



# Key West Woman's Club

PO Box 2924 • Key West, Florida 33045

319 Duval Street • 305-294-2039

To: City of Key West  
P.O. Box 1409  
Key West, Florida 33041

From: Key West Woman's Club  
319 Duval Street  
Key West, Florida 33040

Re: Revocable License Agreement for  
Use of City Property

Date: August 9, 2017

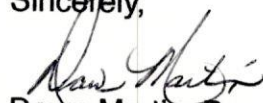
Attached is an executed document for Agreement by and between the City of Key West and the Key West Woman's Club. Additionally, a copy of correspondence from Frank McPherson, Porter-Allen Company, Inc., to Jim Scholl, City Manager, is enclosed. This letter describes conversation regarding insurance requirements.

The Key West Woman's Club has enjoyed and appreciated the City's permission for property use during the period surrounding Fantasy Fest for many years. As noted in the document, Section 1 defines this period as "Thursday, Friday and Saturday of Fantasy Fest for years 2017 through 2021".

The Key West Woman's Club, established in 1915, is dedicated to community service. Through volunteer efforts we raise funds to assist needs within our community and to preserve the historic Hellings House. Our docent tours of this Florida Heritage Site provide an in depth look into family life as it was in 1892.

Thank you for your consideration. We look forward to continued agreement for years to come.

Sincerely,

  
Dawn Martin, President

*THE*  
**PORTER-ALLEN COMPANY**  
**I N S U R A N C E**

Since 1891

June 21, 2017

City of Key West  
Jim Scholl, City Manager  
City Hall  
P.O. Box 1409  
Key West, FL 33041-1409

RE: Key West Woman's Club, Inc.  
Insurance/Fantasy Fest Activities  
Sidewalk Five (5) Feet

Dear Mr. Scholl,

The Porter Allen Company has provided a Special Event Commercial General Liability including Liquor Liability policy for the Key West Woman's Club, Inc., during the past Fantasy Fest Events.

The City of Key West has been named as an Additional Insured.

We will continue to offer the Special Event policy for Fantasy Fest Festivities for future years.

Please note the Key West Woman's Club does not have any employees nor own any automobiles according to the information given to us.

Worker's Compensation, and Owned, Hired, and Non-Owned Automobile coverage is not included in the Special Event Policy.

If you have any questions, please contact us.

Sincerely yours,

**COPY**  
Frank McPherson  
The Porter-Allen Company, Inc.

Eileen Kawaler, Key West Woman's Club Representative

Eileen Kawaler

**COPY**

## Marilyn Wilbarger

---

**From:** Todd C. Stoughton  
**Sent:** Friday, August 11, 2017 10:23 AM  
**To:** Marilyn Wilbarger  
**Cc:** dbmchama@yahoo.com; Elizabeth Ignoffo  
**Subject:** RE: Key West Woman's Club: Agreement

Marilyn,

I spoke with Frank McPherson about this and the insurance in the revocable license agreement is different than the insurance required for our special permit application. From my standpoint, as long as the Woman's Club carries the insurance we require in our special permit application, they are covered.

Respectfully,

Todd

Todd Stoughton  
Risk Manager/Safety Officer  
City of Key West  
1300 White Street  
Key West, FL 33040  
(305) 809-3811  
[tstoughton@cityofkeywest-fl.gov](mailto:tstoughton@cityofkeywest-fl.gov)

---

**From:** Elizabeth Ignoffo  
**Sent:** Thursday, August 10, 2017 4:40 PM  
**To:** Marilyn Wilbarger <[mwilbarger@cityofkeywest-fl.gov](mailto:mwilbarger@cityofkeywest-fl.gov)>  
**Cc:** dbmchama@yahoo.com; Todd C. Stoughton <[tstoughton@cityofkeywest-fl.gov](mailto:tstoughton@cityofkeywest-fl.gov)>  
**Subject:** Key West Woman's Club: Agreement

Dear Marilyn,

Please find the attached signed revocable license agreement and insurance coverage letter from Mr. Frank McPherson, Porter-Allen Company.

I have two original signature copies of the revocable license agreement, which I will send to you via inter-office mail with the dollar fee.

Please feel free to contact me or Ms. Dawn Martin, President of the Key West Woman's Club, if you require additional information. Dawn may be reached at 305-292-1243 or [dbmchama@yahoo.com](mailto:dbmchama@yahoo.com)

Respectfully,  
Elizabeth

Elizabeth Ignoffo  
Permit Engineer

City of Key West  
P.O. Box 1409  
Key West, FL 33041  
305-809-3966