

EAST QUAY wall - Pole Vault

CITY OF KEY WEST

Jan - 9, 10, 11, 12th, 2020

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) STEVE HANES, President, KWTFFC
 Address of Applicant(s) 714 Southard Street Key West 33040
 Phone Number of Applicant(s) and emergency number 512-470-8076 / 512-417-5290
 Name of Non-Profit(s) Key West Track & Field Club
 Address of Non-Profit(s) 714 Southard Street Key West 33040
 Phone Number of Non-Profit(s) 512-470-8076
 Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 100%
 Date(s) of Event January 9, 10, 11, 12 2020
 Hours of Operation 8AM - 8PM
 Estimated/anticipated number of persons per day see attached
 Location of Event Trumon Waterfront Park - see attached
 Street Closed None
 Detailed Description of Event: Pole Vault Competition - see attached

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.

Steve Hans
Applicant(s) Signature

2/13/2019
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: ~~Faney~~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.

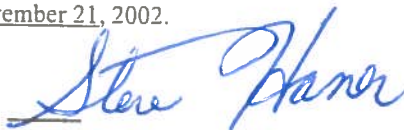
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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 sk

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 sk

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 sk

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 sk

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

Sponsor's Signature sk

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 sk

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 sk

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 sk

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 sk

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 sk

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 sk

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 sk

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 sk

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 sk

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Steve Hanes Phone number: 512-420-8076
- 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: 1 Recycling + 1 Garbage
- 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: Will be made per last year's event
- 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: Volunteers
- 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: _____
- o View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____
Actions taken: _____
- 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: _____
- 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: _____
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



THE CITY OF KEY WEST

1000 WHITE BLVD., KEY WEST, FLORIDA 33549-4000 (305) 854-7000

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.

Steve Ploner

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 21 2018

KEY WEST TRACK AND FIELD CLUB INC
714 SOUTHARD ST
KEY WEST, FL 33040-0000

Employer Identification Number:
82-5120106
DLN:
26053534004488
Contact Person:
JOAN C KISER ID# 31217
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
April 24, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

KEY WEST TRACK AND FIELD CLUB INC

Sincerely,

Stephen A. Martin

Director, Exempt Organizations
Rulings and Agreements

2019 Actuals

EXPENSES

Donations to Key West High School Track	\$	15,500.00
Funding for Middle School Track program		
Tent Rentals (5)	\$	312.50
Lighting	\$	700.00
Clipboards, paper, labels	\$	45.12
Misc. PV Equipment	\$	276.67
Facility Fee - City of Key West	\$	250.00
Moving Expense - Uhaul	\$	178.11
Runway Expense	\$	4,535.47
Event Operations Total	\$	6,297.87
Social Media Production		
Google, Facebook, Instagram Production		
Website Updates and Hosting	\$	3,950.00
Photography	\$	500.00
Misc. Supplies	\$	200.00
Media Placement and Production Costs	\$	4,650.00
Google Ads		
Facebook/Instagram Ads	\$	156.25
Banner Ads		
Email Blast		
Print Advertising		
Event Marketing	\$	156.25
Press Releases		
Public Relations	\$	-
Printer Banners		
Print Posters	\$	126.56
Feather Banners		
Promotional Signs	\$	126.56
Radio Advertising	\$	1,800.00
T Shirts	\$	957.44
Medals	\$	344.59
Tickets	\$	227.15
Big Check	\$	140.00
Promotional Items	\$	1,669.18
TOTAL EXPENSES	\$	30,199.86
NET	\$	3,603.48

2019 Actuals

INCOME

Cash from Event Day	\$	1,387.00
Sponsorships	\$	19,240.40
Donations	\$	8,062.00
Food and Beverage	\$	834.00
Interest	\$	1.94
Pole Vault in Paradise - Registration	\$	2,400.00
Silent Auction	\$	1,475.00
T- Shirts Sales	\$	403.00
Celebrity PV		
TDC Funding		
TOTAL INCOME	\$	33,803.34



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Key West Track & Field Club, Inc.
Pole Vault Competition
At the Truman Waterfront East Quay
& Parking Lot
January 9-12, 2020

I **Steve Hanes** being authorized to act on behalf of and legally bind the **Key West Track & Field Club, 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.

Maria Rateriff
Signature of Witness

Maria Rateriff
Print Name

8/27/19
Date

Steve Hanes
Signature of Applicant

STEVE HANES
Print Name

8/27/2019
Date

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



Key West High School

2100 Flagler Ave.
Key West, Florida 33040
Tel. 305 293-1549 Ext 303
Fax 305 293-1547

Principal
Amber Archer Bosco

Assistant Principal
Tara Whitehead

Assistant Principal
Dave Perkins

February 14, 2019

Mr. Steve Hanes
Key West Track & Field Club
714 Southard Street
Key West, FL 33040

Dear Steve:

I wanted to thank you and acknowledge your specific donations to the Key West High School Track Team. All will be put to good use in supporting the kids.

