

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

Name of Applicant(s) KEY WEST Business Guild

Address of Applicant(s) 513 Truman Ave

Phone Number of Applicant(s) 294-4603 Fax: \_\_\_\_\_ Email admin@kwbg  
online.org

Name of Non-Profit (s) same

Address of Non-Profit(s) same

Phone Number of Non-Profit(s) same

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

Date/Dates of Event Nov 9, 2011

Hours of Operation 5:30-8:30

Estimated/anticipated number of persons per day 400

Location of Event 900 Block of Frances

Street Closed Noon to 10 pm

Detailed description of event Business Guild Mixer and toy drive for  
Key West Police Dept

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.

Rebecca Toney  
Applicants Signature

Date Sept 2 2011

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

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

**\$50.00**

Date Sept 2 2011

Applicant Name KEY WEST BUSINESS GUILD

Applicant Address 513 TRUMAN AVENUE

Applicant Phone Number 305-294-4603

Event Name KWBG Mixer & KWPD HOLIDAY TOY DRIVE Kick-off

Event Address/Location 900 Block of Frances

Date of Event Wed, Nov 9 2011

Nature of Event Monthly mixer for Guild members & the  
Kick-off of the Key Police Dept's Holiday Toy Drive

Profit  Non Profit

Time(s) Request for Exemption 2pm - 10pm

Number of Exemptions at this location this calendar year 1

Date of last exemption NA

City of Key West  
\*\*\* CUSTOMER RECEIPT \*\*\*  
Oper: KEYWXC Type: DC Drawer: 1  
Date: 9/22/11 45 Receipt no: 107227

Description	Quantity	Amount
SS	SPECIAL EVENTS PAYMENTS	
	1.00	\$50.00

G/L account number:  
00100003429300  
00100001040000

KEY WEST BUSINESS GUILD INC.  
NOVEMBER MIXER

Tender detail		
CR CHECK	1357	\$50.00
Total tendered		\$50.00
Total payment		\$50.00

Trans date: 9/22/11 Time: 14:45:05

Revised for  
Third Reading  
11/19/02

ORDINANCE NO. 02-29

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

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

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

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

**Sec. 6-26. Payment for city services.**

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

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is

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

established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1-1/2%) per month.

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

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

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

Section 2. That section 6-27 is hereby added to the Code of Ordinances as follows:

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

No booth or stall set up for a special event and serving any amount or type of food and/or beverage, or selling merchandise, shall be placed directly in front of, or within five(5) feet of the property line of, a restaurant or a bar or a retail store (selling

primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3. That section 6-56 of the Code of Ordinances is hereby amended as follows:

**Sec. 6-56. Application.**

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

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

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

Section 4. That section 6-57 of the Code of Ordinances is hereby amended as follows:

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

~~A percentage of the revenues of a special event that causes the closing of a city street must be donated to the nonprofit organization and, at the sponsor's option, to additional charities. On the application form issued by the city manager, the nonprofit must state the amount or percentage of revenues it anticipates to receive from the special event.~~ 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 twenty-five percent (25%) of the sponsor's gross revenues or \$1,000.00, 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 manager with a letter of assent.

Section 5. That section 6-58 of the Code of Ordinances is hereby amended as follows:

**Sec. 6-58. Major festival.**

(a) A major festival is a special event of regional impact. Major festivals are: FancyFantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at Mange's Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons

or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. ~~have a non profit coapplicant or to provide a percentage of revenues to a charitable cause.~~

(b) A business that seeks to sell alcoholic beverages at a major festival pursuant to an APS state license, and which is not a bar or restaurant or other concern that sells alcoholic beverages in the ordinary course of its business, must obtain the written approval of the major festival sponsor and provide such approval to the city of Key West.

Section 6. That section 6-61 is hereby added to the Code of Ordinances as follows:

**Sec. 6-61. Temporary bathroom facilities.**

Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent (5%) of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

Section 7. If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable



therefrom and shall be construed as reasonable and necessary to achieve the lawful purposes of this Ordinance.

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

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

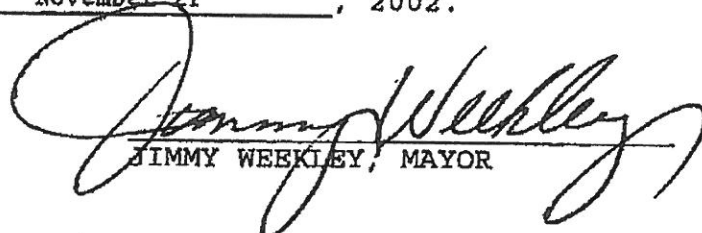
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

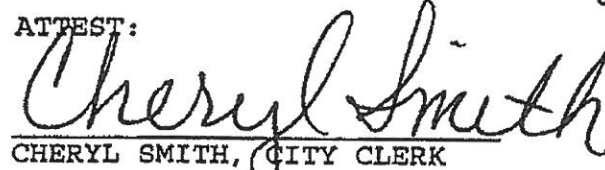
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

Filed with the Clerk November 21, 2002.

  
JIMMY WEEKLEY, MAYOR

ATTEST:

  
CHERYL SMITH, CITY CLERK

# 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 RJT
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 RJT
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 RJT
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 RJT
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 RJT

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 RJT
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.  
Sponsor's Signature RJT
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 RJT
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 RJT
12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation subject to the human rights provision of the section 38-225.  
Sponsor's Signature RJT
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 RJT
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 RJT
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 RJT

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 RJT

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 RJT

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 RJT.



KEY WEST FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE

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Please Check All That Apply To This Event

Cooking

- Deep Frying/Open Flame
- Charcoal Grill
- Gas Grill
- Food Warming Only
- Catered Food
- Plan for Cooking Oil Disposal
- No Cooking on Site

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

- Flame Resistance Certificate - KEYS PARTY RENTAL
- Size, Type, Location of Tent(s) 30' X 120' 900 Block Frances

Food Booths

- Food Booths - Total # 10
- Vendor Booths - Total # 10
- Total Number of Booths - 20 plus a trolley & bar

Parade

- Floats - Total # NA

# Complete Checklist for Event Recycling

## City of Key West

Identify contact person at the festival responsible for working with recycling.

Name of person: REBECCA TOMLINSON Phone number: 305-294-4603

Identify the recyclable commodities that will be used by the public and behind-the-scenes.

Aluminum  Glass  #1 Plastic \_\_\_\_\_ #2 Plastic \_\_\_\_\_ Steel \_\_\_\_\_  
Corrugated Cardboard \_\_\_\_\_ Other: \_\_\_\_\_

Define the amount of recycling containers needed for the festival grounds (based on commodities used at 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: 10-32 gallon

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: Waste Management

Capacity of containers on grounds: 32 Gallon

Contact person for containers: Rebecca Tomlinson Phone #: 305-294-4603

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: Volunteers and staff / ~~Waste Management~~ KWBC

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: Waste Management

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 prior to event \_\_\_\_\_  
Security deposit returned \_\_\_\_\_

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

# Recycling Checklist and Final Report

Contact person in your group responsible for recycling \_\_\_\_\_ phone \_\_\_\_\_

Waste hauling contact person to call to arrange for trash and recycling cans \_\_\_\_\_  
phone \_\_\_\_\_. Call two weeks prior to event to order cans.

Ask waste hauling company WHAT SIZE BAGS you need for the trash and recycling containers.

Discuss with your group what products you will be using and recycling: aluminum, glass, #1, 2, or 3 plastics, tin, corrugated and regular cardboard. Educate your members working the event WHAT is recyclable so they can monitor.

Have signs printed educating public that this event is RECYCLING and post signs in food and drink areas as well as trash areas.

Appoint and train members of your group to monitor trash and recycling containers for compliance.

Develop PSA's (public service announcements) to be announced during your event so public is aware they are expected to recycle, and to educate them HOW to recycle (see attached city info sheet on recycling to be attached). As announcements are made applaud the crowd and tell them what a good job they are doing (hopefully they are doing a good job)

Arrange for pick up of trash and recyclables AND to have each weighed, with stats given you your contact for the final report. Ask also for contamination IF trash and recyclables had not been properly separated.

Develop site plan and layout for your event showing where trash and recycling containers will be located. These should be located at food and beverage stations, table and sitting areas, as well as areas of other activities.

Confirm delivery of containers day before your event and oversee delivery of containers and placement of signs.

Clear all containers at end of your event grouping trash containers separate from the recyclable containers.

Designate someone to take photographs of the events recycling efforts and results.

## Final Report

Written report should contain the following:

Signages used during your event to promote recycling (provide examples of signage etc if possible)

Amount (weight) lbs of trash and recyclables which waste company will provide (you needed to request this prior)

Comments and Suggestions of what you would do different next time to achieve better results and suggestions to the waste hauling company for a smoother, easier more successful process and results.

RES of your events recycling.

Additional recycling information delivered during your event and method of delivery.





Key West Business Guild  
PO Box 1208 . 513 Truman Avenue . Key West, FL 33041  
(305)-294-4603 . Fax (305)-294-3273 . [keywestbusinessguild.org](http://keywestbusinessguild.org)

September 13, 2011

Key West Business Guild Recycling Waste Management Plan  
September Mixer and Kick-Off for KWPD Holiday Toy Drive  
November 9, 2011  
900 Block of Frances

The Key West Business Guild will once again contract with Waste Management of the Florida Keys who will provide 10 - 32 gallon containers for waste removal. We will work with volunteers throughout the night, organized by the Guild's Executive Director, Rebecca Tomlinson, who will make sure that the containers (which will be placed throughout the 900 block of Fleming) are emptied regularly and that the containers are collected and moved to a convenient location for pick-up.

**DBPR ABT-6003 – Division Of Alcoholic Beverages and Tobacco Application for One/Two/Three Day Permits or Special Sales License**

**STATE OF FLORIDA  
DEPARTMENT OF BUSINESS AND PROFESSIONAL  
REGULATION  
1940 North Monroe Street  
Tallahassee, FL 32399-0783**

*If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation or your local district office. Please submit your completed application to your local district office. This application may be submitted by mail, through appointment, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T's page of the DBPR web site at the link provided below.*

[http://www.myflorida.com/dbpr/abt/district\\_offices/licensing.html](http://www.myflorida.com/dbpr/abt/district_offices/licensing.html)

SECTION 1 -- CHECK TRANSACTION REQUESTED	
Transaction Type:	
<input checked="" type="checkbox"/> One/Two/Three Day Permit	<input type="checkbox"/> Special Sales License

SECTION 2 -- LICENSE INFORMATION			
Full Name of Entity or Organization <b>KEY WEST BUSINESS GUILD</b> (If this is a corporation or other legal entity, enter the name as registered with the Secretary of State)			
Corporation Charter Number (if applicable)		FEI Number (if applicable)	
		<b>59-1931515</b>	
Business Name or Name of Event <b>KWBG MIXER &amp; KWPD HOLIDAY TOY DRIVE KICK-OFF</b>			
Location of Event (Street and Number) <b>900 Block of Frances Street</b>			
City <b>KEY WEST</b>	County <b>MONROE</b>	State <b>FL</b>	Zip Code <b>33040</b>
Mailing Address (Street or P.O. Box) <b>PO BOX 1208</b>			
City <b>KEY WEST</b>	State <b>FL</b>	Zip Code <b>33041</b>	
Contact Person <b>REBECCA TOMLINSON</b>		Phone Number <b>305-294-4603</b>	
Date(s) Permit Desired <b>Nov 9, 2011</b>			

**SECTION 3 - SALES TAX  
TO BE COMPLETED BY THE DEPARTMENT OF REVENUE**

Name of Entity or Organization \_\_\_\_\_

The named applicant for a license/permit has complied with the Florida Statutes concerning registration for Sales and Use Tax and has agreed to pay any applicable taxes due.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

Department of Revenue Stamp:

**SECTION 4 - ZONING  
TO BE COMPLETED BY THE ZONING AUTHORITY GOVERNING YOUR BUSINESS LOCATION**

Organization Name/Name of Event \_\_\_\_\_

Location of Event (Street and Number) \_\_\_\_\_

City _____	County _____
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The location complies with zoning requirements for the temporary sale of alcoholic beverages pursuant to this application for a One/Two/Three Day permit, or Special Sales License.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

(g) Manufacturers and distributors of beer shall not engage in cooperative advertising with vendors.

(h) Distributors of beer may sell to vendors draft equipment and tapping accessories at a price not less than the cost to the industry member who initially purchased them, except there is no required charge, and a distributor may exchange any parts which are not compatible with a competitor's system and are necessary to dispense the distributor's brands. A distributor of beer may furnish to a vendor at no charge replacement parts of nominal intrinsic value, including, but not limited to, washers, gaskets, tail pieces, hoses, hose connections, clamps, plungers, and tap markers.

History.—s. 4, ch. 16774, 1935; CGL 1936 Supp. 4151(230); s. 1, ch. 22078, 1943; s. 6, ch. 23746, 1947; s. 1, ch. 25260, 1949; s. 1, ch. 25340, 1949; s. 10, ch. 26484, 1951; s. 28, ch. 57-420; ss. 16, 35, ch. 69-106; s. 208, ch. 71-377; s. 1, ch. 72-230; s. 1, ch. 75-97; s. 9, ch. 78-95; s. 30, ch. 79-4; s. 3, ch. 84-142; s. 10, ch. 84-262; s. 1, ch. 85-166; s. 1, ch. 87-226; s. 217, ch. 94-218; s. 34, ch. 97-98; s. 849, ch. 97-103.

**561.421 Temporary convention permits.**—In convention halls, coliseums, and similar type buildings where there is an existing beverage license, upon the approval of the incorporated city, town, or board of county commissioners, the director may, in his or her discretion, issue a permit for not more than 5 calendar days for the display by manufacturers or distributors of products licensed under the Beverage Law; and may authorize consumption of such beverages on the premises only.

History.—s. 1, ch. 71-100; s. 1, ch. 72-230; s. 850, ch. 97-103.

**561.422 Nonprofit civic organizations; temporary permits.**—Upon the filing of an application, presentation of a local building and zoning permit, and payment of a fee of \$25 per permit, the director of the division may issue a permit authorizing a bona fide nonprofit civic organization to sell alcoholic beverages for consumption on the premises only, for a period not to exceed 3 days, subject to any state law or municipal or county ordinance regulating the time for selling such beverages. All net profits from sales of alcoholic beverages collected during the permit period must be retained by the nonprofit civic organization. Any such civic organization may be issued only three such permits per calendar year. Notwithstanding other provisions of the Beverage Law, any civic organization licensed under this section may purchase alcoholic beverages from a distributor or vendor licensed under the Beverage Law.

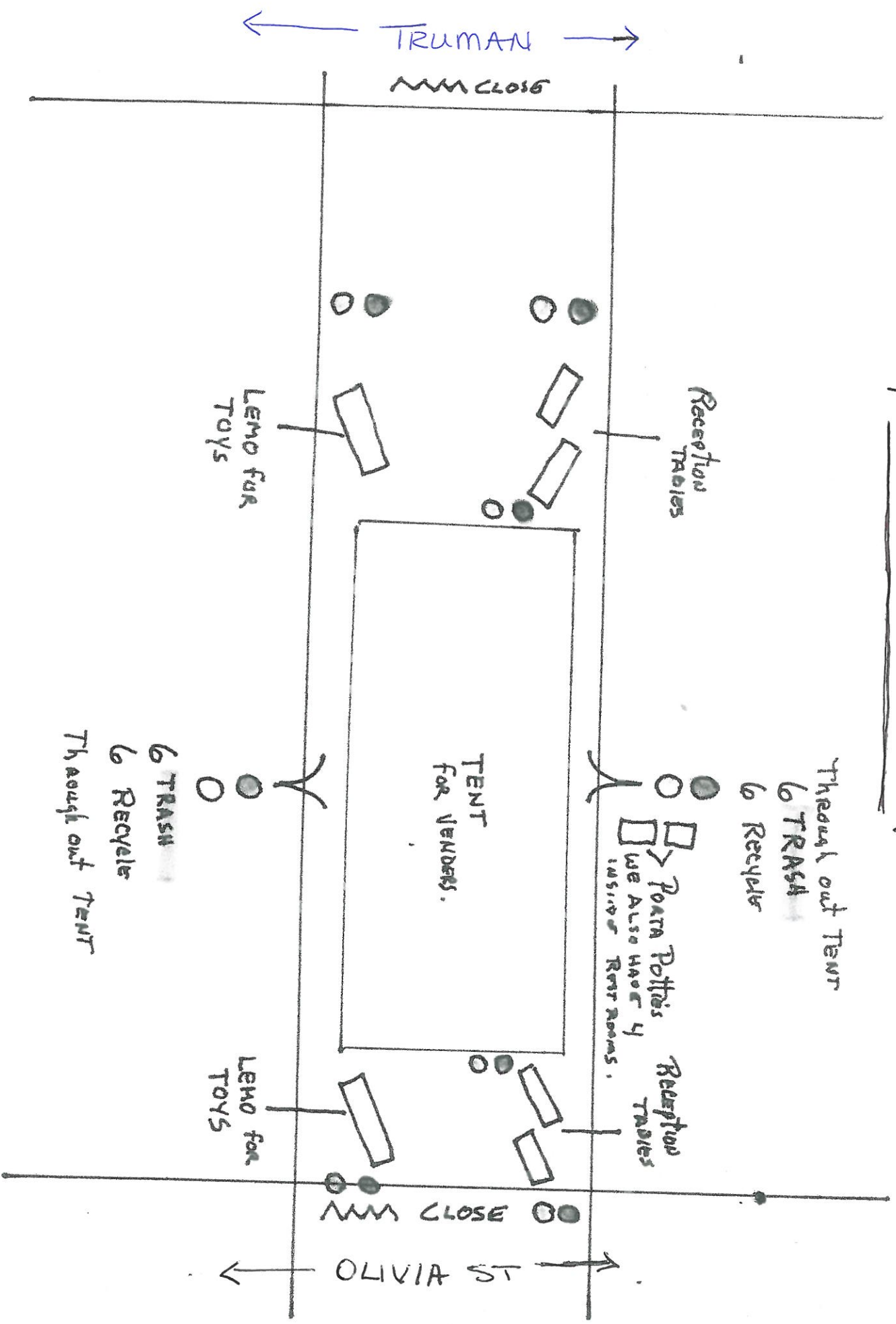
History.—s. 1, ch. 72-380; s. 1, ch. 83-79; s. 5, ch. 84-262; s. 2, ch. 2003-20.

**561.423 Beer and malt beverages; in-store servicing authorized.**—Nothing in s. 561.42 or any other provision of the Beverage Law shall prohibit a distributor of beer or malt beverages from providing in-store servicing of beer or malt beverages. "In-store servicing" as used herein means quality control procedures which include, but are not limited to: rotation of malt beverages on the vendor's shelves, rotation and placing of malt beverages in vendor's coolers, proper stacking and maintenance of appearance and display of malt beverages on vendor's shelves, price-stamping of malt beverages in vendor's licensed premises, and moving or resetting any product or display in order to display a distributor's own product when authorized by the vendor.

History.—s. 1, ch. 75-143; s. 2, ch. 85-166.



900 Block of FRANCES I



**KWGB e-Blast**

---

**From:** KWMSD@aol.com  
**Sent:** Wednesday, December 01, 2010 11:43 AM  
**To:** blast@gaykeywestfl.com  
**Subject:** event expenses

I am almost done with my paper work going to give it to probanski and he will make an official statement so i can get it to you and the other orgs. but this is the basic detail list.

Tent	800.00
Tables	50.00
Chairs	mcc donation
12 tables	mcc donation
Dj	200.00
Table cloths	576.00
Wood for trees	400.00
Paint for trees	62.00
Beverages	165.00
Advertising print	297.00
Hand outs	150.00
Labor set up and break down	600.00

Total 3,300.00

Donated for event

Dedrick	1,400.00
Marquesa Prop.	200.00
Keys Ortopedics	250.00
Cawood	400.00
Fail	400.00
Tables	650.00

Total income for production 3,300.00



## THE CITY OF KEY WEST

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

# PUBLIC NOTICE

THIS IS TO NOTIFY YOU THAT KEY WEST BUSINESS GUILD HAS APPLIED TO THE KEY WEST CITY COMMISSION FOR A SPECIAL EVENT PERMIT UNDER SECTION 6-86 OF THE CITY'S NOISE CONTROL ORDINANCE. THE APPLICATION IS FOR AN EVENT TO TAKE PLACE ON WEDNESDAY, NOVEMBER 9, 2011 FROM 2:00 P.M. TO 10:00 P.M. ON THE 900 BLOCK OF FRANCES STREET WHICH IS LOCATED WITHIN 100 FEET OF YOUR PROPERTY. A HEARING ON THE APPLICATION WILL TAKE PLACE AT THE CITY COMMISSION MEETING ON OCTOBER 18, 2011, AT 6:00 P.M., OLD CITY HALL, 510 GREENE STREET.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MARIA RATCLIFF THE CITY MANAGER'S OFFICE AT 809-3881.





## THE CITY OF KEY WEST

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

### RELEASE AND INDEMNIFICATION Key West Business Guild KWPD Holiday Toy drive Kick-Off

Wednesday, November 9, 2011 5:30 p.m. to 8:30 p.m.

I **Rebecca Tomlinson** being authorized to act on behalf of and legally bind **Key West Business Guild** doing business as the legal entity or association on whose behalf this application is made, do hereby release the City of Key West, its officers, agents and employees from any and all liability for damages arising out of, or related to the activities for which application for leave to use City property has been submitted; and do hereby further agree, on behalf of said entity or association to indemnify, and hold harmless the City of Key West, its officers, agents, and employees from and against any and all damages to personnel or property of the City, and against all claims for damages or injuries to other persons or property of any nature whatsoever, and for defense costs, including attorneys' fees at both trial and appellate levels, arising from the actions or omissions of the person(s) or legal entity(ies) on whose behalf the application is submitted, including, but not limited to, the sale and dispensing of alcoholic beverages, or otherwise arising from the actions of their members, licensees, customers, guests, invitees, or participants in the related activities permitted. The foregoing Release and Indemnification agreement does not apply to those claims for damages or injuries which result from the negligent actions or omissions of the City of Key West, its officers, agents, and employees.

*Poeria Navarro*

Signature of Witness

Poeria Navarro

Print Name

9/15/11

Date

*Rebecca Tomlinson*

Signature of Applicant

REBECCA TOMLINSON

Print Name

9/15/11

Date

Key to the Caribbean - Average yearly temperature 77° F.



# CERTIFICATE OF LIABILITY INSURANCE

KWBUS01

OP ID: TM

DATE (MM/DD/YYYY)

09/13/11

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).

<b>PRODUCER</b> Key West Insurance, Inc. 646 United Street, Suite 1 Key West, FL 33040 Key West Insurance, Inc.	305-294-1096 305-294-8016	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): E-MAIL ADDRESS: FAX (A/C, No):
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Key West Business Guild Attn: Rebecca Tomlinson PO Box 1208 Key West, FL 33040	<b>INSURER A : Century Insurance Group</b>	
	<b>INSURER B :</b>	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**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	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	X	CCP713956	07/10/11	07/10/12	EACH OCCURRENCE	\$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence)					\$ 100,000	
						MED EXP (Any one person)	\$ 5,000
						PERSONAL & ADV INJURY	\$ 1,000,000
						GENERAL AGGREGATE	\$ 2,000,000
						PRODUCTS - COMP/OP AGG	\$ excluded
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS  <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			WC STATUTORY LIMITS	OTHER
						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)  
 clubs civic services

**CERTIFICATE HOLDER****CANCELLATION**

CITYKEY

City of Key West  
 License Department  
 P. O. Box 1409  
 Key West, FL 33041-1409

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  
 Key West Insurance, Inc.

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THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3333

---

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.

Rebecca Toub

KEY WEST BUSINESS GUILD INC  
513 TRUMAN AVE  
KEY WEST, FL 33040

FIRST STATE BANK  
OF THE FLORIDA KEYS  
KEY WEST, FLORIDA 33040

1388

63-43/670  
10

9/14/11

PAY TO THE ORDER OF CITY OF KEY WEST \$ 1,000-  
one thousand  $\frac{00}{100}$  DOLLARS

TWO SIGNATURES REQUIRED OVER \$2500.00

MEMO Recycling

Rebecca Tomb MP  
AUTHORIZED SIGNATURE



Oct 18th  
C/M

Event Name: KEY WEST BUSINESS GUILD MIXER  
KWPD HOLIDAY TOY DRIVE KICK-OFF

## Special Event Checklist

Everything must be checked off before submitting the special event application

X	TITLE	COMMENTS
✓	Special Event Application	
✓	Noise Exemption (If applicable)	
✓	\$50.00 for Noise	
✓	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	
✓	Recycling Plan	
✓	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	

Oct  
18  
c/m

# Key West Business Guild Mixer + Toy Drive

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Mana Katusji 9/14/2011  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

✓ PUBLIC WORKS

\_\_\_\_\_  
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\_\_\_\_\_  
SIGNATURE DATE

✓ POLICE DEPARTMENT

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SIGNATURE DATE

✓ FIRE DEPARTMENT

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\_\_\_\_\_  
SIGNATURE DATE

✓ PORT/ Key West DOT

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\_\_\_\_\_  
SIGNATURE DATE

✓ CODE COMPLIANCE

\_\_\_\_\_  
\_\_\_\_\_  
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Jim Long 27 Sep 11  
SIGNATURE DATE

KEY WEST PROPERTY  
MANAGEMENT

\_\_\_\_\_  
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\_\_\_\_\_  
SIGNATURE DATE

PARKING DEPARTMENT

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE

Key West Business Guild  
Mixer + Toy Drive

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Mana Ratuji 9/14/2011  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS

[Signature]  
SIGNATURE DATE

POLICE DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE

FIRE DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE

PORT/ Key West DOT

\_\_\_\_\_  
SIGNATURE DATE

CODE COMPLIANCE

\_\_\_\_\_  
SIGNATURE DATE

KEY WEST PROPERTY  
MANAGEMENT

\_\_\_\_\_  
SIGNATURE DATE

PARKING DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE



Maria Ratcliff &lt;mratclif@keywestcity.com&gt;

## Street Closure

2 messages

**Maria Ratcliff <mratclif@keywestcity.com>****Thu, Sep 15, 2011 at 10:21 AM**

To: Steve Torrence &lt;storrenc@keywestcity.com&gt;, Rodrigo Delostrinos &lt;rdelostr@keywestcity.com&gt;, Richard Sarver &lt;rsarver@keywestcity.com&gt;

Cc: Marcus Delvalle &lt;mdelvalle@keywestcity.com&gt;

What do you guys think?

--

*Maria Ratcliff**Executive Administrator to City Manager**and Special Events Coordinator**PH [\(305\) 809-3881](tel:3058093881)**Fax [\(305\) 809-3886](tel:3058093886)***STREET CLOSURE REQUEST[1].doc**

124K

**Steve Torrence <storrenc@keywestcity.com>****Thu, Sep 15, 2011 at 2:19 PM**

To: Maria Ratcliff &lt;mratclif@keywestcity.com&gt;

Cc: Rodrigo Delostrinos &lt;rdelostr@keywestcity.com&gt;, Richard Sarver &lt;rsarver@keywestcity.com&gt;, Marcus Delvalle &lt;mdelvalle@keywestcity.com&gt;

Maria -- This will require an extra duty police detail -- They will be responsible for the street closure extra duty officers until we are able to safely open up the street regardless of what time the event officially ends.

Steve

[Quoted text hidden]





Maria Ratcliff <[mratclif@keywestcity.com](mailto:mratclif@keywestcity.com)>

## Business Guild Toy Drive

2 messages

Maria Ratcliff <[mratclif@keywestcity.com](mailto:mratclif@keywestcity.com)>

Thu, Sep 15, 2011 at 2:16 PM

To: Richard Sarver <[rsarver@keywestcity.com](mailto:rsarver@keywestcity.com)>, Steve Torrence <[storrenc@keywestcity.com](mailto:storrenc@keywestcity.com)>, Marcus Delvalle <[mdelvalle@keywestcity.com](mailto:mdelvalle@keywestcity.com)>, Jim Fitton <[jfitton@keywestcity.com](mailto:jfitton@keywestcity.com)>, Myra Wittenberg <[mwittenb@keywestcity.com](mailto:mwittenb@keywestcity.com)>, Jim Young <[jjyoung@keywestcity.com](mailto:jjyoung@keywestcity.com)>, John Wilkins <[jjwilkins@keywestcity.com](mailto:jjwilkins@keywestcity.com)>

--

*Maria Ratcliff*  
*Executive Administrator to City Manager*  
*and Special Events Coordinator*  
*PH [\(305\) 809-3881](tel:(305)809-3881)*  
*Fax [\(305\) 809-3886](tel:(305)809-3886)*

 SKMBT\_C36011091514090.pdf  
2413K

Jim Fitton <[jfitton@keywestcity.com](mailto:jfitton@keywestcity.com)>

Fri, Sep 16, 2011 at 8:18 AM

To: Maria Ratcliff <[mratclif@keywestcity.com](mailto:mratclif@keywestcity.com)>

No issues from P&T

Jim Fitton  
Port and Transit Director  
City of Key West  
[\(305\) 809-3795](tel:(305)809-3795) office  
[\(305\) 725-6446](tel:(305)725-6446) cell

**From:** Maria Ratcliff [mailto:[mratclif@keywestcity.com](mailto:mratclif@keywestcity.com)]

**Sent:** Thursday, September 15, 2011 2:17 PM

**To:** Richard Sarver; Steve Torrence; Marcus Delvalle; Jim Fitton; Myra Wittenberg; Jim Young; John Wilkins

**Subject:** Business Guild Toy Drive

[Quoted text hidden]

# Key West Business Guild Toy Drive 11/9/11

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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PUBLIC WORKS

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SIGNATURE

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POLICE

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SIGNATURE

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DATE

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FIRE DEPARTMENT

Marcus del Valle

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

SEE ATTACHED MEMO

\_\_\_\_\_  
\_\_\_\_\_  
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PORT/KEY WEST DOT

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SIGNATURE

\_\_\_\_\_  
DATE

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CODE COMPLIANCE

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SIGNATURE

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DATE

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KEY WEST PROPERTY  
MANAGEMENT

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SIGNATURE

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DATE

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PARKING DEPARTMENT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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## THE CITY OF KEY WEST

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

To: Key West Business Guild

From: Division Chief/Fire Marshal Marcus del Valle

Date: September 26, 2011

Reference: Business Guild Mixer and KWPD Toy Drive

This office reviewed the special event application for the Key West Business Guild Mixer and KWPD Toy Drive kick off Party to be held on the 900 Block of Frances Street on November 9, 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 Frances Street closure needs to allow one lane to remain open 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](mailto: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**.