

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

Name of Applicant(s) FINNEGANS WAKE

Address of Applicant(s) 320 GRINNELL, KEY WEST

Phone Number of Applicant(s) 305 770-257 Fax: 305 768-0206 Email: STARDI11@OBELLSOUTH.NET

Name of Non-Profit (s) SHAWNEES / MASON'S

Address of Non-Profit(s) 533 EATON ST. KEY WEST, FLORIDA

Phone Number of Non-Profit(s) DAVID STONEY 747-2299
GREY EDDY 923-5377

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$1,000

Date/Dates of Event MARCH 17, 2011

Hours of Operation INSIDE 11:00 AM TO 4 AM
OUTSIDE 9 AM TO 12:00 MIDNIGHT

Estimated/anticipated number of persons per day 500+

Location of Event 320 GRINNELL ST / CORNER OF JAMES ST.

Street Closed 1 BLOCK OF JAMES ST BETWEEN MARGARET & GRINNELL

Detailed description of event IRISH HERITAGE CELEBRATION - IRISH
MUSIC (INSIDE) IRISH DANCING AND CELEBRATIONS

Noise exemption required: Yes No

Alcoholic beverages sold/served at event: Yes No

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

[Signature]
Applicants Signature

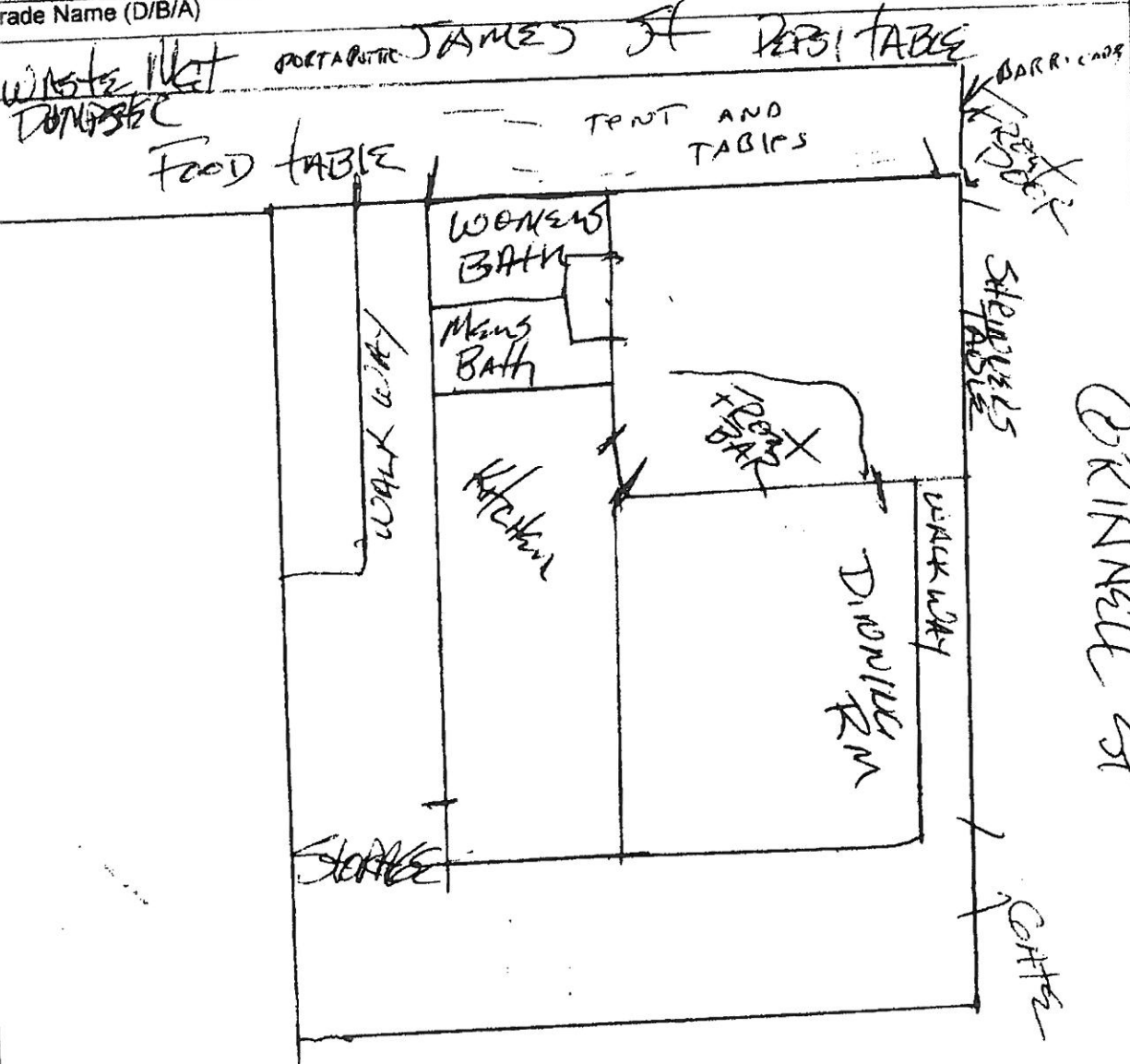
Date 1/14/2011

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

SECTION 5 - DESCRIPTION OF PREMISES TO BE LICENSED
AB&T AUTHORIZED SIGNATURE REQUIRED

Sketches should be drawn in ink and include all walls, doors, counters, sales areas, storage areas, restrooms, bar locations and any other specific areas which are part of the premises sought to be licensed. In a multi-story building where the entire building is to be licensed must show each floor.

Trade Name (D/B/A)



Receipt Number _____ Date of Receipt _____

Extension Fee _____ Date _____

AB&T Authorized Signature _____ Approved Disapproved

FINNEGANS WAKE IRISH PUB & EATERY

~~On Tuesday~~ ^{THURSDAY} March 17, 2011 from 10AM till midnight, Finnegan's Wake will stage an Irish Heritage Celebration with traditional food, drink and music. This event will take place inside the premises at 320 Grinnell Street as well as on the 900 block of James Street.


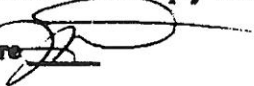



A portion of the proceeds will go to the Key West Shriners/Masons. The Shriners pay for medical care for children who are burn victims.

This street closure is being requested and neighboring businesses are asked to support this event.

Kindly sign below indicating your support for the event:

Business Name	Address	Signer's Name	Signature
1 HALF BUCK FRIEDDY	920 CAROLINE	DAVID HECHT	<i>David Hecht</i>
2 PARADISE PARKERS	922 Caroline	Kelly Bishop	<i>Kelly Bishop</i>
3 We've Got the Key	922 Caroline	Nadene Grossman	<i>Nadene Grossman</i>
4 C. Hyle Key West	313 Margaret St.	Caroline for n	<i>Caroline for n</i>

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

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.
Sponsor's Signature 
4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.
Sponsor's Signature 
6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*
Sponsor's Signature 
7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.
Sponsor's Signature 

*25% of gross revenues
not revenues
business
closed last year*

8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.

Sponsor's Signature NA

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

Sponsor's Signature [Signature]

10. Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.

Sponsor's Signature [Signature]

11. The organizer or sponsor of any special event, which requires the provision of additional or extraordinary support services by police, fire, administration, or other city departments shall pay to the city the cost of such services. A down payment of 10 percent of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten days prior to the special event.

Sponsor's Signature [Signature]

12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation subject to the human rights provision of the section 18-225.

Sponsor's Signature [Signature]

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

Sponsor's Signature [Signature]

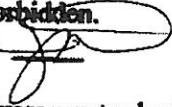
14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

Sponsor's Signature [Signature]

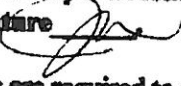
15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary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

Sponsor's Signature [Signature]


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

Sponsor's Signature 

- 17. Special Events organizers must submit a adequate recycle plan for the size of the event being requested. Helpful hints and recycling requirements for special events can be found on the city's website. This will help you develop your plan.

Sponsor's Signature 

- 18. All special events are required to comply with the Federal Americans with Disability's Act which requires access to all areas and services provided by the special events. Organizers must insure that all aspects of their event meet the requirements.

Sponsor's Signature 

stardillon@bellsouth.net

From: <stardillon@bellsouth.net>
 To: "Maria Ratcliff" <mrattcliff@keywestcity.com>
 Cc: <finneganswake320@aol.com>
 Sent: Thursday, April 29, 2010 3:16 PM
 Subject: Fw: FINNEGANS
 Hi Maria,

Here are the figures for our St. Patrick's Day event.

Please note that aside from the \$1,100 Finnegans donated directly, the charities made another \$2558 that day: \$907 Shriners, \$255 Glee and \$1400 Relay for life. The \$907 taken in by the Shriners was partly from donations from attendees and partly from products such as tee shirts and beads and such that we donated to them to sell. The \$255 taken in by Glee was from a Green Raffle of products donated by Mike Basham from Trashed in the Keys, the guy who did our recycling for the day.

Following are the thank you letters from the organizations.

The Recycle form is being completed by Mike Basham tomorrow and will be hand carried to you by my bookkeeper together with a check for \$19.03 for the publishing cost.

If you need anything else please let me know

Thanks,
 JeanStar Dillon
 Finnegans Wake

----- Original Message -----
 From: stardillon@bellsouth.net
 To: JeanStar Dillon
 Sent: Thursday, April 29, 2010 2:49 PM
 Subject: FINNEGANS

**FINNEGAN'S WAKE IRISH PUB & EATERY, INC.
 ST. PATRICKS DAY FINANCIAL RECAP.
 MARCH 17, 2010**

REVENUE:		
Food	\$ 6,541.90	
Beer	15,355.50	
Bar	8,875.70	
Other	24.00	
Discounts	(688.70)	
Less: sales tax collected	<u>(2,100.59)</u>	
TOTAL REVENUE	<u>28,007.81</u>	100.00%
COST OF GOODS SOLD:		
Food C.O.G.S	2,658.01	
Beer C.O.G.S	4,936.79	
Bar C.O.G.S	<u>2,458.57</u>	
TOTAL COST OF GOODS SOLD	<u>10,051.37</u>	35.89%
GROSS PROFIT	<u>17,956.44</u>	64.11%
OPERATING EXPENSES:		
Payroll	5,167.83	
Bands & entertainers	2,000.00	
Supplies	1,799.01	
Contract labor	1,657.50	
Payroll taxes	548.84	
Equipment rental	531.00	
Security	480.00	
Advertising	450.00	
Rent	400.88	
Recycling service	400.00	
Licenses & permits	269.05	
Accounting	250.00	
Credit card discounts	220.30	
Insurance	218.41	
Utilities	216.24	
Waste disposal	46.00	
TOTAL OPERATING EXPENSES:	<u>14,655.06</u>	
NET INCOME	<u>\$ 3,301.38</u>	
25% of Net Income	<u>\$ 825.34</u>	

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: MICHAEL BASHAM Phone number: 305 934 0058
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum Glass #1 Plastic #2 Plastic Steel _____
Corrugated Cardboard Other: ECO PLASTIC + CO₂ NEUTRAL PLASTIC
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every three trash barrels may be used)
Amount of recycling containers needed: SEE

- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.
Arrangements made: YES / WASTE MGT + TRASHED IN THE KEYS

Capacity of containers on grounds: 6 GUARD FRONT LOAD + 4 55 GAL
 Contact person for containers: MICHAEL BASHAM Phone #: 305 304 0058
MARGARET / WASTE MGT GREG SULLIVAN 797-3312

- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event - from the containers on the grounds to the large container.
Arrangements made: WITH WASTE MANAGEMENT AND TRASHED IN THE KEYS
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: TRASHED IN THE KEYS
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

containers must be adjacent to trash barrels in order to reduce contamination problems.

BELOW TO BE COMPLETED AFTER EVENT

- Monitor recycling containers for correct usage during the event and take actions to solve problems.

Problems: _____
 Actions taken: _____

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

Problems: _____
 Actions taken: _____

- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program

Comments: _____

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.

- At the end of the event, remove signs and arrange for their return to owners.

- Place recycling containers in the pick-up location, as arranged with the providers of the containers.

- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.

Amount of material: _____
 Contamination: _____

Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.

Share the results with event organizers.

Security deposit of \$1000.00 prior to event _____
Security deposit returned _____

For more information about event recycling and waste reduction, contact Waste Management at 305 296-2825



THE CITY OF KEY WEST

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

Pursuant to my request to conduct a special event requiring authorization by the City Commission, I agree that throughout the event I will keep the premises clear of accumulated recyclables, trash and debris. This includes emptying trash and recycle cans on a regular basis for the duration of the event.

A handwritten signature in cursive script, appearing to read "John DeLeon", written over a horizontal line.



CERTIFICATE OF LIABILITY INSURANCE

OP ID BP

DATE (MM/DD/YYYY)

11/11/10

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

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

PRODUCER Southernmost Insurance Agency 1010 Kennedy Drive, suite 300 Key West FL 33040-4133 Phone: 305-296-5052 Fax: 305-293-0629	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS: PRODUCER CUSTOMER ID #: FINNE-1	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	
INSURED Finnegan's Wake Irish Pub & Eatery, Inc. 320 Grinnell Street Key West FL 33040-6932	INSURER A: Wesco Insurance Co.	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR	WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X		WPP101257601	03/19/10	03/19/11	EACH OCCURRENCE \$ 1000000
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100000
							MED EXP (Any one person) \$ 5000
							PERSONAL & ADV INJURY \$ 1000000
							GENERAL AGGREGATE \$ 2000000
							PRODUCTS - COMP/OP AGG \$ 1000000
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Certificate holder is additional insured for James Street street closure on March 17, 2011 from 9 a.m. to 12:00 midnight.

CERTIFICATE HOLDER City of Key West City Manager P.O. Box 1409 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 Barry J. Philipson
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Jinnigans Wake March 17, 2011

**CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS**

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Mano Satujh
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Jinnegans Wake March 17, 2011

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Manalattuff
SIGNATURE DATE

PUBLIC WORKS

[Signature] 1/18/11
SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Jannigans Wake March 17, 2011

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Mano Ratuji
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

[Signature] 1/18/11
SIGNATURE DATE

① Extra Duty Officers Needed
② ABT Extension Permits

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Maria Ratcliff

From: James Fitton
Sent: Wednesday, January 19, 2011 8:36 AM
To: Maria Ratcliff
Subject: RE: Finnegan's Wake

Please ensure the event knows they can't spread out onto Grinnell or in front of the Park & Ride. Otherwise no objections.

Jim Fitton
Port & Transit Director
City of Key West
(305) 809-3795 - office
(305) 725-6446 - cell

From: Maria Ratcliff
Sent: Tuesday, January 18, 2011 8:53 AM
To: Alyson Crean; Rodrigo Delostrinos; Marcus Delvalle; James Fitton; Oscar Ladino; Richard Sarver; Steve Torrence; John Wilkins; Jim J. Young
Subject: Finnegan's Wake

<< File: SKMBT_C36011011720510.pdf >>

RECEIVED

Jinnegans Wake March 17, 2011

JAN 19 2011

CITY MANAGER

**CITY OF KEY WEST SPECIAL EVENTS
- DEPARTMENT APPROVALS**

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Maria Katusij
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

Jim Young 18 Jan 11
SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Jinnegans Wake March 17, 2011

**CITY OF KEY WEST SPECIAL EVENTS
- DEPARTMENT APPROVALS**

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Manalattip
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SEE ATTACHED
LETTER.

MA [Signature] 01-18-2011
SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



THE CITY OF KEY WEST

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

To: Finnegan's Wake

From: Division Chief/Fire Marshal Marcus del Valle

Date: January 18, 2011

Reference: Irish Heritage Celebration

This office reviewed the special event application for the Finnegan's Wake Irish Heritage Celebration to be held at The Curry Mansion on March 17, 2011.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- The James Street closure needs to allow for emergency vehicle passage.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Marcus del Valle, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Blvd.
Key West, Florida 33040
305-292-8179 Office
305-293-8399 Fax
mdelvalle@keywestcity.com

Serving the Southernmost City

KEY WEST FIRE



Key West Fire Department

Office of the Fire Marshal

Marcus del Valle , Fire Marshal
Peter Malott, Capt. / Fire Inspector
Danny Blanco, Lt. / Fire Inspector
Alan Averette, Lt. / Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 292-8179
Fax: (305) 293-8399

Food Booth and Vendor Regulations

Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.

Butane or Propane equipment:

1. Shut-off valves must be provided at each fuel source.
2. Tanks must be protected from damage and secured in an upright position and must be located at least 5 feet apart from each other.
3. No storage of extra butane or propane tanks in booth.
4. Tanks not in use must be turned **OFF**.
5. Unused fuel cylinders shall be stored in a secured position. Unused cylinders must be located 50 feet away from all combustibles.

All compressed gas bottles, flammable or non-flammable shall be properly secured to prevent accidental tipping over.

Electrical Power:

1. Generators shall be placed in locations approved by the Fire Marshal's Office for "special events" use.
2. Refueling of generators is prohibited during event hours. No extra fuel shall be stored during event hours.
3. During approved refueling times, no smoking or open flames are allowed within 25 feet.
4. Extension cords shall be of grounded type and approved for exterior use. Extension cords shall be placed so as not to create a hazard.

Charcoal Cooking:

1. Charcoal cooking must be located in areas away from public access.

2. Charcoal cooking must be 10 feet away from combustible structures and parked vehicles.
3. Coals shall be disposed in metal containers

Deep Fat Frying/Flambé/Open Flame Cooking:

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. The cook area must not be accessible by the general public.
3. Deep fat frying equipment must be equipped with a temperature regulating device.
4. Separation must be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.

Fire Extinguishers:

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of **3A:40B:C**. (dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of **2A:10B:C** must not exceed 75 feet.
3. Fire extinguishers must be serviced annually and be tagged accordingly.
4. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.
5. Each cooking booth that is using deep fat fryers must have a **6 Liter Type K** (wet chemical fire extinguisher).

Miscellaneous:

Fire Hydrants – Fire Hydrants must not be obstructed at any time for any reason.

Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

The above regulations are not inclusive of other general fire safety provisions that may be imposed upon inspection.

Any booth not in compliance will be immediately closed.

Fire Safety Tips

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. Do not spray lighter fluid on briquettes that have been previously ignited.
7. In case of emergency, **DIAL 9-1-1.**

Event Name: _____

Jannigans Wake

Special Event Checklist

Everything must be checked off before submitting the special event application

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