

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Key West Business Guild

Address of Applicant(s) 808 Duval Street

Phone Number of Applicant(s) and emergency number Fritzie Estimond - (305) 294-4603

Name of Non-Profit(s) Key West Business Guild ^{DBA} Headdress Ball

Address of Non-Profit(s) 808 Duval Street

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

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

Date(s) of Event October 24th, 2019

Hours of Operation 8pm - 11pm

Estimated/anticipated number of persons per day 600

Location of Event Truman Amphitheater - Need 500 chairs

Street Closed No

Detailed Description of Event: Annual Fantasy Fest - Headdress Ball - 37th year

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required: Yes No

Alcoholic beverages sold/served at event: Yes No

Recycle Deposit \$1000.00 Yes No

Cooking oil recycled Yes No

Recycled containers Yes No

Accounting of items recycled

* Measures

The applicant does ac knowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/permitee agrees to assume full responsibility and liability for and indemnify, and suits for or by reason of any injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City, their agents or employees.

Applicant(s) Signature

7/17/19

Date

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

\$50.00

Date 7/17/19

Applicant Name Key West Business Guild - DBA Headdress Ball

Applicant Address 808 Duval St

Applicant Phone Number (305) 294-4603

Event Name Headdress Ball

Event Address/Location Truman Amphitheater

Date of Event October 24th, 2019

Nature of Event Annual Fantasy Fest Headdress Ball-
37th Year

Profit Non Profit

Time(s) Request for Exemption 8pm - 11p

Number of Exemptions at this location this calendar ye

Date of last exemption _____

Date: 7/23/2019 8:13:07 AM
Receipt Number: 50992
Amount: \$50.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096
~~8/23/2019 8:13:07 AM~~
Fee Code Version:
SPECIAL EVENTS PAYMENTS - SS
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$50.00
Additional Comments: KW BUSINESS GILD, NOISE
EXEMPTION

\$50.00

ORDINANCE NO. 02-09

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES ENTITLED "AMUSEMENTS AND ENTERTAINMENT" BY AMENDING ARTICLE II PERTAINING TO SPECIAL EVENTS; AMENDING SECTION 6-26 TO REQUIRE A DOWN PAYMENT ON THE COST OF CITY SERVICES, TO ALLOW FOR INTEREST ON LATE PAYMENTS, AND TO INCREASE THE COST WAIVER TO \$1,000.00; ADDING SECTION 6-27 TO RESTRICT PLACEMENT OF FOOD, BEVERAGE AND MERCHANDISE BOOTHS; AMENDING SECTION 6-56 TO REQUIRE THE APPLICATION TO LIST AN EMERGENCY CONTACT PERSON; AMENDING SECTION 6-57 TO ESTABLISH A MINIMUM NON-PROFIT SHARE FOR SPECIAL EVENTS IN WHICH A STREET IS CLOSED; AMENDING SECTION 6-58 TO PROVIDE THAT MAJOR FESTIVAL SPONSORS MAKE APPLICATION SIX MONTHS IN ADVANCE AND APPROVE CERTAIN SALES OF ALCOHOLIC BEVERAGES; ADDING SECTION 6-61 PERTAINING TO HANDICAP-ACCESSIBLE BATHROOM FACILITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, The City Commission finds that a revision to the regulations governing special events and street closures would promote the health, safety and welfare of the citizens of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

Section 1: That section 6-26 of the Code of Ordinances is hereby amended as follows*:

Sec. 6-26. Payment for city services.

- (a) The organizer or sponsor of any festival, street fair, fair, carnival, athletic event, contest, competition, parade, fundraiser, rally, boat or car race or other special event which requires city authorization, whether by administrative permit or city commission approval, and which requires the provisions of additional or extraordinary support services by police, fire, administrative, or other city departments in order to maintain order or safety or to escort participants shall pay to the city the cost of such services. A down payment of ten percent (10%) of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten (10) days prior to the event.

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1½%) per month.

(c) The city commission may grant special exceptions to this section for cause shown upon the public record.

(d) The first ~~\$500.00~~ \$1,000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state of federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.

(e) Any nonprofit organization accepting the waiver provided for by subsection (d) of this section shall, within 90 days following the special event, submit to the city commission an accounting of expenses and revenues incurred and generated during the event.

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

Section 2.

That section 6-27 is hereby added to the Code of Ordinances as follows:

Sec. 6-27. Food, beverage and merchandise booths.

No booth or stall set up for a special event and serving any amount or type of food and/or beverage, or selling merchandise, shall be placed directly in front of, or within five (5) feet of the property line of, a restaurant or a bar or a retail store (selling primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3.

That section 6-56 of the Code of Ordinances is hereby amended as follows:

Sec. 6-56. Application.

(a) Except as provided in section 6-58. At least 60 days prior to a proposed special event that will result in the closing of a public street, the sponsor shall submit an application to the city manager. An application may be made either by a tax-exempt nonprofit organization (nonprofit) or jointly by a nonprofit and a private or business entity.

(b) If the city manager approves the application, he shall then schedule it for consideration by the city commission. However, if the special event proposes to close only one block, is intended to end prior to 9:00 p.m. on any day of the year, and does not seek either a fee cost waiver or a noise exemption, the city manager may give final approval to the application.

(c) Each application shall include the name of a sponsor's contact person and that person's 24-hour telephone number(s), in case of emergency.

Section 4.

That section 6-57 of the Code of Ordinances is hereby amended as follows:

Sec. 6-57. Donation of percentage of revenue to nonprofit organization.

(a) A major festival is a special event of regional impact. Major festivals are: ~~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 which physical disability.

Section 7.

If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefore and shall be construed as reasonable and necessary to achieve the lawful purposes of this ordinance.

Section 8. All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 9. This Ordinance shall go into effect on January 1, 2003.

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

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

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

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

Sponsor's Signature

A handwritten signature consisting of the letters 'TE' in a stylized, cursive font, enclosed within a circular scribble.

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


1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. The Permittee will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

Commercial General Liability with minimum limits of \$1,000.000
Business Automobile Liability with minimum limits of 1,000.000
Statutory Worker's Compensation Coverage
Employers Liability with minimum limits of \$1,000.000 injury by Accident
\$1,000.000 injury by Disease
Policy Limits and \$1,000.000 injury by Disease – Each Employee

If Alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the Permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000.000. Host Liquor Liability coverage will not be acceptable. If the Permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

The City of Key West shall be named as an "Additional Insured" on the Permittees' Commercial General Liability policy.

Sponsor's Signature 

4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty

police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.

Sponsor's Signature FE

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 FE

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 FE

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 FE

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

Sponsor's Signature FE

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 FE

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 FE

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 FE

13. Any nonprofit organization accepting the waiver provided for by subsection (d) of the ordinance shall, within 90 days following the special event, submitted to the city commission an accounting of expenses and revenues incurred and generated during

the special event.

Sponsor's Signature 

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

Sponsor's Signature 

15. Where a person has not applied for a special event permit and an event at its location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.

Sponsor's Signature 

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

Sponsor's Signature FE

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 FE

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 FE

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: FRITZIE ESTIMOND 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 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: 20
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.
Arrangements made: _____
- Capacity of containers on grounds: _____
Contact person for containers: _____ Phone #: _____
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: _____
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: _____
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

Memo

Date: 7/19/19

To: Revenue

From: Maria Ratcliff – City Manager’s Office

RE: Amphitheater Rental

Please process the attached payments as noted below.

1050000-3622800 \$ 500.00

1050000-2080100 \$ exempt

Description: Key West Business Guild Headdress Ball

Thank you,

Maria

Notes:

\$500.00

Date: 7/23/2019 8:14:44 AM
Receipt Number: 50593
Amount: \$500.00
FOR DEPOSIT ONLY
ACCOUNT 0100900395
~~Receipt Number: 50593~~ 8-8-19 8:44 AM
68570
Fee Code Version:
UNUSUAL PAYMENTS - ZZ
Originator Receipt Number:
0
Originator Payment Date:
Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$500.00
Additional Comments: AMPHITHEATR RNTL, KW
BUSNGILD HEADRS BLL

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

Key West Business Guild
808 Duval Street
KEY WEST, FL 33040
(305) 294-4603
"Close To Perfect - Far From Normal"

1ST STATE BANK OF THE FL KEYS
OF THE FLORIDA KEYS
KEY WEST, FLORIDA 33040
63-43/670

3433

7/18/2019

PAY TO THE
ORDER OF

City of Key West

\$ **500.00

Five Hundred and 00/100***** DOLLARS

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

HDB 2019 Property Rental

David Stahn



2011 INTUIT INC # 225 1 800-433 9810

Rental

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING

Key West Business Guild
808 Duval Street
KEY WEST, FL 33040
(305) 294-4603
"Close To Perfect - Far From Normal"

1ST STATE BANK OF THE FL KEYS
OF THE FLORIDA KEYS
KEY WEST, FLORIDA 33040
63-43/670

3432

7/18/2019

PAY TO THE
ORDER OF

City of Key West

\$ **1,000.00

10/100***** DOLLARS

Vest
19
L 33041-1409
Deposit

Date: 7/23/2019 8:07:09 AM
Receipt Number: 50991
Amount: \$1,000.00

FOR DEPOSIT ONLY
ACCOUNT 0100950396

Originator Payment Date: 7/23/2019 8:07:09 AM

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$1,000.00

Additional Comments: KW BUSS. GUILD HEDDRE
SELL, RECYCLE

David Stahn



INTUIT® CheckLock™ Secure Check

\$1,000.00



THE CITY OF KEY WEST

100 OFFICE BLDG., 1400 N.W. 11th ST., #101, MIAMI, FLORIDA 33135

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.

FE

Key to the Caribbean - average yearly temperature 77° Fahrenheit.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
7/27/2018

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 Gateway-Acentria Insurance, LLC 2430 W. Oakland Park Blvd. Fort Lauderdale FL 33311 | CONTACT NAME: PHONE (A/C, No, Ext): 954-735-5500 FAX (A/C, No): 954-735-2852 E-MAIL ADDRESS: certificates@gatewayins.com | | | | | | | | | | | | | | |
|--|---|-------------------------------|--------|---------------------------------------|--|---------------------------------------|--|-------------|--|-------------|--|-------------|--|-------------|--|
| INSURED Key West Business Guild Attn: Matt Hon 808 Duval Street Key West FL 33040 | <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A : United Specialty Ins. Co.</td> <td></td> </tr> <tr> <td>INSURER B : Main Street America Group</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : United Specialty Ins. Co. | | INSURER B : Main Street America Group | | INSURER C : | | INSURER D : | | INSURER E : | | INSURER F : | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A : United Specialty Ins. Co. | | | | | | | | | | | | | | | |
| INSURER B : Main Street America Group | | | | | | | | | | | | | | | |
| INSURER C : | | | | | | | | | | | | | | | |
| INSURER D : | | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | | |

COVERAGES **CERTIFICATE NUMBER:** 712512588 **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 INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS | | |
|----------|--|---------------------------------------|----------|---------------|-------------------------|-------------------------|---|--------------------------------|----------|
| A | GENERAL LIABILITY | Y | | USA4221855 | 7/10/2018 | 7/10/2019 | EACH OCCURRENCE | \$ 1,000,000 | |
| | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR | | | | | | DAMAGE TO RENTED PREMISES (Ea occurrence) | \$ 100,000 | |
| | GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC | | | | | | | MED EXP (Any one person) | \$ 5,000 |
| | | | | | | | PERSONAL & ADV INJURY | \$ 1,000,000 | |
| | | | | | | | GENERAL AGGREGATE | \$ 2,000,000 | |
| | | | | | | | PRODUCTS - COMP/OP AGG | \$ | |
| | | | | | | | | \$ | |
| A | AUTOMOBILE LIABILITY | | | BPG30095 | 8/31/2017 | 8/31/2018 | COMBINED SINGLE LIMIT (Ea accident) | \$ 1,000,000 | |
| | <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS | | | | | | BODILY INJURY (Per person) | \$ 1,000,000 | |
| | | | | | | | BODILY INJURY (Per accident) | \$ 100,000 | |
| | | | | | | | PROPERTY DAMAGE (Per accident) | \$ 500,000 | |
| | | | | | | | | \$ | |
| | UMBRELLA LIAB | | | | | | EACH OCCURRENCE | \$ | |
| | EXCESS LIAB | | | | | | AGGREGATE | \$ | |
| | | | | | | | | \$ | |
| B | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY | Y/N | | WCG30095 | 8/31/2017 | 8/31/2018 | <input checked="" type="checkbox"/> WC STATUTORY LIMITS | <input type="checkbox"/> OTHER | 1000000 |
| | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) | <input checked="" type="checkbox"/> N | N/A | | | | E.L. EACH ACCIDENT | \$ 1,000,000 | |
| | If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | | E.L. DISEASE - EA EMPLOYEE | \$ | |
| | | | | | | | E.L. DISEASE - POLICY LIMIT | \$ | |

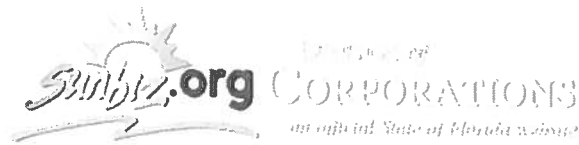
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 The City of Key West is included as additional insured with respects to general liability only as required by written contract.

| | |
|---|--|
| CERTIFICATE HOLDER City Of Key West 1300 White Street Key West FL 33040 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|---|--|

9:39 AM
 02/13/19
 Accrual Basis

Key West Business Guild, Inc.
 HD Ball P&L vs Budget
 January through December 2018

| | <u>Jan - Dec 18</u> | <u>Budget</u> |
|---------------------------------|---------------------|------------------|
| Ordinary Income/Expense | | |
| Income | | |
| Event Income | | |
| Headdress Ball | | |
| HDB Sponsorships | 6,395.69 | 4,000.00 |
| HDB Tickets | 31,833.60 | 8,000.00 |
| Total Headdress Ball | <u>38,229.29</u> | <u>12,000.00</u> |
| Total Event Income | <u>38,229.29</u> | <u>12,000.00</u> |
| Total Income | <u>38,229.29</u> | <u>12,000.00</u> |
| Gross Profit | <u>38,229.29</u> | <u>12,000.00</u> |
| Expense | | |
| Event Expenses | | |
| Headdress Ball Expenses | | |
| HDB Advertising/Posters | 2,162.25 | |
| HDB Event Fee to Fantasy Fest | 2,000.00 | |
| HDB Audio/Visual/Stage Expenses | 4,950.00 | |
| HDB Decorating Expenses | 3,147.65 | |
| HDB Prizes Awarded | 4,700.00 | |
| HDB MC/Director Fee | 1,500.00 | |
| HDB Security/Casual Labor | 750.00 | |
| Headdress Ball Expenses - Other | 575.00 | |
| Total Headdress Ball Expenses | <u>19,784.90</u> | |
| Total Event Expenses | <u>19,784.90</u> | |
| Total Expense | <u>19,784.90</u> | |
| Net Ordinary Income | <u>18,444.39</u> | <u>12,000.00</u> |
| Net Income | <u>18,444.39</u> | <u>12,000.00</u> |



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

Detail by Entity Name

Florida Not For Profit Corporation
KEY WEST BUSINESS GUILD, INC.

Filing Information

Document Number 744178
FEI/EIN Number 59-1931515
Date Filed 09/06/1978
State FL
Status ACTIVE
Last Event REINSTATEMENT
Event Date Filed 12/20/1991

Principal Address

808 Duval St
KEY WEST, FL 33040

Changed: 01/15/2018

Mailing Address

808 Duval St
KEY WEST, FL 33040

Changed: 01/15/2018

Registered Agent Name & Address

SMITH, WAYNE LARUE
509 Whitehead St
KEY WEST, FL 33040

Name Changed: 03/18/1997

Address Changed: 06/18/2018

Officer/Director Detail

Name & Address

Title PD

Beaubien, Alan
808 Duval St
KEY WEST, FL 33040

Title VD

Licis, Charles
808 Duval St
KEY WEST, FL 33040

Title TD

Colston, Tonya
808 Duval St
KEY WEST, FL 33040

Annual Reports

| Report Year | Filed Date |
|-------------|------------|
| 2018 | 01/15/2018 |
| 2018 | 06/18/2018 |
| 2019 | 02/11/2019 |

Document Images

| | |
|---|--|
| 02/11/2019 -- ANNUAL REPORT | View image in PDF format |
| 06/18/2018 -- AMENDED ANNUAL REPORT | View image in PDF format |
| 01/15/2018 -- ANNUAL REPORT | View image in PDF format |
| 02/09/2017 -- ANNUAL REPORT | View image in PDF format |
| 01/26/2016 -- ANNUAL REPORT | View image in PDF format |
| 01/13/2015 -- ANNUAL REPORT | View image in PDF format |
| 01/07/2014 -- ANNUAL REPORT | View image in PDF format |
| 07/03/2013 -- AMENDED ANNUAL REPORT | View image in PDF format |
| 01/09/2013 -- ANNUAL REPORT | View image in PDF format |
| 02/14/2012 -- ANNUAL REPORT | View image in PDF format |
| 06/17/2011 -- ANNUAL REPORT | View image in PDF format |
| 03/14/2011 -- ANNUAL REPORT | View image in PDF format |
| 07/14/2010 -- ANNUAL REPORT | View image in PDF format |
| 01/26/2010 -- ANNUAL REPORT | View image in PDF format |
| 03/19/2009 -- ANNUAL REPORT | View image in PDF format |
| 07/01/2008 -- ANNUAL REPORT | View image in PDF format |
| 08/03/2007 -- ANNUAL REPORT | View image in PDF format |
| 01/12/2007 -- ANNUAL REPORT | View image in PDF format |
| 05/01/2006 -- ANNUAL REPORT | View image in PDF format |
| 01/27/2005 -- ANNUAL REPORT | View image in PDF format |
| 04/27/2004 -- ANNUAL REPORT | View image in PDF format |
| 01/23/2003 -- ANNUAL REPORT | View image in PDF format |
| 04/22/2002 -- ANNUAL REPORT | View image in PDF format |
| 07/30/2001 -- ANNUAL REPORT | View image in PDF format |
| 03/05/2001 -- ANNUAL REPORT | View image in PDF format |
| 05/12/2000 -- ANNUAL REPORT | View image in PDF format |
| 04/27/1999 -- ANNUAL REPORT | View image in PDF format |
| 04/29/1998 -- ANNUAL REPORT | View image in PDF format |
| 03/18/1997 -- ANNUAL REPORT | View image in PDF format |
| 05/01/1996 -- ANNUAL REPORT | View image in PDF format |

[01/30/1995 -- ANNUAL REPORT](#)

[View image in PDF format](#)

Florida Department of State, Division of Corporations




THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Key West Business Guild, Inc.
Headdress Ball
October 24, 2019

I **Alan Beaubien** being authorized to act on behalf of and legally bind the **Creative Key West Business Guild, 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.




Signature of Witness

Kevin Theriault

Print Name

7/17/19

Date



Signature of Applicant

ALAN BEAUBIEN

Print Name

7/17/19

Date



**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

*Catered
Event*

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

- Map of Closed Road with Fire Lane & Vendor Booth(s) Locations

Tents (More Than 200 SqFt.)

- Flame Resistance Certificate
- Size, Type, Location of Tent(s)

Booths

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

Parade

- Floats – Total # _____



THE CITY OF KEY WEST

Parking Division

1300 White Street
Key West, FL 33040

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

Parking will be handled by Southernmost
Coconut Castaways.

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

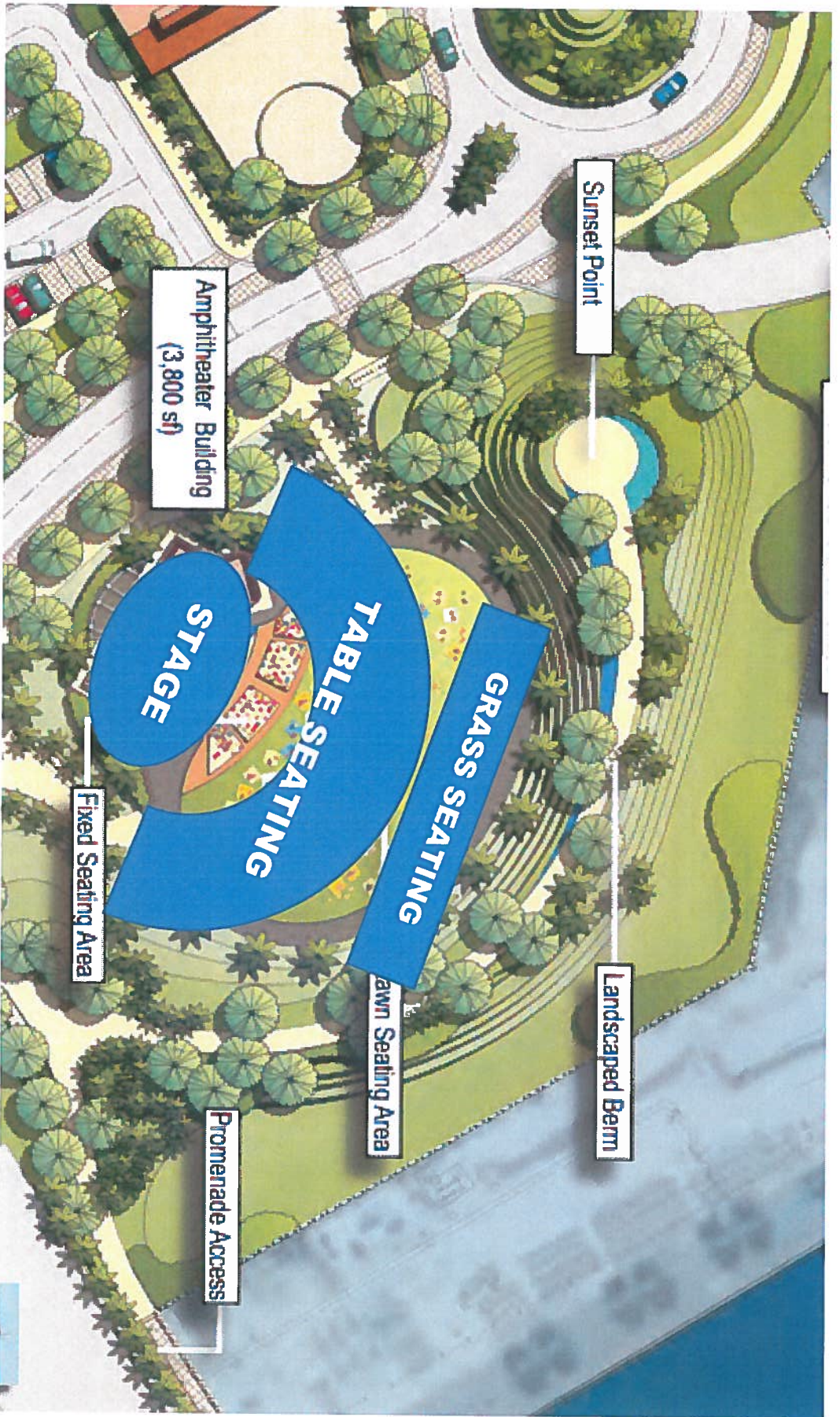
Key West Bight Rates: \$3.50 per hour or \$20.00 per day per space

On-Street Meter Rates: \$3.00 per hour or \$20.00 per day per space.

Modification of rates can only be approved by Commission.

If you have any questions, please contact John Wilkins, Parking Director at (305) 809-3855 or email jwilkins@cityofkeywest-fl.gov

(305) 809-3855 jwilkins@cityofkeywest-fl.gov



Event Name: KW Business Guild Oct 24, 2019
Headdress Ball

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

| X | TITLE | COMMENTS |
|---|--|-----------------------------|
| X | Special Event Application | |
| X | Noise Exemption (If applicable) | |
| X | \$50.00 for Noise | |
| X | Ordinance initialed | |
| X | Recycling checklist completed | |
| X | Recycling deposit \$1,000.00 | |
| X | Recycling Plan | City of Key West |
| X | Authorization Letter for continuous cleaning of recycled area | |
| X | Signatures of No Objection of Street closure (If applicable) | N/A |
| X | Insurance naming the City as additional insured | |
| X | Financial of previous event (If applicable) | |
| X | Release & Idemnification Form | |
| X | Site Map (where barricades, stages, etc are to go) | |
| X | Letter from non profit that states they will be receiving the funds | they are the non profits |

Maria Ratcliff

From: Doug Bradshaw
Sent: Monday, July 22, 2019 3:14 PM
To: Maria Ratcliff
Subject: RE: Key West Business Guild Headdress Ball October 24, 2019

Port no issues

Doug Bradshaw
Director Port and Marine Services
City of Key West
201 William Street
Key West, FL 33040
305-809-3792

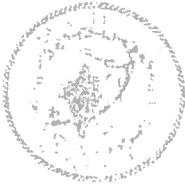
From: Maria Ratcliff
Sent: Monday, July 22, 2019 2:37 PM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>
Subject: Key West Business Guild Headdress Ball October 24, 2019

Thank you!

Respectfully

*Maria Ratcliff
Executive Administrator to the City Manager
& Special Events Coordinator
City of Key West
1300 White Street
Key West, Florida 33040
(305) 809-3881
mratcliff@cityofkeywest-fl.gov*

Amphitheatre



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: KW Business Guild Address Ball
DATES: 10/24/19

DEPARTMENTS

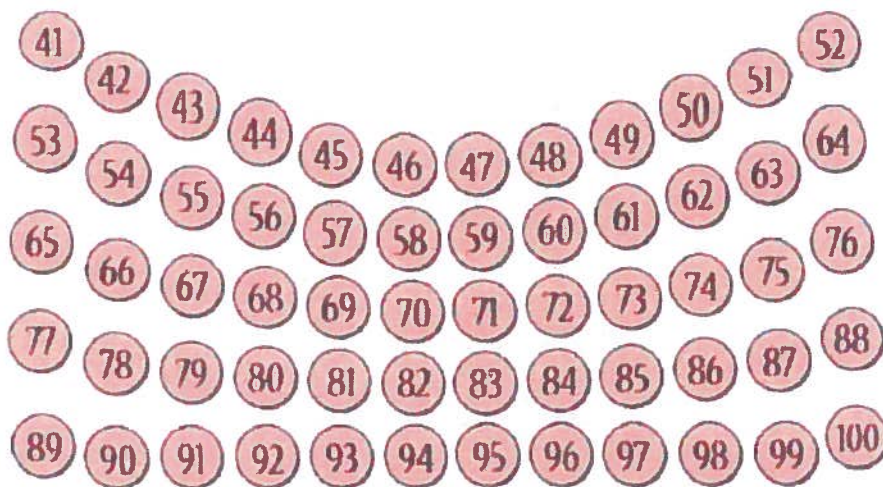
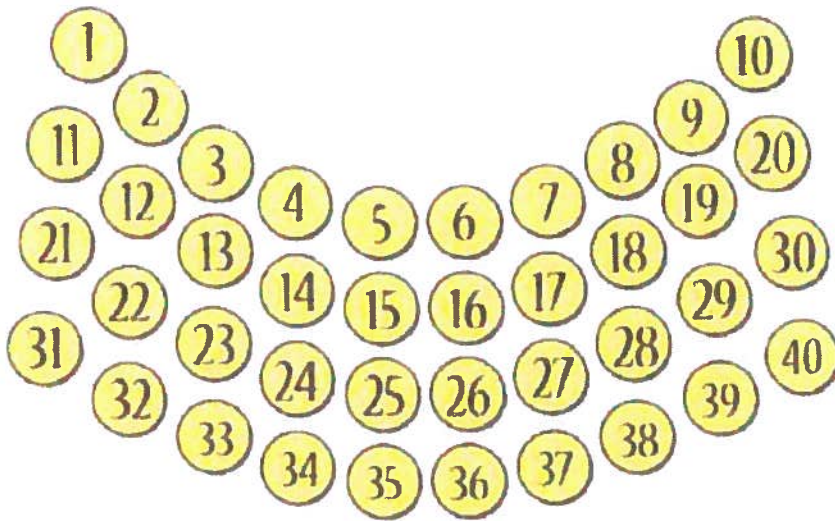
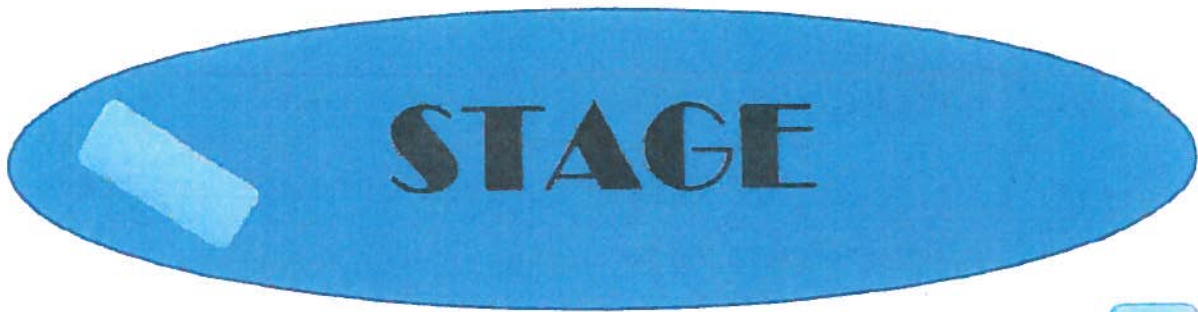
COMMENTS

| EVENTS (INITIAL SIGNOFF) | | COMMENTS |
|--|------|-----------------|
| Signature: <i>Mania Latuff</i> DATE: 7/19/19 | | Need 500 chairs |
| COMMUNITY SERVICES | | |
| SIGNATURE | DATE | |
| POLICE DEPARTMENT | | |
| SIGNATURE | DATE | |
| FIRE DEPARTMENT | | |
| SIGNATURE | DATE | |
| KWDOT | | |
| Signature: <i>Rodolfo Hernandez</i> DATE: 7/22/19 | | No Impact |
| PORT AND MARINE SERVICES | | |
| SIGNATURE | DATE | |
| CODE COMPLIANCE | | |
| SIGNATURE | DATE | |
| ENGINEERING | | |
| SIGNATURE | DATE | |
| UTILITIES | | |
| SIGNATURE | DATE | |

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

 = ADA Accomodations
 = Judges Table

 = Chair Seating



For General Admission tickets on the lawn

Amphitheatre



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: KW Business Guild Address Ball
DATES: 10/24/19

Table with columns: DEPARTMENTS, EVENTS (INITIAL SIGNOFF), COMMENTS. Rows include: COMMUNITY SERVICES, POLICE DEPARTMENT, FIRE DEPARTMENT, KWDOT, PORT AND MARINE SERVICES, CODE COMPLIANCE, ENGINEERING, UTILITIES.

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Maria Ratcliff

From: John Wilkins
Sent: Wednesday, July 24, 2019 4:32 PM
To: Maria Ratcliff
Subject: RE: Key West Business Guild Headdress Ball October 24, 2019

Parking has no action
John

From: Maria Ratcliff
Sent: Tuesday, July 23, 2019 12:00 PM
To: John Wilkins <jwilkins@cityofkeywest-fl.gov>
Subject: FW: Key West Business Guild Headdress Ball October 24, 2019

Here is another one.

Respectfully

*Maria Ratcliff
Executive Administrator to the City Manager
& Special Events Coordinator
City of Key West
1300 White Street
Key West, Florida 33040
(305) 809-3881
mratcliff@cityofkeywest-fl.gov*

From: Maria Ratcliff
Sent: Monday, July 22, 2019 2:37 PM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Rodrigo Delostrinos (<rdelostrinos@cityofkeywest-fl.gov> <rdelostrinos@cityofkeywest-fl.gov>); Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>
Subject: Key West Business Guild Headdress Ball October 24, 2019

Thank you!

Respectfully

*Maria Ratcliff
Executive Administrator to the City Manager
& Special Events Coordinator
City of Key West*

Amphitheatre



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: KW Business Guild Address Ball
DATES: 10/24/19

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maniatury 7/19/19

SIGNATURE

DATE

Need 500 chairs

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED