

CITY OF KEY WEST APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Metropolitan Community Church / one human family
 Address of Applicant(s) 1215 Peterson St Email: _____
 Phone Number of Applicant(s) and emergency number _____

Name of Non-Profit(s) Metropolitan Community Church / one human family Foundation
 Address of Non-Profit(s) 1215 Peterson St Key West FL
 Phone Number of Non-Profit(s) Steve Tolliver 305-797-8178 JT 305-296-3080

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

Date(s) of Event Monday May 13, 2019

Hours of Operation Sund Church 4:00-4:30 - Event 8:00-10:30

Estimated/anticipated number of persons per day 358

Location of Event 1125 Duval St La te da

Street Closed 2:00pm - 11:00pm

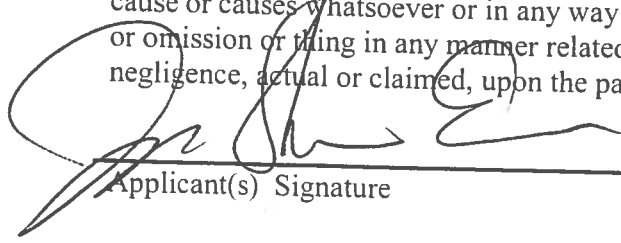
Detailed Description of Event: 36th annual Queen Mother event for Charity McCarrick / one human family

List of Businesses that will participate in Alcohol Exemption:

- | | | |
|---|---|--|
| Noise exemption required: | Yes <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| Alcoholic beverages sold/served at event: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Recycle Deposit \$1000.00 | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Cooking oil recycled | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |
| Recycled containers | Yes <input type="checkbox"/> | No <input checked="" type="checkbox"/> |

La te da provides Recycle containers

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)/permittee 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.



Applicant(s) Signature

3/1/2019
Date

CITY OF KEY WEST APPLICATION FOR A SPECIAL EVENT PERMIT NOISE CONTROL EXEMPTION

\$50.00

Date 3/1/2019

Applicant Name St. Eusebio Metropolitan Church / SHFF

Applicant Address 224 Spruce St

Applicant Phone Number 305-364-5438

Event Name Queen Mother Pageant #36

Event Address/Location 125 Duval St

Date of Event Monday May 13, 2019

Nature of Event Raise funds for Metropolitan Community Church
and one hour of fund-raising.

Profit Non Profit

Time(s) Request for Exemption Sund Church 4:43 / cont & 10:38

Number of Exemptions at this location this calendar year _____

Date of last exemption _____

Date: 3/8/2019 12:07:02 PM
Receipt Number: 46754
Amount: \$50.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096
Receipt Number: 46754
Fee Code Version:
SPECIAL EVENTS PAYMENTS - SS
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$50.00
Additional Comments: NOISE EXEMP. QUEEN MOTHER PAGEANT

\$50.00


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 alcoholic 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

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 

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 an 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 

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: ~~FaneyFantasy~~ 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 

February 28, 2019

Key West City Commission:

Dr. Mr. Mayor and City Commissioners:

This Monday, May 13th, the community will enjoy the 36th annual Queen Mother Pageant, the newest in a long tradition of colorful and entertaining events.

Beyond colorful and entertaining, however, this event has proved to be a vital fundraiser for two of our island's most valued non-profit organizations: Metropolitan Community Church and One Human Family Educational Foundation. We both rely on the proceeds from this event to continue our positive work in the community.

Since a temporary street closure is needed for this event, One Human Family Foundation is respectfully requesting that you approve that closure. We also hope that you allow noise exemptions for the setup from 4-5PM and during the event, 8-10:30PM.

We have every confidence that the event's highly-experienced coordinator, John "Ma" Evans, will handle all your concerns about the closure to minimize disruption and maximize the fun!

Thank you again for considering - and hopefully approving - this temporary street closure request and noise exemption.

JT Thompson, Founder
One Human Family Foundation

**ALL PEOPLE ARE CREATED EQUAL MEMBERS OF
ONE HUMAN FAMILY**

(all volunteer & 501(c)3 non-profit, 100% goes to printing & distributing giveaways)
P.O. Box 972, Key West, FL 33041 • JT@DesignKW.com

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person Debra McCann Phone number: 305-394-1377
- 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: _____
- 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: _____
- 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: _____
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

containers must be adjacent to trash barrels in order to reduce contamination problems.

- Monitor recycling containers for correct usage during the event and take actions to solve problems.
Problems: _____
Actions taken: _____

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____
Actions taken: _____

- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program
Comments: _____

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- At the end of the event, remove signs and arrange for their return to owners.
- Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.
Amount of material: _____
Contamination: _____
- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- Share the results with event organizers.
- Security deposit of \$1000.00 must be submitted prior to the event.
- Security deposit returned: _____

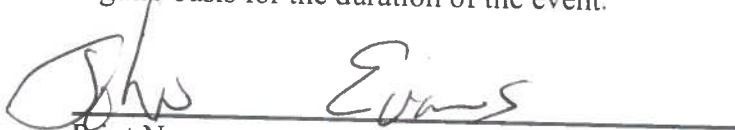
*For more information about event recycling and waste reduction, contact Waste Management at
305 296-2825*



THE CITY OF KEY WEST

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

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 and recycle cans on a regular basis for the duration of the event.


Print Name: _____

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

On Monday May 13, 2019 will be the 36th Queen Mother Pageant. This is a benefit for Metropolitan Community Church and One Human Family Foundation. The set up will start at 12noon and sound check at 4/4:45 and the contest will run from 8pm till 10:30. We have no objection to the street being closed for this event.

Queen mother 36 no objections for street closed

Name /Business	Address	Sign
LA TEDA	1125 Duval Street	
Green Pineapple	1130 Duval St	
Arabella Arabiana Spa	1128 Duval St	
Tenni Fowler	1121 Duval St	Last Key Realty
Last Key Realty	1121 Duval St	Tenni Fowler
Rum BAR	1117 Duval St	
Coco & Salem	1111 Duval St	
Historic Hideaways	1109 Duval St	
Grand Vin	1107 Duval St	
Island cigar factory	1101 Duval St	
Happy Rooster	1102C	
Happy Rooster & Kids	1108	
COUNTRY CANTH	1108-B Duval	Meredith Burkhardt
FRANGIPANI	1102A+B Duval	
The Salty Angler	1114 Duval St	
Ly Hella J.	1124 Duval	Upstad.
CUBBYHOLE	1120 Duval St	

Recycle Plan for Queen Mother 36 Anniversary Pageant

La Te Da – 1125 Duval St.

Monday May 13, 2019 7pm-11pm

Recycle Coordinator: Derek McCann

La Te Da is currently in a recycling program with Waste Management. We have our normal pick up on Tuesday May 14, 2019.

La Te Da is the only vendor at the event. Beverages will be sold in either bottles or plastic cups. All glass used in drink preparation will be recycled; each of the bars will have their own recycle bin.

Recycle bins for plastic and recycle bins for bottles will be placed within 50 feet of each drink sale location.

Recycle bins will be distributed in the whole 1100 block of Duval from Catherine St. to Amelia St.

Cardboard: all cardboard and boxes will be dismantled and properly deposited in our white recycling dumpster on Catherine St.

Recycle Bins: ALL Recycle Bins will be clearly labeled with a sign indicating its recycling status

Recycling will be by Waste Management on our contracted day. Additionally trash containers will be provided and distributed on the block between Catherine and Amelia. These containers will be labeled “Trash Only”

Currently, La Te Da employees are participating in our company recycling program. All employees will be apprised of the location of site recycling receptacles for the event.

QUEEN 35 Financial

Date	Creditor	EXPENSE	INCOME
3.5.2018	Key West City Manager Event Permit/Trash	\$1,000 (check)	Refund will be issued per Maria Ratcliff – City of Key West, FL 7/11/2018
7.11/2018	Key West City Manager Event Permit/Trash	\$143.66	
5.10.2018	ALL STAR RENTAL	\$1,687.20 (phone VISA)	
5.10.2018	Key West Fire Department	\$160	
5.11.2018	La-Te-Da Rooms for CCH Staff	\$500 – INKIND	
Temp. Staff	Payment for Day of Event	\$500 - INKIND	
		\$2,847.20	
	PRE-EVENT Ticket Sales – CCH WebSite		\$3,977
	Credit Card Sales at Event		\$380
	Checks at Event		\$5,650
	REFUND Table Rentals		\$44.89
			\$10,051.89
			\$7,061.03 net

This will change once check is received. A very special thank you for your help with this project!



THE CITY OF KEY WEST

Parking Division

1300 White Street
Key West, FL 33040

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

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

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)

Booths

- Food Booths – Total # _____
- Vendor Booths – Total # _____
- Total Number of Booths - _____

Parade

- Floats – Total # _____



LATEDAK-01

L RANDOLPH

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/08/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Collinsworth, Alter, Fowler & French, LLC
CONTACT NAME: Lourdes Bonet Randolph
PHONE (A/C, No, Ext): (305) 822-7800
FAX (A/C, No): (305) 362-2443
E-MAIL ADDRESS: lrandolph@cafflfc.com
INSURER(S) AFFORDING COVERAGE: Admiral Insurance Co
NAIC #: 24856

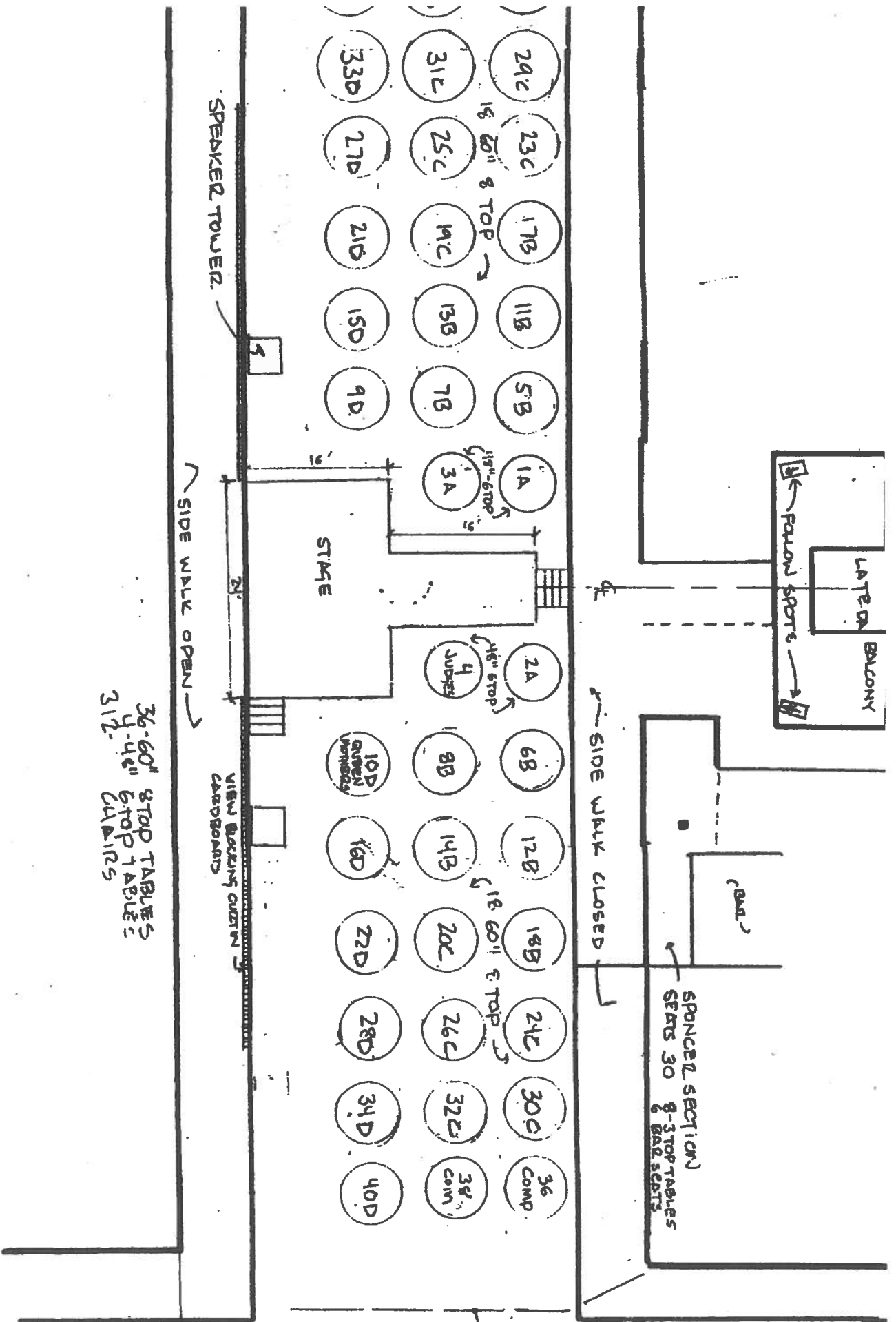
COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF (MM/DD/YYYY), POLICY EXP (MM/DD/YYYY), LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liab, Excess Liab, and Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER: City of Key West
CANCELLATION: SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.



36-60" 8-STOP TABLES
 4-4" 6-STOP TABLES
 312- CHAIRS

CATHERZI

POLICE BARRICADE

SPONCER SECTION
 SEATS 30 8-STOP TABLES
 & BAR SEATS

SIDE WALK CLOSED

SIDE WALK OPEN

VIEW BLOCKING CURTAIN
 CARDBOARD

STAGE

SPEAKER TOWER

LATERA BALCONY

FOLLOW SPOTS

BAR

18-60" 8-STOP

18" 6-STOP

4" JUDGE

10D QUEEN BENCH

38" COM

36 COMP

30C

24C

18B

12B

6B

2A

1A

5B

11B

17B

23C

29C

32C

30C

24C

18B

12B

6B

2A

1A

3A

7B

13B

19C

25C

31C

34D

30C

24C

18B

12B

6B

2A

1A

3A

7B

13B

19C

25C

31C

9D

15D

21B

27D

33D

2'

2'

2'

2'

2'

2'

2'

Event Name: Queen Mother Pageant May 13, 2019

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	
X	Authorization Letter for continuous cleaning of recycled area	
X	Signatures of No Objection of Street closure (If applicable)	
X	Insurance naming the City as additional insured	
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	MCC & One Human Family are the non profit



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: MCC - Queen Mother Pageant
DATES: May 13, 2019

Table with columns: DEPARTMENTS, COMMENTS. Rows include: EVENTS (INITIAL SIGNOFF) with signature Maria Katush and date 3-7-19; COMMUNITY SERVICES; POLICE DEPARTMENT; FIRE DEPARTMENT; KWDOT; PORT AND MARINE SERVICES; CODE COMPLIANCE with signature Jim Young and date 7 Mar 19; ENGINEERING; UTILITIES.

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: MCC - Queen Mother Pageant
 DATES: May 13, 2019

<u>DEPARTMENTS</u>	<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF) <u>Maria Katush</u> 3-7-19 SIGNATURE DATE	
COMMUNITY SERVICES SIGNATURE DATE	
POLICE DEPARTMENT SIGNATURE DATE	
FIRE DEPARTMENT SIGNATURE DATE	
KWDOT <u>Roger Hernandez</u> 3-7-19 SIGNATURE DATE	No Impact
PORT AND MARINE SERVICES SIGNATURE DATE	
CODE COMPLIANCE SIGNATURE DATE	
ENGINEERING SIGNATURE DATE	
UTILITIES SIGNATURE DATE	

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



THE CITY OF KEY WEST

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

To: La Te Da / Hospice

From: Division Chief/Fire Marshal Danny Blanco

Date: 03/12/2019

Reference: Queen Mother Annual Event

This office reviewed the special event application for the Queen Mother Annual Event to be held at La Te Da on May 13, 2019.

The following conditions apply:

- No cooking on city property.
- The Duval Street closure needs to allow for emergency vehicle passage.
- If there is not a Fire Lane provided for emergency vehicle access. A Fire Inspection Detail will be required during the hours of the event.
- 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).**
- **Site map needs to be provided to show Fire Lane on Duval St.**

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@cityofkeywest-fl.gov

Serving the Southernmost City

326E LSSM 132

Maria Ratcliff

From: Joseph Tripp
Sent: Thursday, March 14, 2019 11:26 AM
To: Maria Ratcliff
Subject: RE: Queen Mother Pageant

Approved

Sorry, I thought I sent it already.

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Thursday, March 14, 2019 11:06 AM
To: Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>
Subject: Queen Mother Pageant

If you guys can please send me the approval for the Queen Mother Pageant, I will really appreciate it. Thanks!

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*



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: <u>MCC - Queen Mother Pageant</u>
DATES: <u>May 13, 2019</u>

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Katusff *3-7-19*

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

✓

POLICE DEPARTMENT

SIGNATURE

DATE

✓

FIRE DEPARTMENT

SIGNATURE

DATE

✓

KWDOT

SIGNATURE

DATE

✓

PORT AND MARINE SERVICES

SIGNATURE

DATE

N/A

✓

CODE COMPLIANCE

SIGNATURE

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED