

CITY OF KEY WEST APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) City of Key West

Address of Applicant(s) 1300 White Street Email: _____

Phone Number of Applicant(s) and emergency number 305-809-3881

Name of Non-Profit(s) N/A

Address of Non-Profit(s) _____

Phone Number of Non-Profit(s) _____

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving N/A

Date(s) of Event January 21, 2019

Hours of Operation _____

Estimated/anticipated number of persons per day _____

Location of Event _____

Street Closed _____

Detailed Description of Event: MARTIN LUTHER KING CELEBRATION AND

MARCH: will begin from Catherine & Thomas Street to Amelia to Duval to Seely to Whitehall Street

List of Businesses that will participate in Alcohol Exemption: _____

Noise exemption required: Yes No

Alcoholic beverages sold/served at event: Yes No

Recycle Deposit \$1000.00 Yes No

Cooking oil recycled Yes No

Recycled containers Yes No

Accounting of items recycled

* Measures

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

Vertia Navarre

Applicant(s) Signature

8/30/10

Date

Complete Checklist for Event Recycling City of Key West

N/A

- Identify contact person at the festival responsible for working with recycling.
Name of person: City of Key West Phone number: _____
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum _____ Glass _____ #1 Plastic _____ #2 Plastic _____ Steel _____
Corrugated Cardboard _____ Other: _____
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).
Amount of recycling and garbage containers needed: _____
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.
Arrangements made: _____
- Capacity of containers on grounds: _____
Contact person for containers: _____ Phone #: _____
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: _____
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: _____
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

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

- Monitor recycling containers for correct usage during the event and take actions to solve problems
Problems: _____
Actions taken: _____
- 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 must be submitted prior to the 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

Parking Division

1300 White Street
Key West, FL 33540

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

None

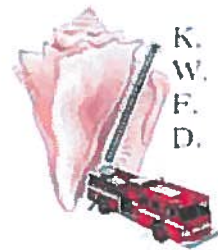
Mallory Square Rates: \$4.00 per hour or \$32.00 per day per space

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

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

Modification of rates can only be approved by Commission.

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



THE CITY OF KEY WEST

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

To: City of Key West

From: Division Chief/Fire Danny Blanco

Date: 09/05/18

Reference: Martin Luther King March

This office reviewed the special event application for the Martin Luther King March to be held on Whitehead and Duval Streets January 21, 2019.

The following conditions apply:

- All non-walking floats need to have a Fire Safety Inspection before parade.
- **Event coordinator is responsible for scheduling the inspection with this office.**
- **Fire Dept. will have an on-duty truck in the parade**

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

Danny Blanco, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
305-292-8284 Fax
dblanco@cityofkeywest-fl.gov

Serving the Southernmost City

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

3266 LSSM W3X



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Martin Luther King
DATES: January 21, 2019

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Lattin 8/30/18
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDO1

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

[Signature] 30 Aug 18
SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

CITY OF ELY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

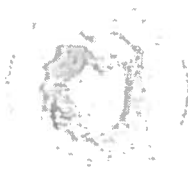
EVENT: <u>Martin Luther King</u>
DATES: <u>January 21, 2019</u>

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)	DATE	COMMENTS
<u>Maria L...</u>	<u>8/30/18</u>	
SIGNATURE	DATE	
COMMUNITY SERVICES		
SIGNATURE	DATE	
POLICE DEPARTMENT		
<u>Steve Torrence</u>		<u>city sponsored event - traffic and mounted</u>
SIGNATURE	DATE	
FIRE DEPARTMENT		
SIGNATURE	DATE	
KWDOI		
SIGNATURE	DATE	
PORT AND MARINE SERVICES		
SIGNATURE	DATE	
CODE COMPLIANCE		
SIGNATURE	DATE	
ENGINEERING		
SIGNATURE	DATE	
UTILITIES		
SIGNATURE	DATE	

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KALAMAZOO SPECIAL EVENTS DEPARTMENT
 APPROVALS

EVENT: Martin Luther King
 DATES: January 21, 2019

DEPARTMENTS		COMMENTS
EVENTS (INITIAL SIGNOFF) <u>Maria Larcus</u> SIGNATURE	<u>8/30/18</u> DATE	
COMMUNITY SERVICES SIGNATURE	DATE	
POLICE DEPARTMENT SIGNATURE	DATE	
FIRE DEPARTMENT SIGNATURE	DATE	
KWDOI SIGNATURE	DATE	
<u>Rozelio Hernandez / R.S.</u> SIGNATURE	<u>9-4-18</u> DATE	<u>May cause bus delays</u>
PORT AND MARINE SERVICES SIGNATURE	DATE	
CODE COMPLIANCE SIGNATURE	DATE	
ENGINEERING SIGNATURE	DATE	
UTILITIES SIGNATURE	DATE	

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF BAY WEST SPECIAL EVENTS DEPARTMENT
 APPROVALS

EVENT Martin Luther King
 DATES January 21, 2019
 DEPARTMENTS

EVENTS (INITIAL SIGNOFF)	DATE	COMMENTS
<u>Maria L...</u> SIGNATURE	<u>8/30/18</u> DATE	
COMMUNITY SERVICES		
<u>[Signature]</u> SIGNATURE	<u>09/4/18</u> DATE	
POLICE DEPARTMENT		
SIGNATURE	DATE	
FIRE DEPARTMENT		
SIGNATURE	DATE	
KWDOI		
SIGNATURE	DATE	
PORT AND MARINE SERVICES		
SIGNATURE	DATE	
CODE COMPLIANCE		
SIGNATURE	DATE	
ENGINEERING		
SIGNATURE	DATE	
UTILITIES		
SIGNATURE	DATE	

SPECIAL EVENT PERMIT HAS BEEN APPROVED ON []



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Martin Luther King
DATES: January 21, 2019

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Lopez 8/30/18
SIGNATURE DATE

[Empty comment box]

✓ COMMUNITY SERVICES

SIGNATURE DATE

[Empty comment box]

✓ POLICE DEPARTMENT

SIGNATURE DATE

[Empty comment box]

✓ FIRE DEPARTMENT

SIGNATURE DATE

[Empty comment box]

✓ KWDOT

SIGNATURE DATE

[Empty comment box]

✓ PORT AND MARINE SERVICES

SIGNATURE DATE

N/A

✓ CODE COMPLIANCE

SIGNATURE DATE

[Empty comment box]

ENGINEERING

SIGNATURE DATE

[Empty comment box]

UTILITIES

SIGNATURE DATE

[Empty comment box]

SPECIAL EVENT PERMIT HAS BEEN _____ APPROVED _____ DENIED