

Security Depart  
# 30449

## City of Key West Special Event Permit Application

For assistance in filling out this application, please contact the City at (305) 809-3881 or via email at : event\_request@cityofkeywest-fl.com

Event Name: Wesley House Family Services - Holiday Village & BeLighted Bike Ride  
Location: Coffee Butler Amphitheater and Southard, Whitehead, Duval and South Streets  
Date(s): 11/30/23-12/2/23 Hours of Operation: 4pm-10pm (set up begins at 8am 11/30)  
Requesting 12/2 for breakdown  
Break Down Date: 12/2/2023 Number of Expected Attendees: Holiday Village - 1000-2000  
Bike Ride - 3000-5000  
Is the Event open to the Public? Yes  No

Description: Provide a narrative description of the full scope of your event with as much detail as possible in the box below. If this event has multiple sub events, specify date and time range of each.

Wesley House Family Services (WHFS) will host a family-friendly Holiday Village "pre-party" to our annual Lighted Bike Ride. The entire event is called WHFS Holiday Village & BeLighted Bike Ride. The Holiday Village will be at the Coffee Butler Amphitheater from 4-8pm on 12/1/23 featuring holiday themed booths by local businesses and organizations, pony rides, carnival rides (like Children's Day), bounce houses, food, music, and bike contests. The annual lighted bike ride will leave from the amphitheater and travel the same route as the Fantasy Fest parade. Whitehead to Front St, turn right on Front St, ride the length of Duval and return to the amphitheater via Whitehead St. KWPD will lead the parade and block the intersections.

### EVENT ORGANIZER INFORMATION

Company or Organization Name Wesley House Family Services, Inc.  
Name Grace Epperly, Development Coordinator Phone number 305.809.5000  
Mailing Address 1304 Truman Ave  
City Key West State FL Zip 33040 Email Grace.Epperly@WesleyHouse.org  
Tax ID / EIN# 59-0624461

### SECONDARY CONTACT INFORMATION

Name Aleida Jacobo, CEO Phone number 305.809.5000  
Company or Organization Name Wesley House Family Services  
Email Aleida.Jacobo@WesleyHouse.org

### SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes  Complete Supplement A No   
Non-Profit Applicant or Benefit: Yes  Complete Supplement B No   
Alcoholic Beverages Sold/Served at Event: Yes  Needs City Commission Approval No

Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission through Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must have a liquor license and provide liquor liability insurance.

INITIALS REQUIRED

Event Name: WHFS Holiday Village & BeLighted Bike Ride

Event Date: 12/1/23

1. **Application Form:** All Applicant(s) must fill out the City of Key West (City) application form provided to you by the Office of the City Manager. All applications are subject to approval at the discretion of the City Manager and/or City Commission and must in the Office of the City Manager 60 days prior to the event.

Applicant Printed Name: Aleida Jacobo

Signature: 

2. **Liability Insurance:** Applicant(s) 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 Workers' Compensation Coverage

Employers Liability with minimum limits:

- \$1,000,000 injury by accident

- \$1,000,000 injury by disease

- \$1,000,000 Policy Limits - 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

Applicant Printed Name: Aleida Jacobo

Signature: 

3. **Indemnification:** The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe incurred by the City of which may be claimed against the City by any person, firm to the person or property f any person, firm, corporation, or entity which are consequent or arise from the activities of 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.

Applicant Printed Name: Aleida Jacobo

Signature: 

4. **ADA:** All special events are required to comply with the Federal Americans with Disabilities Act which requires access to all areas in services provided by the special events. Organizers must ensure that all aspects of their event meet the requirements.

Applicant Printed Name: Aleida Jacobo

Signature: 

5. **Notifying:** 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.

Applicant Printed Name: Aleida Jacobo

Signature: 

6. **City Services Pricing:** The organizer or sponsor of any special event which requires the provision of additional extraordinary support services by police, fire, and administration or other city department shall pay to the city the cost of such services. A nonrefundable down payment of 10% of all cost, as estimated by the city manager, shall be made to the city either by certified check or credit card at least 10 days prior to the special event.

Applicant Printed Name: Aleida Jacobo

Signature: 

7. **Payment Terms:** 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 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 (1.5%) per month.

Applicant Printed Name: Aleida Jacobo

Signature: 

## Event Screening Questionnaire

Event Name: WHFS Holiday Village & BeLighted Bike Ride

Event Date: 12/1/23

The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application.

VENDOR SALES	
1. Will ANY alcoholic beverage be sold or served?	Yes <input type="checkbox"/> Needs City Commission Approval No <input checked="" type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input checked="" type="checkbox"/> Complete Supplement C No <input type="checkbox"/>
SAFETY	
IF YES, COMPLETE REQUIRED FORMS	
3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles	Yes <input checked="" type="checkbox"/> Complete Supplement C No <input type="checkbox"/>
4. Will your event involve ANY of the following tents or structures? Tents, Booths, Canopies or Podiums, Viewing Stands and Bracing, Stages, Risers or Air Support Structures	Yes <input checked="" type="checkbox"/> Complete Supplement D No <input type="checkbox"/>
STREETS & SIDEWALKS	
IF YES, COMPLETE REQUIRED FORMS	
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes <input type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input checked="" type="checkbox"/> Complete Supplement E No <input type="checkbox"/>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
CITY PROPERTY	
IF YES, COMPLETE REQUIRED FORMS	
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes <input checked="" type="checkbox"/> Complete Supplement F No <input type="checkbox"/>

The applicant does acknowledge and hereby affirms that any and all information of this application and all of its supplements are accurate to the best of their 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 for an 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 Signature

5/31/23  
Date



## Required – Recycling Plan





Event Name: WHFS Holiday Village & Belighted Bike Ride Event Date: 12/1/23

The City of Key West is committed to increasing the collection of recycled materials and needs your help to accomplish this. As the Event Organizer, you need to encourage your vendors to participate in the separation of solid waste and recyclable items by providing the adequate number and type of collection receptacles.

### RECYCLING POINT OF CONTACT

Name Grace Epperly Phone Number cell. 305 310.9927  
 Email Grace.Epperly@WesleyHouse.org Number of people dedicated to recycling 4

### INITIALS REQUIRED

-  1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.
-  2. **RECYCLING FEE:** The Fee (see Fee Schedule) must be submitted prior to the event. You can earn all or part of this fee back by participating in the City Recycling Program.
-  3. **ACCEPTABLE RECYCLABLES:** The primary items will be Aluminum Cans, Plastic Bottles, Cardboard, and Glass Bottles. But additional items can include Food and Beverage Cartons, Regular paper, Magazines and Program Handouts.
-  4. **CONTAMINATION:** I understand that recycle bins with contamination above 15% will result in not being able to earn back all or part of the Recycling Fee.

### RECYCLING TIMELINE

Two Weeks  
(Self filling)

#### BEFORE EVENT:

1. Arrange Trash/Recycling through Community Services (305-809-3759).
2. Get approval for educational signage needed to inform customers/event goers of recycling and garbage rules/locations during the event. Request standard signage or submit unique designs for approval through [recycle@cityofkeywest-fl.gov](mailto:recycle@cityofkeywest-fl.gov)

Due Date  
(Self filling)

#### DAY OF EVENT:

1. Place Recycling/Garbage containers in pairs throughout venue, at approximately every 30 feet throughout the event.
2. During the event ensure that recycle bins are free from contamination. Pull full bags, replace with a new liner, and stage full bags only at pre arranged sites.
3. At end of event, remove all signage, and return if borrowed from City. Place all trash/recycling containers pre-arranged pick-up location.

Due Date  
(Self filling)

#### TRASH/RECYCLING REPORT:

1. City Community Services will supply a report detailing the amount of materials collected for recycling by weight, volume, or count and report on contamination levels.
2. After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting [recycle@cityofkeywest-fl.gov](mailto:recycle@cityofkeywest-fl.gov).

## Required – Event Transportation Planning

Event Name: WHFS Holiday Village & BeLighted Bike Ride Event Date: 12/1/23

Parking and traffic congestion are consistently a concern of Key West residents. It is the City's goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

### INITIALS REQUIRED

**Communications:** Every event is required to provide communications about modes of transportation that will reduce vehicle traffic. These actions include:

1. Website(s)
2. Email
3. Ticketholders
4. Social Media

**Opportunities:** Large Events are required to explore opportunities to help minimize traffic congestions and parking issues. Your event will be more successful by encouraging alternate transportation or utilize transit friendly alternatives. Check opportunities you will explore.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Encourage Walking         | <input checked="" type="checkbox"/> Partner with Transit System/Buses    |
| <input checked="" type="checkbox"/> Encourage Biking          | <input checked="" type="checkbox"/> Partner with Transit Friendly Hotels |
| <input type="checkbox"/> Providing Bike Security with Valet   | <input type="checkbox"/> Partner with Restaurants/Bars                   |
| <input type="checkbox"/> Include Ride Service with VIP Passes | <input type="checkbox"/> Partner with Rideshare/Taxi Companies           |
| <input type="checkbox"/> Provide Pre-Sale parking only        | <input type="checkbox"/> Implement Shuttles                              |
| <input type="checkbox"/> Premium parking prices               | <input type="checkbox"/> Other: _____                                    |

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day			
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lot	\$32/day			
Mallory Square Parking Lot	\$40/day			
			<b>Total</b>	<b>0.00</b>

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

Total Parking Cost shall be calculated using this table and accounted for in the Event Fee Schedule. For more information, contact John Wilkins, Parking Director at (305) 809-3855.

## Required: Event Site Map / Layout

Event Name: WHFS Holiday Village & BeLighted Bike Ride Event Date: 12/1/23

Using the legend below, please illustrate your event to the best of your ability.  
 If it is a single site event only one site layout is needed. If the event includes multiple streets, a second map showing the Impacted Streets for the entire area is needed

### INITIALS REQUIRED

*af* Attach Site Map Layout

*af* Attach Impacted Streets Map

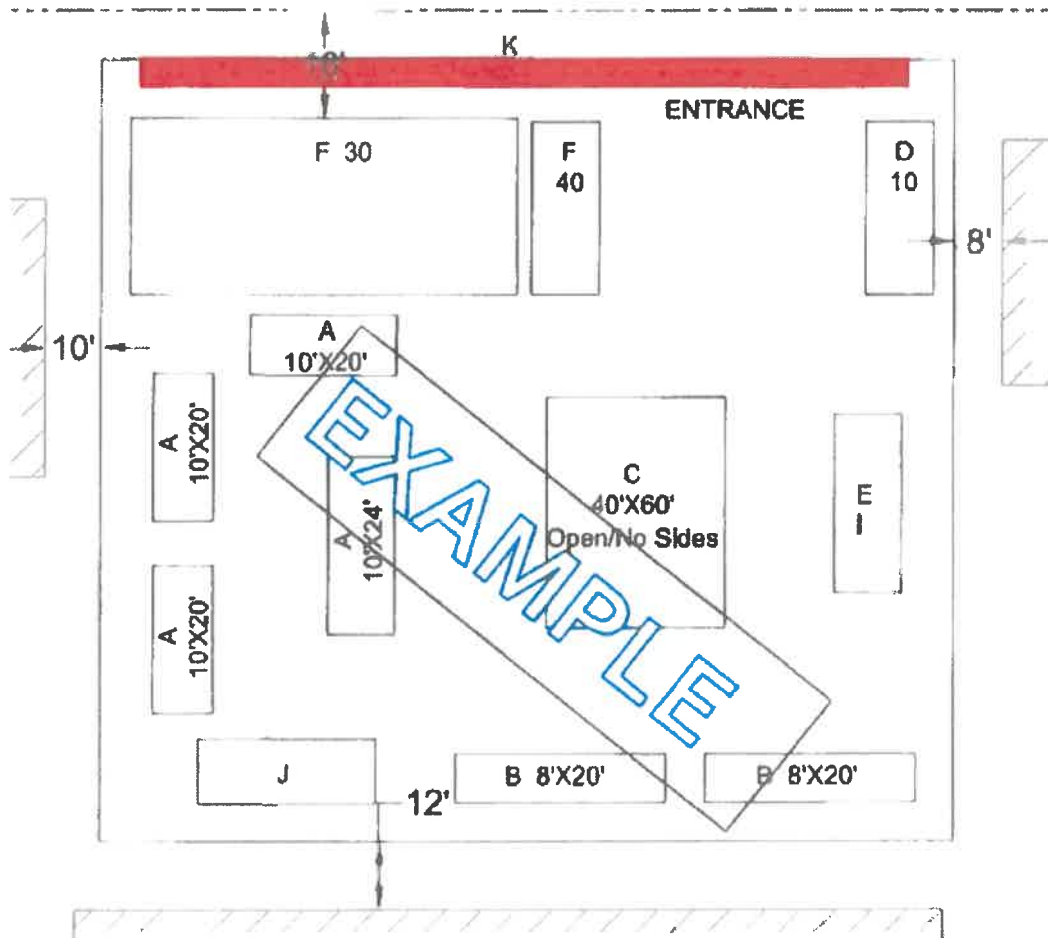
### Event Site Map Layout Legend

A. Food/Bev. Vendor Tents*	F. Car Parking**	K. Podiums
B. Merchandise Vendor Tents*	G. Bike Parking**	L. Fire Lane (RED LINE)
C. Seating Tents*	H. Roads Closed	M. Label Street(s)
D. Toilets **	I. Stage Area	N. Other: _____
E. Amplified Music	J. Bounce House	O. Other: _____

\* Indicate Tent sizes

\*\* Indicate Quantity

### Maple Street



# Special Event Permit Application

# Supplement A - Noise

Event Name: <u>WHFS Holiday Village &amp; BeLighted Bike Ride</u>	Event Date: <u>12/1/23</u>
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Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

*Noise limitations - Within a core commercial district as defined in this article, the maximum dBA and dBC sound levels permitted on any property located therein shall be as follows:*

*The average measurement taken between ten (10) and twenty (20) seconds shall be no greater than the maximum levels set out below. The measurement shall be taken from the sound source property line, or individual lease boundary in the case of property which has been subdivided by the execution of individual leases, of the noise generating property at a location that is closest to the complainant's property line:*

- a. Eighty-five (85) dBA or ninety-four (94) dBC between the hours of 11:00 a.m. and 2:59 a.m.*
- b. Seventy-five (75) dBA or eighty-four (84) dBC between the hours of 3:00 a.m. and 10:59 a.m.*

*In any residential or commercial district as defined in this article, a decibel meter shall be used for a complaint of unreasonable noise made at or within 100 feet of the property line of the sound source. The decibel reading shall be made at the location of the complaint. The investigating officer shall issue a citation for unreasonably excessive noise, unless in his judgment a warning is sufficient to cease the violation. There shall be no more than a total of one warning per offending person or establishment.*

Events that expect to exceed decibel levels set for their area must get a Noise Exemption from the City Commission. Noise Exemptions cannot be issued for the same location within 60 days of the last noise exemption approval.

Describe the Potential Noise Sources: \_\_\_\_\_

Do you wish to apply for a Noise Exemption? Yes  Need City Commission Approval No

### INITIALS REQUIRED

- \_\_\_\_\_ 1. Applicant(s) has reviewed the City Code regarding Noise limitations and understands that an exemption from the noise control ordinance requires approval from the City Commission Applications for noise exemptions must be received 30 days before the event
- \_\_\_\_\_ 2. The processing fee for the application is \$85.16, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- \_\_\_\_\_ 3. Notice of the City Commission’s proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

For more information on Noise and Noise Exemptions, consult the Special Event Guide and read the City Code Section 26-192



# Special Event Permit Application

# Supplement B – Non-Profit Verification

Event Name: WHFS Holiday Village & BeLighted Bike Ride Event Date: 12/1/23

Non-Profit Organization Name Wesley House Family Services, Inc

Tax ID/EIN # 59-0624461 Representative Grace Epperty

Purpose of Organization Serving children and families in Monroe County.

Phone 305.809.5000 Email Grace.Epperty@WesleyHouse.org

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?

Proceeds will benefit the programs of Wesley House Family Services

### INITIALS REQUIRED

*af*

1. **Services Waived:** The first \$1,000.00 of costs as specified in Section 6-26 (d) of the Code of Ordinances may be waived for any Event Organizer or Sponsor organization which qualifies as a tax-exempt Non-profit organization according to State or Federal law. Acceptance of this waiver by such Event Organizer or Sponsor organization shall render the Special Event a public accommodation subject to Human Rights provision of Section 38-225.

*af*

2. **Approval:** Supplement B must be reviewed and approved for Non-profit waivers to be granted. Neither Completion nor Submission of this form guarantees a waiver will be granted.

*af*

3. **Monies Received:** Within 30 days of the event completion the Event Organizer agrees to submit to the City Commission a letter from the Non-profit Organization receiving the waiver stating the amount of monetary donation received from the event.

*af*

4. **Accounting:** Within 90 days following the Special Event, the Event Organizer or Sponsor organization will ensure that the Non-profit organization receiving the waiver submits to the City Commission an accounting of expenses and revenues incurred and generated during the event.

### SIGNATURE AND ATTACHMENT REQUIRED

I hereby certify that the above named Non-profit organization is a bona fide, in good standing, domestic civic, educational, charitable, fraternal, or religious organization under the laws of the State of Florida or with proper tax exemption status with the Internal Revenue Service; that the organization is the actual sponsor of the event described and that all the proceeds from the event, after necessary direct expenses, will be used for civic, educational, charitable or religious purpose.

I further certify that the answers to the above questions are correct and complete to the best of my knowledge and belief. I also understand that any organizations who fraudulently seek exemption shall be subjected to civil and criminal penalties provided for in Florida Statutes.

Provide a copy of your organization letter issued by the I.R.S. or Secretary of State verifying tax exempt status.

Officer Signature *Grace Epperty* Title CEO Date 5/31/23

# Special Event Permit Application

# Supplement C – Food & Safety

Event Name: <u>WHFS Holiday Village &amp; BeLighted Bike Ride</u>	Event Date: <u>12/1/23</u>
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This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938





Police Department – LT Joseph Tripp (305) 809-1027

More information on Safety requirements can be found in the Special Event Guide.

### EVENT ACTIVITIES – Check all that apply to the Special Event

<u>Cooking:</u>	<u>Electrical Power</u>	<u>Other</u>
<input type="checkbox"/> Deep Frying / Open Flame	<input checked="" type="checkbox"/> Generator	<input type="checkbox"/> Road Closure
<input type="checkbox"/> Charcoal Grill	<input checked="" type="checkbox"/> 110AC / Extension Cords	<input type="checkbox"/> Fog/Smoke Machine
<input checked="" type="checkbox"/> Gas Grill	<input type="checkbox"/> DC Power	<input checked="" type="checkbox"/> Bubble Machine
<input type="checkbox"/> Food Warming Only		<input type="checkbox"/> Pyrotechnics
<input checked="" type="checkbox"/> Catered Food	<u>Structures:</u>	<input type="checkbox"/> Special Effects
	<input type="checkbox"/> Stages / Risers / Canopies	<input type="checkbox"/> Open Flame
<u>Alcohol To be Served By</u>	<input type="checkbox"/> Viewing Stands / Bracing	<input type="checkbox"/> Lasers
<input type="checkbox"/> Existing Licensed Establishment	<input checked="" type="checkbox"/> Seating	<input type="checkbox"/> Confetti
<input type="checkbox"/> Commercial Licensed Vendors	<input checked="" type="checkbox"/> Air Supported Bounce House	<input type="checkbox"/> Vehicle/Motorcycle Demo
<input type="checkbox"/> Non-profit Licensed Vendors	<input type="checkbox"/> Tents Greater than 200 SF	

### INITIALS REQUIRED

- N/A 1. **Alcohol:** Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission by Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Applicant must have a liquor license and provide liquor liability insurance.
-  2. **Cooking Safety:** If cooking, a KWFD Fire Watch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment.
-  3. **Sidewalks:** Structures must not interfere with pedestrian movement on the sidewalk. The Special Event Site Plan must show a minimum setback of six (6) feet from the property lines.
-  4. **Special Event Site Map:** Indicate where structures, tents, stages, cooking equipment, etc. will be located. The layout must also identify distances to the nearest buildings and property line. If seating will be provided, show seating/chair arrangement.
-  5. **Cooking Oil:** Cooking oil must be disposed of properly. Vendors found dumping cooking oil improperly will result in forfeiture of a portion of the Event deposit.

Event Name: WHFS Holiday Village & BeLighted Bike Ride Event Date: 12/1/23

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938

Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout Yes  No

TENTS

Total Number of Food/Beverage Vendor Tents: 3-5 food trucks

Total Number of Merchandise Vendor Tents: 25-40

Total: Approx. 45 max

Tent Supplier Name N/A - individual tents Contact Number \_\_\_\_\_

Size & Type of Tents: Vendors will provide their own tents to be set up inside the amphitheater space.

Most sizes will be 10x10 with a few possible 10x20.

Provide Certificate of Flame Resistance/Retardant for Tent Fabric. Yes  No

Will there be any combustibles or flammable liquids under the tent? Yes  No

Will the sides of the tent be used? Yes\*  No

\*Exit plans must be indicated on Site Map Layout.

STRUCTURES

What structures will be erected? Free-standing Christmas decorations within the amphitheater.

TBD - We are negotiating with All Star Events for rides and bounce houses. We will submit complete documentation once we have an agreed contract.

Will structures be erected on any part of a street or sidewalk? Yes  No

For each structure, note number of footings, weight and dimensions (L/W/H) below:

TBD - we are negotiating with Brandano displays for Christmas decorations.

TBD - We are negotiating with All Star Events for rides and bounce houses. We will submit complete documentation once we have an agreed contract.

# Special Event Permit Application

# Supplement E – Street Closure

Event Name: WHFS Holiday Village & BeLighted Bike Ride Event Date: 12/1/23

### STREET CLOSURE INFORMATION

Street(s) to be closed Rolling closures along Southard Block/Address Number(s) \_\_\_\_\_  
Whitehead, Duval & South

Cross-Streets: between Front and South

Closure Date(s) 12/1/23 Time 8pm AM/PM to approx 10pm AM/PM

### INITIALS REQUIRED

- 1. **Non-Profit Inclusion:** Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a Non-profit organization. When an Event Organizer proposes a Special Event that will cause the closing of a city street or other public right-of-way, the Event Organizer must donate at least 25% of the Event Organizer's gross revenues or \$1000.00, whichever is greater, to at least one Non-profit organization. The Event Organizer must designate the Non-profit organization(s) on the application for the event. Each named Non-profit organization must provide the City Manager with a letter of agreement with the Event Organizer.
- 2. **Consent:** The Event Organizer must have neighboring businesses sign a petition of no objection to the street closure. A template consent form can be found in the Special Events Guide.
- 3. **ADA Restrooms:** Whenever the Event Organizer of a Special Event provides temporary bathroom facilities within 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.
- 4. **Insurance:** Typical insurance policies may not provide coverage for accidents that may occur off private property and in the City Right of-way. Events taking place within City Right-of-Way require insurance in the amount of \$1M – liability and \$2M – aggregate.
- 5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.
- 6. **Emergency Access:** The closed street/roadway will immediately available for emergency vehicles and vehicles within the close block.

### SIGNATURE REQUIRED

We the undersigned, agree to save and hold harmless, the City of Key West from all cost and damage to any person and/or property which is caused by any activity, condition, or event arising out of temporary use of the above street for the purpose of this Special Event.

[Handwritten Signature]  
Event Organizer Signature

5/31/23  
Date







- 11 Event Organizer is responsible for any and all environmental cleanup, restoration, fees, fines, etc. associated with the activity and shall put in place any and all measures to eliminate environmental contamination to the City Property that may be caused by the Event activity.
- 12. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed no later than close of business of the last day of the event. Event Organizer should plan accordingly. City of Key West may impose additional fees for use of City Property beyond usage dates.

**INITIALS REQUIRED for Truman Waterfront Property**

**For Use of Truman Waterfront, the Event Organizer is subject to the following additional provisions:**

- 13. Event Organizer is responsible for obtaining necessary permits required by any other agencies pertaining to this Special Event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible for providing proof of permit prior to entering into an agreement with the City of Key West.

- 14. Event Organizer must take part in pre- and post-activity walk-through inspections with the City of Key West point of contact, or designee.

- 15. Event Organizer must provide the City of Key West with a detailed schedule for activities.

- 16. City of Key West personnel shall be allowed access to the site at all times.

- 17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.

- 18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.

- 19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.

- 20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time

- 21 Use of the inner basin for any activities is not authorized.

# LIGHTED BIKE RIDE ROUTE

Traffic only needs to be blocked by KWPD as the bike ride passes each cross street. The bike ride will begin at 8pm from the Amphitheater. Travel on Southward to Whitehead, turn left onto Whitehead, turn right onto Front St., right on Duval, right on South St., right on Whitehead and finish at the Amphitheater. We are planning on two hours for the ride, but anticipate it ending earlier than 10pm.

Mary Star of the Sea

The Basilica School of the Immaculate

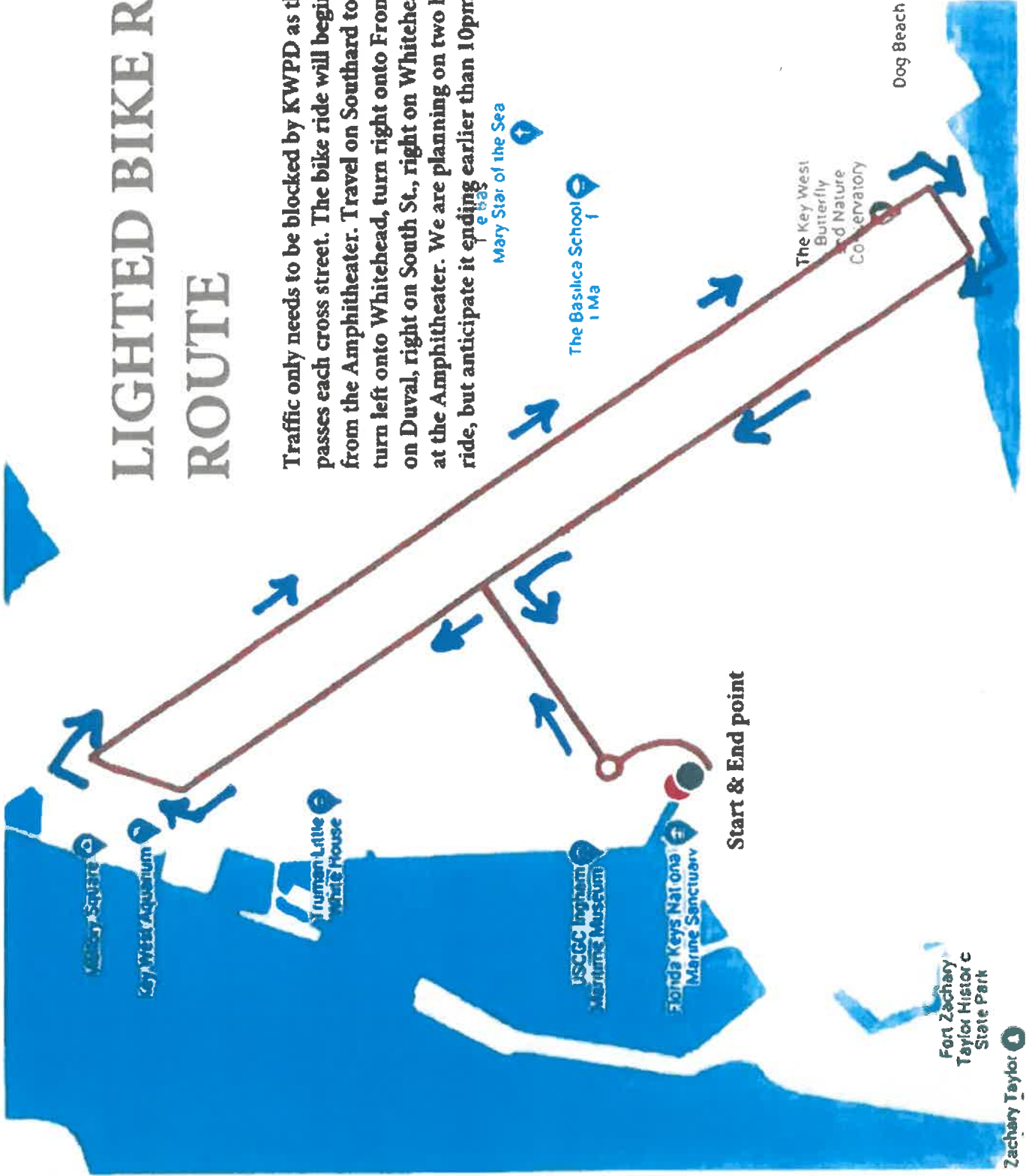
The Key West Butterfly and Nature Conservatory

Dog Beach

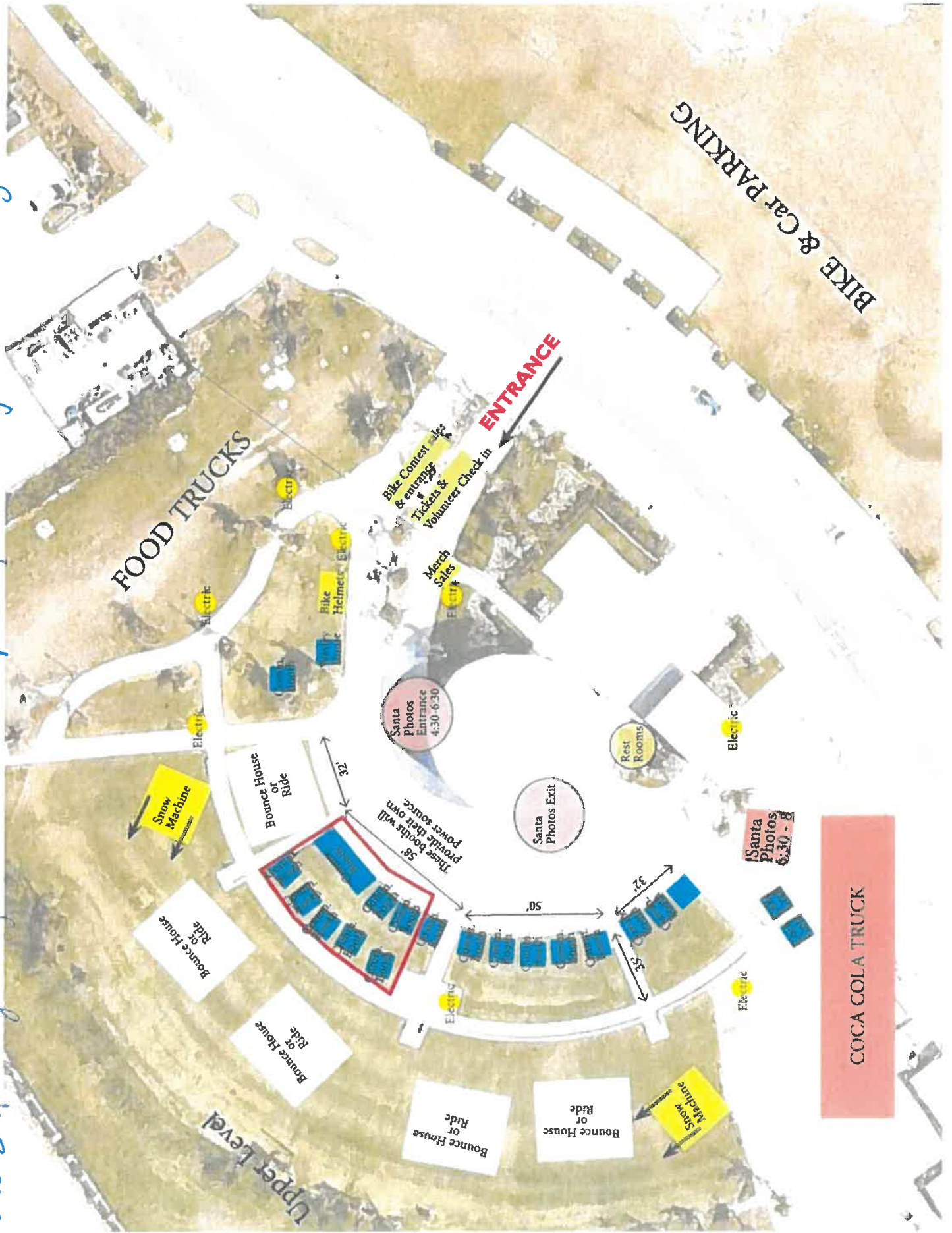
Start & End point

Fort Zachary Taylor Historic State Park

Zachary Taylor



2023 Holiday Village - WHFS Sample Layout - Subject to Change







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/15/2023

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

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

<b>PRODUCER</b> SUNZ Insurance Solutions, LLC ID: (Express HR) c/o Express HR Synergies One LLC 4800 Sugar Grove Blvd, Ste 120 Stafford, TX 77477	<b>CONTACT NAME:</b> Christopher Bruce
	<b>PHONE (A/C, No, Ext):</b> 281-277-3006 <b>FAX (A/C, No):</b>
	<b>E-MAIL ADDRESS:</b> chris.bruce@sespeo.com
	<b>INSURER(S) AFFORDING COVERAGE</b>
	<b>INSURER A:</b> SUNZ Insurance Company <b>NAIC #</b> 34762
<b>INSURED</b> Express HR Synergies One LLC; Express HR Synergies Two LLC 4800 Sugar Grove Blvd, Ste 120 Stafford TX 77477	<b>INSURER B:</b>
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>

**COVERAGES**      **CERTIFICATE NUMBER:** 74854601      **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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC065-00001-022	12/1/2022	12/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Coverage provided for all leased employees but not subcontractors of: All Star Events Inc  
 Client Effective: 12/1/2022

New Date

<b>CERTIFICATE HOLDER</b>  Wesley House Family Services 1304 Truman Avenue Key West FL 33040	<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.
	<b>AUTHORIZED REPRESENTATIVE</b>   Rick Leonard

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ACORD 25 (2016/03)

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**2023 Wesley House Family Services Holiday Village & BeLighted Bike Ride  
Waiver of Liability, Assumption of Risk, and Indemnity Agreement**

**Waiver:** In consideration of being permitted to participate in any way in the Holiday Village & BeLighted Bike Ride, hereinafter called "The Activity", I, for myself, my heirs, personal representatives or assigns, **do hereby release, waiver, discharge, and covenant not to sue for all participants listed; Wesley House Family Services, Inc., All Star Events Inc., and City of Key West**, its officers, employees, and agents from liability **from any and all claims** resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in The Activity.

**Assumption of Risks:**

**Attractions**— My participation in sumo suit, inflatable games, amusement devices, amusement rides, zip line, climbing walls, corn mazes, water ball or any other amusement activities entails known and unanticipated risks that could result in physical or emotional injury, paralysis, death, or damage to myself, to property, or to third parties. I understand that such risks simply cannot be eliminated without jeopardizing the essential qualities of the activity. I expressly agree to accept and assume all the risks in participating in these attractions. My participation in this activity is purely voluntary, and I elect to participate despite the risks.

**Bike Ride**—Riding a bicycle carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks and concussions to 3) catastrophic injuries including paralysis and death.

**I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent to participating in attractions and riding a bicycle. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.**

**Indemnification and Hold Harmless:** I also agree to **INDEMNIFY and HOLD** Wesley House Family Services, Inc., All-Star Events, Inc., and City of Key West **HARMLESS** from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in The Activity and to reimburse them for any such expenses incurred.

**Severability:** The Ticket Purchaser(s) further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of Florida and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

**Acknowledgement of Understanding:** I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** By purchasing a ticket, I acknowledge that I am entering the agreement freely and voluntarily, and **intend my purchase for myself and my guests to be a complete and unconditional release of all liability** to the greatest extent allowed by law.



## Maria Ratcliff

---

**From:** Grace Epperly <Grace.Epperly@wesleyhouse.org>  
**Sent:** Monday, July 31, 2023 3:22 PM  
**To:** Maria Ratcliff; Raj Ramsingh  
**Cc:** Albert Childress; Todd C. Stoughton; Jim J. Young; Aleida Jacobo  
**Subject:** [EXTERNAL] RE: Wesley House Family Services Holiday Village & Belighted Bike Ride at the Amphitheater - December 1, 2023  
**Attachments:** WESLEYHOUSE-COI.pdf; 2023 Holiday Village and Belighted Bike Ride Waiver.docx

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good afternoon, everyone,

We are contracting with All Star Events for one larger slide, a small ferris wheel, and two obstacle bounce houses. I have attached the contract we currently have, although I need them to remove the generators because Sunbelt will donate generators for these items. I am also attaching the COI's and the waiver we are requiring everyone to acknowledge when they purchase tickets to the Holiday Village and Bike Ride. Because the tickets are purchased electronically, they are required to acknowledge the waiver to purchase a ticket. If they do not acknowledge, they cannot purchase a ticket.

We will also have pony rides available from the Southernmost Riding Club. They will host rides for two out of the four hours of the Holiday Village. The other two hours will be for photos with the ponies.

Please let me know if you need anything further or have additional questions.

Thank you!



### Grace Epperly

#### Development Coordinator

Cell: 305.310.9927

Office: 305.809.5000

Grace.Epperly@WesleyHouse.org

1304 Truman Ave.

Key West, FL 33040

Follow us on Social Media!

[Facebook](#) [Instagram](#) [Linkedin](#)

Confidential Notice: This Communication is intended for the use of the person to whom it is addressed. It may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, (1) YOU MAY NOT READ, USE, COPY, DISTRIBUTE OR

DISCLOSE THE TRANSMISSION OR  
ANY INFORMATION CONTAIN  
THEREIN AND (2) PLEASE  
IMMEDIATELY NOTIFY THE  
SENDER THEN DESTROY THE  
TRANSMISSION. Thank you.

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>

**Sent:** Tuesday, July 25, 2023 12:03 PM

**To:** Raj Ramsingh <raj.ramsingh@cityofkeywest-fl.gov>

**Cc:** Albert Childress <albert.childress@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Grace Epperly <Grace.Epperly@wesleyhouse.org>

**Subject:** Wesley House Family Services Holiday Village & Belighted Bike Ride at the Amphitheater - December 1, 2023

This email originated from outside of the organization.

Hi Raj,

I am sending this to you because they mention carnival rides like they do at Children's Festival. I would think that someone in your department would need to inspect these rides. With this email, I am also asking for the information on these rides as to what they are and their liability insurance from these companies.

Let me know what you think. Thank you.

Maria



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/15/2023

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<b>PRODUCER</b> SUNZ Insurance Solutions, LLC ID: (Express HR) c/o Express HR Synergies One LLC 4800 Sugar Grove Blvd, Ste 120 Stafford, TX 77477	<b>CONTACT NAME:</b> Christopher Bruce	<b>FAX (A/C, No):</b>
	<b>PHONE (A/C, No, Ext):</b> 281-277-3006	<b>E-MAIL ADDRESS:</b> chris.bruce@sespeo.com
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A :</b> SUNZ Insurance Company		34762
<b>INSURER B :</b>		
<b>INSURER C :</b>		
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

**COVERAGES** **CERTIFICATE NUMBER:** 74854632 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD   WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>  GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/>					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	WC065-00001-022	12/1/2022	12/1/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Coverage provided for all leased employees but not subcontractors of: All Star Events Inc  
 Client Effective: 12/1/2022

## CERTIFICATE HOLDER

The 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

Rick Leonard

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ACORD 25 (2016/03)

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**Invoice:** 16293535  
**Order Date:** 6/14/2023  
**Sales Rep:** Cipriano 'Chip' Leal  
**Original Invoice #:**  
**PO #:**

**All Star Events**

13050 NW 43 AVE OPA-LOCKA, FL, 33054

**Phone:** (305) 623-0058

**Fax:** (305) 558-4724

**WESLEY HOUSE FAMILY SERVICES**

**LISSETTE ANGULO**

1304 Truman Ave



Key West, FL 33040

Cell: (305) 632-9165 Office: (305) 809-5000

**Start Date:** Fri, Dec 1, 2023 1:00pm

**End Date:** Fri, Dec 1, 2023 8:00pm

**Delivery method:** Fully Staffed

Name	Qty	Total
 All American Fair Slide	1	\$3,995.00
Truck Fee	1	\$150.00
State Inspection - NK	1	\$200.00
 Samba Balloon Wheel	1	\$3,995.00
Tow Behind Generator	1	\$1,295.00
Truck Fee	1	\$150.00
State Inspection - NK	1	\$200.00
WINTER WONDERLAND	1	\$1,295.00
GINGERBREAD PLAY LAND	1	\$995.00
ON SITE SUPERVISOR	1	\$455.00
Generator	3	\$585.00
DELIVERY & PICK UP	3	\$2,985.00
EARLY SETUP FEE COMPLETED BY 1PM, START @ 4PM	1	\$3,995.00

<b>Rentals subtotal</b>		\$20,295.00
<b>Staffing</b>		\$0.00
<b>Delivery</b>		\$0.00
<b>Fuel Surcharge</b>		\$0.00
<b>Sales Tax</b>	Exempt 0%	\$0.00
<b>Total</b>		<b>\$20,295.00</b>
<b>Deposit Due</b>		\$0.00
<b>Amount Paid</b>		\$10,147.50
<b>Balance Due</b>		\$10,147.50

**NOTE WITH REGARDS TO INSURANCE:**

Please be advised that beginning 2022, any customer needing to be added as 'additional insured' to anyone of our policies will be billed a ONE-time lifetime fee of \$262.50 per entity. Entities being added denotes a change to our policy(ies) which changes our premium. When this fee is paid once and the entity is added, they will maintain the coverage through the end of our current policy(ies) and continue to be added to any subsequent renewals at no additional fee.

**Please note that is the responsibility of the client to review the event date(s), start and end times, event/ location details, and equipment and/ or services requested above for accuracy.**

**THANK YOU FOR YOUR BUSINESS!**

*It is the Customer's responsibility to thoroughly familiarize themselves with ASE's Terms and Conditions.*

**All Star Events Contract Terms and Conditions**

**PLEASE SIGN AND RETURN THE CONTRACT ELECTRONICALLY OR FAX TO (305) 558-4724 WITHIN 48 HOURS ALONG WITH REQUIRED NON-REFUNDABLE DEPOSIT TO CONFIRM EVENT. BALANCE IS DUE UPON DELIVERY BEFORE EVENT STARTS.\* IF IT IS A MULTIPLE DAY EVENT, BALANCE IS DUE ON THE FIRST DAY BEFORE EVENT STARTS. THANK YOU FOR YOUR BUSINESS!**

**\* If you are booking solely performers, shows, tables, chairs, etc., balance must be paid in full prior to date of event. If you are booking within seven (7) days of your event date, you must pay your balance in full.**

By signing below I acknowledge and accept all of the provisions set forth in this contract, the terms and conditions included and the participant agreement and release & assumption of risk. No oral modifications will be considered unless reduced to writing and signed by all parties. Please note that it is the responsibility of the client to review the contract in its entirety for accuracy, including but not limited to: event date(s), start & end times, equipment and/or services requested.

**PAYMENTS**

**A NON REFUNDABLE DEPOSIT of 0.00 in the form of check, credit card (electronically), or money order to:**

**\*\*\* PLEASE NOTE OUR NEW ADDRESS \*\*\*  
ALL STAR EVENTS, INC.  
13050 NW 43 AVE  
OPA-LOCKA, FL 33054**

The balance will be payable in full on the day of event by cash, check, credit card (if deposit was paid by credit card – using same card) or money order upon delivery before event starts. If it is a multiple day event, balance is due on the first day before event starts. If the balance is not paid prior to the start of the event, ASE reserves the right to use the credit card on file that was used to pay the deposit, to pay the remaining balance. There will be **\$35.00** service charge for any returned checks.

**ALL EVENTS TOTALING \$5,000.00 OR MORE MUST BE PAID IN FULL BEFORE THE DAY OF EVENT.**

All monies paid are non-refundable.

In the event of ASE not being able to fulfill any portion of this contract, equipment malfunction, etc., monies are not reimbursed, credit towards a future event is held on account for customer to use within the following six (6) months from the date of original event date.

In the event of an overpayment, if payment was made with a credit card, refunds are made via company check within a seven (7) day period.



**CANCELLATION POLICY**

Cancellations, due to inclement weather, or any other cause, must be made by **4 PM the day before the event**, regardless of time of event. Cancellations may be made by calling the main office at (305) 623-0058. **ONCE THE EQUIPMENT IS AT THE EVENT, PAYMENT IN FULL IS DUE, RAIN OR SHINE.** In the event of an approved cancellation, all monies paid will be kept on record and can be applied to any future booking within **6 months** from the contracted event date, but it will not be refunded. The deposit is non-transferable without prior authorization. **Monies kept on file longer than 6 months will be forfeited.**

**GENERAL**

ASE reserves the right to swap equipment for a comparable unit or upgrade at its discretion.

ASE will consider, and whenever possible, honor special requests, i.e., early set-up, **at an additional fee.**

ASE will provide only ONE (1) 100-ft hose for each water product rented. It is the customer's responsibility to provide additional hose(s) if water source is located farther than 100-ft from set-up location.

Absolutely NO changes to the contract can be made directly with field staff. Customer MUST contact the office.

If your event set-up is completed early, it is ASE discretion as to whether we can begin your event early.

If your event will take place in a park, it is the customer's responsibility to obtain permission for special activities such as; water products, music, etc.

When booking large items, it is the customer's responsibility to ensure that they will have sufficient spacing and entrance to accommodate the unit(s) that they have ordered. If a customer is unsure of their spacing, ASE will be happy to conduct a 'site check' in order to avoid a problem or delay on the day of event. If customer does not secure proper spacing, ASE is NOT responsible and full payment will be due with no discount.

ASE reserves the right to shut down equipment if it deems that weather conditions are dangerous to the operation of the equipment and to those using same.

ASE is not responsible for electrical pipes, sprinklers or any water pipes damaged during the setup, takedown or use of our equipment on customer's property.

Our attendants do their best to assist in collecting your event tickets and observing your event wrist bands; however, we suggest that if you really want to be strict on this, please provide a volunteer. ASE will not be held accountable for lost revenue due to this process.

Any problems, issues, complaints, injuries, etc., should be reported to the manager on-site at your event PRIOR to the event ending and our team leaving the venue so that they can be duly noted and documented.

\*\*ASE is providing staff for each of the attractions. See attached email which is made part of this contract.

\*\*WHFS will provide patrons purchasing a ticket and participating in the event, with a waiver. By purchasing a ticket, patrons accept the terms of the waiver. (see attached).

**I HAVE READ THIS CONTRACT AND AGREE & UNDERSTAND THE CONTENT.**



12.138.77.138 on 6/28/2023

Signature

6/28/2023

Date

Phone number:

**Aleida I. Jacobo**

Printed Name

# Special Event Permit Application

# Department Approvals

Event Name: Westley House Belighted Side Event Date: Dec. 2  
& Holiday Village

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	✓ Maria Ratuiph
✓ Code Compliance	
✓ Engineering	
✓ Fire Department	
✓ KW DOT	
✓ Parking	
✓ Police Department	
✓ Port & Marine Services	
✓ Property Management	N/A
✓ Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

# Special Event Permit Application

# Department Approvals

Event Name: Wesley House Relighted Side Event Date: Dec 2  
Monterey Village

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Maria Rakeuph
Code Compliance 14 Jul 23	Ji J
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

# Special Event Permit Application

# Department Approvals

Event Name: Wesley House Belonged to the  
Holiday Village Event Date: Dec 1

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Rateriff</i>
Code Compliance	
Engineering	<i>Harry Colaneri</i> No Objections 7/17/2023
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



## THE CITY OF KEY WEST

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

To: Wesley House Family Services ([grace.epperly@wesleyhouse.org](mailto:grace.epperly@wesleyhouse.org))

From: Lieutenant Dereck Berger

Date: 7/24/23

Reference: Wesley House Holiday Village & Belighted Bike Ride

This office reviewed the special event application for the Wesley House Holiday Village & Belighted Bike Ride to be held @ Coffee Butler amphitheater as specified on application. Event date on December 1, 2023 from 4pm-12pm.

The following conditions apply:

- **Road closures need to allow one lane open for emergency vehicles.**
- **This year's event will require KWFD EMS Rescue Gator Crew (2) personnel & EMS Rescue Crew Unit (2) personnel @ \$60.00 an Hour per person. Total of 4 KWFD Personnel**
  - Closing and/or altering of roads and traffic for the event that may hinder the response of emergency vehicles.
  - High volume of participants participating in this event.
  - High potential for this event to cause strain on Fire and EMS resources due to the participants falling ill or becoming injured while participating.
- Previous events of this nature have required the emergency response of Fire and Rescue units. **Event organizer is responsible for an EMS rescue Gator (2) personnel & EMS Rescue Crew Unit (2) personnel @ \$60.00 an Hour per person. Total of 4 KWFD Personnel \$60.00 an hour per person. They will be present for the entire event to monitor all participants of this event.**

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

***Dereck Berger***

***Lieutenant/Inspector***

Key West Fire Department

1600 N. Roosevelt Blvd

Key West, Fl. 33040

Office 305-809-3935

[Dereck.berger@cityofkeywest-fl.gov](mailto:Dereck.berger@cityofkeywest-fl.gov)

*Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.*

3366 USSM 132



# Special Event Permit Application

# Department Approvals

Event Name: Wesley House Reopened Art Fair Event Date: Dec 1  
*at Wesley Villa*



Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>maria Rateriff</i>
Code Compliance	
Engineering	
Fire Department	
KW DOT	<i>Slight no delay - Rodrigo Detamio / RL</i>
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

## Maria Ratcliff

---

**From:** John Wilkins  
**Sent:** Thursday, August 10, 2023 1:51 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Wesley House Belighted Bike Ride and Holiday Village at the Amphitheater - December 1, 2023

Key West Parking Division requests all Vehicles associated with the event identify themselves by displaying an event sign on their dashboard including a local cell phone number in case we need to contact the driver.

The parking in the grassy field will be organized and managed by the event organizers. If donations or fee is accepted for parking in this area, all monies collected must be donated to a local charity.

I recommend a minimum of two event staff members to manage this parking area.

Sincerely,  
John Wilkins  
Parking Director  
City of Key West

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Friday, July 14, 2023 2:50 PM  
**To:** Albert Childress <albert.childress@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Cc:** Kelly Norman <knorman@ramsheadgroup.com>  
**Subject:** Wesley House Belighted Bike Ride and Holiday Village at the Amphitheater - December 1, 2023

Good afternoon,

Attached is the Wesley House Belighted Bike Ride and Holiday Village at the Amphitheater – December 1, 2023.

Please review and let me know if you have any questions.

Please note that this is the same date as World AIDS march from City Hall to the Edward Knight White Street Pier.

Thank you and have a great afternoon and weekend.

Maria

## Maria Ratcliff

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**From:** Joseph Tripp  
**Sent:** Monday, July 17, 2023 8:22 AM  
**To:** Maria Ratcliff; Albert Childress; Todd C. Stoughton  
**Cc:** Kelly Norman  
**Subject:** RE: Wesley House Belighted Bike Ride and Holiday Village at the Amphitheater - December 1, 2023

Good to go.

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Friday, July 14, 2023 2:50 PM  
**To:** Albert Childress <albert.childress@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Cc:** Kelly Norman <knorman@ramsheadgroup.com>  
**Subject:** Wesley House Belighted Bike Ride and Holiday Village at the Amphitheater - December 1, 2023

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Thank you and have a great afternoon and weekend.

Maria

## Maria Ratcliff

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**From:** Steven P. McAlearney  
**Sent:** Friday, July 14, 2023 4:36 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Wesley House Belighted Bike Ride and Holiday Village at the Amphitheater - December 1, 2023

Ports no issues

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Friday, July 14, 2023 2:50 PM  
**To:** Albert Childress <albert.childress@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Cc:** Kelly Norman <knorman@ramsheadgroup.com>  
**Subject:** Wesley House Belighted Bike Ride and Holiday Village at the Amphitheater - December 1, 2023

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Maria

# Special Event Permit Application

# Department Approvals

Event Name: Wesley House Re-lighted Side Side Holiday Village Event Date: Dec 2

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	maria Rateriff
Code Compliance	
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other: TWF	Paul Meyer



## Maria Ratcliff

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**From:** Raj Ramsingh  
**Sent:** Tuesday, July 25, 2023 3:29 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Wesley House Family Services Holiday Village & Belighted Bike Ride at the Amphitheater - December 1, 2023

Florida Building codes doesn't have jurisdiction on carnival rides, but we would gladly take a look if CM wanted us to look for any safety concerns. Let me know

Raj

Sent via the Samsung Galaxy S23 Ultra 5G, an AT&T 5G smartphone

----- Original message -----

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Date:** 7/25/23 12:03 PM (GMT-05:00)  
**To:** Raj Ramsingh <raj.ramsingh@cityofkeywest-fl.gov>  
**Cc:** Albert Childress <albert.childress@cityofkeywest-fl.gov>, "Todd C. Stoughton" <tstoughton@cityofkeywest-fl.gov>, "Jim J. Young" <jjyoung@cityofkeywest-fl.gov>, Wesley House Family Services <Grace.Epperly@wesleyhouse.org>  
**Subject:** Wesley House Family Services Holiday Village & Belighted Bike Ride at the Amphitheater - December 1, 2023

Hi Raj,

I am sending this to you because they mention carnival rides like they do at Children's Festival. I would think that someone in your department would need to inspect these rides. With this email, I am also asking for the information on these rides as to what they are and their liability insurance from these companies.

Let me know what you think. Thank you.

Maria