

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) 305-294-4603 Fax: 305-294-3273 Email Mat@keywestfl.com

Name of Non-Profit (s) Same as above

Address of Non-Profit(s) Same as above

Phone Number of Non-Profit(s) Same as above

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

Date/Dates of Event October 26th, 2017 (THURSDAY)

Hours of Operation Show - 8pm - 11pm

Estimated/anticipated number of persons per day 1,000 +

Location of Event Truman Waterfront Amphitheatre

Street Closed NONE

Detailed description of event The annual fundraising show for the KWBG. Participants only judged from shoulders up

Noise exemption required: Yes _____ No X

Alcoholic beverages sold/served at event: Yes X 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

8/22/2017
Date

Financial Statement of the event of the previous year must be submitted with application

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: ~~Fancy~~Fantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango'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.

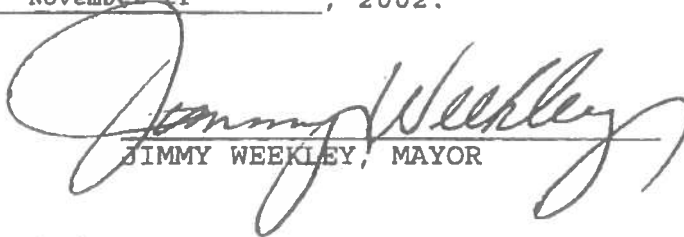
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

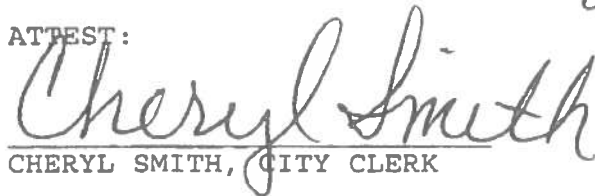
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

City Attorney's Office



Phone: (305) 292-8110
Fax: (305) 292-8227

THE CITY OF KEY WEST

POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409
WWW.KEYWESTCITY.COM

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel
City Attorney RT

DATE: October 17, 2002

RE: Special Events Ordinance
Second Reading

The following are the changes made to the Special Events Ordinance for second reading:

- Section 6-26. The requirement of certified check or credit card applies only to the down payment.
- Section 6-27. The requirement of payment for parking meters has been removed altogether. In its place is a new section concerning food and beverage booths, and a prohibition against their placement in front of or near restaurants and bars.
- Section 6-56. The contact person's telephone number is now required.
- Section 6-57. Each nonprofit organization named by a sponsor in the application must provide a letter of assent to the City Manager.
- The effective date of the ordinance is January 1, 2003.

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

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
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's 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
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
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
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
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
15. Where a person has not applied for a special event permit and an event at its 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

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  _____.

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: MATT HON Phone number: 305-296-4603
- 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 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: 10 each
- 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

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3828

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 black ink is written over a horizontal line. The signature is stylized and appears to be the name of the person authorizing the event.

Date: 8/24/2017 12:22:37 PM
Receipt Number: 30346
Amount: \$1,000.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096
8/24/2017 12:22:37 PM
Fee Code Version:
UNUSUAL PAYMENTS - ZZ
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$1,000.00
Additional Comments: KW BUSINESS GUILD REC

\$1,000.00

CASH ONLY IF ALL CheckLock™ SECURITY FEATURES LISTED ON BACK INDICATE NO TAMPERING OR COPYING



Key West Business Guild
513 TRUMAN AVE
KEY WEST, FL 33040-3140
(305) 294-4603
"Close To Perfect - Far From Normal"

**1ST STATE BANK OF THE FL KEYS
OF THE FLORIDA KEYS**
KEY WEST, FLORIDA 33040
63-43/670

3039

8/22/2017

PAY TO THE ORDER OF City of Key West

\$ ****1,000.00**

One Thousand and 00/100***** DOLLARS

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

MP

HDB 2017 Deposit (Refundable)




Date: 8/24/2017 12:24:42 PM
Receipt Number: 30348
Amount: \$500.00


FOR DEPOSIT ONLY
ACCOUNT 0100903096
Receipt Date: 8/24/2017 12:24:42 PM
Fee Code Version:
SPECIAL EVENTS PAYMENTS - SS
Originator Receipt Number:
0
Originator Payment Date:


Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$500.00
Additional Comments: KW BUSINESS GUILD HEA

\$500.00

CATE NO TAMPERING OR COPYING

 KEY WEST BUSINESS GUILD 513 TRUMAN AVE KEY WEST, FL 33040-3140 (305) 294-4603 "Close To Perfect - Far From Normal!" <small>Powered by First Data eCheck®. © 2017 First Data Corporation. All rights reserved.</small>	1ST STATE BANK OF THE FL KEYS OF THE FLORIDA KEYS KEY WEST, FLORIDA 33040 63-49/670	3038	8/22/2017
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PAY TO THE ORDER OF	City of Key West	\$ **500.00	***** DOLLARS
Five Hundred and 00/100*****			
City of Key West P O Box 1409 Key West, FL 33041-1409			
HDB 2017 Usage Fee			



Initiated CheckLock™ Secure Check Details on Back

Key West Business Guild, Inc.
HD Ball P&L vs Budget
January through December 2016

	<u>Jan - Dec 16</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
Event Income		
Headdress Ball		
HDB Sponsorships	8,000.00	
HDB Tickets	27,094.00	
Total Headdress Ball	<u>35,094.00</u>	
Total Event Income	<u>35,094.00</u>	
Total Income	<u>35,094.00</u>	
Gross Profit	35,094.00	
Expense		
Event Expenses		
Headdress Ball Expenses		
HDB Advertising/Posters	2,231.47	
HDB Event Fee to Fantasy Fest	1,600.00	
HDB Rental Fees/Tent Rental	12,037.92	
HDB Audio/Visual/Stage Expenses	4,000.00	
HDB Prizes Awarded	5,000.00	
HDB MC/Director Fee	2,350.00	
HDB Security/Casual Labor	750.00	
Headdress Ball Expenses - Other	1,133.56	
Total Headdress Ball Expenses	<u>29,102.95</u>	
Total Event Expenses	<u>29,102.95</u>	
Total Expense	<u>29,102.95</u>	
Net Ordinary Income	<u>5,991.05</u>	
Net Income	<u>5,991.05</u>	

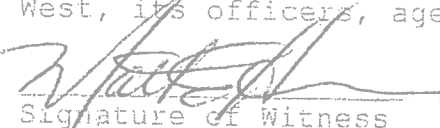


THE CITY OF KEY WEST

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

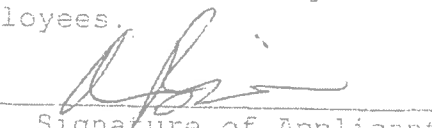
RELEASE AND INDEMNIFICATION
Key West Business Guild, Inc.
Headdress Ball at the
Truman Waterfront Amphitheatre
October 26, 2017

I **Alan Beaubien** being authorized to act on behalf of and legally bind **Key West Business Guild, Inc.** 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.


Signature of Witness

MATT HEN
Print Name

8/23/2017
Date


Signature of Applicant

ALAN BEAUBIEN
Print Name

8/23/2017
Date

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



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Florida Not For Profit Corporation
KEY WEST BUSINESS GUILD, INC.

Filing Information

Document Number 744178
FEI/EIN Number 59-1931515
Date Filed 09/06/1978
State FL
Status ACTIVE
Last Event REINSTATEMENT
Event Date Filed 12/20/1991

Principal Address

513 TRUMAN AVENUE
KEY WEST, FL 33040

Changed: 01/27/2005

Mailing Address

513 Truman ave
KEY WEST, FL 33040

Changed: 02/09/2017

Registered Agent Name & Address

SMITH, WAYNE LARUE
333 FLEMING ST
KEY WEST, FL 33040

Name Changed: 03/18/1997

Address Changed: 04/22/2002

Officer/Director Detail

Name & Address

Title PD

Beaubien, Alan
513 TRUMAN AVE
KEY WEST, FL 33040

Title VD

Skahen, Dan
513 TRUMAN AVE
KEY WEST, FL 33040

Title TD

MCCAFFREY, VANESSA
513 TRUMAN AVE
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2015	01/13/2015
2016	01/26/2016
2017	02/09/2017

Document Images

02/09/2017 -- ANNUAL REPORT	View image in PDF format
01/26/2016 -- ANNUAL REPORT	View image in PDF format
01/13/2015 -- ANNUAL REPORT	View image in PDF format
01/07/2014 -- ANNUAL REPORT	View image in PDF format
07/03/2013 -- AMENDED ANNUAL REPORT	View image in PDF format
01/09/2013 -- ANNUAL REPORT	View image in PDF format
02/14/2012 -- ANNUAL REPORT	View image in PDF format
06/17/2011 -- ANNUAL REPORT	View image in PDF format
03/14/2011 -- ANNUAL REPORT	View image in PDF format
07/14/2010 -- ANNUAL REPORT	View image in PDF format
01/26/2010 -- ANNUAL REPORT	View image in PDF format
03/19/2009 -- ANNUAL REPORT	View image in PDF format
07/01/2006 -- ANNUAL REPORT	View image in PDF format
08/03/2007 -- ANNUAL REPORT	View image in PDF format
01/12/2007 -- ANNUAL REPORT	View image in PDF format
05/01/2006 -- ANNUAL REPORT	View image in PDF format
01/27/2005 -- ANNUAL REPORT	View image in PDF format
04/27/2004 -- ANNUAL REPORT	View image in PDF format
01/23/2003 -- ANNUAL REPORT	View image in PDF format
04/22/2002 -- ANNUAL REPORT	View image in PDF format
07/30/2001 -- ANNUAL REPORT	View image in PDF format
03/05/2001 -- ANNUAL REPORT	View image in PDF format
05/12/2000 -- ANNUAL REPORT	View image in PDF format
04/27/1999 -- ANNUAL REPORT	View image in PDF format
04/29/1998 -- ANNUAL REPORT	View image in PDF format
03/18/1997 -- ANNUAL REPORT	View image in PDF format
05/01/1996 -- ANNUAL REPORT	View image in PDF format
01/30/1995 -- ANNUAL REPORT	View image in PDF format



THE CITY OF KEY WEST

Parking Division

P O Box 1409, Key West, FL 33040

N/A

Parking Requests for Special Events

Please describe any Special Event Parking requests below:

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

Key West Bight Rates: \$2.00 per hour or \$16.25 per day per space

On-Street Meter Rates: \$1.50 per hour or \$20.00 per day per space.

Vendors and Event Organizers must pay for metered parking used outside of Event Zone.

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

If you have any questions, please contact John Wilkins, Parking Manager at (305) 809-3855 or email jwilkins@keywestcity.com



NA
②

**KEY WEST FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE**

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
- Size, Type, Location of Tent(s)

Food Booths

- Food Booths – Total # _____
- Vendor Booths – Total # _____
- Total Number of Booths - _____

Parade

- Floats – Total # _____

Catering Event

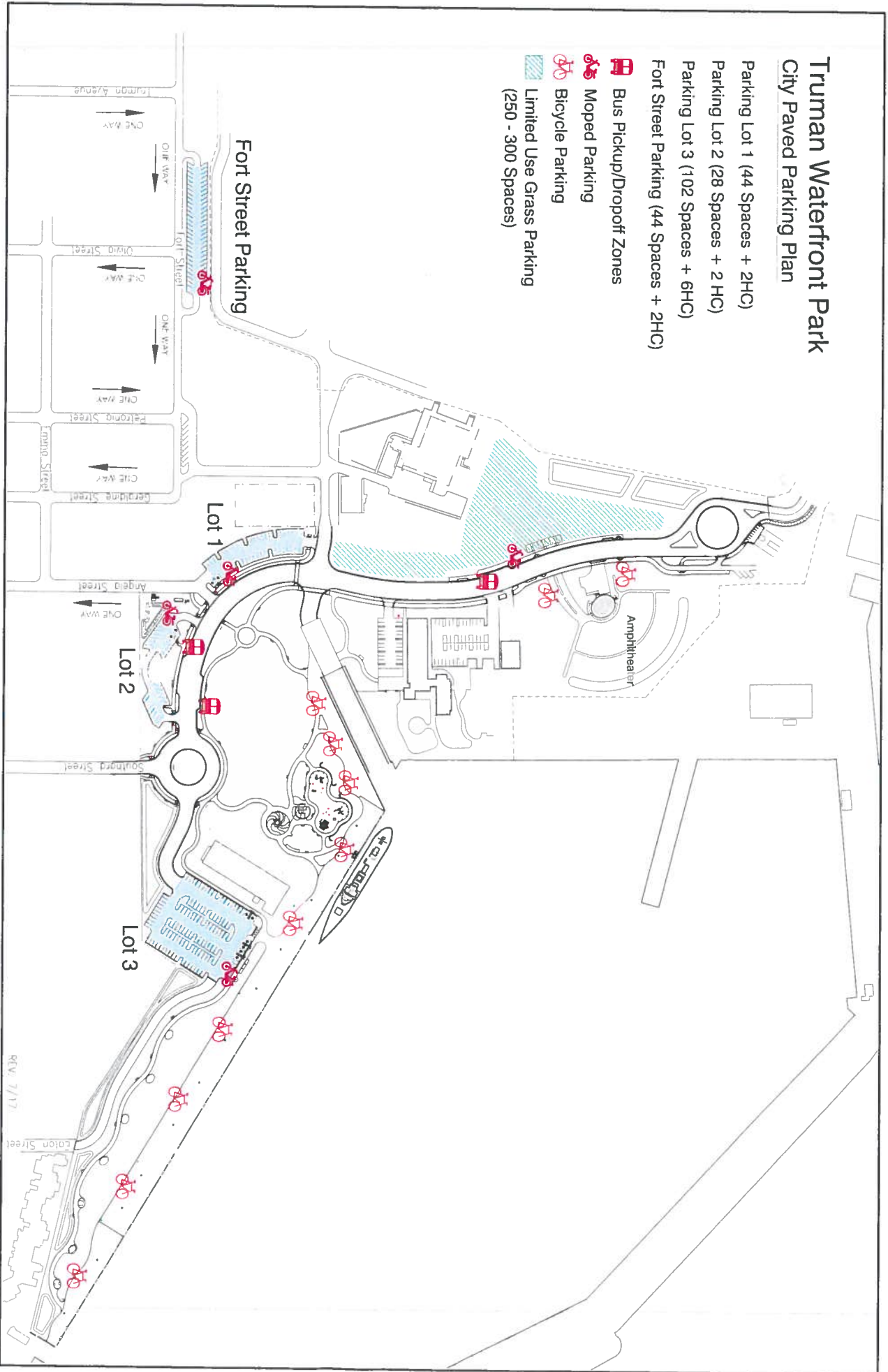


Using Waste Management for Trash + Recycling containers
as well as Port o-potties

Truman Waterfront Park City Paved Parking Plan

- Parking Lot 1 (44 Spaces + 2HC)
- Parking Lot 2 (28 Spaces + 2 HC)
- Parking Lot 3 (102 Spaces + 6HC)
- Fort Street Parking (44 Spaces + 2HC)

- Bus Pickup/Dropoff Zones
- Moped Parking
- Bicycle Parking
- Limited Use Grass Parking (250 - 300 Spaces)



Event Name: HEADRESS BALL

Special Event Checklist

Everything must be checked off before submitting the special event application

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

Key West Headdress Ball

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):	CONDITIONS/RESTRICTIONS
_____ SIGNATURE DATE	_____ _____ _____
PUBLIC WORKS	_____ _____ _____
_____ SIGNATURE DATE	_____ _____ _____
POLICE	_____ _____ _____
_____ SIGNATURE DATE	_____ _____ _____
FIRE DEPARTMENT <u>Alan Averette</u> <u>08/23/2017</u> SIGNATURE DATE	<u>Approval no concerns at this time</u> _____ _____
PORT/KEY WEST DOT	_____ _____ _____
_____ SIGNATURE DATE	_____ _____ _____
CODE COMPLIANCE	_____ _____ _____
_____ SIGNATURE DATE	_____ _____ _____
KEY WEST PROPERTY MANAGEMENT	_____ _____ _____
_____ SIGNATURE DATE	_____ _____ _____
PARKING DEPARTMENT	_____ _____ _____
_____ SIGNATURE DATE	_____ _____ _____

Maria Ratcliff

From: Doug Bradshaw
Sent: Wednesday, August 23, 2017 12:09 PM
To: Maria Ratcliff
Subject: RE: Key West Business Guild Headdress Ball on Thursday, October 26th at the Amphitheatre

No issues from Port

Doug Bradshaw
Director Port and Marine Services
City of Key West
201 William Street
Key West, FL 33040
305-809-3792

From: Maria Ratcliff
Sent: Wednesday, August 23, 2017 11:48 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mtturner@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Cassandra Jackson <cjackson@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Alison Higgins <ahiggins@cityofkeywest-fl.gov>
Cc: James K. Scholl <jscholl@cityofkeywest-fl.gov>; Greg Veliz <gveliz@cityofkeywest-fl.gov>; James Bouquet <jbouquet@cityofkeywest-fl.gov>; Sullivan, Greg <gsulliva@wm.com>
Subject: Key West Business Guild Headdress Ball on Thursday, October 26th at the Amphitheatre

Maria Ratcliff
Executive Administrator to the City Manager &
Special Events Coordinator
City of Key West
1300 White Street
Key West, Florida 33040
Phone: 305 809-3881
Fax: 305 809-3886

Amphitheatre



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

EVENT: Key West Business Guild Address Ball
DATES: October 26th (Thursday)

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratchey 8/23/17
SIGNATURE DATE

[Empty box for COMMENTS]

COMMUNITY SERVICES

SIGNATURE DATE

[Empty box for COMMENTS]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty box for COMMENTS]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty box for COMMENTS]

KWDOT

SIGNATURE DATE

[Empty box for COMMENTS]

PORT AND MARINE SERVICES

SIGNATURE DATE

[Empty box for COMMENTS]

CODE COMPLIANCE

SIGNATURE DATE

[Empty box for COMMENTS]

ENGINEERING

[Signature] 8/23/17
SIGNATURE DATE

SEE COMMENTS ON
ATTACHED EMAIL.

UTILITIES

SIGNATURE DATE

[Empty box for COMMENTS]

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Maria Ratcliff

From: James Bouquet
Sent: Wednesday, August 23, 2017 12:15 PM
To: Maria Ratcliff; Richard Sarver; Oscar Ladino; Tara Stansbury; Marcus A. Davila; Michael J. Turner; Steve Torrence; Alan Averette; Cassandra Jackson; Doug Bradshaw; Jim J. Young; Alison Higgins
Cc: James K. Scholl; Greg Veliz; Sullivan, Greg; Gary Volenec
Subject: RE: Key West Business Guild Headdress Ball on Thursday, October 26th at the Amphitheatre

Engineering sign-off contingent upon:

1. Amphitheater project completion. Current completion date anticipated October 6, 2017.
2. Parking lot north of Building 103 will be under construction and available for use.
3. Stage access via rear doors may be limited due to height/size of headdress. Applicate should evaluate access route prior to event.
4. The 500 facility chairs may not be available subject to ongoing purchasing process.
5. Coordinate pre-event site visit(s) with Gary Volenec.

Jim Bouquet

From: Maria Ratcliff
Sent: Wednesday, August 23, 2017 11:48 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Cassandra Jackson <cjackson@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Alison Higgins <ahiggins@cityofkeywest-fl.gov>
Cc: James K. Scholl <jscholl@cityofkeywest-fl.gov>; Greg Veliz <gveliz@cityofkeywest-fl.gov>; James Bouquet <jbouquet@cityofkeywest-fl.gov>; Sullivan, Greg <gsulliva@wm.com>
Subject: Key West Business Guild Headdress Ball on Thursday, October 26th at the Amphitheatre

Maria Ratcliff
Executive Administrator to the City Manager &
Special Events Coordinator
City of Key West
1300 White Street
Key West, Florida 33040
Phone: 305 809-3881
Fax: 305 809-3886

Amphitheatre



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Key West Business Guild Headdress Ball
DATES: October 26th (Thursday)

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratchew 8/23/17
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

J. Long 23 Aug 17
SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Amphitheatre



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

EVENT: Key West Business Guild Headdress Ball
DATES: October 26th (Thursday)

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rotch 8/23/17
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

Rogelio Hernandez / RS 8-23-17
SIGNATURE DATE

No impact

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ___ APPROVED ___ DENIED

Amphitheatre



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Key West Business Guild Headdress Ball
DATES: October 26th (Thursday)

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rotch 8/23/17
SIGNATURE DATE

COMMUNITY SERVICES

[Signature]
SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

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

Amphitheatre



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Key West Business Guild Headdress Ball
DATES: October 26th (Thursday)

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Mania Ratauz 8/23/17
SIGNATURE DATE

[Empty comment box for Events]

COMMUNITY SERVICES

SIGNATURE DATE

[Empty comment box for Community Services]

POLICE DEPARTMENT Steven Torrence

Digitally signed by Steven Torrence
DN: cn=Steven Torrence, o=KWDOT, ou=KWDOT, email=stt@cityofkeywest.fl.gov, c=US
Date: 2017.08.28 17:35:45 -0400

Requires extra duty officers
Requires noise exemption

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

[Empty comment box for Fire Department]

KWDOT

SIGNATURE DATE

[Empty comment box for KWDOT]

PORT AND MARINE SERVICES

SIGNATURE DATE

[Empty comment box for Port and Marine Services]

CODE COMPLIANCE

SIGNATURE DATE

[Empty comment box for Code Compliance]

ENGINEERING

SIGNATURE DATE

[Empty comment box for Engineering]

UTILITIES

SIGNATURE DATE

[Empty comment box for Utilities]

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Amphitheatre



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Key West Business Guild Headdress Ball
DATES: October 26th (Thursday)

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratzky 8/23/17
SIGNATURE DATE

[Empty comment box for Events]

COMMUNITY SERVICES

SIGNATURE DATE

[Empty comment box for Community Services]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty comment box for Police Department]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty comment box for Fire Department]

KWDOT

SIGNATURE DATE

[Empty comment box for KWDOT]

PORT AND MARINE SERVICES

SIGNATURE DATE

[Empty comment box for Port and Marine Services]

CODE COMPLIANCE

SIGNATURE DATE

[Empty comment box for Code Compliance]

ENGINEERING

SIGNATURE DATE

[Empty comment box for Engineering]

UTILITIES

SIGNATURE DATE

[Empty comment box for Utilities]

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED