

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

Name of Applicant(s) GINGER KING

Address of Applicant(s) 620 THOMAS ST #281 Key West 33040

Phone Number of Applicant(s) 305 849 0991 Fax: _____ Email ginger@

Name of Non-Profit (s) Sister Season Fund, Inc. CastKeyreality.com

Address of Non-Profit(s) PO Box 4535 Key West, FL 33041

Phone Number of Non-Profit(s) 305-296-0513

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

Date/Dates of Event May 30, 2011

Hours of Operation 4:00 pm - 8:00 pm

Estimated/anticipated number of persons per day 250-300

Location of Event Southernmost Beach Cafe

Street Closed NONE

Detailed description of event 34th Annual Survivor's Party

"Beach Fest" - live music, BBQ, picnic, silent auction, raffle

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.

Applicants Signature Ginger King

Date 3/29/2011

(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 4/12/11

Applicant Name GINGER KING

Applicant Address 620 THOMAS ST #28 Key West

Applicant Phone Number 305-849-0991

Event Name 34th Annual Survivors Party

Event Address/Location 1405 Duval Street

Date of Event 5/30/11

Nature of Event Fundraising Event for
Siskie Season Fund - Live Band & DJ

Profit Non Profit

Time(s) Request for Exemption 4pm - 8pm

Number of Exemptions at this location this calendar year _____

Date of last exemption _____

#1246

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:

A handwritten signature in black ink, appearing to be 'JFK', is written over the page number '1'.

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.

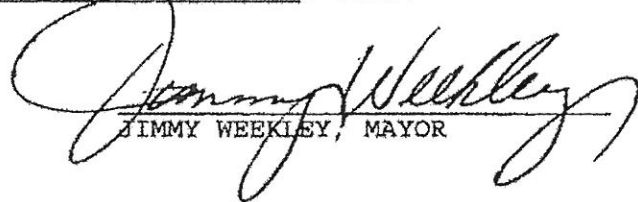
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

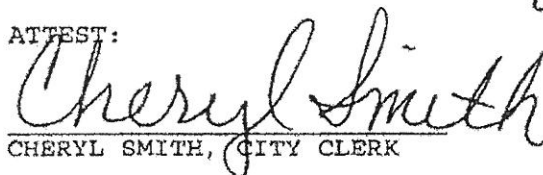
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

Filed with the Clerk November 21, 2002.

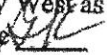



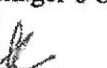

JIMMY WEEKLEY, MAYOR









ATTEST:


CHERYL SMITH, CITY CLERK

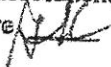


RULES AND REGULATIONS FOR USE OF CITY OF KEY WEST PROPERTY FOR SPECIAL EVENTS


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 \$30.00.
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 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 

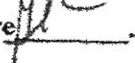
16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

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 



A FLORIDA NOT FOR PROFIT CORPORATION 501 (C)(3) CHARITY

April 6, 2011

**Maria Ratcliff
Special Events Coordinator
City of Key West
PO Box 1409
Key West, FL 33041**

Dear Ms. Ratcliff,

This letter is to accompany the application submitted for City Commission approval For a benefit to be held Memorial Day, May 30th at the Southernmost Beach Café.

The event, 34th Annual Survivor's Party the major annual benefit held for Sister Season Fund, Inc. (SSF). SSF provides housing assistance to those who are employed in the tourist industry within Key West zip codes who are temporarily out of work due to injury, or illness or some other critical event through no fault of their own and are in danger of losing their housing. All proceeds of the event go directly to our fund for our assistance program. SSF is a 501 (c)(3) non-profit organization.

Thank you for your assistance in the application process. Please do not hesitate to call me at 849-0991 if additional information is required.

Sincerely,

**Ginger King
President**

**P.O. Box 4535, KEY WEST FL 33041, 305-295-0513 PHONE, 305-295-0279 FAX
www.sisterseason.com, sisterseason@aol.com**

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: CARRIE FABICH Phone number: 296-6577
- 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: 4
- 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: We provide our own
- Capacity of containers on grounds: 4 30 Gallon Containers **
Contact person for containers: SKIP RUSS Phone #: 296-6577
- 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: we have our own recycling 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: weekly pick up schedule
- 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
** we will have one trash can to one garbage can as required by KWCC on 4/5/11

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: We have 3 staff members monitoring recycling only containers on premises

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.

Problems: _____

Actions taken: Same as above

- 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

Recycling Checklist and Final Report

Contact person in your group responsible for recycling Skip Russ phone 296-6577

Waste hauling contact person to call to arrange for trash and recycling cans Have their own containers
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.

PICTURES of your events recycling.

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

SISTER SEASON FUND, INC.

320 TRUMAN AVENUE
SECOND FLOOR
KEY WEST, FL 33040
305-295-0513

KEY WEST BANK
KEY WEST, FLORIDA

63-9203/0670

1294

PAY

One Thousand + no/a

DATE

AMOUNT

1000⁰⁰

TO THE
ORDER
OF

City of Key West

W. H. BOWEN

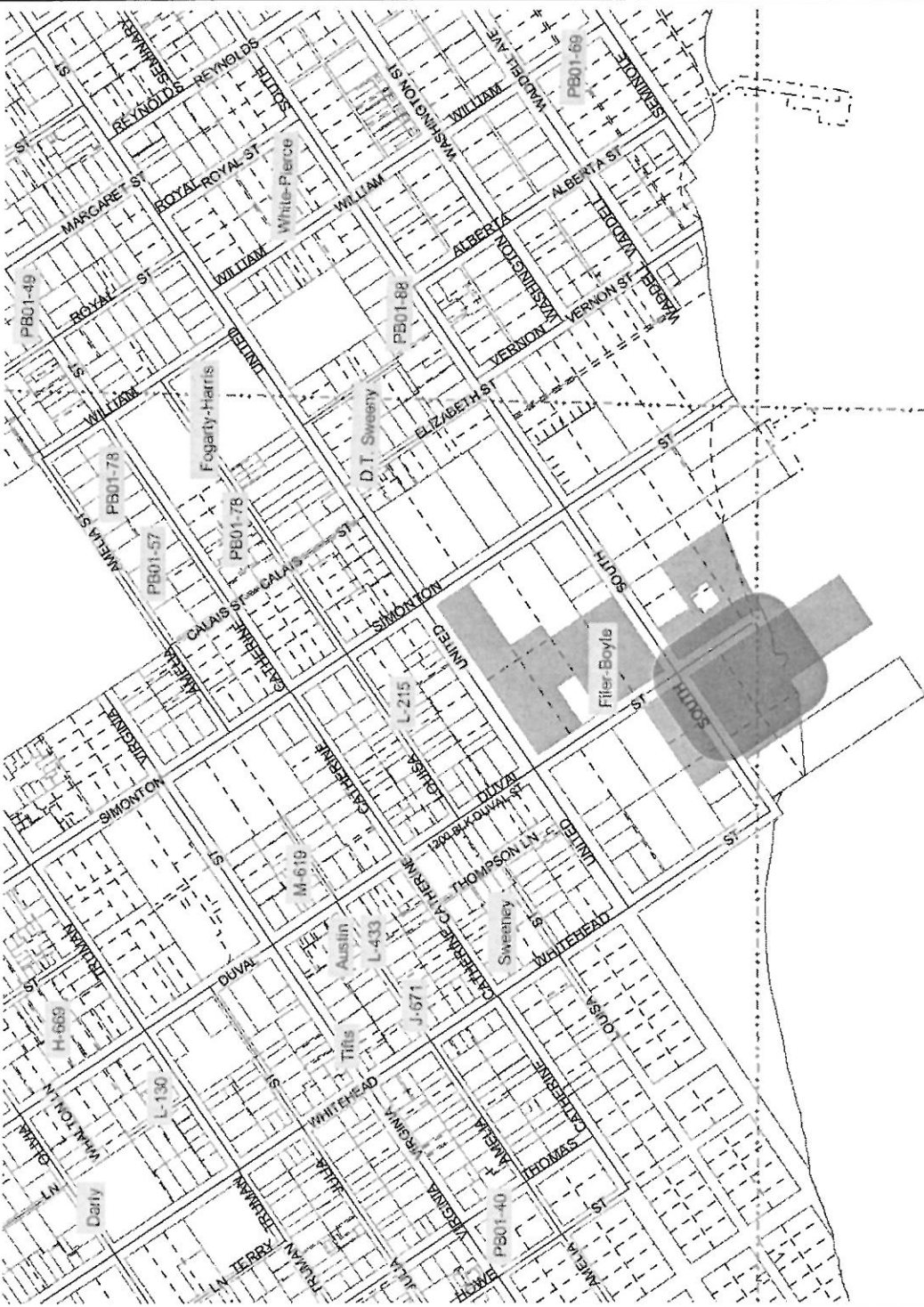
MEMO

AUTHORIZED SIGNATURE

001294 067092035 00002888

1400 Duval

- Legend**
- the Buffer
 - the Buffer Target
 - 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.

MORGAN HUGH J
404 SOUTH ST
KEY WEST, FL 33040

RAMOS HILARIO JR ESTATE
209 DUVAL ST
KEY WEST, FL 33040

RAMOS MATILDE GENEROSA REV
TRUST 05/25/2007
1401 DUVAL ST
KEY WEST, FL 33040

RAMOS MATILDE GENEROSA REV
TRUST 5/25/2007
209 DUVAL ST
KEY WEST, FL 33040

SANTIAGO RAMONA LOUISE AND
INOCENTE
1327 DUVAL ST
KEY WEST, FL 33040

SANTIAGO FAMILY PARTNERSHIP LTD
407 SOUTH ST
KEY WEST, FL 33040

SOUTHERNMOST BEACH MOTELS
LIMITED PARTNERSHIP
1319 DUVAL ST
KEY WEST, FL 33040



THE CITY OF KEY WEST

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

PUBLIC NOTICE

THIS IS TO NOTIFY YOU THAT THE SISTER SEASON FUND (SURVIVORS) HAVE 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 MONDAY, MAY 30, 2011 FROM 4:00 P.M. TO 8:00 P.M. AT 1405 DUVAL STREET (SOUTHERNMOST BEACH CAFÉ) WHICH IS LOCATED WITHIN 100 FEET OF YOUR PROPERTY. A HEARING ON THE APPLICATION WILL TAKE PLACE AT THE CITY COMMISSION MEETING ON MAY 3, 2011, 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.

April 8, 2011

Maria Ratcliff
Events Coordinator
City of Key West
525 Angela Street
Key West, FL 33040

Survivors Party Recycle Plan
Monday, May 30, 2011
3pm – 8pm

Recycle Coordinator: Skip Ross

Recycle Coordinator will:

- Educate and/or training recycling staff, vendors, attendees, and participants of event policies;
- Coordinate the lease of recycle bins and the pick up of recyclables;
- Report the volume recycles to the City of Key West (~~Annalise Mannix 809-3747~~); **MARIA 809-3881**
- Ensure food waste containers are adjacent to recycle bins;
- Stage a volunteer to ensure commingling of recyclables and trash;
- Locate public recycling areas with trash receptacles near vendors, bathrooms, and at event entrances and exits.

Minimum City Requirements:

- Recycle bins for cans and bottles within 50 feet of all drink/drink sales locations;
We will have two bars therefore we will have a minimum of 3 recycle bins; one between the bars and one on either end
- Recycle bins for cans and bottles will be placed behind each drink or sales location
We will have 2 recycle bins – one at the coke trailer and one behind the bar
- Delivery of recyclables to the recycle center shall be by the event or by waste management or other licensed vendor
Will task Waste Management to pick up recyclables
- Place recycle bins throughout the event area whether or not drinks are sold at the event

Minimum Requirements:

- Recycle bins for cans and bottles within 50 feet of all drink sale locations.
- Recycle bins for cans and bottles behind each drink sale location.
- Recycle delivery or pick up to the recycle center by event staff,
Waste Management or other licensed Vendor. Waste Management hours for drop off are Monday thru Friday 7am to 4:45pm, Saturday 8am to 11:45am, Sunday closed. Please keep these hours in mind when coordinating the drop off.
- Recycle bins throughout the event area whether drinks are sold or not at the event.
- Cardboard from the event vendors/organizers must be recycled.
Generally, cardboard collection points do not need to be located at public recycling stations. They can be located behind the scenes.
- Recycle bins must be properly marked and monitored to ensure the recyclables are not contaminated by waste. Use containers that are clearly marked and noticeable. This will help reduce the time organizers need to spend sorting out trash from recycle bins.

SISTER SEASON FUND INC
SURVIVORS PARTY 2010
INCOME RECEIVED AND EXPENSES INCURRED

INCOME

MONIES RAISED AT SURVIVORS PARTY	\$ 8,978.57
SPONSORSHIP MONIES RECEIVED	4,001.30
	<u> </u>
TOTAL MONIES COLLECTED	\$ 12,979.87

EXPENSES

COST OF T SHIRTS	\$ 1,192.80
EVENT SUPPLIES	659.82
CITY FEES	28.58
ADVERTISING COSTS	918.60
	<u> </u>
TOTAL COSTS OF EVENT	\$ 2,799.80

NET MONIES TO FUND	\$ 10,180.07
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**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 # _____



THE CITY OF KEY WEST

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

SPECIAL EVENT (Exemption from Noise Ordinance)

STREET CLOSURE APPLICATIONS

The following applications for Special Events/Street closures will be considered at the city commission meeting of May 3, 2011 , 6:00 p.m. Old City Hall

A copy of each application is on file at the City Clerks Office for public inspection.

American Cancer Society
Fundraiser
Cinco De Mayo
400 Block of Duval Street
Noise Exemption & Alcohol Extension
Thursday, May 5, 2011
6:00 p.m. to 10:00 p.m.
Contact Renee Gilbert 305 797-0746

Sister Season Fund Inc.
Survivors Party at the
Southernmost Beach at 1405 Duval Street
Monday, May 30, 2011
4:00 p.m. to 8:00 p.m.
Contact: Ginger King 305 849-0991

Key West Business Guild
Pridefest 2011
June 11 & 12, 2011
Street Fair
700 & 800 Block of Duval Street
June 11, 2011
12:00 noon to 7:00 p.m.
Pridefest Parade
Sunday, June 12, 2011
5:00 p.m. to 7:00 p.m.
Starting at the Truman Annex going left on Whitehead
And right on Duval and
Ending at 1100 Block of Duval Street
Contact: Rebecca Tomlinson 305 294-4603



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Sister Season Fund, Inc.
Survivors
May 30, 2011

I **Ginger King** being authorized to act on behalf of and legally bind **Sister Season Fund, 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.

Thomas F. Robinson
Signature of Witness

THOMAS F. ROBINSON
Print Name

04-8-11
Date

Ginger King
Signature of Applicant

GINGER KING
Print Name

4/8/11
Date

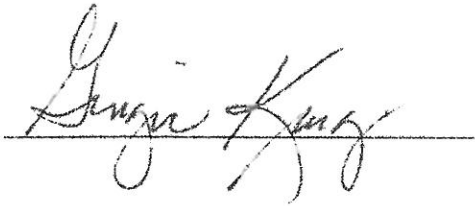
Key to the Caribbean - Average yearly temperature 77° F.



CITY OF KEY WEST

City Office, 105 S. West St., Miami, FL 33130-2545

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.

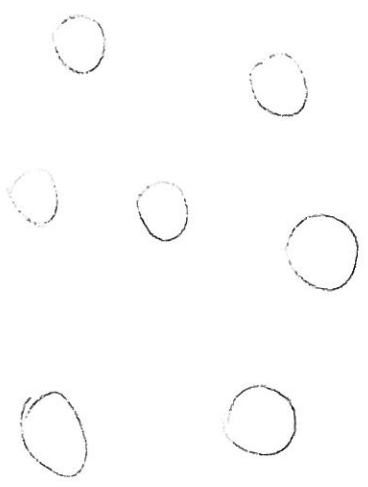


SOUTH MEET MOST ON THE BEACH

↑ Banner

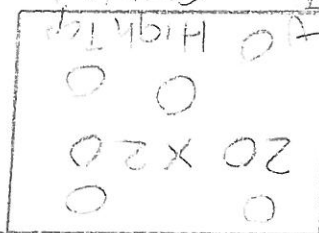
Food Tables Grills

20 x 10 Tent
over food



PROPERTY LINE

High Top
Cocktail
Tables



Silent

Adult Tables

Beach Cafe

T-Shirt

IT

Provided by sponsors

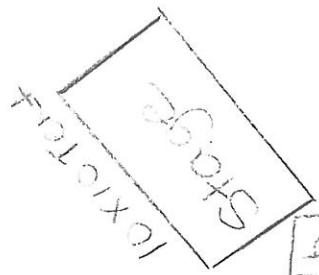
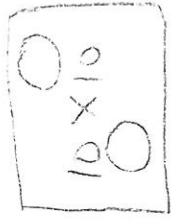
Project

Beach

Atlantic Ocean



CK in Table





Power



Event Name: Sister Season Survivors Party

Special Event Checklist

Everything must be checked off before submitting the special event application

X	TITLE	COMMENTS
✓	Special Event Application	
N/A	Noise Exemption (If applicable)	
N/A	\$50.00 for Noise	
✓	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	
✓	Recycling Plan	
✓	Authorization Letter for continuous cleaning of recycled area	
N/A	Signatures of No Objection of Street closure (If applicable)	
	Insurance naming the City as additional insured	forthcoming
✓	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	

Sister Season Fund Survivors 5/30/2011

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Maria Patchoff
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Sister Season Fund Survivors 5/30/2011

CITY OF KEY WEST SPECIAL EVENTS
- DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Maria Patch
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

Jim Young 11 Apr 11
SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

Marilyn Wilbansen 4-11-11
SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Sister Season Fund Survivors 5/30/2011

CITY OF KEY WEST SPECIAL EVENTS
- DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Maria Katcheff
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

[Signature] 4/11/11
SIGNATURE DATE

① Will need an EXTRA Duty
Officer
② They need a
NOISE Exemption

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Sister Season Fund Survivors 5/30/2011

CITY OF KEY WEST SPECIAL EVENTS
- DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Mania Patchoff
SIGNATURE DATE

PUBLIC WORKS

Phil 4-11-11
SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Sister Season fund Survivors 5/30/2011

CITY OF KEY WEST SPECIAL EVENTS
- DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Marie Patchin
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SEE ATTACHED LETTER.

Medina 5-12-2011
SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

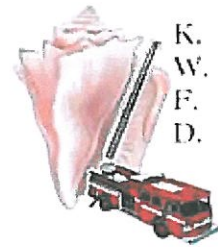
SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



THE CITY OF KEY WEST

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

To: Ginger King, Sister Season Fund, Inc.

From: Division Chief/Fire Marshal Marcus del Valle

Date: 04/12/2011

Reference:

This office reviewed the special event application for the 34th Annual Survivors Party "Beach fest" to be held at Southernmost Beach Café on May 30, 2011.

The following conditions apply:

- Based on the application at this time there are no restrictions.
- A Life Safety Inspection will be conducted on the date of the event.

If I can be of any further assistance please contact me.

Marcus del Valle, Fire Marshal

Key West Fire Department

1600 N. Roosevelt Blvd.

Key West, Florida 33040

305-292-8179 Office

305-293-8399 Fax

mdelvalle@keywestcity.com

Serving the Southernmost City

KEY WEST FIRE