- 140' of raised pole vault runway
- \$5,500 payment for our request to Pole Vault City for standards, extenders, sloped standard padding, cross bars, and safety max box collar.
- \$10,000 cash donation

Thank you for establishing Pole Vault in Paradise as a major fundraiser for our program.

Sincerely,

Dave Perkins
Head Track Coach
Key West High School





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

Detail by Entity Name

Florida Not For Profit Corporation
KEY WEST TRACK & FIELD CLUB, INC.

Filing Information

Document Number	N18000004631
FEI/EIN Number	82-5120106
Date Filed	04/24/2018
State	FL
Status	ACTIVE

Principal Address

714 SOUTHARD STREET
KEY WEST, FL 33040

Mailing Address

714 SOUTHARD STREET
KEY WEST, FL 33040

Registered Agent Name & Address

REGISTERED AGENTS INC.
7901 4TH STREET NORTH
SUITE 300
ST.PETERSBURG, FL 33702

Name Changed: 04/09/2019

Address Changed: 03/25/2019

Officer/Director Detail

Name & Address

Title PRES

HANES, STEVE
714 SOUTHARD STREET
KEY WEST, FL 33040

Title VP

BAUER, CAROLINE
714 SOUTHARD STREET
KEY WEST, FL 33040

Title S/T

BOOKOUT, DONNA
714 SOUTHARD STREET
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2019	04/09/2019

Document Images

04/09/2019 -- ANNUAL REPORT	View image in PDF format
04/24/2018 -- Domestic Non-Profit	View image in PDF format

Florida Department of State, Division of Corporations

Hours of Operations and Estimate People

Thursday:	Setup runway and pits during daylight hours	Approx. 25 people
Friday:	AM Final setup	Approx. 25 people
	Noon – 6 pm Clinics and/or Practice	100 people
Saturday	Daylight to 8pm	750 people
	Events taking place at 9am, Noon, 3pm, and 6pm	
	The people should be spread evenly thorough out the day	
Sunday	Clean-up and breakdown runway and pit	Approx. 25 people

Location of Event

Use of the Pier directly North of the Ingham for runways and tents. Adjoining grassy areas to be partially utilized for tents. Possible runway orientation from Pier to grass depending on wind direction.

Use of most northerly section of parking lot for volunteers, participants, and trash and recyclable bins.

Detailed Description of Event

This will be the 2nd Annual Pole Vault in Paradise. For those who experienced the first event at the Truman Waterfront Park, the 2nd event will be very similar with provisions for growth built in.

Pole Vault in Paradise is an all-comers pole vault competition modeled after successful events around the country. A couple of examples are the Beach Vault in Port Aransas, Texas (<http://portbeachvault.com/>), Grand Haven (Michigan) Beach Vault (<http://grandhavenbeachvault.com/>), and Jersey Jumps Beach Vault (<https://verticaladventures.org/beach-vault/>). The attendance includes youths (9 – 18) and their parents, college and Masters aged vaulters, and elite vaulters. Elite vaulters are typically the best in the country and contenders for our National teams.

Key West Track & Field Club (KWTF) is the event organizer. KWTF is a non-profit to promote track and field in the lower keys. The primary beneficiary of the January, 2019 event was the Key West High School Track Team.

An added beneficiary to our event is those on the hospitality business. Based upon our survey of the participating athletes, 46 competitors and their families/friends for a total of 158 people stayed a total of 110 nights in the Florida Keys. Assuming 2 persons per bed, that is approximately equal to 202 room nights.

The January, 2019 event had approximately 10 booths and 2 food trucks which sold event t-shirts, food, beverages, massages, caricatures, accepted donations, and provided a PA system with music. We expect a similar setup in 2020.

Thursday and Sunday are set aside to install/deinstall the pit and runway and complete cleanup.

On Friday we anticipate making the pit available for practice and possibly teaching clinics and will open the registration booth in the afternoon.

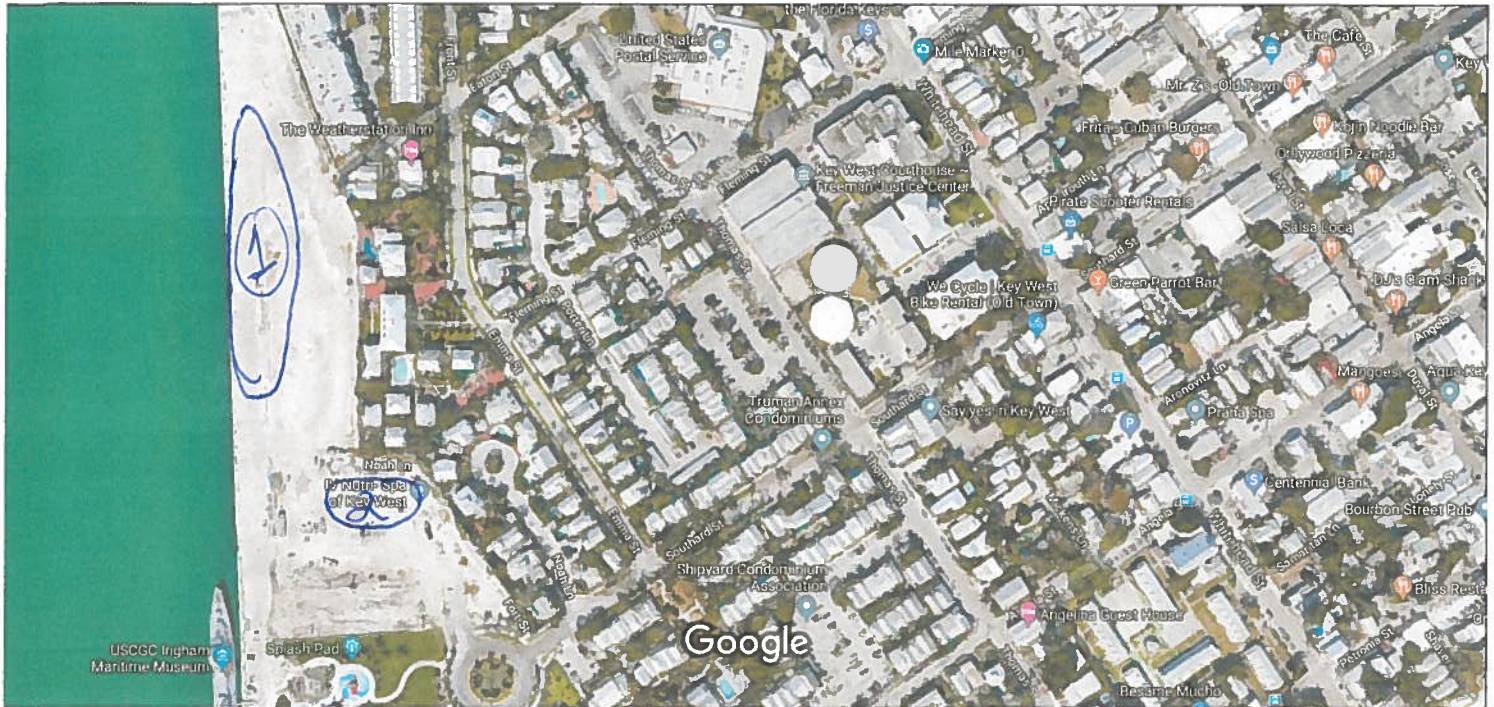
The main event is Saturday where we will hold competitions at 9am, Noon, 3pm, and 6pm. Each group will be limited to 15. If registrations exceed 60 then we will have a 2nd pit and runway installed with flights competing concurrently.

The event is promoted to encourage locals and tourist to come watch.

Event Name: Pole Vault Competition Jan 9-12
Truman Waterfront East Quay

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)	n/a
X	\$50.00 for Noise	n/a
X	Ordinance initialed	
X	Recycling checklist completed	
X	Recycling deposit \$1,000.00	
X	Recycling Plan	City will be working with them
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 & Indemnification Form	
X	Site Map (where barricades, stages, etc are to go)	
X	Letter from non profit that states they will be receiving the funds	IRS Determination letter attached KWTFC is the non-profit



Imagery ©2019 Google, Map data ©2019 Google 200 ft

① Event Location - Runways & Tents

② Most Northerly Parking Section
Used for:
Volunteers
Participants
Trash & Recyclable BINS



THE CITY OF KEY WEST

Parking Division
1370 White Street
Key West, FL 33740

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

*Use of the Northeastern most parking lot
at Truman Waterfront - same as last year.*

*Used by volunteers & participants
& trash & recycle bins*

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



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

Please Check All That Apply To This Event

Cooking

- Deep Frying/Open Flame
- Charcoal Grill
- Gas Grill
- Food Warming Only
- Catered Food
- Plan for Cooking Oil Disposal
- No Cooking on Site

Food Trucks

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

- will use electrical on light posts

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)

Tents - same as last year -
placed on Picnic Grounds
near Picn

Food Booths

- Food Booths - Total # 4
- Vendor Booths - Total # 8
- Total Number of Booths - _____

Parade

- Floats - Total # _____

Maria Ratcliff

From: Steve Hanes <sahanes@kwtfc.org>
Sent: Tuesday, May 21, 2019 8:54 AM
To: Maria Ratcliff
Subject: Pole Vault in Paradise

Maria,

Has Mr. Scholl approved our event? If not, could you ask if he could do that before his contract expires? Do you need me to do anything else at this time?

Below is an expanded schedule. Not more hours, just more details about what is happening on each day.

January 9: Setup Day - Organizers and Volunteers arrive to move pole vaulting equipment and tents to the Truman Waterfront for setup. About 4 tons of equipment must be moved. Athletes begin arriving to begin preparation for competing.

3:00pm - 5:00pm Registration Open

January 10: Morning - Final Set-up is completed

12:00pm - 4:00pm Open Practice

3:00pm - 6:00pm Registration Open

4:00pm - 5:00pm Celebrity pole vault lessons

4:30pm - 6:30pm Athlete's Dinner

January 11: Competitions

8:00am - Runways open for warm-ups for the initial flights

9:00am - Flight 1 & 5 & 9 begin

12:00pm - Flight 2 & 6 & 10 begin

Allow for Celebrity PV Flight

3:00pm - Flight 3 & 7 & 11 begin

6:00pm - Flight 4 & 8 & 12 begin

Each flight contains approximately 15 competitors and will take about 2 hours. Each flight will have about one hour to warm-up. Food and beverages are available during the event. Music and entertainment are provided during warm-ups. Professional pole vault announcer during competitions. Athletes are introduced at the beginning of their flights. Father John conducts blessing of the pit(s) prior to the 9am flights. National anthem is performed (live singer) prior to 12pm flights. 1 runway allows for about 60 vaulters. 2nd runway allows a total of 120 vaulters, And so on by adding runways as needed.

January 12: Organizers and Volunteers and some athletes clean-up Truman Waterfront and move pole vaulting equipment back to its original locations. Sunday morning can also be used to accommodate last minute registrations, which always happens at these events, if Saturday flights are full.

8:30am Pancake Breakfast

9:00am Overflow competitors (if required)

Afternoon Clean-up

Steve Hanes

President

Key West Track & Field Club

512-470-8076

EXHIBIT A-2
EVENT ITINERARY

Specifically outline the activities/events that will take place during your event. If your event encompasses several days, break out each day, including the venue. Only include activities that are directly related to the event for which you are seeking funding, and for which your organization is responsible for producing.

Example: Day 1: Opening Party/Registration (include venue and time)
Day 2: Food and Wine Tasting (venues and times)
Day 3: Art Festival (include venue/times and possible street closings)

All Activities are scheduled for the Truman Waterfront Park on the Pier.

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Afternoon Clean-up

Kuman Waterfront East Quay



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Pole Vault Competition
 DATES: Jan 9-12, 2020

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratush 8/20/19

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

Rogelio Hernandez 8-30-19

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

No Impact

Maria Ratcliff

From: Doug Bradshaw
Sent: Friday, August 30, 2019 10:51 AM
To: Maria Ratcliff; Richard Sarver; Ralph Major; Marcus A. Davila; Michael J. Turner; Joseph Tripp; JR Torres; Danny Blanco; Alan Averette; Rod Delostrinos; Regina Scott; Rogelio Hernandez; Jim J. Young
Subject: RE: Pole vaulting competition at the East Quay January 9-12, 2020

No issues with Port

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: Friday, August 30, 2019 10:44 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; JR Torres <jrtorres@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>
Subject: Pole vaulting competition at the East Quay January 9-12, 2020

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*

Kuman Waterfront East Quay



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Pole Vault Competition
 DATES: Jan 9-12, 2020

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratush 8/20/19
 SIGNATURE DATE

COMMUNITY SERVICES

Ralph Meyer 9/3/19
 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

Maria Ratcliff

From: Joseph Tripp
Sent: Monday, September 2, 2019 11:08 AM
To: Maria Ratcliff
Subject: RE: Pole vaulting competition at the East Quay January 9-12, 2020

approved

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Friday, August 30, 2019 10:44 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; JR Torres <jrtorres@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>
Subject: Pole vaulting competition at the East Quay January 9-12, 2020

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*

Kuman Waterfront East Quay



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Pole Vault Competition
DATES: Jan 9-12, 2020

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Lattuff 8/20/19
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

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED