

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Xena Fund - Alice Senturia

Address of Applicant(s) 1623 Laird St. Key West FL 33040

Phone Number of Applicant(s) 305-432-0494 Fax: _____ Email _____

Name of Non-Profit (s) Xena Fund of the Florida Keys

Address of Non-Profit(s) 1623 Laird St Key West FL 33040

Phone Number of Non-Profit(s) 305-432-0494

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 8%

Date/Dates of Event April 24, 2012

Hours of Operation 5-7

Estimated/anticipated number of persons per day 50

Location of Event Greene St. Mel Fisher Museum to Conch Republic Seafood

Street Closed no

Detailed description of event Pet Stroll down sidewalk of Greene St. Odd # Side.

Noise exemption required: Yes _____ No X

Alcoholic beverages sold/served at event: Yes _____ No X

The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/permittee agrees to assume full responsibility and liability for and indemnify and hold the City of Key West harmless from and against all liability, claims for damages, and suits for or by reason of any injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the city their agents or employees.

Alice Senturia mye

2/28/12

Applicants Signature

Date

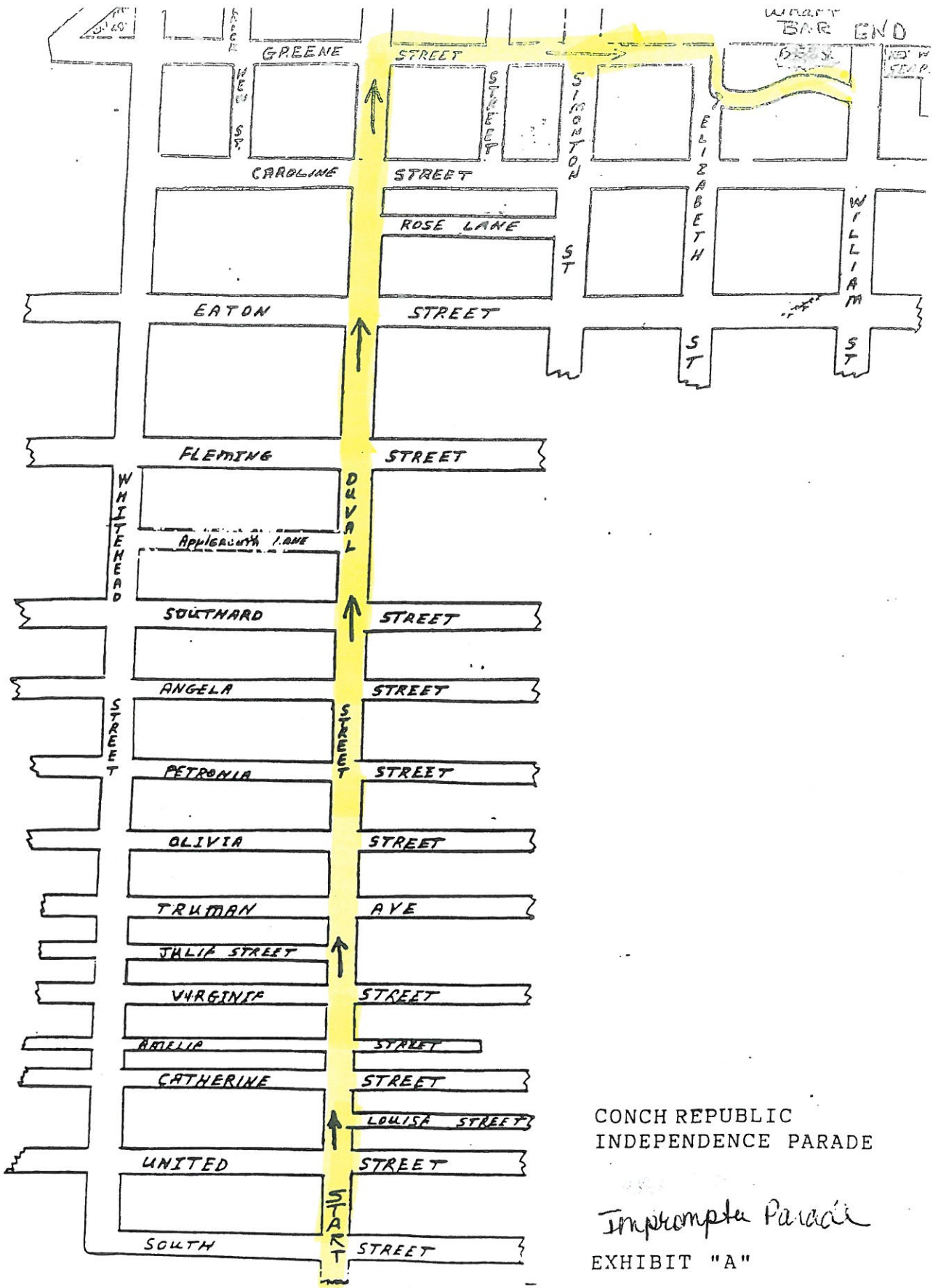
Financial Statement of the event of the previous year must be submitted with application

2/2/11 Bankcard Settlement - Annual		(\$95.00)	(\$95.00)	\$6,058.24
2/2/11 Bankcard Settlement - Monthly		(\$7.00)	(\$7.00)	\$6,051.24
2/4/11 K&Q Hearts	\$315.00		\$315.00	\$6,366.24
2/7/11 K&Q Hearts	\$1,823.00		\$1,823.00	\$8,189.24
2/7/11 K&Q Hearts	\$379.00		\$379.00	\$8,568.24
2/8/11 Dog 30 Biscuits	\$42.00		\$42.00	\$8,610.24
2/11/11 K&Q Hearts	\$200.00		\$200.00	\$8,810.24
2/14/11 K&Q Hearts	\$1,276.00		\$1,276.00	\$10,086.24
2/14/11 K&Q Hearts	\$381.00		\$381.00	\$10,467.24
2/15/11 K&Q Hearts	\$3,032.00		\$3,032.00	\$13,499.24
2/16/11 K&Q Hearts	\$200.00		\$200.00	\$13,699.24
1432 Art of Key West (T Shirts)		(\$87.30)	(\$87.30)	\$13,611.94
1433 Bumps & Bruises	(\$100.00)		(\$100.00)	\$13,511.94
1434 Lower Keys Animal Clinic	(\$218.00)		(\$218.00)	\$13,293.94
1435 Cruz Animal Hospital	(\$150.00)		(\$150.00)	\$13,143.94
1436 All Animal Clinic	(\$362.00)		(\$362.00)	\$12,781.94
1437 Marathon Vet Hospital	(\$724.88)		(\$724.88)	\$12,057.06
2/18/11 Transfer from K&Q Hearts Account	\$47.00		\$47.00	\$12,104.06
2/22/11 Bingo & T-shirts	\$1,470.00		\$1,470.00	\$13,574.06
1438 Art of Key West (T Shirts)		(\$66.00)	(\$66.00)	\$13,508.06
1439 Bumps & Bruises	(\$150.00)		(\$150.00)	\$13,358.06
2/28/11 Bankcard Supplies		(\$33.67)	(\$33.67)	\$13,324.39
2/28/11 Dog 30 Biscuits	\$50.00		\$50.00	\$13,374.39
3/2/11 Bankcard Settlement - Monthly		(\$7.00)	(\$7.00)	\$13,367.39
3/3/11 Paypal	\$0.15		\$0.15	\$13,367.54
3/3/11 Paypal	\$0.19		\$0.19	\$13,367.73
1440 Marathon Vet Hospital	(\$100.00)		(\$100.00)	\$13,267.73
3/9/11 Bankcard Annual PCI Fee		(\$124.75)	(\$124.75)	\$13,142.98
3/14/11 Bankcard Supplies		(\$19.90)	(\$19.90)	\$13,123.08
3/15/11 Dog 30 Biscuits	\$44.00		\$44.00	\$13,167.08
3/16/11 Deposit - Knife Sharpening	\$40.00		\$40.00	\$13,207.08
3/18/11 K&Q Hearts (Credit Card Sale)	\$300.00		\$300.00	\$13,507.08
1441 Lower Keys Animal Clinic	(\$499.36)		(\$499.36)	\$13,007.72
3/24/11 Chicken Cook Off (Bank)	(\$200.00)		(\$200.00)	\$12,807.72
3/28/11 Chicken Cook Off (P&E)	\$10.00		\$10.00	\$12,817.72
3/28/11 Chicken Cook Off (Return Bank)	\$200.00		\$200.00	\$13,017.72
3/28/11 Chicken Cook Off (Gross)	\$1,192.00		\$1,192.00	\$14,209.72
1442 FKSPCA	(\$120.00)		(\$120.00)	\$14,089.72
1443 Art of Key West (T Shirts Chicken)		(\$180.25)	(\$180.25)	\$13,909.47
1444 Sister Season (Chicken Share)	(\$333.88)		(\$333.88)	\$13,575.59
4/4/2011 Bankcard Settlement	(\$18.52)		(\$18.52)	\$13,557.07
4/6/2011 Vinos Party	\$405.00		\$405.00	\$13,962.07
4/11/11 Misc Contribution	\$10.00		\$10.00	\$13,972.07
Marathon Vet Hospital	(\$455.00)		(\$455.00)	\$13,517.07
4/15/11 Dog 30 Biscuits	\$28.00		\$28.00	\$13,545.07
4/20/11 PayPal	\$4.59		\$4.59	\$13,549.66
Cruz Animal Hospital	(\$431.00)		(\$431.00)	\$13,118.66
Marathon Vet Hospital	(\$558.00)		(\$558.00)	\$12,560.66
Close K&Q of Hearts Acct	\$10.00		\$10.00	\$12,570.66
Chicken Cook-Off	\$25.00		\$25.00	\$12,595.66
Bank for Stroll	(\$200.00)		(\$200.00)	\$12,395.66
Return Bank	\$200.00		\$200.00	\$12,595.66
OTPS	\$677.00		\$677.00	\$13,272.66
OTPS	\$205.00		\$205.00	\$13,477.66
1445 Key West the News		(\$100.00)	(\$100.00)	\$13,377.66
1446 KONK		(\$90.00)	(\$90.00)	\$13,287.66
1447 Keynoter		(\$182.50)	(\$182.50)	\$13,105.16
1448 Island Advertising		(\$45.00)	(\$45.00)	\$13,060.16
1449 All Animal Clinic	(\$675.00)		(\$675.00)	\$12,385.16
1450 Keys Animal Hospital	(\$76.26)		(\$76.26)	\$12,308.90
1451 Art of Key West		(\$339.50)	(\$339.50)	\$11,969.40

Old Town
Pet Stroll

5/2/2011

Xena Fund 2011.xls



CONCH REPUBLIC
INDEPENDENCE PARADE

Impromptu Parade
EXHIBIT "A"

FIRE LANES

WHITEHEAD ST.

- Ⓣ TRASH/RECYCL
- ... STREET CLOSURE BARRICADES.
- △ AMBIANCE PERFORMERS

AUDOBAN GALLERY

KEY WEST TRADING CO.

CPS

KITE STORE

KEY WEST ART & GIFTS.

KEY LIME FACTORY

(FITZPATRICK)

KEY ALDE

14 K GOLD STORE

KINO PLAZA

(TELEGRAPH W.I.)

LILI'S JEWEL.

KEY LIME OUT.

KWP

CAPT. TONYS

KIOSK

BILL'S

ART

KINO. ALLEY

NAUTICAL TREASURES.

AMIGO'S

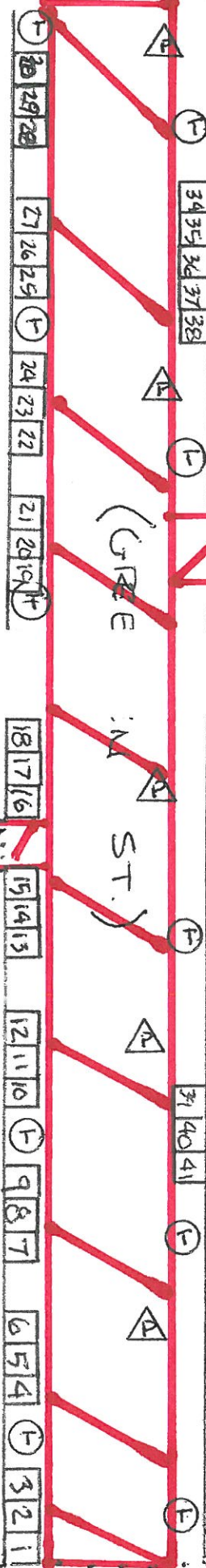
T'S

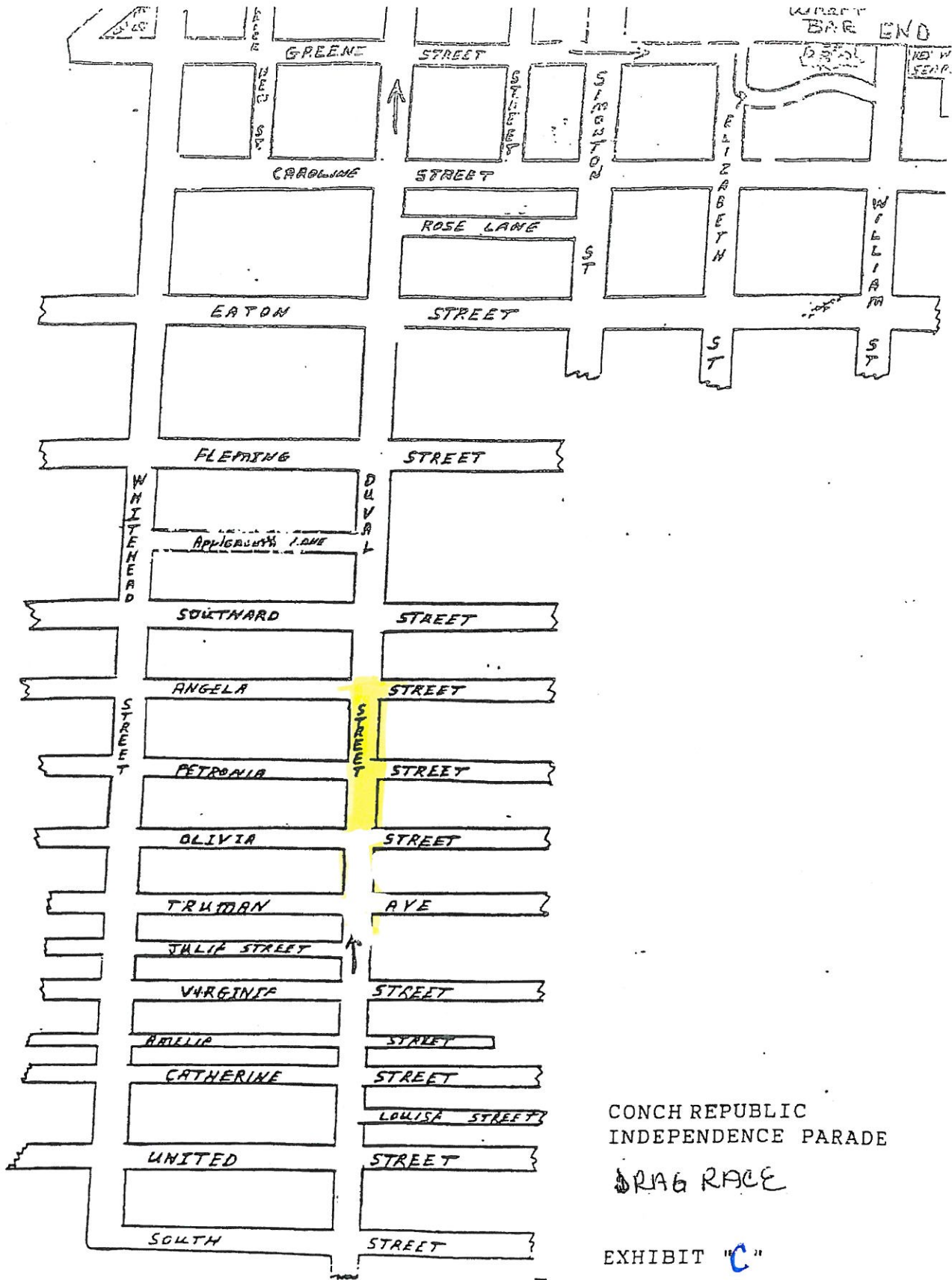
FRONT ST.

