

# 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: USA WOMEN'S HALF MARATHON KEY WEST

Location: START / Mallory Square

Date(s): SAT., FEB. 24, 2024 (flexible) Hours of Operation: 6AM - 1PM

Break Down Date: Feb., 24, 2024 Number of Expected Attendees: 2000

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.

A Luxury race experience unlike no other. USA Women's Half Marathon Series races are partnered with Kendra Scott jewelry and lululemon. All participants receive a custom sterling silver necklace handed to them by men in tuxedos at the finish line. Every finisher will receive a lululemon finisher's shirt, continental buffet breakfast, mimosa (21 and over), massage and more.

### EVENT ORGANIZER INFORMATION

Company or Organization Name USA ENDURANCE EVENTS

Name LEE ANN YARBOR Phone number 619-368-9944

Mailing Address 522 WEST GEYSER ST

City LIVINGSTON State MT Zip 59047 Email LEEANN@USAENDURANCEEVENTS.COM

Tax ID / EIN# 81-1954669

### SECONDARY CONTACT INFORMATION

Name LEILANI SIMPSON Phone number 619-368-9944

Company or Organization Name 720-975-5860

Email LEILANI@USAENDURANCEEVENTS.COM

### 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: USA WOMENS HALF MARATHON KEY WEST Event Date: FEB. 24, 2024

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:** LEE ANN YARBOR **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:** LEE ANN YARBOR **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 or 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:** LEE ANN YARBOR **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:** LEE ANN YARBOR **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:** LEE ANN YARBOR **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:** LEE ANN YARBOR **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:** LEE ANN YARBOR **Signature:** 

# Event Screening Questionnaire

Event Name: USA WOMENS HALF MARATHON KEY WEST Event Date: 2/24/24

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 checked="" type="checkbox"/> Needs City Commission Approval No <input type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input type="checkbox"/> Complete Supplement C No <input checked="" 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 type="checkbox"/> Complete Supplement C No <input checked="" 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 checked="" type="checkbox"/> Complete Supplement E No <input 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

3/23/23  
Date



# Required – Recycling Plan





Event Name: USA WOMENS HALF MARATHON KEY WEST Event Date: 2/24/24

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 BRYAN YARBOR Phone Number 619-218-8141  
 Email BRYAN@USAENDURANCEEVENTS.COM Number of people dedicated to recycling 2

## 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: USA WOMENS HALF MARATHON KEY WEST Event Date: 2/24/24

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.

- Encourage Walking
- Encourage Biking
- Providing Bike Security with Valet
- Include Ride Service with VIP Passes
- Provide Pre-Sale parking only
- Premium parking prices

- Partner with Transit System/Buses
- Partner with Transit Friendly Hotels
- Partner with Restaurants/Bars
- Partner with Rideshare/Taxi Companies
- Implement Shuttles
- 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>	

\*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: USA WOMENS HALF MARATHON KEY WEST Event Date: 2/24/24

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

*[Handwritten Initials]* Attach Site Map Layout

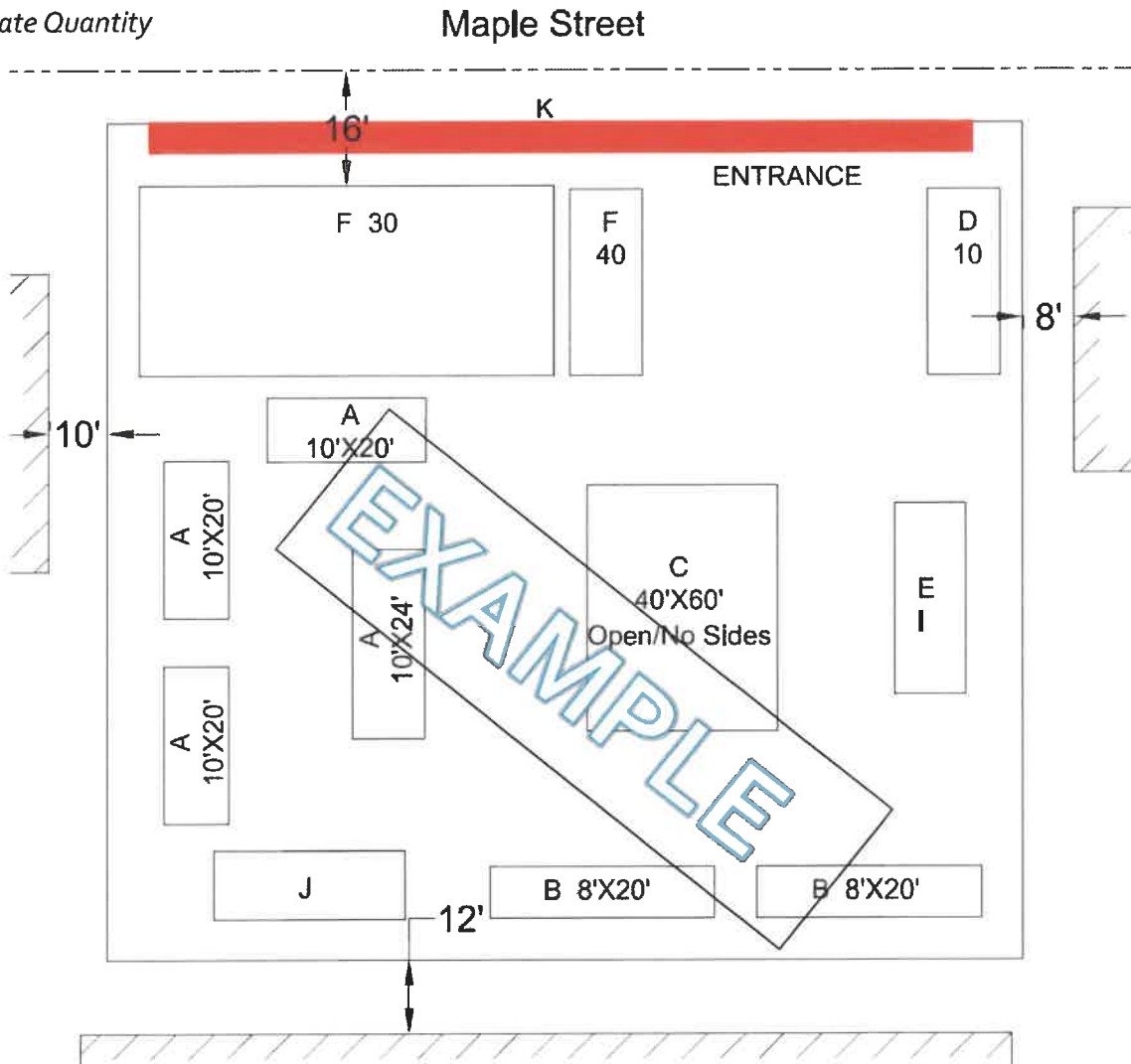
*[Handwritten Initials]* Attach Impacted Streets Map

NOTE: Attached course maps are "suggestive" and open to suggested changes...using pathways and side walks when available. Mallory Square detail tent layout to follow. General maps are attached.

- 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



Event Name: USA WOMENS HALF MARATHON KEY WEST Event Date: 2/24/24

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: MC and Music

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](#)



Event Name: USA WOMENS HALF MARATHON KEY WEST Event Date: 2/24/24

Non-Profit Organization Name USA ENDURANCE EVENTS OF SD DBA SAN DIEGO RUN CLUB FOUNDATION

Tax ID/EIN # 81-1954669 Representative Lee Ann Yarbor

Purpose of Organization Funding local charities

Phone 619-368-9944 Email LeeAnn@USAEnduranceEvents.com

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

INITIALS REQUIRED



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.



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.



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.




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  Title: Race Director Date 3/23/23

Event Name: USA WOMEN'S HALF MARATHON KEY WEST Event Date: 2/24/24

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.

