

10/12

**\*CITY OF KEY WEST  
APPLICATION FOR A SPECIAL EVENT PERMIT**

Name of Applicant(s) Key West Business Guild

Address of Applicant(s) Po Box 1208 / Key West FL 33041

Phone Number of Applicant(s) 294-4603 Fax: 294-3273 Email admin@kwbgonline.org

Name of Non-Profit(s) Key West Business Guild / Key West Police Dept  
Holiday Toy Drive

Address of Non-Profit(s) Po Box 1208

Phone Number of Non-Profit(s) 305-294-4603

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$2,000

Date/Dates of Event Wednesday, Nov 10 2010

Hours of Operation 5:30 - 8:30

Estimated/anticipated number of persons per day 200

Location of Event 900 Block of Fleming (933 Fleming)

Street Closed 2pm - 10pm

Detailed description of event Key West Business Guild Monthly Membership Mixer held to benefit Key West Police Dept's Holiday Toy Drive

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.

Rebecca Tol  
Applicants Signature

Date 8/11/2010

\*(Financial statements of the event from the previous year must be attached and submitted along with special event application)

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

**\$50.00**

Date 8-10-10

Applicant Name Key West Business Guild

Applicant Address PO Box 1208 / Key West FL 33041

Applicant Phone Number 305-294-4603

Event Name KWBG MIXER BLOCK PARTY FOR KW POLICE HOLIDAY TOY DRIVE

Event Address/Location 900 Block of Fleming

KICK-OUT

Date of Event Wednesday, Nov 10, 2010

Nature of Event Monthly Mixer to Benefit KWPD's Toy Drive &

MCC's Food Baskets, Open to KWBG Members & Friends

Profit  Non Profit

Time(s) Request for Exemption 5-10 pm

Number of Exemptions at this location this calendar year None

Date of last exemption Sept 11, 2010  
Womenfest Street Fair

*W# 80111*

City of Key West  
\*\*\* CUSTOMER RECEIPT \*\*\*  
User: jdw08 Date: 08/10/10  
Date: 8/10/10 4:55 Payment: 0.00

Description	Quantity	Amount
SPECIAL EVENTS PERMITS	1.00	50.00
Sub account: 100000		
NO: 00001-50000		
00000010-0000		

NO BUSINESS DUTY  
REPAIRS AND PARTS

Tender: cash  
Amount: 50.00  
Total: 50.00

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: FancyFantasy 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.

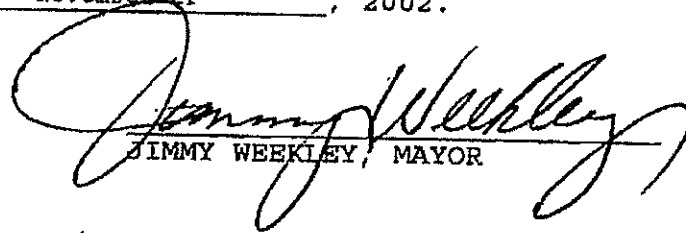
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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 RJ Toml
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 RJ Toml
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 RJ Toml
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 RJ Toml
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 RJ Toml

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 RJ Toml

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

Sponsor's Signature RJ Toml

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 RJ Toml

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 RJ Toml

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 RJ Toml

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 RJ Toml

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 RJ To

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 RJ Toml

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 RJ Tow

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 RJ Tow

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 RJ Tow

# Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Rebecca Tomlinson Phone number: 305-294-4603
- 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 event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every three trash barrels may be used)  
Amount of recycling containers needed: 8-95 Gallon
- 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: 8/11/10 with Margaret Lara, Waste Mgt
- Capacity of containers on grounds: 8 x 95 = 760 Gallons  
Contact person for containers: Rebecca Tomlinson Phone #: 305-294-4603
- 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 organized to empty containers
- 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

## Recycling Checklist and Final Report

Contact person in your group responsible for recycling \_\_\_\_\_ phone \_\_\_\_\_

Waste hauling contact person to call to arrange for trash and recycling cans \_\_\_\_\_  
phone \_\_\_\_\_. Call two weeks prior to event to order cans.

Ask waste hauling company WHAT SIZE BAGS you need for the trash and recycling containers.

Discuss with your group what products you will be using and recycling: aluminum, glass, #1, 2, or 3 plastics, tin, corrugated and regular cardboard. Educate your members working the event WHAT is recyclable so they can monitor.

Have signs printed educating public that this event is RECYCLING and post signs in food and drink areas as well as trash areas.

Appoint and train members of your group to monitor trash and recycling containers for compliance.

Develop PSA's (public service announcements) to be announced during your event so public is aware they are expected to recycle, and to educate them HOW to recycle (see attached city info sheet on recycling to be attached). As announcements are made applaud the crowd and tell them what a good job they are doing (hopefully they are doing a good job)

Arrange for pick up of trash and recyclables AND to have each weighed, with stats given you your contact for the final report. Ask also for contamination IF trash and recyclables had not been properly separated.

Develop site plan and layout for your event showing where trash and recycling containers will be located. These should be at food and beverage stations, table and sitting areas, as well as areas of other activities.

Confirm delivery of containers day before your event and oversee delivery of containers and placement of signs.

Gather all containers at end of your event grouping trash containers separate from the recyclable containers.

Designate someone to take photographs of the events recycling efforts and results.

### Final Report

Your written report should contain the following:

Strategies used during your event to promote recycling (provide examples of signage etc if possible)

Amount (weight) lbs of trash and recyclables which waste company will provide (you needed to request this prior)

Comments and Suggestions of what you would do different next time to achieve better results and suggestions to the city and waste hauling company for a smoother, easier more successful process and results.

STATISTICS of your events recycling.

Educational recycling information delivered during your event and method of delivery.

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:   N  

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 prior to 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

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

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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.

Rebecca Tond



**Key West Business Guild**  
PO Box 1208  
Key West, FL 33040


TIB BANK OF THE KEYS  
TAVERNIER, FL 33070  
63-928/670

8078

8/13/2010

PAY TO THE  
ORDER OF City of Key West

\$ \*\*1,000.00

One Thousand and 00/100\*\*\*\*\* DOLLARS 

City of Key West  
P O Box 1409  
Key West, FL 33041-1409

*Wheaton*

⑆008078⑆ ⑆067009280⑆ 60800527606⑆

KEY WEST BUSINESS GUILD



Key West Business Guild

PO Box 1208 . 513 Truman Avenue . Key West, FL 33041

(305)-294-4603 . Fax (305)-294-3273 . [keywestbusinessguild.org](http://keywestbusinessguild.org)

Key West Business Guild Recycling Waste Management Plan  
November Mixer and Kick-Off for KWPD Holiday Toy Drive  
November 10, 2010  
900 Block of Fleming

The Key West Business Guild will once again contract with Waste Management of the Florida Keys who will provide 10 - 32 gallon containers for waste removal. We will work with volunteers throughout the night, organized by the Guild's Executive Director Rebecca Tomlinson, who will make sure that the containers (which will be placed strategically throughout the 900 block of Fleming) are emptied regularly, and that the containers are collected and moved to a convenient pick-up location at the end of the night.

A handwritten signature in black ink, which appears to read 'Rebecca Tomlinson'. The signature is written in a cursive style and is positioned to the right of the main text block.

Admin KWBG

From: Lara, Margret [MLara5@wm.com]  
Sent: Wednesday, August 11, 2010 2:10 PM  
To: Admin KWBG  
Subject: RE: Business Guild Mixer- Nov 10 2010

As we will do the event again same as last year. The only difference will be that instead of 8 - 5 gallon toters we will deliver 10-32 gallon toters. Please send me the dates for the event so I can set up the service agreement.

Thank You,

Margret Lara  
Territory Manager  
Waste Management Of The Florida Keys  
305-797-3312

\*\*\*\*\*  
Think Green  
Waste Management  
From everyday collection,  
environmental protection."

From: Admin KWBG [mailto:admin@kwbgonline.org]  
Sent: Wednesday, August 11, 2010 1:22 PM  
To: Lara, Margret  
Subject: Business Guild Mixer- Nov 10 2010

Margaret. The Key West Business Guild will once again be seeking a street closure from the City for the November Mixer to be held in the 900 block of Fleming (933 Fleming). We need to arrange for recycling containers as part of that application. We would like to order the same quantities of containers if we did last year, 8 – 95 Gallon containers. Please let me know what other information that you need.

Thank you for your help in arranging these.

Becca Tomlinson, Executive Director  
Key West Business Guild  
3 Truman Ave  
Key West, FL 33040  
5) 294-4603  
5) 294-3273 Fax  
[www.kwbgonline.org](http://www.kwbgonline.org)  
[www.GayKeyWestFl.com](http://www.GayKeyWestFl.com)  
[www.Fla-Keys.com](http://www.Fla-Keys.com)

Waste Management recycles enough paper every year to save 41 million trees.  
Please recycle any printed emails.

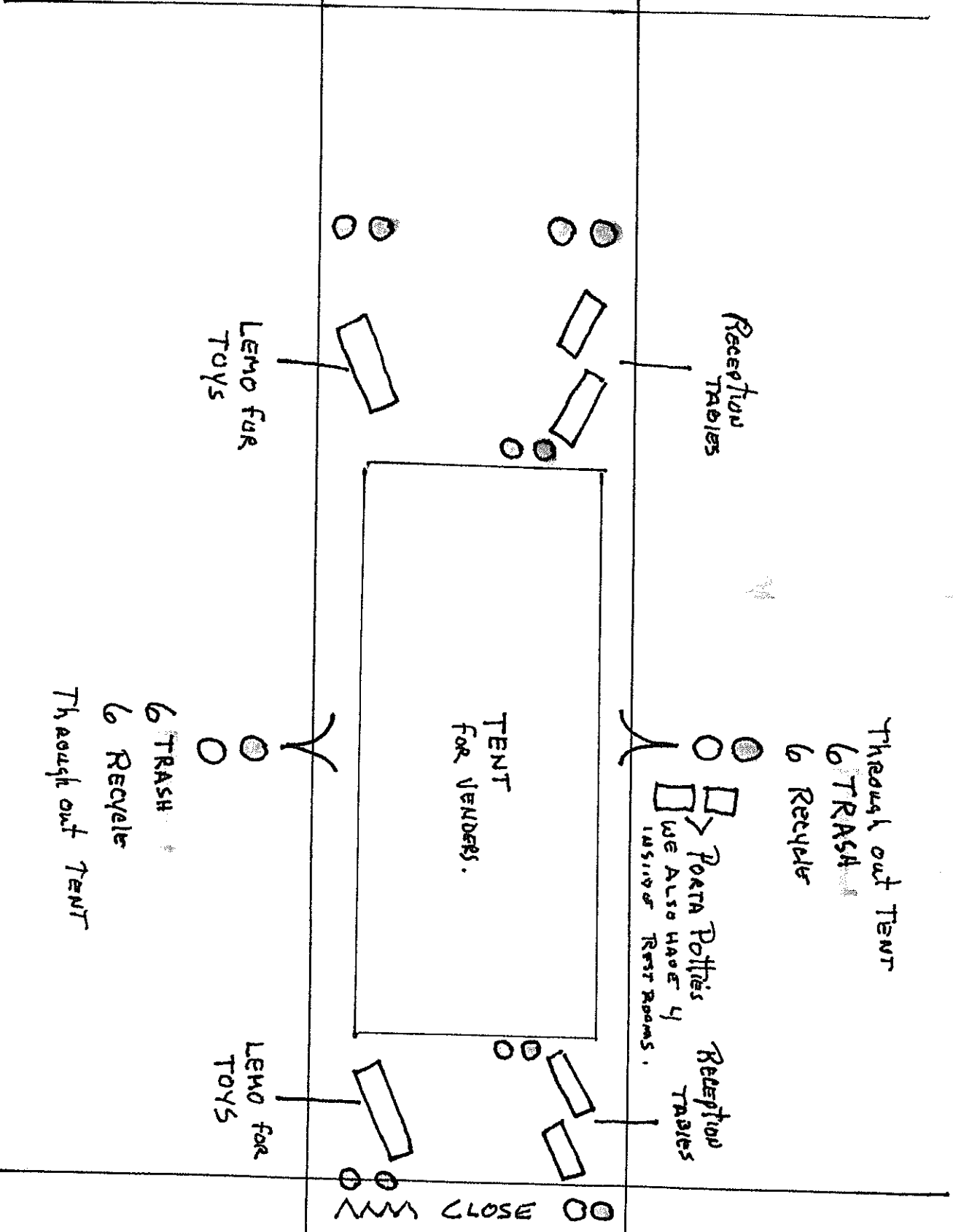
12:00 PM  
09/16/10  
Accrual Basis

Key West Business Guild, Inc.  
November Toys for Tots Mixer Detail By Account  
November 1 - 12, 2009

Assn Function	Type	Date	Num	Name	Memo	Cr	Split	Amount	Balance
Mixers-November	Deposit	11/12/2009		Mixer Guests	Toy Drive Donations		TIB Operating Account	180.00	180.00
	Deposit	11/12/2009		Mixer Guests	Admission Donations		TIB Operating Account	1,616.00	1,796.00
	Deposit	11/12/2009	6188	Conch Realty Sales	Admission		TIB Operating Account	25.00	1,821.00
	Deposit	11/12/2009	046417	The Restaurant Store	Admission		TIB Operating Account	75.00	1,896.00
	Deposit	11/12/2009		Mixer Guests	Mixer Door Visa		First State Bank Credit Card	95.00	1,991.00
	Deposit	11/12/2009		Mixer Guests	Mixer Door Visa		First State Bank Credit Card	75.00	2,066.00
	Deposit	11/12/2009		Mixer Guests	Mixer Door m/c		First State Bank Credit Card	20.00	2,086.00
	Deposit	11/12/2009		Mixer Guests	Mixer Door m/c		First State Bank Credit Card	103.00	2,191.00
	Deposit	11/12/2009		Mixer Guests	Mixer Door batch one		TIB Operating Account	15.00	2,206.00
	Deposit	11/12/2009		Mixer Guests	Mixer Door batch 2		TIB Operating Account	20.00	2,226.00
	Check	12/24/2009	7855	Albertson's	Toy Drive Gift Cards		TIB Operating Account	-180.00	2,046.00
Total Mixers-November								2,046.00	2,046.00
Net Assn Function Income								2,046.00	2,046.00
TOTAL								2,046.00	2,046.00

MARGARET ST

WAVE CLOSE



RECEPTION TRAILERS

LEMO FOR TOYS

TENT FOR VENDERS.

THROUGH OUT TENT  
↳ TRASH  
↳ RECYCLE

POTRA POTTIES  
WE ALSO HAVE 4 INSIDE OF REST ROOMS.

RECEPTION TRAILERS

THROUGH OUT TENT  
↳ TRASH  
↳ RECYCLE

LEMO FOR TOYS

WAVE CLOSE

light

GRINNELL ST



Key West Business Guild  
 PO Box 1208 . 513 Truman Avenue . Key West, FL 33041  
 (305)-294-4603 . Fax (305)-294-3273 . keywestbusinessguild.org

Key West Business Guild Recycling Waste Management Plan  
 November Mixer and Kick-Off for KWPD Holiday Toy Drive  
 November 10, 2010  
 900 Block of Fleming

We do not object to the closing of the 900 Block of Fleming Street on Wednesday, November 10, 2010 for the KWBG Mixer and KWBD Holiday Toy Drive:

Business	Address	Signature
Pr. Abramsky & Zwolch	937 Fleming St	<i>[Signature]</i>
Julie & M. McCann DMD PA	939 Fleming St	<i>[Signature]</i>
Gourmet Nubels	933 Fleming St	<i>[Signature]</i>
BEALSTUDIO	933 FLEMING ST	<i>[Signature]</i>
Fit. Quest	909 Fleming St.	<i>[Signature]</i>
901 Signs & Design	901 Fleming St.	<i>[Signature]</i>



# CERTIFICATE OF LIABILITY INSURANCE

OP ID TM

DATE (MM/DD/YYYY)

08/11/10

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).

<b>PRODUCER</b>  Key West Insurance, Inc. 646 United Street, Suite 1 Key West FL 33040 Phone: 305-294-1096 Fax: 305-294-8016		<b>CONTRACT NAME:</b> PHONE (AC, No, Ext): FAX (AC, No): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: <b>KWBUS01</b>	
<b>INSURED</b>  Key West Business Guild Attn: Rebecca Tomlinson PO Box 1208 Key West FL 33040		<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: <b>Century Insurance Group</b> INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

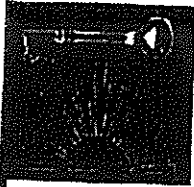
**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

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.

INER LTR	TYPE OF INSURANCE	ADDITIONAL		POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
		INSR	WVD					
A	GENERAL LIABILITY			CCP653804	07/10/10	07/10/11	EACH OCCURRENCE	\$ 1000000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	X					DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100000
	AUTOMOBILE LIABILITY						MED EXP (Any one person)	\$ 5000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						PERSONAL & ADV INJURY	\$ 1,000,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE					GENERAL AGGREGATE	\$ 2000000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A					PRODUCTS - COM/PROP AGG	\$ excluded
							COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
								\$
							EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
								\$
							WC STATUTORY LIMITS	
							OTHER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 clubs civic services  
 Certificate holder is named Additional Insured as their interest may appear.

<b>CERTIFICATE HOLDER</b>  CITYKEY  City of Key West License Department P. O. Box 1409 Key West FL 33041-1409		<b>CANCELLATION</b>  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 Insurance, Inc.	
--	--	--	--



# Key West Insurance Inc.



## FAX TRANSMITTAL

Date: 08/11/10

**TO:** Patrick/REBECCA  
**ATTN:**  
**FROM:** Terry Melvin EXT #19  
**Email:** <mailto:terry@keywestinsurance.com>  
**RE:** Additional Insured

This fax consists of 4 page(s), including this one. If there is any problem with the reception of this transmission, please call me.

Please find attached the certificate of insured to the City of Key West listing them as an additional insured and the request to the carrier asking that the City be named additional insured to the policy. I will forward the endorsement as soon as I receive it. There will probably be a charge of either \$50 or \$100 plus tax and fees as this endorsement changes the original policy. If you have any questions, please contact me. Thanks again.

FAX TO: 294-3273

NOTICE: The information contained in this facsimile message is legally privileged and confidential and is intended only for the use of the individual or entity named above. If the reader of this message is not the intended recipient, you are hereby notified that any dissemination, distribution or copy of this facsimile is strictly prohibited. If you have received this facsimile in error, please immediately notify us by telephone and return the original message to us at the address above via the United States Postal Service. Thank you.



Event Name: KW Business Guild Monthly Membership  
*Mixer* Nov 10, 2010

## Special Event Checklist

Everything must be checked off before submitting the special event application

X	TITLE	COMMENTS
✓	Special Event Application	
✓	Noise Exemption (If applicable)	
✓	\$50.00 for Noise	
✓	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	
✓	Recycling Plan	
✓	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)	
N/A	Letter from non profit that states they will be receiving the funds	

KW Business Guild Mixer 900 Block of Fleming

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

EVENTS (INITIAL SIGNOFF):

Maria Patuff 8/11/2010  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

(if denied attach explanation)

KW Business Council Market 900 Block of Fleming

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

EVENTS (INITIAL SIGNOFF):

Maria Pateuff 8/11/2010 SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

FIRE DEPARTMENT

M. J. ... 08-12-2010 SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

No SITE PLAN AVAILABLE TO DETERMINE ACCESS FOR EMERGENCY VEHICLES. ALL OTHER DESCRIPTIONS OF EVENT ARE OK.

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

EVENTS:

REQUEST HAS BEEN APPROVED DENIED

(if denied attach explanation)

KW Business Guild Market 900 Block of Fleming

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

EVENTS (INITIAL SIGNOFF):

Maria Patuff 8/11/2010  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

Jim Young 16 Aug 10  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

(if denied attach explanation)

*City of Key West Special Events Department*

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

EVENTS (INITIAL SIGNOFF):

*Maria Pateuff* 8/17/10  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS

\_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POLICE DEPARTMENT

*[Signature]* 8/17/10  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

- ① Must have ABT Permits
- ② Must have EXTRA Duty Officer
- ③ Streets Need to be Posted at least 48hrs prior to event / No Park

FIRE DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KWDOT/PORT

\_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CODE COMPLIANCE

\_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

RECEIVED

*KW Business Center*

AUG 17 2010

CITY MANAGER

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

EVENTS (INITIAL SIGNOFF):

*Maria Patuff 8/11/2010*  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
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FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KWDOT/PORT

*[Signature]* *8-16-10*  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

*[Signature]*  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

KW Business Guild Market 9:00 Block of Fleming

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

EVENTS (INITIAL SIGNOFF):

Maria Patuff 8/11/2010  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS

Richard Adams 8-17-10  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

road layout of Barricade  
& closer into

\_\_\_\_\_

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

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KWDOT/PORT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
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CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

(if denied attach explanation)



## THE CITY OF KEY WEST

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

# PUBLIC NOTICE

THIS IS TO NOTIFY YOU THAT **THE KEY WEST BUSINESS GUILD** HAS APPLIED TO THE KEY WEST CITY COMMISSION FOR A SPECIAL EVENT PERMIT UNDER SECTION 6-86 OF THE CITY'S NOISE CONTROL ORDINANCE. THE APPLICATION IS FOR AN EVENT TO TAKE PLACE ON **WEDNESDAY, NOVEMBER 10, 2010 FROM 5:00 P.M. TO 10:00 P.M. ON THE 900 BLOCK OF FLEMING STREET** WHICH IS LOCATED WITHIN 100 FEET OF YOUR PROPERTY. A HEARING ON THE APPLICATION WILL TAKE PLACE AT THE CITY COMMISSION MEETING ON **SEPTEMBER 21, 2010, AT 6:00 P.M., OLD CITY HALL, 510 GREENE STREET.**

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MARIA RATCLIFF THE CITY MANAGER'S OFFICE AT 809-3881.

*Key to the Caribbean – Average yearly temperature 77° F.*



# 900 Blk Fleming

- Legend
- Highlighted Feature
  - the Buffer
  - Real Estate Number
  - Parcel Lot Text
  - Block Text
  - Hooks/Leads
  - Lot Lines
  - Easements
  - Road Centerlines
  - Water Names
  - Parcels
  - Shoreline
  - Section Lines

PALMIS

Monroe County Property Appraiser  
500 Whitehead Street  
Key West, FL

**DISCLAIMER:** The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for *ad valorem tax purposes only* and should not be relied on for any other purpose.

Date Created: August 6, 2009 8:25 AM