(GREEN ST.)

(DUVAL ST.)

Exhibit "B"

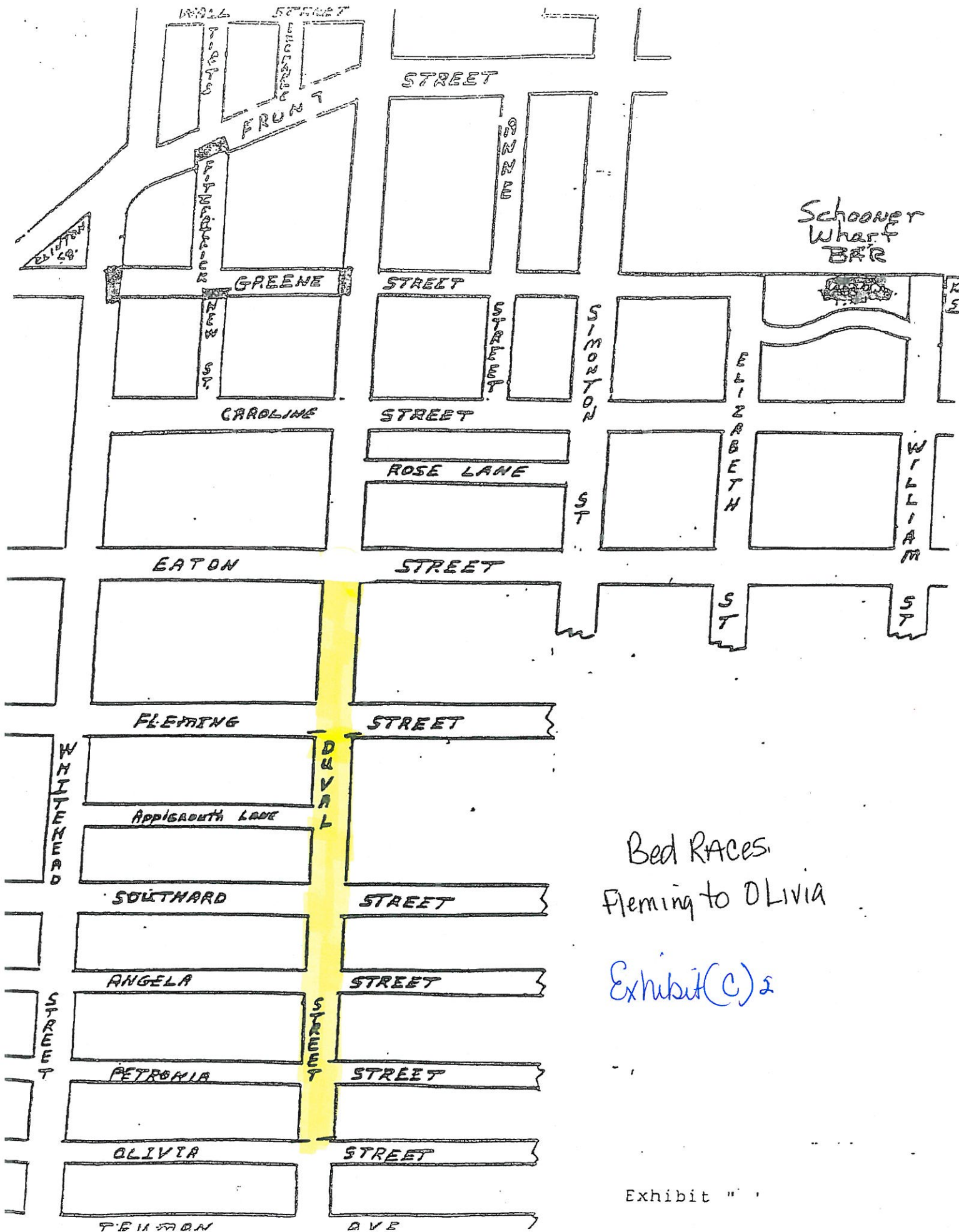




CONCH REPUBLIC
INDEPENDENCE PARADE

DRAG RACE

EXHIBIT "C"



Bed Races
 Fleming to OLIVIA

Exhibit (C) 2

Exhibit " "

CONCH REPUBLIC INDEPENDENCE CELEBRATION 2012

REQUIREMENTS FOR THE EMPLOYMENT OF

OFF-DUTY KEY WEST POLICE OFFICERS

Police Officers working special details are employed through the police union at the hourly rate of \$40.00 per hour per officer, with a four hour minimum; four or more officers require one supervisor to be paid at the rate of \$45.00 per hour with a four hour minimum. If, for any reason, there is a change in the scheduled reporting time for police officers, you must contact Officer Steve Torrence at least twenty-four hours in advance of the scheduled reporting time for police officer(s). Failure to notify Officer Steve Torrence within the specified time will obligate you to pay the officer(s) the four hour minimum required by the police union. All officers are normally to be paid the day of the event at the site.

Should the Key West Police Department determine additional security is required, additional officer(s) will be assigned. Costs for any additional officers will be dependent upon the availability of off-duty officers.

EXHIBIT "D"

Event Name: Coch Republic Independence Day

Bed Races
4/28

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	Map with (R) cans - works w/ Waste Management
✓	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)	forthcoming different person doing bed races
✓	Release & Idemnification Form	
✓	Site Map (where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	

CONCH REPUBLIC INDEPENDENCE CELEBRATION
EVENTS APRIL 20-29, 2012

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

EVENTS (INITIAL SIGNOFF):

Maria Ratchuk
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

Jim Jung 9 Mar 12
SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____

DENIED _____

(if denied attach explanation)

Conch Republic Independence Celebration
Events APRIL 20-29, 2012

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

EVENTS (INITIAL SIGNOFF):

Maria Ratchuk
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS
Rob Adams
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

*LUNCH Republic Independence Celebration
Events APRIL 20-29, 2012*

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

EVENTS (INITIAL SIGNOFF):

Maria Ratchuk
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

Steve Tolomey 13 MAR
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

*- Will Require EXTRA duty officers
- ART Permits
- Sound exemption*

FIRE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

KWDOT/PORT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ CODE COMPLIANCE

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

EVENTS:

REQUEST HAS BEEN APPROVED _____

DENIED _____

(if denied attach explanation)

Conch Republic Independence Celebration

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

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS

SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE

SIGNATURE DATE

FIRE DEPARTMENT

Daniel Blanco 03/20/12

SIGNATURE DATE

SEE ATTACHED MEMO

PORT/KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



THE CITY OF KEY WEST

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

To: Conch Republic Independence Day Celebration

From: Acting Division Chief/Fire Marshal Daniel Blanco

Date: 03/20/2012

Reference:

This office reviewed the special event application for the Conch Republic Independence Day Celebration to be held from April 20 thru April 29, 2012.

The following conditions apply:

- Any cooking, generator use or street closure that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- All street closures shall allow for emergency vehicle passage.
- Fire Inspector working the Inspection detail shall be paid a rate of \$ 40.00 an hour with a four hour minimum.
- **Event coordinator is responsible for scheduling the inspection with this office (contact number 305-809-3933).**

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

Daniel Blanco, Acting Division Chief/Fire Marshal

Key West Fire Department

1600 N. Roosevelt Blvd.

Key West, Florida 33040

305-809-3933 Office

305-293-8399 Fax

mdelvalle@keywestcity.com

Serving the Southernmost City

KEY WEST FIRE



Key West Fire Department

Office of the Fire Marshal

Marcus del Valle , Fire Marshal
Danny Blanco, Capt. / Fire Inspector
Alan Averette, Lt. / Fire Inspector
Kenny Wardlow Capt./ Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 292-8179
Fax: (305) 293-8399

Food Booth and Vendor Regulations

Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.
3. **Each vendor shall stay within their assigned area, equipment and supplies shall not be staged outside their allotted space. ie: sidewalks, exit ways.**

Butane or Propane equipment:

1. Shut-off valves must be provided at each fuel source.
2. Tanks must be protected from damage and secured in an upright position and must be located at least 5 feet apart from each other.
3. No storage of extra butane or propane tanks in booth.
4. Tanks not in use must be turned **OFF**.
5. Unused fuel cylinders shall be stored in a secured position. Unused cylinders must be located 50 feet away from all combustibles.

All compressed gas bottles, flammable or non-flammable shall be properly secured to prevent accidental tipping over.

Electrical Power:

1. Generators shall be placed in locations approved by the Fire Marshal's Office for "special events" use.
2. Refueling of generators is prohibited during event hours. No extra fuel shall be stored during event hours.
3. During approved refueling times, no smoking or open flames are allowed within 25 feet.
4. Extension cords shall be of grounded type and approved for exterior use. Extension cords shall be placed so as not to create a hazard.

Charcoal Cooking:

1. Charcoal cooking must be located in areas away from public access.
2. Charcoal cooking must be 10 feet away from combustible structures and parked vehicles.
3. Coals shall be disposed in metal containers

Deep Fat Frying/Flambé/Open Flame Cooking:

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. The cook area must not be accessible by the general public.
3. Deep fat frying equipment must be equipped with a temperature regulating device.
4. Separation must be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.

Fire Extinguishers:

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of 3A:40B:C. (dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of 2A:10B:C must not exceed 75 feet.
3. Fire extinguishers must be serviced annually and be tagged accordingly.
4. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.
5. Each cooking booth that is using deep fat fryers must have a 6 Liter Type K (wet chemical fire extinguisher).

Miscellaneous:

Fire Hydrants – Fire Hydrants must not be obstructed at any time for any reason.

Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

The above regulations are not inclusive of other general fire safety provisions that may be imposed upon inspection.

Any booth not in compliance will be immediately closed.

Fire Safety Tips

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. Do not spray lighter fluid on briquettes that have been previously ignited.
7. In case of emergency, **DIAL 9-1-1.**

Conch Republic Independence Celebration
Events APRIL 20-29, 2012

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

EVENTS (INITIAL SIGNOFF):

Maria Ratchuk
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ POLICE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ FIRE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ KWDOT/PORT

M. W. 3-20-12
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ CODE COMPLIANCE

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)