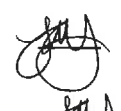
**EVENT ACTIVITIES – Check all that apply to the Special Event**


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

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**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: USA WOMENS HALF MARATHON KEY WEST Event Date: 2/24/24

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: 2

Total Number of Merchandise Vendor Tents: 10

Total: 12

Tent Supplier Name USA ENDURANCE EVENTS Contact Number 619-368-9944

Size & Type of Tents: 10X10, 10X20 15 X 15 DOME TENTS

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? A blow-up start and finish line that is 17' in height and 10' wide.

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:

The start and finish line is a giant-like balloon filled up using a blower,

Event Name: USA WOMENS HALF MARATHON KEY WEST Event Date: 2/24/24

**STREET CLOSURE INFORMATION**

Street(s) to be closed TBA Block/Address Number(s) \_\_\_\_\_

NOTE: Attached course maps are "suggestive" and open to suggested changes...using pathways and side walks when available

Cross-Streets: between \_\_\_\_\_ and \_\_\_\_\_

Closure Date(s) \_\_\_\_\_ Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ 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.

  
\_\_\_\_\_  
Event Organizer Signature

3/23/23  
\_\_\_\_\_  
Date



Event Name: USA WOMENS HALF MARATHON KEY WEST Event Date: 2/24/24

A list of City Properties that are available for event use, their amenities and Use Fees are listed in the Special Event Guide.

Which City Property do you wish to use? MALLORY SQUARE

Which Area(s) of the City Property do you wish to use? SEE COURSE AND FINISH AREA MAP

Will Utilities be required (Water and/or Electricity)? Yes  No

INITIALS REQUIRED



1. The City makes no guarantees that the requested City Property and Area will be available on the dates requested. Submitting this application acts as a request, not a guarantee.



2. Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.



3. Applicants wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via 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. Event Organizer must first have obtained a [liquor license](#) and liquor liability insurance.



4. Prior to use of the requested facility, the applicant must provide a refundable deposit and a nonrefundable payment for use of the City Property, as determined by the Fee Schedule. This payment shall be delivered to the City Manager’s Office at 1300 White St., Key West, FL 33040 at time of application. All checks shall be made payable to City of Key West.



5. All utility use must be coordinated through City of Key West. Any modification to utilities to support the activity will be at the sole cost of the Event Organizer and must meet City Codes. Utilities used by the Event Organizer will be charged at current rates or agreed upon method.



6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.



7. The City property used must be maintained in an orderly and neat condition. City of Key West may request Event Organizer to improve conditions of site within reason if conditions become unacceptable.



8. No trash may be left on site. Use of City of Key West dumpsters is not authorized unless prior approval is obtained from the City Manager.



9. No alcoholic beverages/non-prescription drugs or food may be brought onto or sold on Truman Waterfront without prior approval from the City Commission.



10. No hazardous material or waste shall be used or stored on the premises without submitting a Hazardous Waste Handling and Spill Plan to the City of Key West.

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.

## Maria Ratcliff

**From:** Lee Ann Yarbor <layarbor@gmail.com>  
**Sent:** Friday, June 23, 2023 2:10 PM  
**To:** Maria Ratcliff  
**Subject:** [EXTERNAL] Re: test

**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.

FINISH AND START AREA AT MALLORY SQUARE



"SUGGESTED" COURSE MAP #1



## Maria Ratcliff

**From:** Makenna Colon <makenna@usaenduranceevents.com>  
**Sent:** Thursday, February 1, 2024 4:44 PM  
**To:** Maria Ratcliff  
**Cc:** Alexandre J. Gaufillet; Leilani Simpson; Lee Ann Yarbor; Todd C. Stoughton; Billy Vazquez; Nick Revoredo  
**Subject:** [EXTERNAL] Re: [EXTERNAL] [EXTERNAL] USA Womens Half Marathon 2/24/24

**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.

Hello Maria and Alex,

I have a revised route linked and attached here: <https://www.mapmyrun.com/routes/view/5902296205/>



Please let me know if there needs to be any other revisions or if you have any suggestions.

Thank you,  
Makenna Colon  
Marketing Manager/Event Coordinator  
[USAEnduranceEvents.com](http://USAEnduranceEvents.com)  
(619)723-7842

On Jan 31, 2024, at 8:05 AM, Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)> wrote:

*Thank you, Alex.*

**From:** Alexandre J. Gaufillet <[agaufillet@cityofkeywest-fl.gov](mailto:agaufillet@cityofkeywest-fl.gov)>  
**Sent:** Wednesday, January 31, 2024 10:05 AM  
**To:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>; Leilani Simpson <[leilani@usaenduranceevents.com](mailto:leilani@usaenduranceevents.com)>



# Mallory Square

## Special Event Permit Application

## Department Approvals

Event Name: USA Women's Half Marathon KW Event Date: Feb 24, 2024

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Maria Patuffo - Key West Art + Craft Festival at the Quay
✓ Code Compliance	Feb 24 - 25, 2024
✓ Engineering	
✓ Fire Department	
✓ KW DOT	
✓ Parking	
✓ Police Department	
✓ Port & Marine Services	
✓ Property Management	N/A
✓ Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Mallory Square

Special Event Permit Application

Department Approvals

Event Name: USA Women's Half Marathon KW Event Date: Feb 24 2024

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Patuffo - Key West Art + Craft Festival at the Quay
Code Compliance 21 Jolas	Ji Yong Feb 24 25 2024
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

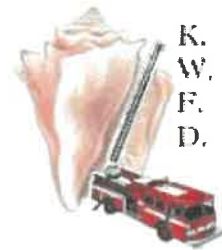
Mallory Square

Special Event Permit Application

Department Approvals

Event Name: USA Women's Half Marathon Kw Event Date: Feb 24, 2024

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Rattiff - Key West Art + Craft Festival at the Quay
Code Compliance	Feb 24 - 25 2024
Engineering	Garrett Colonec No Objections ENG 7/21/2023
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: USA women's half marathon KW  
LEEANN@USAENDURANCEEVENTS.COM

From: Lieutenant Dereck Berger

Date: 7/24/23

Reference: USA women's half marathon kw

This office reviewed the special event application for the USA Half Marathon KW to be held starting/ Finishing @ Mallory Square on February 24,2024 from 7am-12pm.

The following conditions apply:

- **Road closures need to allow one lane open for emergency vehicle.**
- **This year's event will require 3 EMS Rescue crews @ \$65.00 an Hour per person (6 KWFD Personnel) standing by at the Start / Finish Line for the following reasons listed below.**
  - Closing and/or altering of roads and traffic for the event that may hinder the response of emergency vehicles.
  - High volume of runners participating in a competitive endurance 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 Requested 1 additional EMS Rescue Unit.
- **Event organizer is responsible for (2) EMS rescue Gator & (1) EMS Rescue Unit @ \$65.00 an hour per person (6 KWFD Personnel). They will be present for the entire event to monitor all participants of this competitive endurance 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

326E USMC B3X



Mallory Square

Special Event Permit Application

Department Approvals

Event Name: USA Women's Half Marathon Kwd Event Date: Feb 24, 2024

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratzliff - Key West Art + Craft Festival at the Quay Feb 24-25, 2024
Code Compliance	
Engineering	
Fire Department	
KW DOT	Red Delimiting / W. - No Impact if in bike lane and sidewalks,
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

## Maria Ratcliff

---

**From:** Joseph Tripp  
**Sent:** Tuesday, July 25, 2023 1:47 PM  
**To:** Maria Ratcliff  
**Subject:** RE: USA Women's Half Marathon Key West - Saturday, February 24, 2024

Then we are good with it.

**From:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Sent:** Tuesday, July 25, 2023 1:40 PM  
**To:** Joseph Tripp <[jtripp@cityofkeywest-fl.gov](mailto:jtripp@cityofkeywest-fl.gov)>  
**Subject:** RE: USA Women's Half Marathon Key West - Saturday, February 24, 2024

*Hi Joe,*

*I did speak with Alex. He was going to contact them about their route. And one is at Truman Waterfront, the other is leaving Mallory Square. Thanks!*

*Maria*

**From:** Joseph Tripp <[jtripp@cityofkeywest-fl.gov](mailto:jtripp@cityofkeywest-fl.gov)>  
**Sent:** Tuesday, July 25, 2023 1:38 PM  
**To:** Alexandre J. Gaufillet <[agaufillet@cityofkeywest-fl.gov](mailto:agaufillet@cityofkeywest-fl.gov)>  
**Cc:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Subject:** FW: USA Women's Half Marathon Key West - Saturday, February 24, 2024

Alex,  
Are you good with this? It is the same day as the craft fair, but there doesn't appear to be any physical interference (The craft fair is on Truman Annex).  
Joe

**From:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Sent:** Friday, July 21, 2023 11:36 AM  
**To:** Albert Childress <[albert.childress@cityofkeywest-fl.gov](mailto:albert.childress@cityofkeywest-fl.gov)>; Todd C. Stoughton <[tstoughton@cityofkeywest-fl.gov](mailto:tstoughton@cityofkeywest-fl.gov)>; Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Subject:** USA Women's Half Marathon Key West - Saturday, February 24, 2024

Good morning,

Attached is an application for the USA Women's Half Marathon Key West scheduled for February 24, 2024, out of Mallory Square. The Key West Art Festival is scheduled at the Truman Waterfront (Quay) on February 24 & 25, 2024. Please review and let me know what your thoughts are regarding this event.

Thank you,

## **Maria Ratcliff**

---

**From:** Alexandre J. Gaufillet  
**Sent:** Wednesday, July 26, 2023 2:25 PM  
**To:** leeann@usaenduranceevents.com  
**Cc:** Maria Ratcliff; Joseph Tripp  
**Subject:** USA Women's Half Marathon Key West  
**Attachments:** KW Half Marathon.jpg

Lee Ann,

My name is Alex Gaufillet and I am the Traffic Coordinator with the Key West Police Department. I work with Maria in coordinating events with the City that require police assistance. I have looked over your route and believe that it will put too much of a strain on the city's infrastructure and resources to provide for a safe event. I have attached a photo of the route used by the Key West Half Marathon that has been used many times in the past. Have a look at it and let me know what you think. Either way this is a good starting point and adjustments can always be made.

Ofc. Alex Gaufillet  
Key West Police Department  
Traffic Unit Coordinator  
305-809-1052

## Maria Ratcliff

---

**From:** Steven P. McAlearney  
**Sent:** Friday, July 21, 2023 11:40 AM  
**To:** Maria Ratcliff  
**Subject:** RE: USA Women's Half Marathon Key West - Saturday, February 24, 2024

Hi Maria,  
Ports has no issues.  
Have a good weekend,  
Steve

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Friday, July 21, 2023 11:36 AM  
**To:** Albert Childress <albert.childress@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>;  
Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Subject:** USA Women's Half Marathon Key West - Saturday, February 24, 2024

Good morning,

Attached is an application for the USA Women's Half Marathon Key West scheduled for February 24, 2024, out of Mallory Square. The Key West Art Festival is scheduled at the Truman Waterfront (Quay) on February 24 & 25, 2024. Please review and let me know what your thoughts are regarding this event.

Thank you,

Maria



## Maria Ratcliff

---

**From:** Marcus A. Davila  
**Sent:** Friday, January 19, 2024 11:48 AM  
**To:** Maria Ratcliff  
**Subject:** RE: USA Women's Half Marathon Key West - Saturday, February 24, 2024

Approved. By Community Services.

## *Marcus Davila*

### Community Services Director

City of Key West  
3420 Northside Dr  
Key West, FL 33040  
Phone: 305-809-3751  
[madavila@cityofkeywest-fl.gov](mailto:madavila@cityofkeywest-fl.gov)



**From:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Sent:** Thursday, January 18, 2024 2:53 PM  
**To:** Marcus A. Davila <[madavila@cityofkeywest-fl.gov](mailto:madavila@cityofkeywest-fl.gov)>  
**Subject:** FW: USA Women's Half Marathon Key West - Saturday, February 24, 2024

*Hi Marcus.*

*Just realize that this event was not approved by you guys. Can you forward to me when you review. Thanks!*

*Maria*

**From:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Sent:** Friday, July 21, 2023 11:36 AM  
**To:** Albert Childress <[albert.childress@cityofkeywest-fl.gov](mailto:albert.childress@cityofkeywest-fl.gov)>; Todd C. Stoughton <[tstoughton@cityofkeywest-fl.gov](mailto:tstoughton@cityofkeywest-fl.gov)>;  
Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Subject:** USA Women's Half Marathon Key West - Saturday, February 24, 2024

Good morning,

Attached is an application for the USA Women's Half Marathon Key West scheduled for February 24, 2024, out of Mallory Square. The Key West Art Festival is scheduled at the Truman Waterfront (Quay) on February 24 & 25, 2024. Please review and let me know what your thoughts are regarding this event.

Thank you,

Maria

A0805794

FILED  
SECRETARY OF STATE  
STATE OF CALIFORNIA

NOV 17 2017

This Space For Office Use Only

3876500



**Secretary of State  
Certificate of Amendment of  
Articles of Incorporation  
Name Change Only - Nonprofit**

AMDT-  
NP-NA

**IMPORTANT — Read Instructions before completing this form.**

Filing Fee – \$30.00

Copy Fees – First Page \$1.00 & .50 for each attachment page;  
Certification Fee – \$5.00

1. **Corporation Name** (Enter the exact name of the corporation as it is currently recorded with the California Secretary of State)

SAN DIEGO RUN CLUB FOUNDATION

2. **7-Digit Secretary of State File Number**

Item 3a: Enter the number, letter, or other designation assigned to the provision in the Articles of Incorporation being amended (e.g., "I," "First," or "A"). See Instructions if the provision in the Articles of Incorporation being amended does not include a number, letter, or other designation. Any attachment is made part of this document.

**3. New Corporation Name**

Item 3b: Enter the new corporate name.

3a. Article 1 of the Articles of Incorporation is amended to read as shown in Item 3b below:

3b. The name of the corporation is USA ENDURANCE EVENTS OF S.D.

**4. Approval Statements**

4a. The Board of Directors has approved the amendment of the Articles of Incorporation.

4b. Member approval was (check one):

By the required vote of the members in accordance with California Corporations Code section 5812, 7812, or 12502.

Not required because the corporation has no members.

**5. Read, sign and date below (See instructions for signature requirements. Note: Both lines must be signed.)**

We declare under penalty of perjury under the laws of the State of California that the matters set forth herein are true and correct of our own knowledge and we are authorized by California law to sign.

10/19/2017  
Date

[Signature]  
Signature

LEE ANN YARBOR  
Type or Print Name of President

10/19/2017  
Date

[Signature]  
Signature

BRYAN YARBOR  
Type or Print Name of TREASURER

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 01 2016

SAN DIEGO RUN CLUB FOUNDATION  
9502 TREVORS COURT  
LAKESIDE, CA 92040-0000

Employer Identification Number:  
81-1954669  
DLN:  
26053610001706  
Contact Person:  
MARILYN COLEMAN ID# 31511  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a) (2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
February 17, 2016  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 5436

SAN DIEGO RUN CLUB FOUNDATION

Sincerely,



Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements



## Results Detail

Last statement filed on: 1/5/2017

Corporation		
USA ENDURANCE EVENTS OF S.D.		
<b>Number:</b> C3876500	<b>Incorporation Date:</b> 2/17/2016	<b>Status:</b> Active
<b>Jurisdiction:</b> CA	<b>Type:</b> Domestic Nonprofit	
Address		
9502 TREVORS CT, LAKESIDE, CA 92040		
Agent For Service Of Process		
LEE ANN YARBOR 9502 TREVORS CT, LAKESIDE, CA 92040		

Please review this information to determine if you have located the correct corporation.

[Search Results](#)[Continue Filing](#)[New Search](#)



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 01 2016

SAN DIEGO RUN CLUB FOUNDATION  
9502 TREVORS COURT  
LAKESIDE, CA 92040-0000

Employer Identification Number:  
81-1954669  
DLN:  
26053610001706  
Contact Person:  
MARILYN COLEMAN ID# 31511  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
February 17, 2016  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

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SAN DIEGO RUN CLUB FOUNDATION

Sincerely,



Jeffrey I. Cooper  
Director, Exempt Organizations  
Rulings and Agreements

PCL XL error  
Error: IllegalOperatorSequence  
Operator: ReadImage  
Position: 19



# Monroe County, FL



## Overview



## Legend

- Centerline
- Easements
- Hooks
- Lot Lines
- Road Center
- Rights of Way
- Shoreline
- Condo Building
- Key Names
- Subdivisions
- Parcels

Date created: 1/18/2024  
Last Data Uploaded: 1/18/2024 5:30:12 AM

Developed by  Schneider  
GEOSPATIAL

CITY OF KEY WEST MALLORY SQUARE  
PO Box 1409  
Key West, FL 33041

CITY OF KEY WEST  
PO BOX 1409  
KEY WEST, FL 33041

CITY OF KEY WEST  
PO Box 1409  
Key West, FL 33041

KEY CARIBE LLC  
8 Salt Marsh Dr  
Fernandina Beach, FL 32034

LOVE IN KEY WEST LLC  
PO Box 28  
White Plains, NY 10605

LOVE QUAY WEST LLC  
C/O CVS INC NO 08368-01  
1 Cvs Dr  
Woonsocket, RI 02895

OLD HARBOR HOUSE INC  
C/O DUVAL GROUP  
7820 Peters Rd Ste E104  
Plantation, FL 33324

REFLECTIONS ON KEY WEST CONDOM  
C/O NOBLE HOUSE HOTELS & RESORT  
600 6th S St  
Kirkland, WA 98033

SEABOARD ASSOCIATES LIMITED PAR  
C/O NOBLE HOUSE HOTELS & RESORT  
600 6TH ST S  
Kirkland, WA 98033

CITY OF KEY WEST MALLORY SQUARE  
PO Box 1409  
Key West, FL 33041

CITY OF KEY WEST  
PO BOX 1409  
KEY WEST, FL 33041

CITY OF KEY WEST  
PO Box 1409  
Key West, FL 33041

KEY CARIBE LLC  
8 Salt Marsh Dr  
Fernandina Beach, FL 32034

LOVE IN KEY WEST LLC  
PO Box 28  
White Plains, NY 10605

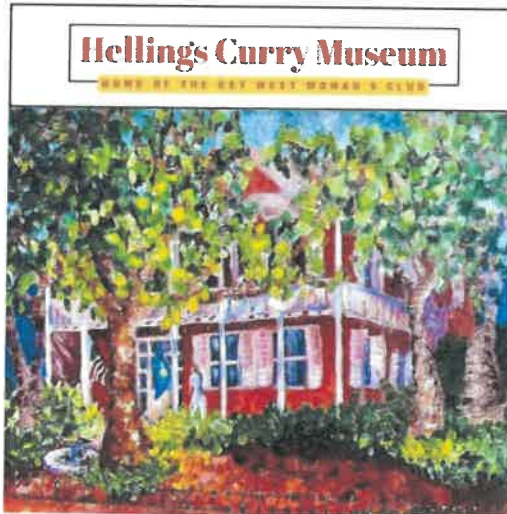
LOVE QUAY WEST LLC  
C/O CVS INC NO 08368-01  
1 Cvs Dr  
Woonsocket, RI 02895

OLD HARBOR HOUSE INC  
C/O DUVAL GROUP  
7820 Peters Rd Ste E104  
Plantation, FL 33324

REFLECTIONS ON KEY WEST CONDOM  
C/O NOBLE HOUSE HOTELS & RESORT  
600 6th S St  
Kirkland, WA 98033

SEABOARD ASSOCIATES LIMITED PAF  
C/O NOBLE HOUSE HOTELS & RESOR  
600 6TH ST S  
Kirkland, WA 98033





January 19, 2024

Dear City of Key West and USA Endurance Events:

The Key West Woman's Club, a local 501c(3) charity which has served Key West and our chain of islands since 1915, is looking forward to being the beneficiary for the upcoming USA Woman's Half Marathon to be held in Key West on February 24, 2024.

Because of their generosity, we plan partner with them to provide an army of woman's club volunteers to help guide and hydrate the racers.

If you have any questions please feel free to contact me or our member Betina Justice (423-618-8284) who is coordinating this effort.

Gratefully yours,

Susan Mitchell  
susanmkwf@gmail.com  
319 Duval Street  
Key West, FL 33040

cell 740.274.9091

# CERTIFICATE OF INSURANCE

PRINT DATE: 1/22/2024

CERTIFICATE NUMBER: 202401221022550

**AGENCY:**

Edgewood Partners Insurance Center  
5909 Peachtree Dunwoody Road, Suite 800  
Atlanta, GA 30328  
678-324-3300 (Phone), 678-324-3303 (Fax)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

**NAMED INSURED:**

USA Track & Field, Inc. USA Endurance Events  
130 East Washington Street, Suite 800  
Indianapolis IN 46204

**INSURERS AFFORDING COVERAGE:**

INSURER A: Accredited Surety and Casualty Company, Inc. NAIC# 26379  
INSURER B: Allied World National Assurance Company NAIC# 19489

**EVENT INFORMATION:**

USA Women's Half Marathon Key West (2/24/2024 - 2/24/2024)

**POLICY/COVERAGE INFORMATION:**

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	1-TRE-IN-17-01338542-01	11/1/2023 12:01 AM	11/1/2024 12:01 AM	GENERAL AGGREGATE (Per Event) \$4,000,000
	<input checked="" type="checkbox"/> Liquor Liability				EACH OCCURRENCE \$2,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				DAMAGE TO RENTED PREMISES (Each Occ.) \$2,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$2,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
A	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	1-TRE-IN-17-01338543-01	11/1/2023 12:01 AM	11/1/2024 12:01 AM	EACH OCCURRENCE \$3,000,000
					AGGREGATE \$3,000,000
B	OTHER				
	<input checked="" type="checkbox"/> EXCESS LIABILITY	TBD	11/1/2023 12:01 AM	11/1/2024 12:01 AM	EACH OCCURRENCE \$7,000,000
					AGGREGATE \$7,000,000

**DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:**

Coverage applies to USA Track & Field sanctioned events and registered practices, including any directly related activities, such as event set-up and tear-down, participant check-in and award ceremonies.

The certificate holder is an Additional Insured, but only when the state or governmental agency or subdivision or political subdivision has issued a permit or authorization and per the following endorsement: Additional Insured - State or Governmental Agency or Subdivision or Political Subdivision - Permits or Authorizations (Form CG 2012).

The General Liability policy contains a Waiver of Subrogation provision as per Waiver of Transfer of Rights of Recovery Against Others (Form CG 24 04).

The General Liability policy is primary and non-contributory with respect to the negligence of the Named Insureds (Form CG 20 01).

Excess policy follows form of underlying General Liability.

**CERTIFICATE HOLDER:**

City of Key West  
1300 White Street  
Key West FL 33040

**NOTICE OF 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:**

