalle@keywestcity.com>, Jim Young <jjyoung@keywestcity.com>, Jim Fitton <jfitton@keywestcity.com>, Myra Wittenberg <mwittenb@keywestcity.com>, John Wilkins <jwilkins@keywestcity.com>

I don't know if you guys received the 4th of July paperwork but it might be too large so please go to the shared drive under Special Events & approval sheets and look for 4th of July. Send back once you have reviewed it. Thanks

--

*Maria Ratcliff*  
*Executive Administrator to City Manager*  
*and Special Events Coordinator*  
*PH (305) 809-3881*  
*Fax (305) 809-3886*

---

**Jim Fitton** <jfitton@keywestcity.com>

Wed, Apr 27, 2011 at 9:14 AM

To: Maria Ratcliff &lt;mratclif@keywestcity.com&gt;

Port and Transit concurs with the event.

Jim Fitton  
Port and Transit Director  
City of Key West  
(305) 809-3795 office  
(305) 725-6446 cell

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**From:** Maria Ratcliff  
**Sent:** Tuesday, April 26, 2011 12:10 PM  
**To:** Richard Sarver; Steve Torrence; Marcus Delvalle; Jim J. Young; Jim Fitton; Myra Wittenberg; John Wilkins  
**Subject:** 4th of July Event

[Quoted text hidden]

Shared  
Drive  
June 7th

4th of July events

1077

**CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS**

**EVENT (INITIAL SIGNOFF):**

**CONDITIONS/RESTRICTIONS:**

*Maria Ratzke 4/20/2011*  
SIGNATURE      DATE

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

**PUBLIC WORKS**

✓

\_\_\_\_\_  
SIGNATURE      DATE

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

**POLICE DEPARTMENT**

✓

\_\_\_\_\_  
SIGNATURE      DATE

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

**FIRE DEPARTMENT**

✓

\_\_\_\_\_  
SIGNATURE      DATE

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

**PORT/ Key West DOT**

✓

*Attached*  
SIGNATURE      DATE

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\_\_\_\_\_  
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**CODE COMPLIANCE**

✓

\_\_\_\_\_  
SIGNATURE      DATE

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\_\_\_\_\_

**KEY WEST PROPERTY  
MANAGEMENT**

\_\_\_\_\_  
SIGNATURE      DATE

*N/A*  
\_\_\_\_\_  
\_\_\_\_\_

**PARKING DEPARTMENT**

\_\_\_\_\_  
SIGNATURE      DATE

*N/A*  
\_\_\_\_\_  
\_\_\_\_\_

*Shared  
Drive*

*4th of July events*

*1077*

**CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS**

**EVENT (INITIAL SIGNOFF):**

*Maria Ramirez 4/20/2011*  
SIGNATURE      DATE

**CONDITIONS/RESTRICTIONS:**

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**PUBLIC WORKS**

\_\_\_\_\_  
SIGNATURE      DATE

**POLICE DEPARTMENT**

*[Signature] 27 April*  
SIGNATURE      DATE

*① ABT Permit Needed.*  
\_\_\_\_\_  
\_\_\_\_\_

**FIRE DEPARTMENT**

\_\_\_\_\_  
SIGNATURE      DATE

**PORT/ Key West DOT**

*✓ Attached*  
SIGNATURE      DATE

**CODE COMPLIANCE**

\_\_\_\_\_  
SIGNATURE      DATE

**KEY WEST PROPERTY  
MANAGEMENT**

\_\_\_\_\_  
SIGNATURE      DATE

**PARKING DEPARTMENT**

\_\_\_\_\_  
SIGNATURE      DATE

4<sup>th</sup> of July events

**CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS**

**EVENT (INITIAL SIGNOFF):**

Maria Ratzliff 4/20/2011  
SIGNATURE DATE

**CONDITIONS/RESTRICTIONS:**

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\_\_\_\_\_  
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**PUBLIC WORKS**

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SIGNATURE DATE

**POLICE DEPARTMENT**

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SIGNATURE DATE

**FIRE DEPARTMENT**

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SIGNATURE DATE

**PORT/ Key West DOT**

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SIGNATURE DATE

**CODE COMPLIANCE**

Jim Long 29 April  
SIGNATURE DATE

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**KEY WEST PROPERTY  
MANAGEMENT**

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SIGNATURE DATE

**PARKING DEPARTMENT**

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SIGNATURE DATE

4<sup>th</sup> of July events

**CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS**

**EVENT (INITIAL SIGNOFF):**

Maria Ratzliff 4/20/2011  
SIGNATURE DATE

**CONDITIONS/RESTRICTIONS:**

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\_\_\_\_\_  
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**PUBLIC WORKS**

Richard [Signature] 5-2-11  
SIGNATURE DATE

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**POLICE DEPARTMENT**

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SIGNATURE DATE

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**FIRE DEPARTMENT**

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SIGNATURE DATE

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**PORT/ Key West DOT**

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SIGNATURE DATE

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**CODE COMPLIANCE**

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SIGNATURE DATE

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**KEY WEST PROPERTY  
MANAGEMENT**

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SIGNATURE DATE

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**PARKING DEPARTMENT**

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

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4<sup>th</sup> of July events

**CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS**

**EVENT (INITIAL SIGNOFF):**  
Maria Ratzoff 4/20/2011  
SIGNATURE DATE

**CONDITIONS/RESTRICTIONS:**

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**PUBLIC WORKS**

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

**POLICE DEPARTMENT**

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

**FIRE DEPARTMENT**  
[Signature] 4-26-2011  
SIGNATURE DATE

SEE ATTACHED LETTER

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

**PORT/ Key West DOT**

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

**CODE COMPLIANCE**

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

**KEY WEST PROPERTY  
MANAGEMENT**

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

**PARKING DEPARTMENT**

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

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## THE CITY OF KEY WEST

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

To: Rotary Club of Key West

From: Division Chief/Fire Marshal Marcus del Valle

Date: 04/28/11

Reference: 4<sup>th</sup> of July Fireworks

This office reviewed the special event application for the 4<sup>th</sup> of July Fireworks Display held at the White Street Pier on July 4, 2011.

The following conditions apply:

- Fire Safety Inspection of the set up area needs to be conducted.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

**Marcus del Valle**, Fire Marshal

Key West Fire Department  
1600 N. Roosevelt Blvd.  
Key West, Florida 33040  
305-292-8179 Office  
305-293-8399 Fax  
[mdelvalle@keywestcity.com](mailto:mdelvalle@keywestcity.com)

*Serving the Southernmost City*

KEY WEST FIRE

Event Name: Rotary Club of Key West 4<sup>th</sup> of July Fireworks

## Special Event Checklist

Everything must be checked off before submitting the special event application

X	TITLE	COMMENTS
✓	Special Event Application	
✓	Noise Exemption (If applicable)	
✓	\$50.00 for Noise	
✓	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	
✓	Recycling Plan	
✓	Authorization Letter for continuous cleaning of recycled area	
N/A	Signatures of No Objection of Street closure (If applicable)	
✓	Insurance naming the City as additional insured	
✓	Financial of previous event (If applicable)	
✓	Release & Idemnification Form	
✓	Site Map ( where barricades, stages, etc are to go)	
N/A	Letter from non profit that states they will be receiving the funds	They are the non profit