

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

Name of Applicant(s) Marques Butler Memorial Softball Tournament

Address of Applicant(s) P.O. Box 5903

Phone Number of Applicant(s) 305 393 7471 Fax: — Email MarquesbutlerSoftball

Name of Non-Profit (s) Marques Butler

tourn2@
yahoo.com

Address of Non-Profit(s) P.O. Box 5903

Phone Number of Non-Profit(s) 305 393 7471

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

Date/Dates of Event February 13 3 14 2016

Hours of Operation 8am - 11pm

Estimated/anticipated number of persons per day 3000-4000

Location of Event Clayton Sterling Complex

Street Closed — none —

Detailed description of event TWO day event - double elimination
Coed Softball Tournament to support the Marques
Butler Memorial ~~softball~~ sportsmanship scholarship @
KWHS

Noise exemption required: Yes X No —

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.

Nicole [Signature]

10/6/15

Applicants Signature

Date

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

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

\$50.00

Date 10/6/15

Applicant Name Nicole Kendall / Marques Butler Memorial scholarship

Applicant Address P.O. Box 5903 Key West FL 33045

Fund

Applicant Phone Number 305 393 7471

Event Name Marques Butler

Event Address/Location Clayton Sterling complex

Date of Event Feb 13 14 2016

Nature of Event Two day double elimination - Coed softball

Tournament to support the Marques Butler Memorial

Profit Non Profit

Sportsmanship Scholarship

Time(s) Request for Exemption 8AM - 11 pm

@ KWTSS

Number of Exemptions at this location this calendar year _____

Date of last exemption _____

✓ # 1164

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.

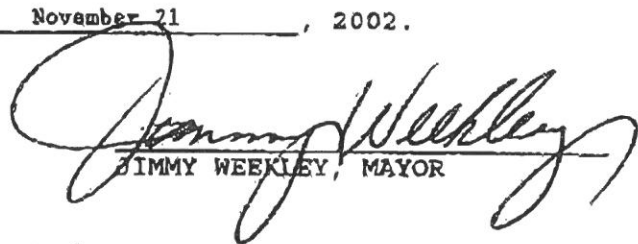
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

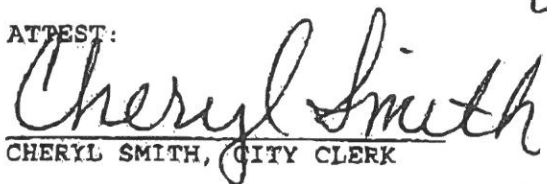
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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 ordinance 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

- o Identify contact person at the festival responsible for working with recycling.
Name of person: Nicole Vendall Phone number: 305 393 7471
- o Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum 6 Glass 2 #1 Plastic 6 #2 Plastic 90 Steel 0
Corrugated Cardboard 1 Other: 0
- o 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: 45
- o 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: Spoke to Margaret on 12-2-15 to arrange recycling set up
- o Capacity of containers on grounds:
Contact person for containers: Greg Sullivan Phone #: 296-2825
- o Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- o 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.
- o Arrange for emptying of recycling containers during the event -- from the containers on the grounds to the large container.
Arrangements made: yes
- o 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: yes
- o 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.
- o Oversee the delivery of containers and placement of signs.
- o 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: Wrong Containers, Garbage on Floor

Actions taken: Volunteers & Committee members will continuously pick up throughout tournament.

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

Problems: Cans, cups, bottles in trash cans

Actions taken: Separate into correct bins - Recycle vs Trash

- 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

✓ # 1165



THE CITY OF KEY WEST

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

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

Muse K



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

**Marques Butler Memorial Scholarship, Inc.
Marques Butler Memorial Softball Tournament
Clayton Sterling Complex and DeWitt Roberts Field
Saturday, February 13, 2016 and Sunday, February 14, 2016
8:00 a.m. to 11:00 p.m.**

I **Nicole Kendall** being authorized to act on behalf of and legally bind **Marques Butler Memorial Scholarship, 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

Signature of Applicant

Print Name

Print Name

Date

Date

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

Event Name: Marques Butler Memorial Softball
Tournament

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	In Mail
✓	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	In mail
✓	Recycling Plan	
✓	Authorization Letter for continuous cleaning of recycled area	
X	Signatures of No Objection of Street closure (If applicable)	N/A
	Insurance naming the City as additional insured	Waiting for Contract
✓	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	

Marques Butler Memorial Scholarship Tournament

Income Statement

May 31st, 2014

Income

Income

Balance from 2013	\$693.42	
Entrance Fees & donations	\$6,689.70	
Sales of donated items	\$9,278.32	
Total Income		\$16,661.44

Total Income **\$16,661.44**

Expenses

City of KW fees	\$79.40	
Shirts & Thank you banner	\$2,504.39	
Barrett - Imprint.com & team express		
Balls - ancondasports	\$128.83	
Replica trophy & grad awards	\$675.28	
State of FL & dept of rev	\$100.00	
Concession purchases	\$1,244.96	
Change to start tournament	\$700.00	
Scholarship payments	\$10,000.00	
sponsor KW team in Marathons tour	\$375.00	
Taxes 2013	\$56.25	
Sunbiz name change	\$61.25	
Bank fees	\$17.19	
Total Expenses		\$15,940.55

Total Expenses **\$15,940.55**

Net Income **\$720.89**

Marques Butler Memorial Scholarship Tournament

Balance Sheet

As of May 31st, 2014

Assets

Current Assets

Cash On Hand	<u>\$720.89</u>	
Total Current Assets		\$720.89

Total Assets		\$720.89
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Liabilities

Current Liabilities

	<u>\$0.00</u>	
Total Current Liabilities		\$0.00

Total Liabilities		\$0.00
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Net Assets		<u>\$720.89</u>
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Equity

Current Year Profit / (Loss)		\$720.89
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Total Equity		<u>\$720.89</u>
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Key West High School

Principal
Linda Bane
Assistant Principal
Richard Williams
Assistant Principal
Doreen Anderson
Assistant Principal
Cherie Bullock
June 4, 2014

2100 Hayler Avenue
Key West, Florida 33040
Phone: 305.293.3349 x. 34263
Fax: 305.293.3547
<http://www.KeyWestSchools.com>



Name of Sponsor: Friends of Marques Butler (#11)
Amount: \$2,500
Account Number: 6033
Proof of College Registration: Yes No

Dear Erik Vinson:

Congratulations! You are the recipient of the **Marques Butler Sportsmanship Scholarship**.

All of us are please at your selection.

If indicated above, to receive the funds, you will need to show proof of college registration (list of classes with the name of college on an official document from the college can be used) at the college of your choice. Upon receipt of this proof, which must be given to the Key West High School bookkeeper, Mrs. Galloway, a check will be issued for the amount of the scholarship or award. **This award must be claimed by January 31, 2015**

May I suggest that you write a thank you note to the person responsible for the award or scholarship? You may receive this information from me in the guidance office

Address for thank you:

Ms. Fleasher Hall
Marques Butler Memorial Scholarship
301 White St., Apt. 14C
Key West, FL 33040

Please respond annually if your scholarship is renewable.

Again, congratulations! All of us at Key West High School are very proud of you.

Sincerely,

Alice Calleja
College Advisor
c.c. accounting

October 23, 2014

Key West High School

Principal
Robert Garcia
Assistant Principals:
Michael Richard
Assistant Principals:
David Fisher
Assistant Principals:
Chow Kilder

2100 Hayler Avenue
Key West, Florida 33040
Phone: 305 293 1549 x 3400
Fax: 305 293 1547
http://www.KeyWestHS.com



June 4, 2014

Name of Sponsor: Friends of Marques Butler (#11)
Amount: \$2500
Account Number: 6033
Proof of college registration: Yes No

Dear Tanisha Multy:

Congratulations! You are the recipient of **Marques Butler Sportmanship Scholarship**.

All of us are pleased at your selection.

If indicated above, to receive the funds, you will need to show proof of college registration (list of classes with the name of college on an official document from the college can be used) at the college of your choice. Upon receipt of this proof, which must be given to the Key West High School bookkeeper, Mrs. Galloway, a check will be issued for the amount of the scholarship or award. **This award must be claimed by January 31, 2015.**

May I suggest that you write a thank you note to the person responsible for the award or scholarship? You may also receive this information from me in the guidance office.

Ms. Fleasher Hall
Marques Butler Memorial Scholarship
301 White Street, Apt 14C
Key West, FL 33040

Please respond annually if your scholarship is renewable.
Again, congratulations! All of us at Key West High School are very proud of you.

Sincerely,

Alice Calleja
College Advisor

c.c. accounting

October 21, 2013

Key West High School

Principal
Cynthia Lewis
Assistant Principal
Michael Williams
Assistant Principal
Doreen Jackson
Assistant Principal
Cristina Valdez

2100 Hayler Avenue
Key West, Florida 33040
Phone: 305.293.1149 x 14201
Fax: 305.293.1147
Web: www.KeyWestHS.com



June 4, 2014

Name of Sponsor: Friends of Marques Butler (#11)
Amount: \$2500
Account Number: 6033
Proof of college registration: Yes No

Dear Frederick Carter:

Congratulations! You are the recipient of **Marques Butler Sportmanship Scholarship**.

All of us are pleased at your selection.

If indicated above, to receive the funds, you will need to show proof of college registration (list of classes with the name of college on an official document from the college can be used) at the college of your choice. Upon receipt of this proof, which must be given to the Key West High School bookkeeper, Mrs. Galloway, a check will be issued for the amount of the scholarship or award. **This award must be claimed by January 31, 2015.**

May I suggest that you write a thank you note to the person responsible for the award or scholarship? You may also receive this information from me in the guidance office.

**Ms. Fleasher Hall
Marques Butler Memorial Scholarship
301 White Street, Apt 14C
Key West, FL 33040**

Please respond annually if your scholarship is renewable.
Again, congratulations! All of us at Key West High School are very proud of you.

Sincerely,

Alice Calleja
College Advisor

c.c. accounting

October 21, 2011

Key West High School

Principal
Cynthia Davis
Assistant Principal
Michael Williams
Assistant Principal
Narcis Lechua
Assistant Principal
Cheryl Walker
June 4, 2014

2100 Taylor Avenue
Key West, Florida 33040
Phone: 305.293.3595 x 14363
Fax: 305.293.3547
<http://www.KeyWestHS.com>



Name of Sponsor: **Friends of Marques Butler (#11)**
Amount: **\$2,500**
Account Number: **6033**
Proof of College Registration: Yes No

Dear Tristan Milliken:

Congratulations! You are the recipient of the **Marques Butler Sportsmanship Scholarship**.

All of us are please at your selection.

If indicated above, to receive the funds, you will need to show proof of college registration (list of classes with the name of college on an official document from the college can be used) at the college of your choice. Upon receipt of this proof, which must be given to the Key West High School bookkeeper, Mrs. Galloway, a check will be issued for the amount of the scholarship or award. **This award must be claimed by January 31, 2015**

May I suggest that you write a thank you note to the person responsible for the award or scholarship? You may receive this information from me in the guidance office.

Address for thank you:

Ms. Fleasher Hall
Marques Butler Memorial Scholarship
301 White St., Apt. 14C
Key West, FL 33040

Please respond annually if your scholarship is renewable.

Again, congratulations! All of us at Key West High School are very proud of you.

Sincerely,

Alice Callen
College Advisor
c.c. accounting

October 28, 2011



Key West High School

2100 Flagler Ave.
Key West, Florida 33040
Tel. 305 293-1549 Ext 303
Fax 305 293-1547

Principal
Amber Archer Bosco

Assistant Principal
Jessy Archer

Assistant Principal
Dave Perkins

Assistant Principal
Chris Valdez

December 3, 2015

Marques Butler Sportsmanship Scholarship Committee
c/o Nicole Kendall

Dear Ms. Kendall:

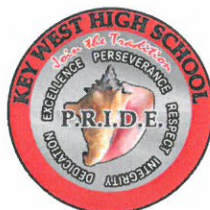
Thank you again for your continued support of the Marques Butler Sportsmanship Scholarship that has been awarded to many outstanding Key West High School students over the years. Last year's recipients, Andrew Freeman, Nathaniel Hayes and Chase Renner – all of the Class of 2015 – were well-known KWHS student athletes who demonstrated the qualities of sportsmanship, fair play and team emphasis as Marques did throughout his short life.

We look forward to working with you again this year in support of the 2016 Marques Butler Sportsmanship Scholarship.

Sincerely,

*each student received
2,000.00 each*

Gavin M. Townsend
College Advisor
Key West High School
gavin.townsend@keysschools.com



FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS



Detail by Entity Name

Florida Not For Profit Corporation

MARQUES BUTLER MEMORIAL SCHOLARSHIP, INC

Filing Information

Document Number	N10000010562
FEI/EIN Number	27-3965674
Date Filed	11/12/2010
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	01/02/2013

Principal Address

31 Dondi Road
KEY WEST, FL 33040

Changed: 01/14/2015

Mailing Address

P. O. Box 5903
KEY WEST, FL 33045

Changed: 01/14/2015

Registered Agent Name & Address

Kendall, Nicole
31 Dondi Road
KEY WEST, FL 33040

Name Changed: 01/14/2015

Address Changed: 01/14/2015

Officer/Director Detail

Name & Address

Title Director

Kendall, Nicole
P. O. Box 5903
KEY WEST, FL 33045

Title Director

Turso, Mary E
 3202 Duck Avenue
 KEY WEST, FL 33040

Title Director

Storr, Clinton
 306 Amelia Street
 KEY WEST, FL 33040

Title Director

Smithwick, Samantha
 31 Dondi Road
 KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2013	01/02/2013
2014	01/30/2014
2015	01/14/2015

Document Images

[01/14/2015 -- ANNUAL REPORT](#)

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[02/15/2013 -- AMENDED ANNUAL REPORT](#)

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[01/02/2013 -- REINSTATEMENT](#)

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[11/17/2011 -- REINSTATEMENT](#)

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[11/12/2010 -- Domestic Non-Profit](#)

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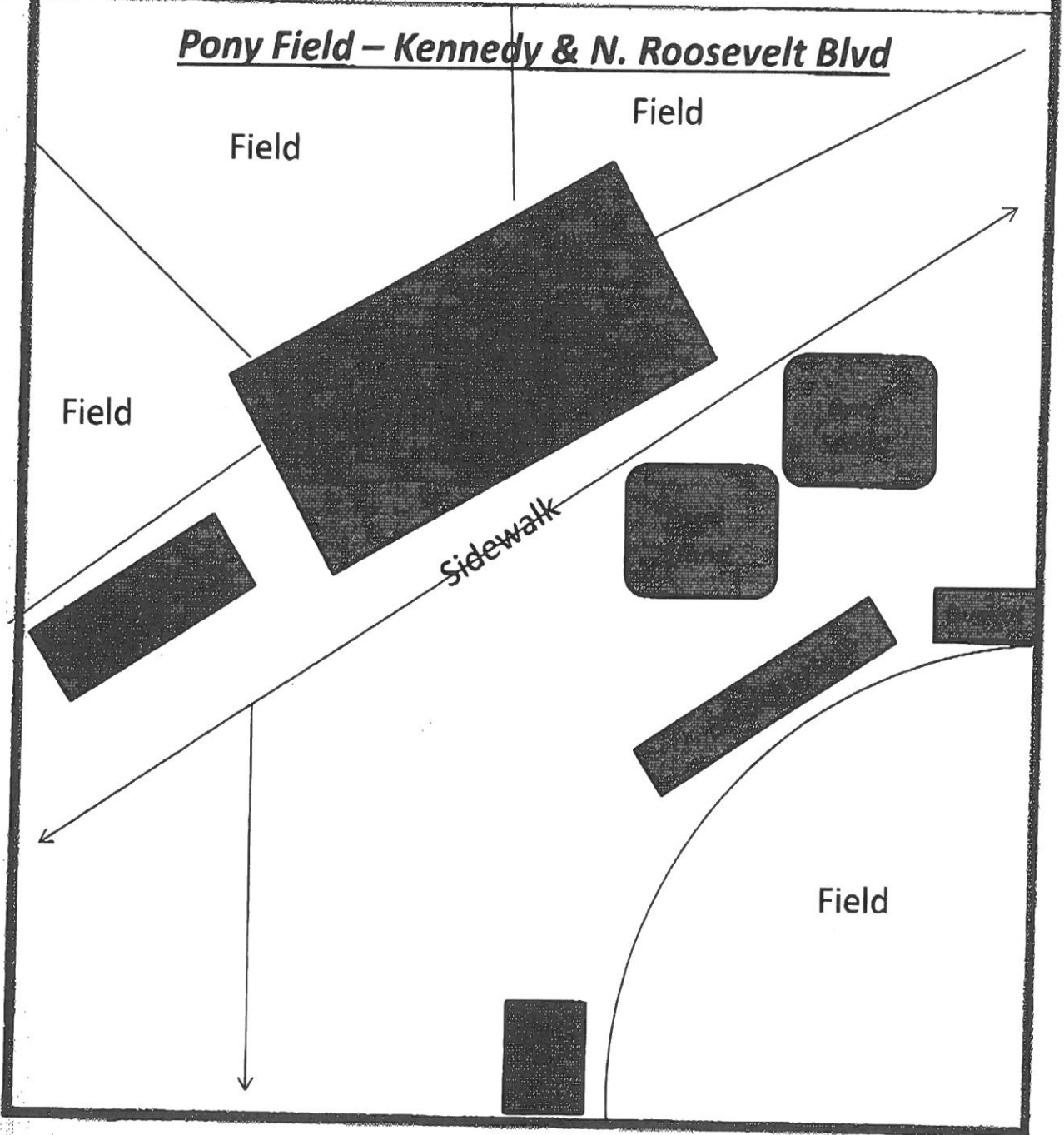
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State of Florida, Department of State

Business Name (D/B/A) or Name of Event **Marques Butler Memorial Scholarship Inc**

Neatly draw a floor plan of the premises in ink, including sidewalks and other outside areas which are contiguous to the premises, walls, doors, counters, sales areas, storage areas, restrooms, bar locations and any other specific areas which are part of the premises where the event will be held. A multi-story building where the entire building is to be licensed must show the details of each floor.

Pony Field – Kennedy & N. Roosevelt Blvd





THE CITY OF KEY WEST

Parking Division

P.O.Box 1409, Key West, FL 33040

Parking Requests for Special Events

Please describe any Special Event Parking requests below:

Below the text prompt, there are ten horizontal lines intended for writing. A large, thin diagonal line is drawn across these lines from the top-left to the bottom-right, indicating that the section is crossed out or unused.

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



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

Please Check All That Apply To This Event

Cooking

- Deep Frying/Open Flame - outside both locations
- Charcoal Grill
- Gas Grill - outside both locations
- 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 # 2 - both locations / both outside
- Vendor Booths - Total # _____
- Total Number of Booths - _____

Parade

- Floats - Total # _____



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

EVENT: Melques Butler Memorial Softball Tournament
DATES: Feb 13-14, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratauz 12/3/15
 SIGNATURE DATE

Need to follow up on insurance

COMMUNITY SERVICES

 SIGNATURE DATE

POLICE DEPARTMENT

 SIGNATURE DATE

FIRE DEPARTMENT

 SIGNATURE DATE

KWDOT

 SIGNATURE DATE

PORT AND MARINE SERVICES

 SIGNATURE DATE

CODE COMPLIANCE

Ji Yang 4 Dec 15
 SIGNATURE DATE

ENGINEERING

 SIGNATURE DATE

UTILITIES

 SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Mengues Butler Memorial Softball Tournament
DATES: Feb 13-14, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rabeuff 12/3/15
SIGNATURE DATE

Need to follow up on insurance

COMMUNITY SERVICES

[Signature] 12/7
SIGNATURE DATE

[Empty box]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty box]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty box]

KWDOT

SIGNATURE DATE

[Empty box]

PORT AND MARINE SERVICES

SIGNATURE DATE

[Empty box]

CODE COMPLIANCE

SIGNATURE DATE

[Empty box]

ENGINEERING

SIGNATURE DATE

[Empty box]

UTILITIES

SIGNATURE DATE

[Empty box]

SPECIAL EVENT PERMIT HAS BEEN _____ APPROVED _____ DENIED

12/07/2015 12:03 #187 P.001



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

EVENT: Marques Butler Memorial Softball Tournament
DATES: Feb 13-14, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Marina Ratajeff 12/3/15
 SIGNATURE DATE

Need to follow up on Insurance

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

Steven Torrence
Digitally signed by Steven Torrence
 DN: cn=Steven Torrence, o=KWPD, ou=KWPD,
 email=storrence@cityofkeywest-fl.gov, c=US
 Date: 2015.12.07 10:20:10 -05'00'

SIGNATURE DATE

No issues noted for this event.

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



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Melques Butler Memorial Softball Tournament
 DATES: Feb 13-14, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratacy 12/3/15
 SIGNATURE DATE

Need to follow up on insurance

COMMUNITY SERVICES

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