

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Allison Delashmit
 Address of Applicant(s) 24244 Overseas Hwy Summerland Key FL 33042
 Phone Number of Applicant(s) and emergency number 305 509 9141 / 941 504 6057

Name of Non-Profit(s) Mok Marine Laboratory
 Address of Non-Profit(s) 1600 Ken Thompson Pkwy Sarasota FL 34236
 Phone Number of Non-Profit(s) 941 - 388 - 4441 / 305 - 745 - 2729

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

Date(s) of Event April 13 2019 / setup on Apr. 12

Hours of Operation 10a-5p on 4/13

Estimated/anticipated number of persons per day 3,500 +

Location of Event Truman Waterfront Park

Street Closed no

Detailed Description of Event: Conservation exhibitors, Artisan market, kids fishing, children's activities, music, food, beverages, all benefiting mok's coral restoration & research in Keys.

List of Businesses that will participate in Alcohol Exemption:

- Noise exemption required: Yes No
- Alcoholic beverages sold/served at event: Yes No
- Recycle Deposit \$1000.00 Yes No
- Cooking oil recycled Yes No
- Recycled containers Yes No

Accounting of items recycled

* Measures

The applicant does ac knowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/permitee agrees to assume full responsibility and liability for and indemnify, 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.

Allison Delashmut
Applicant(s) Signature

1/24/19
Date

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, 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) 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 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 16th day of October, 2002.

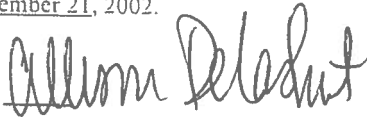
Read and passed on second reading at a regular meeting held this 6th day of November, 2002.

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.

Sponsor's Signature



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. The Permittee will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

Commercial General Liability with minimum limits of \$1,000.000

Business Automobile Liability with minimum limits of 1,000.000

Statutory Worker's Compensation Coverage

Employers Liability with minimum limits of \$1,000.000 injury by Accident


\$1,000.000 injury by Disease

Policy Limits and \$1,000.000 injury by Disease Each Employee

If Alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the Permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000.000. Host Liquor Liability coverage will not be acceptable. If the Permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

The City of Key West shall be named as an "Additional Insured" on the Permittees' Commercial General Liability policy.

Sponsor's Signature 

4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty

police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.

Sponsor's Signature 

6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*

Sponsor's Signature 

7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.

Sponsor's Signature 

8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.

Sponsor's Signature  N/A

9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.

Sponsor's Signature 

10. Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.

Sponsor's Signature 

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 

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 

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 

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 

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 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 



THE CITY OF KEY WEST

FOUNDED 1825

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.

Allan Delashant

Verify the Commission average yearly temperature 77° Fahrenheit.

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Allison Delasmita Phone number: 941-504-6057
- 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: _____
- 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: Contract w/wm
- Capacity of containers on grounds: _____
Contact person for containers: _____ Phone #: _____
- 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: volunteer staff
- 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.

- c Monitor recycling containers for correct usage during the event and take actions to solve problems.

Problems: _____

Actions taken: _____

Volunteer staff assigned

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

Problems: _____

Actions taken: _____

Volunteer staff assigned

- o 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: _____

Volunteer & staff assigned

- o Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.

- o At the end of the event, remove signs and arrange for their return to owners.

- o Place recycling containers in the pick-up location, as arranged with the providers of the containers.

- o 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: _____

per waste management + NOAA

Contamination: _____

- o Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.

- o Share the results with event organizers.

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

- o Security deposit returned: _____

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

Date: 2/6/2019 2:34:04 PM
Receipt Number: 45627
Amount: \$1,000.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096

Receipt Number: 45627

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: RECYCLING DEPOSIT, MO
TE MARINE

\$1,000.00

42160

WELLS FARGO
St. Armands Banking Center
Sarasota, Florida 34236
63-751/631
OPERATING ACCOUNT

"RECYCLING DEPOSIT"

CHECK NO. 42160
CHECK DATE 2/1/2019

CHECK AMOUNT
\$** 1,000.00

TWO SIGNATURES REQUIRED

[Signature]
[Signature]
AUTHORIZED SIGNATURE



MOTE
MARINE LABORATORY

1600 Ken Thompson Parkway - Sarasota, FL 34236

One thousand and 00/100 Dollars

The City of Key West
1300 White Street
Key West, FL 33040

PAY

TO THE
ORDER
OF



Mote Marine Laboratory
8th annual Key West Ocean Fest Budget

Line Item

<u>Expenses</u>	<u>Budget</u>	<u>Actual</u>
Office Expense	\$250	\$1,442.76
Postage Expense	\$250	\$9.11
Advertising	\$10,500	\$4,694.43*
Travel/Meals	\$3,000	\$1,878.10
Mote Interfund	\$1,675	\$536.36
Merchandise	\$3,000	\$2,072.01
Maintenance	\$1,050	\$113.26
Subcontracts	\$0	\$2,577.80
Equipment	\$5,000	\$9,015.77
Permitting	\$600	\$1,500
Entertainment	\$4,500	\$3,680
Total	\$29,825	\$27,519.60**

<u>Income</u>	<u>Budget</u>	<u>Actual</u>
Individual Contributions	\$3,000	\$8,680
Corporate Contributions	\$10,000	\$11,500
Merchandise Sales	\$7,500	\$1,953.96
Raffle/Auction Sales	\$7,000	\$2,000
Registration Fees	\$3,500	\$3,850
Misc. Revenue	\$0	\$3,987
Total	\$31,000	\$31,971.86

Net total:	\$1,175	\$4,452.26
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*Advertising not inclusive of spend through reimbursement grants

**Expenses include possible refundable deposits and reflects invoices as of 5/16/18



THE CITY OF KEY WEST

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

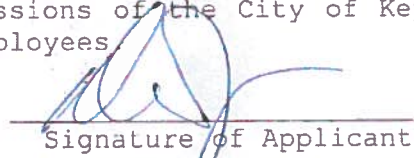
RELEASE AND INDEMNIFICATION
Mote Marine Laboratory, Inc.
Ocean Fest 2019
April 13, 2019

I **Dena J. Smith** being authorized to act on behalf of and legally bind the **Mote Marine Laboratory, Inc.** doing business as the legal entity or association on whose behalf this application is made, do hereby release the City of Key West, its officers, agents and employees from any and all liability for damages arising out of, or related to the activities for which application for leave to use City property has been submitted; and do hereby further agree, on behalf of said entity or association to indemnify, and hold harmless the City of Key West, its officers, agents, and employees from and against any and all damages to personnel or property of the City, and against all claims for damages or injuries to other persons or property of any nature whatsoever, and for defense costs, including attorneys' fees at both trial and appellate levels, arising from the actions or omissions of the person(s) or legal entity(ies) on whose behalf the application is submitted, including, but not limited to, the sale and dispensing of alcoholic beverages, or otherwise arising from the actions of their members, licensees, customers, guests, invitees, or participants in the related activities permitted. The foregoing Release and Indemnification agreement does not apply to those claims for damages or injuries which result from the negligent actions or omissions of the City of Key West, its officers, agents, and employees.


Signature of Witness

Lori J. Bace
Print Name

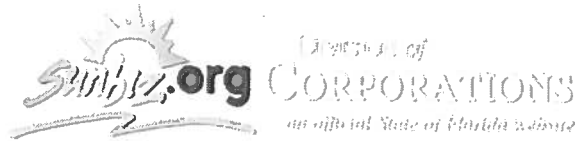
02/07/19
Date


Signature of Applicant

Dena Smith
Print Name

2/7/2019
Date

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



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Florida Not For Profit Corporation.
MOTE MARINE LABORATORY, INC.

Filing Information

Document Number 713693
FEI/EIN Number 59-0756643
Date Filed 11/21/1967
State FL
Status ACTIVE

Principal Address

1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Changed: 01/26/2001

Mailing Address

1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Changed: 01/26/2001

Registered Agent Name & Address

SMITH, DENA J
1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Name Changed: 01/26/2001

Address Changed: 01/26/2001

Officer/Director Detail

Name & Address

Title Asst. Secretary

SMITH, DENA J
1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Title Treasurer

CROWELL, HOWARD G

1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Title VC

ERICSON, JAMES D
1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Title Chairman

ESSNER, ROBERT
1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Title President

CROSBY, MICHAEL P
1600 THOMPSON PARKWAY
SARASOTA, FL

Title Secretary

MOULD, NIGEL
1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Annual Reports

Report Year	Filed Date
2016	03/09/2016
2017	03/27/2017
2018	03/28/2018

Document Images

03/28/2018 -- ANNUAL REPORT	View image in PDF format
03/27/2017 -- ANNUAL REPORT	View image in PDF format
03/09/2016 -- ANNUAL REPORT	View image in PDF format
08/20/2015 -- AMENDED ANNUAL REPORT	View image in PDF format
04/06/2015 -- ANNUAL REPORT	View image in PDF format
02/27/2014 -- ANNUAL REPORT	View image in PDF format
10/25/2013 -- AMENDED ANNUAL REPORT	View image in PDF format
03/25/2013 -- ANNUAL REPORT	View image in PDF format
01/12/2012 -- ANNUAL REPORT	View image in PDF format
01/14/2011 -- ANNUAL REPORT	View image in PDF format
03/11/2010 -- ANNUAL REPORT	View image in PDF format
01/19/2009 -- ANNUAL REPORT	View image in PDF format
01/04/2008 -- ANNUAL REPORT	View image in PDF format
07/12/2007 -- ANNUAL REPORT	View image in PDF format
01/05/2007 -- ANNUAL REPORT	View image in PDF format
01/27/2006 -- ANNUAL REPORT	View image in PDF format

01/04/2005 -- ANNUAL REPORT	View image in PDF format
01/07/2004 -- ANNUAL REPORT	View image in PDF format
01/14/2003 -- ANNUAL REPORT	View image in PDF format
03/22/2002 -- ANNUAL REPORT	View image in PDF format
01/26/2001 -- ANNUAL REPORT	View image in PDF format
03/13/2000 -- ANNUAL REPORT	View image in PDF format
03/09/1999 -- ANNUAL REPORT	View image in PDF format
02/10/1998 -- ANNUAL REPORT	View image in PDF format
03/21/1997 -- ANNUAL REPORT	View image in PDF format
03/19/1996 -- ANNUAL REPORT	View image in PDF format
02/09/1995 -- ANNUAL REPORT	View image in PDF format

Florida Department of State - Division of Corporations



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 - *Food Trucks*
- 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 # 7-10 max
- Vendor Booths - Total # 50-60 max
- Total Number of Booths - 70 max

Parade

- Floats - Total # N/A



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 10/15

85-8012647552C-5	08/31/2017	08/31/2022	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

MOTE MARINE LABORATORY INC
1600 KEN THOMPSON PKWY
SARASOTA FL 34236-1004

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

MOTE MARINE LABORATORY

1600 Ken Thompson Parkway - Sarasota, FL 34236

PAY ****Five hundred and 00/100 Dollars****

The City of Key West
Attn: Maria Ratcliff
1300 White Street
Key West, FL 33040

WELLS FARGO
St. Armands Banking Center
Sarasota, Florida 34236
63-751/631
OPERATING ACCOUNT

42375

CHECK DATE
2/15/2019

CHECK NO.
42375

CHECK AMOUNT
\$** 500.00

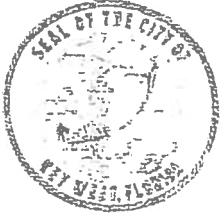
TWO SIGNATURES REQUIRED

[Signature]
[Signature]

AUTHORIZED SIGNATURE



Security features included. Details on back.



THE CITY OF KEY WEST

Parking Division

130 White Street

Key West, FL 33440

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

Request access to empty lot across from Eco-Discovey as parking.

Request fees be waived for parking in the Truman Waterfront Park for the day of the event

Mallory Square Rates: \$4.00 per hour or \$32.00 per day per space

Key West Bight Rates: \$3.50 per hour or \$20.00 per day per space

On-Street Meter Rates: \$3.00 per hour or \$20.00 per day per space.

Modification of rates can only be approved by Commission.

If you have any questions, please contact John Wilkins, Parking Director at (305) 809-3855 or email jwilkins@cityofkeywest-fl.gov

(305) 809-3855 jwilkins@cityofkeywest-fl.gov



Welcome Tent

Kid's Zone
(Fishing Clinics,
Facepainting,
Bounce Houses)

Stage

Dining Tent

Artisan
Vendors &
Non-Profit
Exhibitors

Beer Tent

More Kids
Activities
&
Welcome
Tent

Food Trucks

Lash Pad

Truman Waterfront Park

Eastern National

Church of Christ

Google

Event Name: Note Marine Ocean Fest

Special Event Checklist
Everything must be checked off before
submitting the special event application

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

Maria Ratcliff

From: Doug Bradshaw
Sent: Tuesday, February 12, 2019 8:27 AM
To: Maria Ratcliff
Subject: RE: Mote Marine Ocean Fest 2019 at the Truman Waterfront

Port has no issues

Doug Bradshaw
Director Port and Marine Services
City of Key West
201 William Street
Key West, FL 33040
305-809-3792

From: Maria Ratcliff
Sent: Tuesday, February 12, 2019 8:18 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Sean Brandenburg <sbrandenburg@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Michael Davila <mdavila@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Leo Hernandez <lhernandez@cityofkeywest-fl.gov>; Steven P. McAlearney <smcalearney@cityofkeywest-fl.gov>
Subject: Mote Marine Ocean Fest 2019 at the Truman Waterfront

Respectfully

*Maria Ratcliff
Executive Administrator to the City Manager
& Special Events Coordinator
City of Key West
1300 White Street
Key West, Florida 33040
(305) 809-3881
mratcliff@cityofkeywest-fl.gov*

Truman Waterfront fields by Waterpark



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

EVENT: Mote Marine Ocean Fest Truman
DATES: 4-13 19 Waterfront

DEPARTMENTS		COMMENTS
EVENTS (INITIAL SIGNOFF)		
<u>Maria Pate</u> SIGNATURE	<u>2/6/19</u> DATE	
COMMUNITY SERVICES		
SIGNATURE	DATE	
POLICE DEPARTMENT		
SIGNATURE	DATE	
FIRE DEPARTMENT		
SIGNATURE	DATE	
KWDOT		
SIGNATURE	DATE	
PORT AND MARINE SERVICES		
SIGNATURE	DATE	
CODE COMPLIANCE		
<u>J. Yang</u> SIGNATURE	<u>12 Feb 19</u> DATE	
ENGINEERING		
SIGNATURE	DATE	
UTILITIES		
SIGNATURE	DATE	

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Truman Waterfront fields by Waterpark



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Mote Marine Ocean Fest Truman Waterfront
DATES: 4-13-19

Table with columns DEPARTMENTS and COMMENTS. Rows include: EVENTS (INITIAL SIGNOFF) with signature 'Mona Patrick' and date '2/6/19'; COMMUNITY SERVICES; POLICE DEPARTMENT; FIRE DEPARTMENT; KWDOT; PORT AND MARINE SERVICES; CODE COMPLIANCE; ENGINEERING with signature and date '2/12/19' and comment 'NO ISSUES'; UTILITIES.

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Truman Waterfront fields by Waterpark



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Mote Marine Ocean Fest Truman Waterfront
DATES: 4-13-19

DEPARTMENTS COMMENTS
EVENTS (INITIAL SIGNOFF)
COMMUNITY SERVICES
POLICE DEPARTMENT
FIRE DEPARTMENT
KWDOT
PORT AND MARINE SERVICES
CODE COMPLIANCE
ENGINEERING
UTILITIES

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



THE CITY OF KEY WEST

1300 White Street, Key West, FL 33041-1409 (305) 809-3888

February 13, 2019

Mote Marine Laboratory
1600 Ken Thompson Pkwy
Sarasota, Fl. 34236

Invoice for the rental of the Truman Waterfront Green Fields

Rental Rate for non profit	\$500.00
Non Exempt Tax	0
Balance Due	\$500.00

Make Checks payable to

The City of Key West
1300 White Street
Key West, Fl. 33040
Attn: Maria Ratcliff

Thank you!

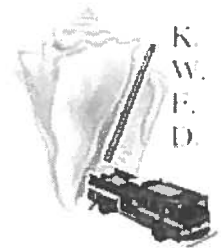
Date: 2/19/2019 4:22:52 PM
Receipt Number: 45952
Amount: \$500.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096

Received on 2/19/2019 4:22:52 PM
Fee Code Version:
SPECIAL EVENTS PAYMENTS - SS
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$500.00
Additional Comments: MOTE MARINE RENTAL SP
ACE

\$500.00



THE CITY OF KEY WEST

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

To: Allison Delashmit

From: Division Chief/Fire Marshal Danny Blanco

Date: April 13, 2019

Reference: Mote Marine Ocean Fest

This office reviewed the special event application for the Mote Marine Ocean Fest to be held at Truman Waterfront on April 13, 2019.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- Event organizer is responsible for 1 Fire Inspector @ \$40.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Danny Blanco, Fire Marshal

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

Serving the Southernmost City

3266 LSN 132

Truman Waterfront fields by Waterpark



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Mote Marine Ocean Fest Truman Waterfront
DATES: 4-13-19

<u>DEPARTMENTS</u>	<u>COMMENTS</u>
--------------------	-----------------

EVENTS (INITIAL SIGNOFF)

Manu Patuff 2/6/19
 SIGNATURE DATE

COMMUNITY SERVICES

Paul M 2/20/19
 SIGNATURE DATE

POLICE DEPARTMENT

 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

Truman Waterfront fields by Waterpark



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Mote Marine Ocean Fest Truman
DATES: 4-13-19 Waterfront

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Mani Patuff 2/6/19
SIGNATURE DATE

[Empty box for comments]

COMMUNITY SERVICES

SIGNATURE DATE

[Empty box for comments]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty box for comments]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty box for comments]

KWDOT

SIGNATURE DATE

N/A

PORT AND MARINE SERVICES

SIGNATURE DATE

[Empty box for comments]

CODE COMPLIANCE

SIGNATURE DATE

[Empty box for comments]

ENGINEERING

SIGNATURE DATE

[Empty box for comments]

UTILITIES

SIGNATURE DATE

[Empty box for comments]

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED