

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

Name of Applicant(s) Lucy's Retired Surfers Bar & Restaurant

Address of Applicant(s) 320 Grinnell St. Key West, FL 33040

Phone Number of Applicant(s) 504 453 6355 Fax: \_\_\_\_\_ Email cody@lucysretiredsurfers.com

Name of Non-Profit (s) Bahama Village Music Program

Address of Non-Profit(s) 103 Olivia St. Key West, FL 33040

Phone Number of Non-Profit(s) 305-504-7664

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 25%

Date/Dates of Event September 24, 2016

Hours of Operation 11am - 11:00 pm

Estimated/anticipated number of persons per day for event 250<sup>+</sup> people

Location of Event 320 Grinnell St. Key West, FL 33040

Street Closed James St.

Detailed description of event Lucy's Retired Surfers Bar Grand Opening / Bahama Village Music Program celebrates 17 years

Noise exemption required: Yes  No

Alcoholic beverages sold/served at event: Yes  No

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.

Cody Morgan  
Cody Morgan  
Applicants Signature

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

Applicant Name Lucy's Retired Surfers Bar & Restaurant  
 Applicant Address 320 Grinnell St. Key West, FL 33040  
 Applicant Phone Number 504 453 6355  
 Event Name Lucy's Grand Opening  
 Event Address/Location 320 Grinnell St. Key West, FL 33040  
 Date of Event September 24, 2016  
 Nature of Event Lucy's Retired Surfers Bar & Restaurant  
Grand Opening Plus Bahama Village Music Program  
 Profit  Non Profit  celebrates 17 years  
 Time(s) Request for Exemption 11:00 AM - 11:00 PM  
 Number of Exemptions at this location this calendar year N/A  
 Date of last exemption N/A

City of ~~XXXXXXXXXXXXXXXXXXXX~~091522:38 AM  
 \*\*\*CUSTOMER RECEIPT\*\*\*

Tender Details:  
 Tender Type: CK  
 Tender Amount: \$50.00

Receipt Header:  
 Cashier Id: KEYWEST1\Amoos  
 Receipt Date: 8/18/2016 11:13:30 AM  
 Receipt Number: 17522

Receipt Details:  
 Reference ID:  
 21715  
 Fee Code Version:  
 SPECIAL EVENTS PAYMENTS - SS  
 Originator Receipt Number:  
 0  
 Originator Payment Date:

Payment Type:  
 ALL CASH RECEIPTS  
 Transaction Amount:  
 \$50.00  
 Additional Comments: MUNDAKA LLC

\$50.00

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

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\* (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, Aat 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: ~~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 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.

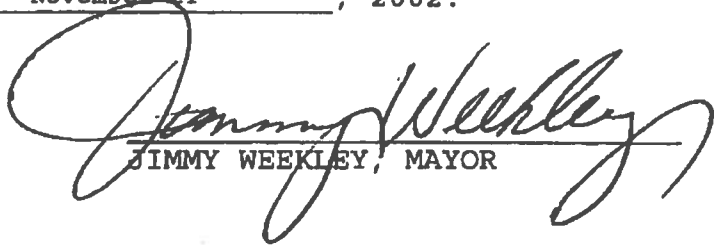
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

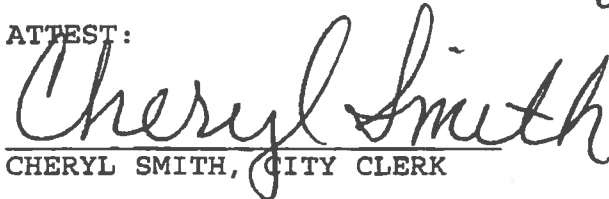
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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



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  
City Attorney RT

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.

# 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 CM
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 CM
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 CM
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 CM
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 CM

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 CM
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.  
Sponsor's Signature CM
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 CM
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 CM
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 CM
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 CM
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 CM
15. Where a person has not applied for a special event permit and an event at it's 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 CM

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 CM

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 CM

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 CM

# Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Cody Morgan Phone number: 504 453 6355
- 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: 5/5
- 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: \_\_\_\_\_
- Capacity of containers on grounds: 64 gallon containers (Waste Management)  
Contact person for containers: Cody Morgan Phone #: 504 463 6355
- 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: Recycling coordinator will monitor bins
- 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
- 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: \_\_\_\_\_  
\_\_\_\_\_
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.  
Problems: \_\_\_\_\_  
\_\_\_\_\_  
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: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- At the end of the event, remove signs and arrange for their return to owners.
- Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.  
Amount of material: \_\_\_\_\_  
  
Contamination: \_\_\_\_\_
- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- Share the results with event organizers.
- Security deposit of \$1000.00 must be submitted prior to the event.
- Security deposit returned: \_\_\_\_\_

*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

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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.

Cody Morgan



City of ~~XXXXXXXXXXXXXXXXXXXX~~ 8/18/2016 9:58:07 AM

\*\*\*CUSTOMER RECEIPT\*\*\*

Tender Details:

Tender Type: CK  
Tender Amount: \$1,000.00

Receipt Header:

Cashier Id: KEYWEST1\Awoods  
Receipt Date: 8/18/2016 9:58:07 AM  
Receipt Number: 17517

Receipt Details:

Reference ID:  
21700  
Fee Code Version:  
UNUSUAL PAYMENTS - ZZ  
Originator Receipt Number:  
0  
Originator Payment Date:

Payment Type:  
ALL CASH RECEIPTS  
Transaction Amount:  
\$1,000.00  
Additional Comments: Lucy's Retired Surfens Bar

\$1,000.00

MUNDAKA LLC

201 SAINT CHARLES AVE SUITE 3915  
NEW ORLEANS, LA 70170

1503

84-7041/2652



DATE 8-16-16

PAY TO THE ORDER OF City of Key West \$ 1,000.00  
One thousand dollars + 00/100 DOLLARS

IBERIABANK

FOR Dep. Sol. Recycling.

*[Handwritten Signature]*

*[Blue Inked Stamp]*



**THE CITY OF KEY WEST**

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

**RELEASE AND INDEMNIFICATION**

**Mundaka, LLC dba**

**Lucy's retired Surfers Bar & Restaurant**

**September 24, 2016**

I **John Kirkendoll** being authorized to act on behalf of and legally bind **Mundaka, LLC dba Lucy's Retired Surfers Bar & Restaurant** 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.

Handwritten signature of Tim Spratt in black ink.

\_\_\_\_\_  
Signature of Witness

**Tim Spratt**

\_\_\_\_\_  
Print Name

**8/18/16**

\_\_\_\_\_  
Date

Handwritten signature of John Kirkendoll in black ink.

\_\_\_\_\_  
Signature of Applicant

**John Kirkendoll, Manager/Member**

\_\_\_\_\_  
Print Name

**8/18/16**

\_\_\_\_\_  
Date

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

*Lucy's*  
RETIRED SURFERS BAR & RESTAURANT  
Key West

August 9, 2016

Dear Neighbor,

First off, we would like to introduce ourselves. We are Lucy's Retired Surfers Bar & Restaurant. Lucy's started in the early 80's in Manhattan and we have been and always will be a local's bar. We are so happy to be in such an amazing neighborhood and could not be happier with our location. Lucy's has always been a fun, laid back, casual environment for our locals to take a break from everyday life. We want you to come in, relax and enjoy our delicious food and refreshing drinks.

We not only would like to invite you to one of our soft openings on September 16<sup>th</sup> and 17<sup>th</sup> but also ask for your signature in support of our Grand Opening party. We at Lucy's, are partnering up with the local organization, Bahama Music Village, to not only celebrate their 17<sup>th</sup> year but also our opening. In true Lucy's style, we would love to go all out and give you and the rest of the local community a great event to showcase what we have done with such an amazing location. In order to have a block party (close off James St. on our block), we would like to have consent of all of our neighbors on James St. Please considering giving your consent in the form of your signature on this page along with your property address.

If you are interested in our soft openings please email [cody@lucysretiredsurfers.com](mailto:cody@lucysretiredsurfers.com) and which night you are interested in and we will provide you with additional information. We want to thank you so much for any support you give us and we PROMISE to do you right and bring you a great LOCALS hangout. We look forward to meeting you all and please stop by anytime!

Name (print): JOYCE + CRAIG RAZLO

Address: 910 James St BACK

Signature: \_\_\_\_\_



**Lucy's**  
RETIRED SURFERS BAR & RESTAURANT  
Key West

August 9, 2016

Dear Neighbor,

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Name (print): Jeff O'Neal

Address: 321 Margaret St.  
Key West Fl. 33040

Signature: 

Corner of  
James St.  
&  
E. Margaret



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/16/2016

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> Southern Insurance Agency LLC 725 Magazine Street, Unit E New Orleans, LA 70130	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 504-528-9242	FAX (A/C, No): 504-528-9245
	<b>E-MAIL ADDRESS:</b>	
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> Covington Specialty		
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

**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	GENERAL LIABILITY	1		VBA430828 00	03/31/16	03/31/17	EACH OCCURRENCE	\$ 1,000,000		
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000		
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000		
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY	\$ 1,000,000		
	<input type="checkbox"/> POLICY						<input type="checkbox"/> PRO-JECT	<input type="checkbox"/> LOC	GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COM/PO/ AGG	\$ 2,000,000		
								\$		
								\$		
							COMBINED SINGLE LIMIT (Ea accident)	\$		
							BODILY INJURY (Per person)	\$		
							BODILY INJURY (Per accident)	\$		
							PROPERTY DAMAGE (Per accident)	\$		
								\$		
							EACH OCCURRENCE	\$		
							AGGREGATE	\$		
								\$		
							WC STATU-TORY LIMITS	OTH-ER		
							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)

Special Event, September 24, 2016  
Certificate holder is listed as additional insured.

**CERTIFICATE HOLDER**                      **CANCELLATION**

City of Key West P. O. Box 1409 Kew West, Florida 33041-1409	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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# **THE CITY OF KEY WEST**

**Parking Division**  
P.O.Box 1409, Key West, FL 33040

## **Parking Requests for Special Events**

Please describe any Special Event Parking requests below:

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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)



**KEY WEST FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE**

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



This letter of agreement outlines the understanding between Bahama Village Music Program (BVMP), a 501(c)3 nonprofit corporation and Lucy's Retired Surfers Bar. Donations collected at the event on September 24th 2016 will benefit the Bahama Village Music Program and our mission of music for every child.

Thank you,

Katchen Duncan  
Bahama Village Music Program  
Executive Director  
103 Olivia St.  
Key West, FL 33040  
[katchcn@bvmpkw.org](mailto:katchcn@bvmpkw.org)  
(305) 504-7664



The Bahama Village Music Program is an independent and not-for-profit 501 (c) 3 organization dedicated to providing music education to children who otherwise do not have access to specialized music instruction. IRS Tax ID # 30-0134445



## **Special Event Recycle Plan**

### **Lucy's Retired Surfer Bar and Restaurant Grand Opening with the Bahama Music Village celebration of 17 years**

Recycle Coordinator: Cody Morgan 504-453-6355

#### **Recycle Coordinator will:**

- Educate and/or training recycling staff, vendors, attendees, and participants of event policies;
- Coordinate the lease of 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 a volunteer to ensure comingling of recyclables and trash
- Locate public recycling areas with trash receptacles near vendors, bathrooms, and at event entrances and exits.

#### **Minimum City Requirements:**

1. Recycle Bins for cans and bottles within 50 feet of all drink/drink sales locations;

**We will have two bars outside on James St. therefore we will have a minimum of 4 recycle bins; one in between the bars and one on either end. 2 for bottles and 2 for cans.**

2. Recycle Bins for cans and bottles will be place behind each drink or sales location

**Each bar will have 2 recycling cans (1 for cans and 1 for bottles) behind it.**

3. Delivery of recyclables to the recycle center shall be by the event or by waste management or other licensed vendor

**We will task Waste Management to pick up recyclables and report volume.**

4. Place recycle bins throughout the event area whether or not drinks are sold at the event.

**We will also have recycling cans on the inside of the building by the entrance and also outside on the back patio.**

5. Cardboard from event vendors/organizers must be recycled. Vendors produce most of the cardboard discarded at special events. Generally, cardboard collection points do not need to be located at public recycling stations. Locate them behind the scenes.

**Card board will be recycled in the normal recycling pick up for the Lucy's. We will set up with Waste Management that there will be excess cardboard for this event. Also we will store them in the back area away from guests.**

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6. Recycle bins must be properly marked and monitored to ensure the recyclables are not contaminated by waste. Use containers that are clearly marked and noticeable. This will help reduce the time organizers need to spend sorting out trash from recycle bins.

**Recycle bins will be clearly marked “Recyclables”.**

Event Name: \_\_\_\_\_

## 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	
✓	Signatures of No Objection of Street closure (If applicable)	
✓	Insurance naming the City as additional insured	
✓	Financial of previous event (If applicable)	N/A
	Release & Idemnification Form	
✓	Site Map ( where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	

FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS**Detail by Entity Name****Foreign Limited Liability Company**

MUNDAKA LLC

**Filing Information**

<b>Document Number</b>	M16000002440
<b>FEI/EIN Number</b>	81-1872657
<b>Date Filed</b>	03/23/2016
<b>State</b>	LA
<b>Status</b>	ACTIVE

**Principal Address**201 SAINT CHARLES AVENUE, SUITE 3915  
NEW ORLEANS, LA 70170**Mailing Address**201 SAINT CHARLES AVENUE, SUITE 3915  
NEW ORLEANS, LA 70170**Registered Agent Name & Address**KLITENICK, RICHARD M, ESQ  
1009 SIMONTON STREET  
KEY WEST, FL 33040**Authorized Person(s) Detail****Name & Address**

Title MBR

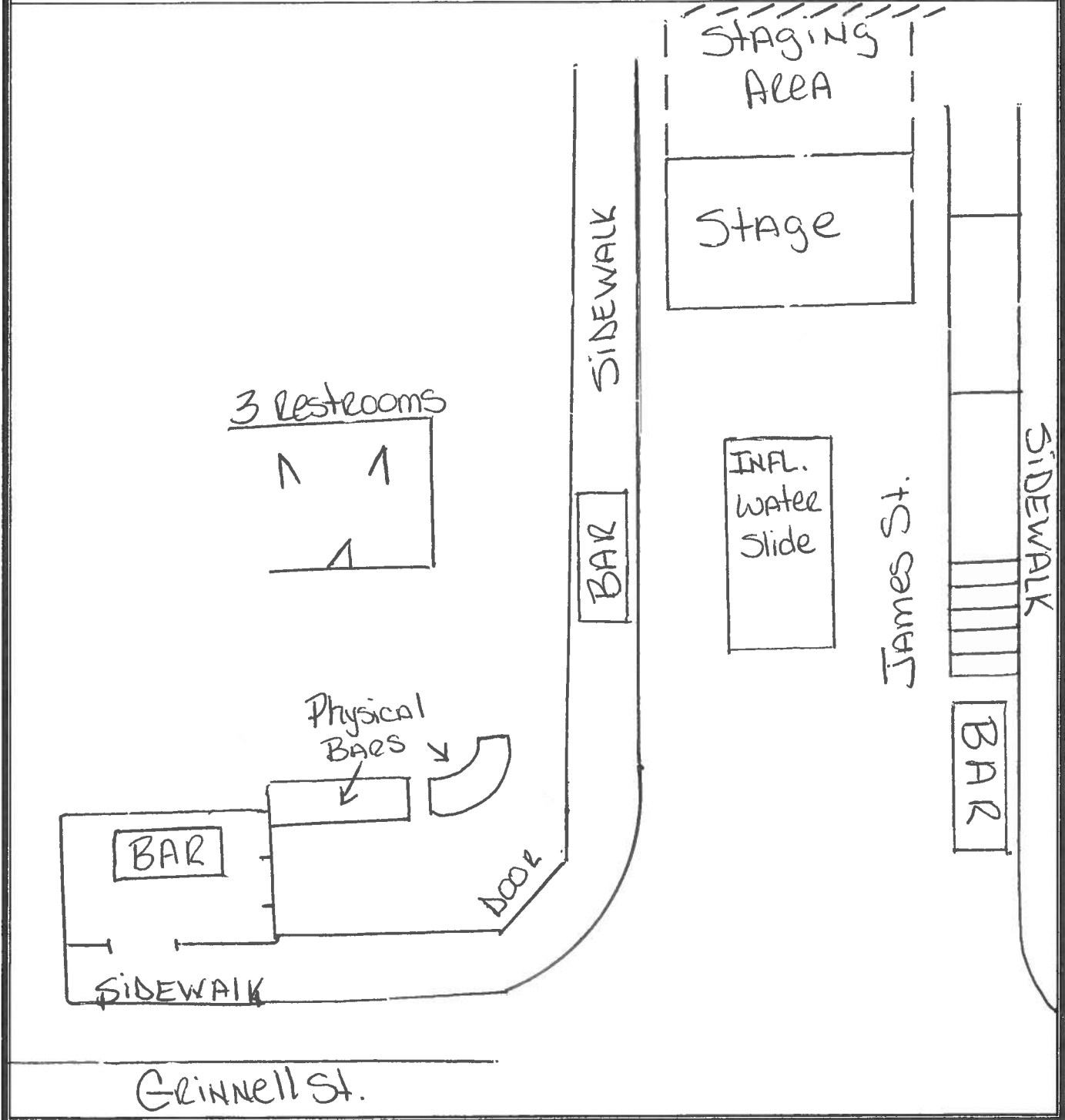
KIRKENDOLL, JOHN D  
201 SAINT CHARLES AVENUE, SUITE 3915  
NEW ORLEANS, LA 70170**Annual Reports****No Annual Reports Filed****Document Images**03/23/2016 -- Foreign Limited [View image in PDF format](#)

SECTION 5 - DESCRIPTION OF PREMISES TO BE LICENSED  
AB&T AUTHORIZED SIGNATURE REQUIRED

Business Name (D/B/A) or Name of Event

Lucy's Retired Surfers Bar + Rest.

Neatly draw a floor plan of the premises in ink, including sidewalks and other outside areas which are contiguous to the premises, walls, doors, counters, sales areas, storage areas, restrooms, bar locations and any other specific areas which are part of the premises where the event will be held. A multi-story building where the entire building is to be licensed must show the details of each floor.





# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: hucy's Retired Surfers Bar & Restaurant  
DATES: September 24, 2016

## DEPARTMENTS

## COMMENTS

EVENTS (INITIAL SIGNOFF)

manu latukey 8/15

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

Jin Long 16 Aug 16

SIGNATURE

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN  APPROVED  DENIED

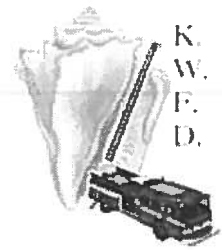


**CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS**

**EVENT:** hucys Retired Surfers Bar & Restaurant  
**DATES:** September 24, 2016

<u>DEPARTMENTS</u>	<u>COMMENTS</u>
<b>EVENTS (INITIAL SIGNOFF)</b> <u>Mania Latuff</u> 8/15 SIGNATURE DATE	
<b>COMMUNITY SERVICES</b> SIGNATURE DATE	
<b>POLICE DEPARTMENT</b> SIGNATURE DATE	
<b>FIRE DEPARTMENT</b> <u>Roylio Nunez / R S</u> 8-16-16 SIGNATURE DATE	No Impact
<b>KWDOT</b> SIGNATURE DATE	
<b>PORT AND MARINE SERVICES</b> SIGNATURE DATE	
<b>CODE COMPLIANCE</b> SIGNATURE DATE	
<b>ENGINEERING</b> SIGNATURE DATE	
<b>UTILITIES</b> SIGNATURE DATE	

SPECIAL EVENT PERMIT HAS BEEN \_\_\_\_ APPROVED \_\_\_\_ DENIED



THE CITY OF KEY WEST

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

To: Lucy's Retired Surfers Bar & Restaurant

From: Division Chief/Fire Marshal Alan Averette

Date: 08/16/2016

Reference: Lucy's Retired Surfers Bar & Restaurant grand opening

This office reviewed the special event application for Lucy's Retired Surfers Bar & Restaurant grand opening to be held on September 24, 2016 on the 900 – block of James Street.

The following conditions apply:

- The James Street closure needs to allow for emergency vehicle passage.
- Event organizer is responsible for one Fire Inspector @ \$40.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- It is the event organizers responsibility to assure all fire hydrants are accessible and not blocked during set up.
- Each corner must have a minimum of 10 feet clearance from the corner to the first booth.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

**Alan Averette**, Fire Marshal  
 Key West Fire Department  
 1600 N. Roosevelt Blvd.  
 Key West, Florida 33040  
 305-809-3933 Office [aaverett@cityofkeywest-fl.gov](mailto:aaverett@cityofkeywest-fl.gov)  
*Serving the Southernmost City*

3266 LSSM W3X





### CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

**EVENT:** Hueys Retired Surfers Bar & Restaurant  
**DATES:** September 24, 2016

**DEPARTMENTS**

**COMMENTS**

**EVENTS (INITIAL SIGNOFF)**

Maria Lopez 8/17  
 SIGNATURE DATE

**COMMUNITY SERVICES**

SIGNATURE

DATE

**POLICE DEPARTMENT**  
**Steven Torrence**

Digitally signed by Steven Torrence  
 DN: cn=Steven Torrence, o=KWPD, ou=KWPD,  
 email=storrence@cityofkeywest-fl.gov, c=US  
 Date: 2016.08.17 15:23:04 -0400

Requires ABT Permit  
 Requires Extra Duty Police Officers for alcohol sales  
 street closure. Requires Noise Exemption

SIGNATURE

DATE

**FIRE DEPARTMENT**

SIGNATURE

DATE

**KWDOT**

SIGNATURE

DATE

**PORT AND MARINE SERVICES**

SIGNATURE

DATE

**CODE COMPLIANCE**

SIGNATURE

DATE

**ENGINEERING**

SIGNATURE

DATE

**UTILITIES**

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN        APPROVED        DENIED



# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: hucy's Retired Surfers Bar & Restaurant  
DATES: September 24, 2016

## DEPARTMENTS

## COMMENTS

EVENTS (INITIAL SIGNOFF)

*Mano Sotuyo* 8/15  
SIGNATURE DATE

COMMUNITY SERVICES

*Richard Sauer* 8/16/16  
SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

SIGNATURE DATE

PORT AND MARINE SERVICES

N/A

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN \_\_\_ APPROVED \_\_\_ DENIED