

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Wecycle/Evan Askew
Address of Applicant(s) 5160 US Highway 1, Key West FL 33040
Phone Number of Applicant(s) 305-393-5797 Fax: _____ Email EVAN@WECYCLEKW.COM

Name of Non-Profit (s) KEY WEST ART + HISTORICAL SOCIETY
Address of Non-Profit(s) 281 FRONT ST, KEY WEST FL 33040
Phone Number of Non-Profit(s) 305-295-6616

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 25%
Date/Dates of Event OCT 25, 2015

Hours of Operation RIDE DEPARTS @ 6PM, STREET CLOSURE 7PM-MIDNIGHT
Estimated/anticipated number of persons per day 7000 - 10,000

Location of Event GROUP BICYCLE RIDE FROM EAST MARTELLO TO DUVAL ST.
Street Closed 100, 200, 300 BLOCKS OF DUVAL ST

Detailed description of event SEE ATTACHED

Noise exemption required: Yes _____ No

Alcoholic beverages sold/served at event: Yes _____ No

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.



9/10/15

Applicants Signature

Date

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



THE CITY OF KEY WEST
POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409
WWW.KEYWESTCITY.COM

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel
City Attorney RT

DATE: October 17, 2002

RE: Special Events Ordinance
Second Reading

The following are the changes made to the Special Events Ordinance for second reading:

- Section 6-26. The requirement of certified check or credit card applies only to the down payment.
- Section 6-27. The requirement of payment for parking meters has been removed altogether. In its place is a new section concerning food and beverage booths, and a prohibition against their placement in front of or near restaurants and bars.
- Section 6-56. The contact person's telephone number is now required.
- Section 6-57. Each nonprofit organization named by a sponsor in the application must provide a letter of assent to the City Manager.
- The effective date of the ordinance is January 1, 2003.

Revised for
Third Reading
11/19/02

ORDINANCE NO. 02-29

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 provision 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

* (Coding: Added language is underlined; deleted language is ~~struck through~~.)

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 (1-1/2%) 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.

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 person 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 percentage of the revenues of a special event that causes the closing of a city street must be donated to the nonprofit organization and, at the sponsor's option, to additional charities. On the application form issued by the city manager, the nonprofit must state the amount or percentage of revenues it anticipates to receive from the special event.~~ 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 twenty-five percent (25%) of the sponsor's gross revenues or \$1,000.00, 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 manager with a letter of assent.

Section 5. That section 6-58 of the Code of Ordinances is hereby amended as follows:

Sec. 6-58. Major festival.

(a) A major festival is a special event of regional impact. Major festivals are: ~~Fancy~~Fantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons

or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. ~~have a non profit coapplicant or to provide a percentage of revenues to a charitable cause.~~

(b) A business that seeks to sell alcoholic beverages at a major festival pursuant to an APS state license, and which is not a bar or restaurant or other concern that sells alcoholic beverages in the ordinary course of its business, must obtain the written approval of the major festival sponsor and provide such approval to the city of Key West.

Section 6. That section 6-61 is hereby added to the Code of Ordinances as follows:

Sec. 6-61. Temporary bathroom facilities.

Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent (5%) of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with 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

therefrom 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.

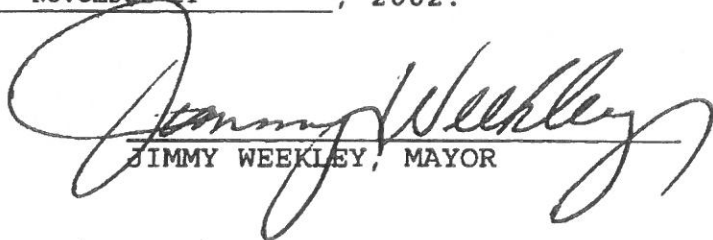
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

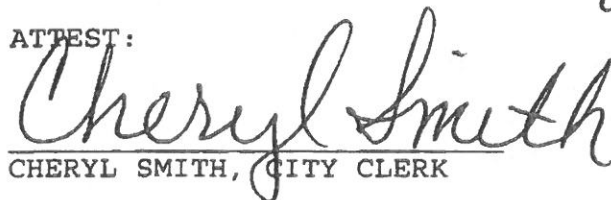
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

Authenticated by the presiding officer and Clerk of the Commission on 21st day of November, 2002.






Filed with the Clerk November 21, 2002.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK

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. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.
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 BT
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature BT
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 BT
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 BT
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 BT
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 BT
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 BT
15. Where a person has not applied for a special event permit and an event at it's 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 BT

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

Zombie Bike Ride: Special Event Permit Description

The 6th Annual Zombie Bike Ride will take place on October 25, 2015.

The event will stage at the East Martello Tower. The staging has been approved by the Key West Art and Historical Society, the director of the airport, the county administrator, the city manager, the Sheriff's department and the Key West Police Department. All relevant permits are in the final stages of approval.

At 6pm, the ride will leave the staging area and proceed westbound on S. Roosevelt Blvd. A permit is in process from FDOT for the use of S. Roosevelt Blvd.

The ride will continue on Atlantic Blvd towards Duval St, with traffic control being coordinated by The Key West Police Department. The ride will be handled as a rolling roadblock with lower Duval as the destination.

We are requesting closure of the 100, 200 and 300 blocks of Duval Street from 7pm to midnight.

We are working with Public Works to contract barricades as needed about the ride route and for the Duval Street closure.

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Ewan Asbell Phone number: 305-393-5797
- 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. NA - NO VENDORS AT THIS EVENT
- 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.
NA - NO VENDORS AT THIS EVENT
- 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: POSSIBILITY OF IMPROPER BIN USE
Actions taken: EVENT STAFF WILL MONITOR BINS & CORRECT USE.

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: POSSIBILITY OF IMPROPER BIN USE
Actions taken: BIN MONITORS WILL CORRECT USE & ENCOURAGE RECYCLING

- 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: NO VENDORS AT EVENT. EVENT STAFF WILL PHOTOGRAPH RECYCLING, COUNT BINS & BAGS AND PROVIDE FEEDBACK.

- 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: TBD

Contamination: TBD

- 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*

RECYCLING PLAN

Zombie Bike Ride: Recycling Plan October 25, 2015 7-11:59pm

Zombie Ride recycling contact: Evan Haskell, 305-393-5797

No vendors are associated with this event. Any trash or recycling generated during this event will have originated from the adjacent bars and restaurants, or have been brought in by event participants.

Zombie Ride organizers are in active communications with Public Works in order to ensure the appropriate amount of recycling bins are rented for the proposed event on October 25, 2015. Public Works and the event organizers are still confirming the exact size and number of bins required to accommodate this event. The event organizers are aware of the costs associated with bin rental and the requirement to use bin liners.

- Communications efforts will be made in advance of the event through web and social media to encourage event participants to use recycle bins on Duval Street.
- Because there are no vendors at this event, it can be assumed that the majority of the potential recyclable material will be glass bottles, plastic bottles, aluminum cans and possibly plastic cups.
- Since there are no event vendors, signage at point of sale is not applicable.
- During the event, roving event staff will monitor the bins to ensure that people are properly disposing of recycling. Should improper disposal be occurring, event staff will be stationed at recycling bins to observe and if necessary correct disposal behavior.
- Should the recycling bins become full during the event, event staff will rotate in new empty bins.



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3888

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.

A handwritten signature in black ink, consisting of stylized initials, is written over a horizontal line.



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

**We Cycle
Zombie Ride
Sunday, October 25, 2013
6:00 p.m.**

I **Evan Haskell** being authorized to act on behalf of and legally bind **We Cycle, 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 Ratchiff
Signature of Witness

Maria Ratchiff
Print Name

9/16/15
Date

Evan Haskell
Signature of Applicant

Evan Haskell
Print Name

9/16/15
Date



KEY WEST

ART & HISTORICAL SOCIETY™

Key West City Manager
C/O James K. Scholl
3132 Flagler Avenue
Key West, FL 33040

September 25, 2015

Mr. Scholl,

This letter confirms that the Key West Art & Historical Society, a local not-for-profit, is again hosting this year's Zombie Bike Ride, organized by WeCycle's Evan Haskell.

The Society's Fort East Martello Museum will serve as the starting point for the ride. With the schedule of events currently being planned for the Fort, the Society anticipates earning \$12,000 from the ride. These funds will assist the Society in its ongoing mission of preserving the cultural heritage of the Florida Keys.

Should you have any questions, please do not hesitate to contact me directly via phone at 305-295-6616, extension 103 or via e-mail at mgieda@kwahs.org.

Kind regards,

Michael F. Gieda
Executive Director



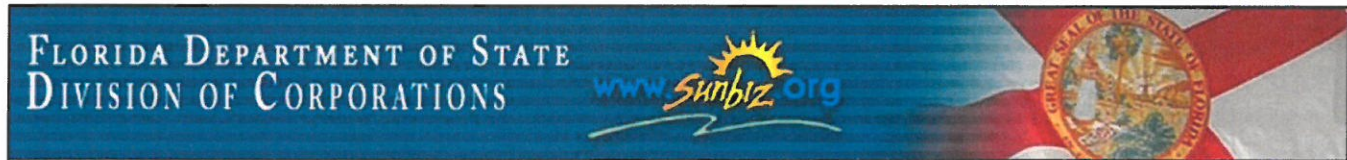
**Lighthouse & Keeper's Quarters
Museum**
938 Whitehead Street
Key West, FL 33040
305.294.0012



**Custom House Museum
KWAHS Administration**
281 Front Street
Key West, FL 33040
305.295.6616 telephone · 305.295.6649 fax
www.kwahs.org



Fort East Martello Museum
3501 South Roosevelt Blvd.
Key West, FL 33040
305.296.3913



Detail by Entity Name

Florida Profit Corporation

WE CYCLE, INC.

Filing Information

Document Number	P11000094667
FEI/EIN Number	45-3853436
Date Filed	10/31/2011
Effective Date	10/31/2011
State	FL
Status	ACTIVE

Principal Address

5160 US1
Key West, FL 33040

Changed: 04/30/2013

Mailing Address

5160 US1
Key West, FL 33040

Changed: 04/30/2013

Registered Agent Name & Address

HASKELL, EVAN P
3812 FLAGLER AVE.
KEY WEST, FL 33040

Officer/Director Detail

Name & Address

Title P

HASKELL, EVAN P
3812 FLAGLER AVE
KEY WEST, FL 33040

Title VP

NEEDHAM, CHRISTOPHER R
614 FRANCES, APT B
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2012	04/30/2012
2013	04/30/2013
2014	04/25/2014

Document Images

04/25/2014 -- ANNUAL REPORT	View image in PDF format
04/30/2013 -- ANNUAL REPORT	View image in PDF format
04/30/2012 -- ANNUAL REPORT	View image in PDF format
10/31/2011 -- Domestic Profit	View image in PDF format







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State of Florida, Department of State








WeCycle Bike Shop is applying for a City of Key West permit to temporarily close the 100, 200 and 300 blocks of Duval Street (between Front and Eaton Streets) to vehicle traffic on Sunday, October 25 from 7p.m. to 11:59p.m. for a street festival for the conclusion of the 6th annual Zombie Bike Ride.







Per the City permit requirements, event organizers will make a donation to the non-profit organization of their choice (~~the Key West Montessori Charter School~~). **(KEY WEST ART + HISTORICAL SOCIETY)**



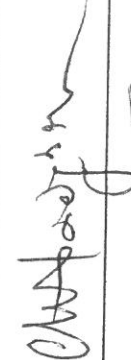




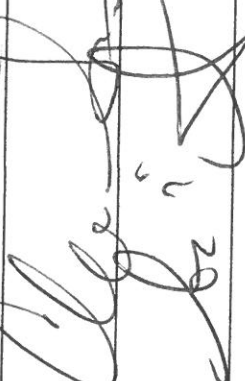

I, the undersigned business located within the proposed street closure area, have no objection to this temporary street closure.

BUSINESS NAME	STREET ADDRESS	PRINTED NAME	SIGNATURE
Shed's	335 Duval St.	Oxy	
Pumpkin Grove	335 Duval St	Dick	
Vertigo	327 Duval St	Al Alejandro	
Stoopy Joes	201 Duval St	Patrick Curran	
Island Silver	141 Duval St	Marie Croitoru	
Island Cigar	501 Greene St	Marie Croitoru	

GM THAT morning
T-shirt & AP Scar

BUSINESS NAME	STREET ADDRESS	PRINTED NAME	SIGNATURE
T-shack David	133 Duval St	David	
DIAMONDS INTERNATIONAL	129 Duval St	CARLOS MONTOLA	
\$ Dollar	109 Duval	Carlos	
Hogs Breath	400 FF St.	Suph	Suph Benin
Couch Shack	118 Duval St.	Jane	
Pirate Corner	200 Duval	Valentina	Valentina
Beach club	210 Duval	MARGEN	
CUSTOM APPAREL	220 222	RICHARD	
The Porch	429 Greline	CANDON	

BUSINESS NAME	STREET ADDRESS	PRINTED NAME	SIGNATURE
Shore Store	3264 Duval Street Key West, FL 33040	Dave Perez	Dave Perez
Bikini Village		Oliver Anna	
HEAVENLY COFFEE	330 Duval St	TAMIKA THOMAS	
Key West Cigar Club	335 F Duval	Russell Caruso	
Fat Tuesday	305 Duval	Derek L Spworth	
Mathessens	419 Duval	FR LARRY PERL	FRAN
STORRY'S	215 Duval St	Andrea Stresco	
FKS	211 E Duval	Ray Wolt	Ray Wolt
LAZY GIECKO	203 Duval	Jay Chimanowski	

BUSINESS NAME	STREET ADDRESS	PRINTED NAME	SIGNATURE
EMERSONS INTL	104 DUVAL ST	CHAC SCHITZKE	
7 ARTISTS & FRIENDS	100 Duval St.	NICOLA DELLECCOMO	
Naples Soap Co	128 Duval	Chloe Hooper	
#18131 CORP	224 Duval	WONA TREASE	
Kicks & Punks	202 Duval	MARK ROSS	
Jenny Rockets	217 Duval St.		
Carolines	310 Duval St	Chere Smith	
Hans Rock Cafe	303 Duval St	ADAM SWEITZER	

ZBR 2014 EXPENSE

Shirts	\$6,578.95
4 Star (tents/ tables/ chairs)	\$1,234.64
4 Star (generators)	\$367.63
4 Star (van rental)	\$28.87
4 Star (van rental)	\$4.68
Office Max - Posters	\$45.00
Strunk - Posters	\$35.00
Flyers Studio - Flyers	\$115.00
Joan Sullivan - Distribution	\$120.00
Aqua Spark - Volunteer Vests	\$100.00
Banner.com - banners	\$490.00
Office Max - Info Sheets	\$230.00
Domain - hosting	\$120.00
Shopify	\$240.00
swipers	\$90.33
MCSO	\$3,720.00
KWPD	\$1,800.00
Kristi	\$100.00
Nicole	\$375.00
Karrie	\$540.00
Design work	\$600.00
freas	\$250.00
Insurance	\$926.33
Public Works	
Port-o-Potty	\$1,200.00
Waste Management (recycling)	\$200.00
Wonderdog Production Services	\$4,000.00
WeCycle	
Day After Cleanup	
wristbands	\$1,235.14
Bags	\$317.20
Stage/ Sound (Sammy)	\$2,200.00
Band (FlowTribe through GP)	\$500.00
MCS DONATION	\$2,000.00
FedEx (DOT PERMIT)	\$24.00
Shippo (outbound tshirt shipping)	\$128.25
Shippo (outbound tshirt shipping)	\$12.42
facebook ad	\$232.17
facebook ad	\$44.24
Shopify Payment Fees	\$688.00
TOTAL	\$30,892.85

ZBR 2014 Income

Shirts	\$18,461.00
Artist Booths	\$1,800.00
Vendor Booths	
Food/ Beverage Booths	\$725.00
Registration	\$13,005.00
Salute	\$1,500.00
Irish Kevins	\$1,000.00
Shots and Giggles	\$1,000.00
somo	\$1,000.00
Total	\$38,491.00

2014 PROFIT \$7,598.15



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/23/15

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 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		CONTACT NAME:	
Hemisphere Insurance Group		PHONE (A/C, No, Ext): (305) 501-2801	FAX (A/C, No): (305) 553-9010
11401 SW 40 St Ste 340		E-MAIL ADDRESS: hemisphereinsgrp@aol.com	
Miami, FL 33165		INSURER(S) AFFORDING COVERAGE	
Phone (305) 501-2801	Fax (305) 553-9010	INSURER A : MAXUM INDEMNITY COMPANY	NAIC #
INSURED		INSURER B : UNITED STATES LIABILITY COMPANY	
WE-CYCLE INC.		INSURER C :	
5160 US HWY 1		INSURER D :	
STOCK ISLAND, FL 33040		INSURER E :	
		INSURER F :	

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.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		INSR	WVD					
A	GENERAL LIABILITY			BDG0063277-04	03/15/2015	03/15/2016	EACH OCCURRENCE	\$ 1,000,000.00
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000.00
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 0.00
	<input type="checkbox"/>						PERSONAL & ADV INJURY	\$ 1,000,000.00
	<input type="checkbox"/>						GENERAL AGGREGATE	\$ 2,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER:						PRODUCTS - COMP/OP AGG	\$ 2,000,000.00
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/>							\$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE	\$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$
B	SPECIAL EVENT INSURANCE	Y		1409037	10/25/2015	10/25/2015	\$1,000,000 PER OCC / \$2,000,000 AGG	

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

EVENT DATE 10/25/2015
CERT HOLDER IS ALSO ADDL INSURED

CERTIFICATE HOLDER**CANCELLATION**

CITY OF KEY WEST
3132 FLAGLER AVE
KEY WEST, FL 33040

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



**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)

Food Booths

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

Parade

- Floats - Total # _____

NO FOOD
NO VENDORS



THE CITY OF KEY WEST

Parking Division

P.O.Box 1409, Key West, FL 33040

Parking Requests for Special Events

Please describe any Special Event Parking requests below:

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

Key West Bight Rates: \$2.00 per hour or \$16.25 per day per space

On-Street Meter Rates: \$1.50 per hour or \$20.00 per day per space.

Vendors and Event Organizers must pay for metered parking used outside of Event Zone.

Modification of rates or parking waivers can only be approved by City Commission.

If you have any questions, please contact John Wilkins, Parking Manager at (305) 809-3855 or email jwilkins@keywestcity.com

Event Name: Zombie Bike Ride

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

X	TITLE	COMMENTS
	Special Event Application	✓
	Noise Exemption (If applicable)	N/A
	\$50.00 for Noise	N/A
	Ordinance initialed	✓
	Recycling checklist completed	✓
	Recycling deposit \$1,000.00 ###	✓
	Recycling Plan	✓
	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)	✓
	Release & Idemnification Form	✓
	Site Map (where barricades, stages, etc are to go)	
	Letter from non profit that states they will be receiving the funds	✓



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: _____
DATES: _____

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

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

Jim Yang *15 Sep 15*
SIGNATURE _____ DATE _____

ENGINEERING

SIGNATURE _____ DATE _____

UTILITIES

SIGNATURE _____ DATE _____

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED



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

EVENT: <u>Wecycle - Zombie Ride</u>
DATES: <u>October 125, 2015</u>

<u>DEPARTMENTS</u>	<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF)	
SIGNATURE _____ DATE _____	
COMMUNITY SERVICES	
SIGNATURE _____ DATE _____	
POLICE DEPARTMENT	
SIGNATURE _____ DATE _____	
FIRE DEPARTMENT	
SIGNATURE _____ DATE _____	
KWDOT	
<u><i>Rogelio Hernandez</i></u> <u>6-16-15</u>	<u>Re-rating of buses Required</u>
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



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Wecycle Zombie Ride
DATES: Oct 25, 2015

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

✓ Maria Ratchoff 9/16/15
SIGNATURE DATE

[Empty box for comments]

COMMUNITY SERVICES

SIGNATURE DATE

[Empty box for comments]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty box for comments]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty box for comments]

KWDOT

✓ SIGNATURE DATE

[Empty box for comments]

PORT AND MARINE SERVICES

✓ OR 9-16-15
SIGNATURE DATE

None

CODE COMPLIANCE

✓ SIGNATURE DATE

[Empty box for comments]

ENGINEERING

SIGNATURE DATE

[Empty box for comments]

UTILITIES

SIGNATURE DATE

[Empty box for comments]

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED