

City of Key
West
Special Event Permit Application

For assistance in filling out this application, please contact the City at (305) 809-3881 or via email at : event_request@cityofkeywest-fl.com

Event Name: The Rotary Club of Key West July 4th Celebration _____

Location Edward B Knight Pier & Indigenous Park _____

Date(s): 7/4/2023 _____ Hours of Operation: 5 pm-10pm _____

Break Down Date: 7/4/2023 _____ Number of Expected Attendees: 5,000 _____

Is the Event open to the Public? Yes No

Description: Provide a narrative description of the full scope of your event with as much detail as possible in the box below. If this event has multiple sub events, specify date and time range of each.

Firework display being executed from the end of the Edward B. Knight Pier. Across the street Indigenous Park there will be food and beverage trucks and a seated dinner for up to 200 persons by Catered Affairs.

EVENT ORGANIZER INFORMATION

Company or Organization Name The Rotary Club of Key West _____

Name Yvette Mira-Talbott _____ Phone number 305-304-7650 _____

Mailing Address 1107 Key Plaza Box 294 _____

City Key West _____ State Fl _____ Zip 33040 _____ Email ytalbott123@aol.com _____

Tax ID / EIN# 59-6152300 _____

SECONDARY CONTACT INFORMATION

Name Kerry Baker _____ Phone number 305-304-3431 _____

Company or Organization Name The Rotary Club of Key West _____

Email Kerry.baker716@gmail.com _____

SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes Complete Supplement A No

Non-Profit Applicant or Benefit: Yes Complete Supplement B No

Alcoholic Beverages Sold/Served at Event: Yes Needs City Commission Approval No

Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission through Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must have a liquor license and provide liquor liability insurance.

INITIALS REQUIRED

Event Name: The Rotary Club of Key West July 4th Celebration Event Date: 7/4/2023

1. **Application Form:** All Applicant(s) must fill out the City of Key West (City) application form provided to you by the Office of the City Manager. All applications are subject to approval at the discretion of the City Manager and/or City Commission and must in the Office of the City Manager 60 days prior to the event.

Applicant Printed Name: Yvette Mira-Talbott

Signature: 

2. **Liability Insurance:** Applicant(s) will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

Commercial General Liability with minimum limits of \$1,000,000
 Business Automobile Liability with minimum limits of \$1,000,000
 Statutory Workers' Compensation Coverage
 Employers Liability with minimum limits:
 - \$1,000,000 injury by accident
 - \$1,000,000 injury by disease
 - \$1,000,000 Policy Limits – Each Employee

If alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000,000. Host Liquor Liability coverage will not be acceptable. If the permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.


The City of Key West shall be named as an "Additional Insured" on the permittees commercial general liability policy.

Applicant Printed Name: Yvette Mira-Talbott

Signature: 

3. **Indemnification:** The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe incurred by the City or which may be claimed against the City by any person, firm to the person or property f any person, firm, corporation, or entity which are consequent or arise from the activities of 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.

Applicant Printed Name: Yvette Mira-Talbott

Signature: 

4. **ADA:** All special events are required to comply with the Federal Americans with Disabilities Act which requires access to all areas in services provided by the special events. Organizers must ensure that all aspects of their event meet the requirements.

Applicant Printed Name: Yvette Mira-Talbott

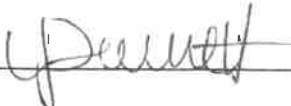
Signature:



5. **Notifying:** 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.

Applicant Printed Name: Yvette Mira-Talbott

Signature:



6. **City Services Pricing:** The organizer or sponsor of any special event which requires the provision of additional extraordinary support services by police, fire, and administration or other city department shall pay to the city the cost of such services. A nonrefundable down payment of 10% of all cost, as estimated by the city manager, shall be made to the city either by certified check or credit card at least 10 days prior to the special event.

Applicant Printed Name: Yvette Mira-Talbott

Signature:



7. **Payment Terms:** 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 established, then within 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 (1.5%) per month.

Applicant Printed Name: Yvette Mira-Talbott

Signature:



Event Screening Questionnaire

Event Name: The Rotary Club of Key West July 4th Celebration Event Date: July 4, 2023

The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application.

VENDOR SALES		
1. Will ANY alcoholic beverage be sold or served?	Yes <input checked="" type="checkbox"/> Needs City Commission Approval	No <input type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input checked="" type="checkbox"/> Complete Supplement C	No <input type="checkbox"/>

SAFETY IF YES, COMPLETE REQUIRED FORMS		
3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles	Yes <input checked="" type="checkbox"/> Complete Supplement C	No <input type="checkbox"/>
4. Will your event involve ANY of the following tents or structures? Tents, Booths, Canopies or Podiums, Viewing Stands and Bracing, Stages, Risers or Air Support Structures	Yes <input checked="" type="checkbox"/> Complete Supplement D	No <input type="checkbox"/>

STREETS & SIDEWALKS IF YES, COMPLETE REQUIRED FORMS		
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes <input checked="" type="checkbox"/> Complete Supplement E	No <input type="checkbox"/>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input type="checkbox"/> Complete Supplement E	No <input checked="" type="checkbox"/>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input checked="" type="checkbox"/> Complete Supplement E	No <input type="checkbox"/>

CITY PROPERTY IF YES, COMPLETE REQUIRED FORMS		
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes <input checked="" type="checkbox"/> Complete Supplement F	No <input type="checkbox"/>

The applicant does acknowledge and hereby affirms that any and all information of this application and all of its supplements are accurate to the best of their 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 for an 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.


Applicant Signature

02/13/2023
Date

Required – Recycling Plan

Event Name: The Rotary Club of Key West July 4th Celebration Event Date: July 4, 2023

The City of Key West is committed to increasing the collection of recycled materials and needs your help to accomplish this. As the Event Organizer, you need to encourage your vendors to participate in the separation of solid waste and recyclable items by providing the adequate number and type of collection receptacles.

RECYCLING POINT OF CONTACT

Name Yvette Mira-Talbott Phone Number 305-304-7650

Email ytalbott123@aol.com Number of people dedicated to recycling 5

INITIALS REQUIRED

- YT 1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.
- YT 2. **RECYCLING FEE:** The Fee (see Fee Schedule) must be submitted prior to the event. You can earn all or part of this fee back by participating in the City Recycling Program.
- YT 3. **ACCEPTABLE RECYCLABLES:** The primary items will be Aluminum Cans, Plastic Bottles, Cardboard, and Glass Bottles. But additional items can include Food and Beverage Cartons, Regular paper, Magazines and Program Handouts.
- YT 4. **CONTAMINATION:** I understand that recycle bins with contamination above 15% will result in not being able to earn back all or part of the Recycling Fee.

RECYCLING TIMELINE

Two
Weeks
(Self
filling)

BEFORE EVENT:

1. Arrange Trash/Recycling through Community Services (305-809-3759).
2. Get approval for educational signage needed to inform customers/event goers of recycling and garbage rules/locations during the event. Request standard signage or submit unique designs for approval through recycle@cityofkeywest-fl.gov

Due Date
(Self
filling)

DAY OF EVENT:

1. Place Recycling/Garbage containers in pairs throughout venue, at approximately every 30 feet throughout the event.
2. During the event ensure that recycle bins are free from contamination. Pull full bags, replace with a new liner, and stage full bags only at pre-arranged sites.
3. At end of event, remove all signage, and return if borrowed from City. Place all trash/recycling containers pre-arranged pick-up location.

Due Date
(Self
filling)

TRASH/RECYCLING REPORT:

1. City Community Services will supply a report detailing the amount of materials collected for recycling by weight, volume, or count and report on contamination levels.
2. After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting recycle@cityofkeywest-fl.gov.

Required – Event Transportation Planning

Event Name: The Rotary Club of Key West July 4th Celebration Event Date: July 4 2023

Parking and traffic congestion are consistently a concern of Key West residents. It is the City's goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

INITIALS REQUIRED

YT

Communications: Every event is required to provide communications about modes of transportation that will reduce vehicle traffic. These actions include:

1. Website(s)
2. Email
3. Ticketholders
4. Social Media

YT

Opportunities: Large Events are required to explore opportunities to help minimize traffic congestions and parking issues. Your event will be more successful by encouraging alternate transportation or utilize transit friendly alternatives. Check opportunities you will explore.

- Encourage Walking
- Encourage Biking
- Providing Bike Security with Valet
- Include Ride Service with VIP Passes
- Provide Pre-Sale parking only
- Premium parking prices

- Partner with Transit System/Buses
- Partner with Transit Friendly Hotels
- Partner with Restaurants/Bars
- Partner with Rideshare/Taxi Companies
- Implement Shuttles
- Other: _____

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day			
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lot	\$32/day			
Mallory Square Parking Lot	\$40/day			
			Total	

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

Total Parking Cost shall be calculated using this table and accounted for in the Event Fee Schedule. For more information, contact John Wilkins, Parking Director at (305) 809-3855.

Required: Event Site Map / Layout

Event Name: The Rotary Club of Key West July 4th Celebration Event Date: July 4, 2023

Using the legend below, please illustrate your event to the best of your ability.

If it is a single site event only one site layout is needed. If the event includes multiple streets, a second map showing the Impacted Streets for the entire area is needed.

INITIALS REQUIRED

YT Attach Site Map Layout

YT Attach Impacted Streets Map

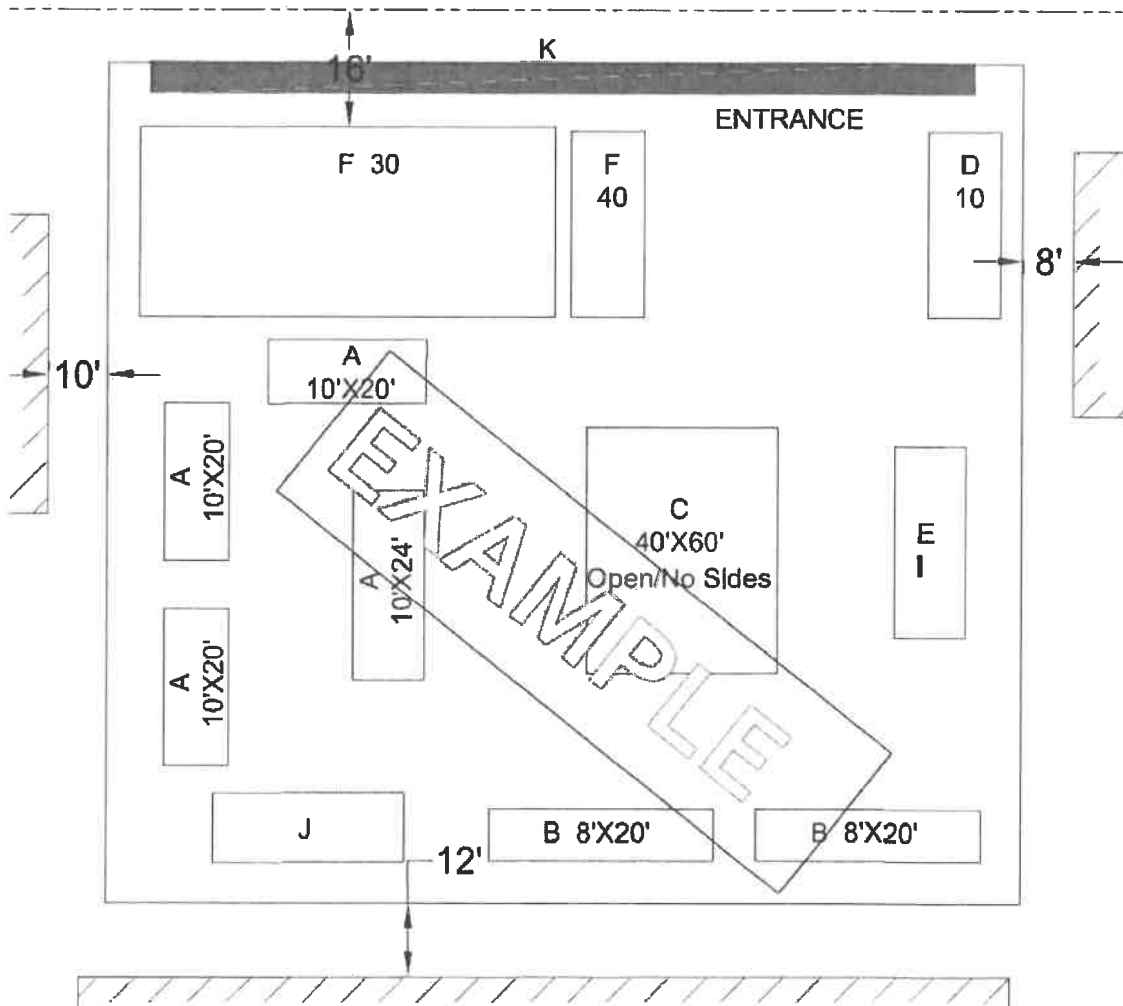
Event Site Map Layout Legend:

- | | | |
|------------------------------|-------------------|-------------------------|
| A. Food/Bev. Vendor Tents* | F. Car Parking** | K. Podiums |
| B. Merchandise Vendor Tents* | G. Bike Parking** | L. Fire Lane (RED LINE) |
| C. Seating Tents* | H. Roads Closed | M. Label Street(s) |
| D. Toilets ** | I. Stage Area | N. Other: _____ |
| E. Amplified Music | J. Bounce House | O. Other: _____ |

* Indicate Tent sizes

** Indicate Quantity

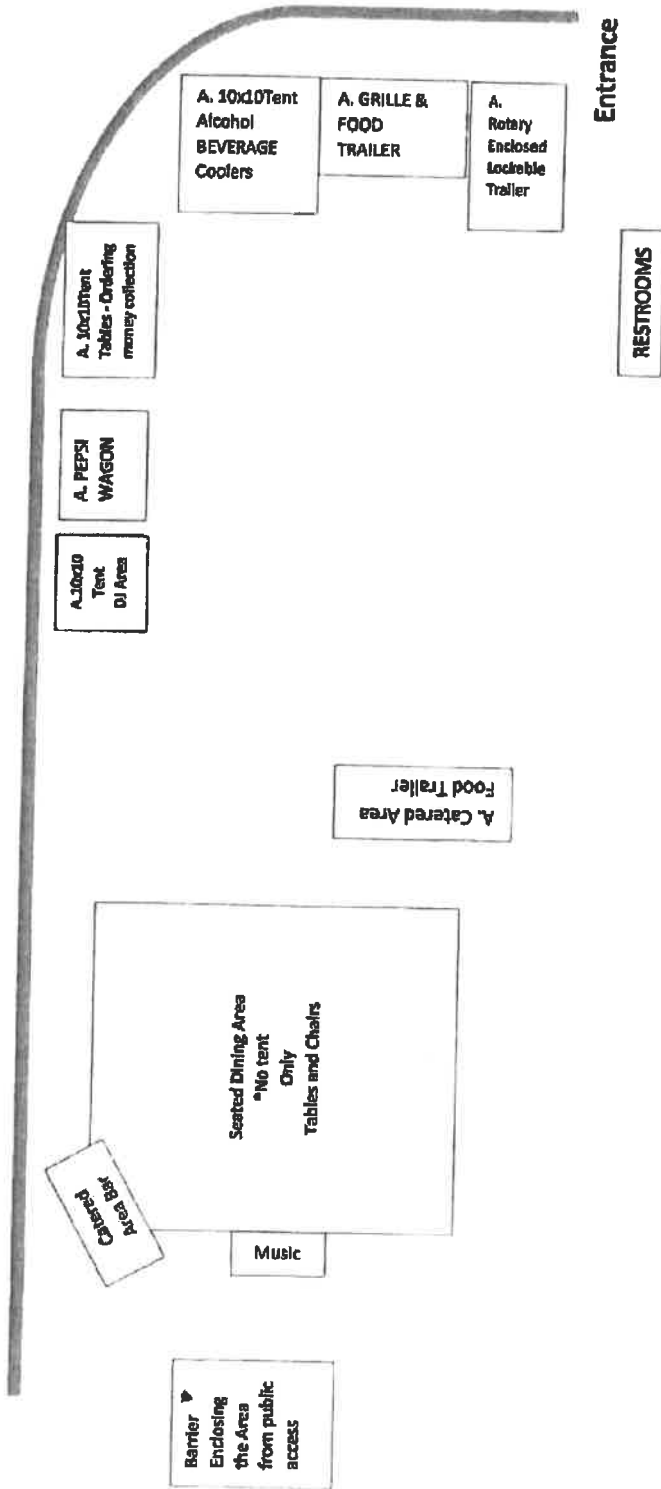
Maple Street



FAREWELL
SETUP
Edward B.
Knight Pier

Atlantic Boulevard

H. WHITE STREET



H. Casa Marina Ct

Special Event Permit Application

Supplement A - Noise

Event Name: <u>The Rotary Club of Key West July 4th Celebration</u>	Event Date: <u>July 4, 2023</u>
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Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

Noise limitations - Within a core commercial district as defined in this article, the maximum dBA and dBC sound levels permitted on any property located therein shall be as follows:

The average measurement taken between ten (10) and twenty (20) seconds shall be no greater than the maximum levels set out below. The measurement shall be taken from the sound source property line, or individual lease boundary in the case of property which has been subdivided by the execution of individual leases, of the noise generating property at a location that is closest to the complainant's property line:

- a. Eighty-five (85) dBA or ninety-four (94) dBC between the hours of 11:00 a.m. and 2:59 a.m. b. Seventy-five (75) dBA or eighty-four (84) dBC between the hours of 3:00 a.m. and 10:59 a.m.*

In any residential or commercial district as defined in this article, a decibel meter shall be used for a complaint of unreasonable noise made at or within 100 feet of the property line of the sound source. The decibel reading shall be made at the location of the complaint. The investigating officer shall issue a citation for unreasonably excessive noise, unless in his judgment a warning is sufficient to cease the violation. There shall be no more than a total of one warning per offending person or establishment.

Events that expect to exceed decibel levels set for their area must get a Noise Exemption from the City Commission. Noise Exemptions cannot be issued for the same location within 60 days of the last noise exemption approval.

Describe the Potential Noise Sources: Fireworks and Entertainment

Do you wish to apply for a Noise Exemption? Yes Need City Commission Approval No

INITIALS REQUIRED

- YT 1. Applicant(s) has reviewed the City Code regarding Noise limitations and understands that an exemption from the noise control ordinance requires approval from the City Commission. Applications for noise exemptions must be received 30 days before the event
- YT 2. The processing fee for the application is \$85.16, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- YT 3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

For more information on Noise and Noise Exemptions, consult the Special Event Guide and read the City Code Section 26-192

Special Event Permit Application

Supplement B – Non-Profit Verification

Event Name: The Rotary Club of Key West July 4th Celebration Event Date: July 4, 2023

Non-Profit Organization Name The Rotary Club of Key West

Tax ID/EIN # 59-6152300 Representative Yvette Mira-Talbott

Purpose of Organization Non-Profit Service Organization

Phone 305-304-7650 Email ytalbott123@aol.com

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?

Proceeds used for scholarships

INITIALS REQUIRED

- YI 1. **Services Waived:** The first \$1,000.00 of costs as specified in Section 6-26 (d) of the Code of Ordinances may be waived for any Event Organizer or Sponsor organization which qualifies as a tax-exempt Non-profit organization according to State or Federal law. Acceptance of this waiver by such Event Organizer or Sponsor organization shall render the Special Event a public accommodation subject to Human Rights provision of Section 38-225.
- YI 2. **Approval:** Supplement B must be reviewed and approved for Non-profit waivers to be granted. Neither Completion nor Submission of this form guarantees a waiver will be granted.
- YI 3. **Monies Received:** Within 30 days of the event completion the Event Organizer agrees to submit to the City Commission a letter from the Non-profit Organization receiving the waiver stating the amount of monetary donation received from the event.
- YI 4. **Accounting:** Within 90 days following the Special Event, the Event Organizer or Sponsor organization will ensure that the Non-profit organization receiving the waiver submits to the City Commission an accounting of expenses and revenues incurred and generated during the event.

SIGNATURE AND ATTACHMENT REQUIRED

I hereby certify that the above-named Non-profit organization is a bona fide, in good standing, domestic civic, educational, charitable, fraternal, or religious organization under the laws of the State of Florida or with proper tax exemption status with the Internal Revenue Service; that the organization is the actual sponsor of the event described and that all the proceeds from the event, after necessary direct expenses, will be used for civic, educational, charitable or religious purpose.

I further certify that the answers to the above questions are correct and complete to the best of my knowledge and belief. I also understand that any organizations who fraudulently seek exemption shall be subjected to civil and criminal penalties provided for in Florida Statutes.

Provide a copy of your organization letter issued by the I.R.S. or Secretary of State verifying tax exempt status.

Officer Signature  Title: President -Elect _____ Date 02/13/2023

Special Event Permit Application

Supplement C – Food & Safety

Event Name: The Rotary Club of Key West July 4th Celebration Event Date: July 4, 2023

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938

Police Department – LT Joseph Tripp (305) 809-1027

More information on Safety requirements can be found in the Special Event Guide.

EVENT ACTIVITIES – Check all that apply to the Special Event

<u>Cooking:</u>	<u>Electrical Power</u>	<u>Other</u>
<input checked="" type="checkbox"/> Deep Frying / Open Flame	<input checked="" type="checkbox"/> Generator	<input checked="" type="checkbox"/> Road Closure
<input checked="" type="checkbox"/> Charcoal Grill	<input checked="" type="checkbox"/> 110AC / Extension Cords	<input type="checkbox"/> Fog/Smoke Machine
<input checked="" type="checkbox"/> Gas Grill	<input checked="" type="checkbox"/> DC Power	<input type="checkbox"/> Bubble Machine
<input type="checkbox"/> Food Warming Only	<u>Structures:</u>	<input checked="" type="checkbox"/> Pyrotechnics
<input checked="" type="checkbox"/> Catered Food	<input type="checkbox"/> Stages / Risers / Canopies	<input type="checkbox"/> Special Effects
<u>Alcohol To be Served By</u>	<input type="checkbox"/> Viewing Stands / Bracing	<input type="checkbox"/> Open Flame
<input type="checkbox"/> Existing Licensed Establishment	<input checked="" type="checkbox"/> xSeating	<input type="checkbox"/> Lasers
<input checked="" type="checkbox"/> Commercial Licensed Vendors	<input type="checkbox"/> Air Supported Bounce House	<input type="checkbox"/> Confetti
<input checked="" type="checkbox"/> Non-profit Licensed Vendors	<input type="checkbox"/> Tents Greater than 200 SF	<input type="checkbox"/> Vehicle/Motorcycle Demo

INITIALS REQUIRED

- VT 1. **Alcohol:** Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission by Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Applicant must have a liquor license and provide liquor liability insurance.
- YT 2. **Cooking Safety:** If cooking, a KWFD Fire Watch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment.
- YT 3. **Sidewalks:** Structures must not interfere with pedestrian movement on the sidewalk. The Special Event Site Plan must show a minimum setback of six (6) feet from the property lines.
- YT 4. **Special Event Site Map:** Indicate where structures, tents, stages, cooking equipment, etc. will be located. The layout must also identify distances to the nearest buildings and property line. If seating will be provided, show seating/chair arrangement.
- N/A 5. **Cooking Oil:** Cooking oil must be disposed of properly. Vendors found dumping cooking oil improperly will result in forfeiture of a portion of the Event deposit.

Special Event Permit Application

Supplement D – Tents & Structures

Event Name: The Rotary Club of Key West July 4th Celebration Event Date: July 4, 2023

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938
Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout Yes No

TENTS

Total Number of Food/Beverage Vendor Tents: 3

Total Number of Merchandise Vendor Tents: 0

Total: 3

Tent Supplier Name N/A Contact Number _____

Size & Type of Tents: 10x10 Tents

Provide Certificate of Flame Resistance/Retardant for Tent Fabric. Yes No

Will there be any combustibles or flammable liquids under the tent? Yes No

Will the sides of the tent be used? Yes* No

**Exit plans must be indicated on Site Map Layout.*

STRUCTURES

What structures will be erected? _____

Will structures be erected on any part of a street or sidewalk? Yes No

For each structure, note number of footings, weight and dimensions (L/W/H) below:

Special Event Permit Application

Supplement E – Street Closure

Event Name: The Rotary Club of Key West July 4th Celebration Event Date: July 4, 2023

STREET CLOSURE INFORMATION

Street(s) to be closed White Street Block/Address Number(s) _____

Cross-Streets: between Casa Marina Court and Laird Street

Closure Date(s) 07-04-2023 Time 5 pm AM/PM to 10 pm AM/PM

INITIALS REQUIRED

- YT 1. **Non-Profit Inclusion:** Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a Non-profit organization. When an Event Organizer proposes a Special Event that will cause the closing of a city street or other public right-of-way, the Event Organizer must donate at least 25% of the Event Organizer’s gross revenues or \$1000.00, whichever is greater, to at least one Non-profit organization. The Event Organizer must designate the Non-profit organization(s) on the application for the event. Each named Non-profit organization must provide the City Manager with a letter of agreement with the Event Organizer.
- YT 2. **Consent:** The Event Organizer must have neighboring businesses sign a petition of no objection to the street closure. A template consent form can be found in the Special Events Guide.
- YT 3. **ADA Restrooms:** Whenever the Event Organizer of a Special Event provides temporary bathroom facilities within 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.
- YT 4. **Insurance:** Typical insurance policies may not provide coverage for accidents that may occur off private property and in the City Right-of-way. Events taking place within City Right-of-Way require insurance in the amount of \$1M – liability and \$2M – aggregate.
- YT 5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.
- YT 6. **Emergency Access:** The closed street/roadway will immediately available for emergency vehicles and vehicles within the close block.

SIGNATURE REQUIRED

We the undersigned, agree to save and hold harmless, the City of Key West from all cost and damage to any person and/or property which is caused by any activity, condition, or event arising out of temporary use of the above street for the purpose of this Special Event.

[Signature]
Event Organizer Signature

02-13-23
Date

Special Event Permit Application

Supplement F – City Property

Event Name: The Rotary Club of Key West July 4th Celebration Event Date: July 4, 2023

A list of City Properties that are available for event use, their amenities and Use Fees are listed in the Special Event Guide.

Which City Property do you wish to use? Edward B. Knight and Indigenous Park

Which Area(s) of the City Property do you wish to use? Pier and Parking Lot

Will Utilities be required (Water and/or Electricity)? Yes No

INITIALS REQUIRED

- YT 1. The City makes no guarantees that the requested City Property and Area will be available on the dates requested. Submitting this application acts as a request, not a guarantee.
- YT 2. Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.
- YT 3. Applicants wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Event Organizer must first have obtained a liquor license and liquor liability insurance.
- YT 4. Prior to use of the requested facility, the applicant must provide a refundable deposit and a nonrefundable payment for use of the City Property, as determined by the Fee Schedule. This payment shall be delivered to the City Manager’s Office at 1300 White St., Key West, FL 33040 at time of application. All checks shall be made payable to City of Key West.
- YT 5. All utility use must be coordinated through City of Key West. Any modification to utilities to support the activity will be at the sole cost of the Event Organizer and must meet City Codes. Utilities used by the Event Organizer will be charged at current rates or agreed upon method.
- YT 6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.
- YT 7. The City property used must be maintained in an orderly and neat condition. City of Key West may request Event Organizer to improve conditions of site within reason if conditions become unacceptable.
- YT 8. No trash may be left on site. Use of City of Key West dumpsters is not authorized unless prior approval is obtained from the City Manager.
- YT 9. No alcoholic beverages/non-prescription drugs or food may be brought onto or sold on Truman Waterfront without prior approval from the City Commission.
- YT 10. No hazardous material or waste shall be used or stored on the premises without submitting a Hazardous Waste Handling and Spill Plan to the City of Key West.

YI

11. Event Organizer is responsible for any and all environmental cleanup, restoration, fees, fines, etc. associated with the activity and shall put in place any and all measures to eliminate environmental contamination to the City Property that may be caused by the Event activity.

YI

12. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed no later than close of business of the last day of the event. Event Organizer should plan accordingly. City of Key West may impose additional fees for use of City Property beyond usage dates.

INITIALS REQUIRED for Truman Waterfront Property

For Use of Truman Waterfront, the Event Organizer is subject to the following additional provisions:

____ 13. Event Organizer is responsible for obtaining necessary permits required by any other agencies pertaining to this Special Event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible for providing proof of permit prior to entering into an agreement with the City of Key West.

____ 14. Event Organizer must take part in pre- and post-activity walk-through inspections with the City of Key West point of contact, or designee.

____ 15. Event Organizer must provide the City of Key West with a detailed schedule for activities.

____ 16. City of Key West personnel shall be allowed access to the site at all times.

____ 17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.

____ 18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.

____ 19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.

____ 20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time

____ 21. Use of the inner basin for any activities is not authorized.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/04/2023

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

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 2850 Golf Road Rolling Meadows IL 60008		CONTACT NAME: Ali Sulita PHONE (A/C, No., Ext.): 1-833-3ROTARY E-MAIL: rotary@ajg.com ADDRESS:		FAX (A/C, No.): 630-285-4052	
INSURED All Active US Rotary Clubs & Districts The Rotary Club of Key West ATTN: Risk Management Dept. 1560 Sherman Ave. Evanston, IL 60201-3698		INSURER(S) AFFORDING COVERAGE INSURER A: Westchester Surplus Lines Insurance Company 10172 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :		NAIC # 10172	

COVERAGES **CERTIFICATE NUMBER: 899307648** **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 INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	G73578917 001	7/1/2022	7/1/2023	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COM/POP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		G73578917 001	7/1/2022	7/1/2023	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		NOT APPLICABLE			EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY (ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	NOT APPLICABLE			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is included as an additional insured where required by written contract or permit subject to the terms and conditions of the general liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

New Certificate coming

CERTIFICATE HOLDER City of Key West 1300 White Street Key West, FL 33040	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

Special Event Permit Application

Department Approvals

Event Name: Rotary Club July 4th Event Event Date: July 4, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Event at White Street pier = catered event at Indigenous
✓ Code Compliance	
✓ Engineering	
✓ Fire Department	
✓ KW DOT	
✓ Parking	Parking available in surrounding area No request
✓ Police Department	
✓ Port & Marine Services	N/A
✓ Property Management	N/A
✓ Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals

Event Name: Relay Club July 4th Event Event Date: July 4, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Event at Whitestreet pier = catered event at Indigenus
Code Compliance	<i>[Signature]</i>
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals

Event Name: Rotary Club July 4th Event Event Date: July 4, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Event at Whitestreet pier = catered event at Indigence
Code Compliance	
Engineering	<i>Staff/Colene</i> No Objections 2/15/2023
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



Key West Fire Department

Office of the Fire Marshal

Jason Barroso, Fire Marshal
Tim Anson, Capt. / Fire Inspector
Thomas Bouchard, Capt. / Fire Inspector
Dereck Berger, Lt. / Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 809-3933
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.
3. All hydrants must maintain 5' clearance on each side to allow fire department access.
4. **Each vendor shall stay within their assigned area, equipment and supplies shall not be staged outside their allotted space. ie: sidewalks, exit ways.**

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 **3A:40B: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**.



THE CITY OF KEY WEST

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

To: Rotary Club of Key West- Yvette Mira-Talbott(ytalbott123@aol.com)

From: Division Chief/Fire Marshal Jason Barroso

Date: 2/16/2023

Reference: 4th of July Event

This office reviewed the special event application for the 4th of July Fireworks Display held at the White Street Pier on July 4, 2023.

The following conditions apply:

- Fire Safety Inspection of the fireworks set-up area at end of Edward B. Knight Pier needs to be conducted prior to start of fireworks event.
- Only pyrotechnicians and fire personnel shall occupy the pier during the firework display.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Jason Barroso, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3932 Office
305-292-8284 Fax
jbarroso@cityofkeywest-fl.gov

Serving the Southernmost City

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

3066 LS3M W3X

Special Event Permit Application

Department Approvals

Event Name: Relay Club July 4th Event Event Date: July 4, 2013

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Event at White Street pier = catered event at Indigenous
Code Compliance	
Engineering	
Fire Department	
KW DOT	No effect - Rodrigo Beltramo/RS.
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Maria Ratcliff

From: Joseph Tripp
Sent: Wednesday, March 8, 2023 4:05 PM
To: Maria Ratcliff
Subject: RE: 4th of July & Indigenous Park fundraiser July 4, 2023

approved

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Wednesday, March 8, 2023 3:10 PM
To: Jason Barroso <jbarroso@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>; Cyndee Michaud <cmichaud@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>
Subject: 4th of July & Indigenous Park fundraiser July 4, 2023

Good afternoon,

I am still looking for the approval sheets for you guys. Thank you!

Maria Ratcliff

From: Marcus A. Davila
Sent: Thursday, March 9, 2023 10:04 AM
To: Maria Ratcliff; Jason Barroso; John Wilkins; Joseph Tripp; Michael J. Turner; Ralph Major; Richard Sarver; Cyndee Michaud; Tara Stansbury
Subject: RE: 4th of July & Indigenous Park fundraiser July 4, 2023

Yes we are good

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Wednesday, March 8, 2023 3:10 PM
To: Jason Barroso <jbarroso@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>; Cyndee Michaud <cmichaud@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>
Subject: 4th of July & Indigenous Park fundraiser July 4, 2023

Good afternoon,

I am still looking for the approval sheets for you guys. Thank you!



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

Detail by Entity Name

Florida Not For Profit Corporation
 ROTARY CLUB OF KEY WEST, FLORIDA, INC.

Filing Information

Document Number	N00000005436
FEI/EIN Number	59-6152300
Date Filed	08/14/2000
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	08/14/2018
Event Effective Date	NONE

Principal Address

1107 KEY PLAZA
 #294
 KEY WEST, FL 33040

Changed: 03/06/2016

Mailing Address

1107 KEY PLAZA
 #294
 KEY WEST, FL 33040

Changed: 03/06/2016

Registered Agent Name & Address

KNOWLES, LISA
 1107 KEY PLAZA
 #294
 KEY WEST, FL 33040

Name Changed: 03/06/2016

Address Changed: 03/06/2016

Officer/Director Detail

Name & Address

Title President

Talbott, Yvette
1107 KEY PLAZA BOX #294
KEY WEST, FL 33040

Title Director

CRANNEY-BLACK, JILLIAN
1107 KEY PLAZA BOX #294
KEY WEST, FL 33040

Title Past-President

Crane, Cathy
1107 KEY PLAZA BOX #294
KEY WEST, FL 33040

Title VP

Baker, Kerry
1107 KEY PLAZA
#294
KEY WEST, FL 33040

Title Other

OROPEZA, RACHEL
1107 KEY PLAZA
BOX #294
KEY WEST, FL 33040

Title Treasurer

Caso, Joe
1107 KEY PLAZA
#294
KEY WEST, FL 33040

Title Secretary

MYERS, Britt
1107 KEY PLAZA
#294
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2021	07/27/2021
2022	03/01/2022
2023	01/30/2023

Document Images

01/30/2023 -- ANNUAL REPORT	View image in PDF format
03/01/2022 -- ANNUAL REPORT	View image in PDF format
07/27/2021 -- ANNUAL REPORT	View image in PDF format
06/16/2020 -- ANNUAL REPORT	View image in PDF format
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08/14/2018 -- Amendment	View image in PDF format
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02/16/2012 -- ANNUAL REPORT	View image in PDF format
09/06/2011 -- Reg. Agent Change	View image in PDF format
04/21/2011 -- ANNUAL REPORT	View image in PDF format
02/22/2010 -- ANNUAL REPORT	View image in PDF format
08/15/2009 -- ANNUAL REPORT	View image in PDF format
02/11/2009 -- ANNUAL REPORT	View image in PDF format
02/19/2008 -- ANNUAL REPORT	View image in PDF format
01/18/2007 -- ANNUAL REPORT	View image in PDF format
05/04/2006 -- ANNUAL REPORT	View image in PDF format
01/18/2005 -- ANNUAL REPORT	View image in PDF format
01/26/2004 -- ANNUAL REPORT	View image in PDF format
01/22/2003 -- ANNUAL REPORT	View image in PDF format
01/28/2002 -- ANNUAL REPORT	View image in PDF format
01/17/2001 -- ANNUAL REPORT	View image in PDF format
08/14/2000 -- Domestic Non-Profit	View image in PDF format



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
The Rotary Club of Key West, Fl. Inc.
4th of July Celebration & Fireworks
July 4, 2023
Edward Knight White Street Pier for the Fireworks
Indigenous Park for fundraiser

I Yvette Talbot being authorized to act on behalf of and legally bind Rotary Club of Key West, Florida, 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

Nic Farrar
Print Name

3/16/2023
Date

Signature of Applicant

Yvette TALBOTT
Print Name

3/16/23
Date

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



UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL OCEAN SERVICE

Florida Keys National Marine Sanctuary
33 East Quay Road
Key West, Florida 33040

May 18, 2022

Ms. Meghan Hunter
Ms. Samantha Romo
Pyrotecnico Fireworks, Inc.
P.O. Box 149
New Castle, PA 16103

*will be getting updated
paperwork*

Dear Ms. Hunter and Ms. Romo:

The National Oceanic and Atmospheric Administration, Office of National Marine Sanctuaries (ONMS) has approved the issuance of special use permit number FKNMS-2022-029 to conduct activities within Florida Keys National Marine Sanctuary (sanctuary). Activities are to be conducted in accordance with the permit application and all supporting materials submitted to the sanctuary, and the terms and conditions of permit number FKNMS-2022-029 (enclosed).

This permit is not valid until signed and returned to the ONMS. Retain one signed copy and carry it with you while conducting the permitted activities. Additional copies must be signed and returned, by either mail or email, to the following individual within 30 days of issuance and before commencing any activity authorized by this permit:

Joanne Delaney
Permit Coordinator
Florida Keys National Marine Sanctuary
33 East Quay Road
Key West, Florida 33040
Joanne.Delaney@noaa.gov

Your permit contains specific terms, conditions and reporting requirements. Review them closely and fully comply with them while undertaking permitted activities.

If you have any questions, please contact Joanne Delaney at Joanne.Delaney@noaa.gov. Thank you for your continued cooperation with the ONMS.

Sincerely,

Sarah Fangman
Superintendent

Enclosure





UNITED STATES DEPARTMENT OF COMMERCE
National Oceanic and Atmospheric Administration
NATIONAL OCEAN SERVICE

Florida Keys National Marine Sanctuary
33 East Quay Road
Key West, Florida 33040

FLORIDA KEYS NATIONAL MARINE SANCTUARY SPECIAL USE PERMIT

Permittees:

Ms. Meghan Hunter
Ms. Samantha Romo
Pyrotecnico Fireworks, Inc.
P.O. Box 149
New Castle, PA 16103

Permit Number: FKNMS-2022-029

Effective Date: June 30, 2022

Expiration Date: June 30, 2023

Project Title: Fireworks Displays for the Florida Keys

This permit is issued for activities in accordance with the National Marine Sanctuaries Act (NMSA), 16 USC §§ 1431 *et seq.*, and regulations thereunder (15 CFR Part 922). All activities must be conducted in accordance with those regulations and law. No activity prohibited in 15 CFR Part 922 is allowed except as specified in the activity description below.

Subject to the terms and conditions of this permit, the National Oceanic and Atmospheric Administration (NOAA), Office of National Marine Sanctuaries (ONMS) hereby authorizes the permittees listed above to conduct activities within Florida Keys National Marine Sanctuary (FKNMS or sanctuary). All activities are to be conducted in accordance with this permit and the permit application received February 16, 2022. The permit application is incorporated into this permit and made a part hereof; provided, however, that if there are any conflicts between the permit application and the terms and conditions of this permit, the terms and conditions of this permit shall be controlling.

Permitted Activity Description:

The following activities are authorized by this permit:

1. Possessing and using fireworks within the sanctuary, and discharge of debris into waters of the sanctuary that results from pyrotechnic displays.

No further activities prohibited by sanctuary regulations are allowed.

Permitted Activity Location:

The permitted activity is allowed in nearshore waters of Key West, FL within a 500-foot radius of the following central coordinates:

Site name	City	Latitude	Longitude
Edward B. Knight Pier	Key West	24.54545	-81.78341



Special Terms and Conditions:

1. A maximum of one (1) discrete fireworks display is authorized for the duration of this permit. An amendment to this permit is required for additional displays. The permittees must contact FKNMS (Joanne.Delaney@noaa.gov) a minimum of 45 days prior to the event(s) with date(s) of the proposed event(s) to review the activity. Additional Special Use Permit fees associated with this activity may be incurred if a permit amendment for additional displays is requested.
2. Fireworks displays are only authorized at the location(s) listed in the Permitted Activity Location section, above. An amendment to this permit is required for additional locations. The permittees must contact FKNMS (Joanne.Delaney@noaa.gov) a minimum of 45 days prior to the event(s) with GPS coordinates (decimal degrees format) of the proposed launch site(s) to review the activity and its proximity to sensitive resources. Additional Special Use Permit fees associated with this activity may be incurred if a permit amendment for additional locations is requested.
3. No additional materials are authorized for discharge under this permit.
4. All non-biodegradable labels and wrappings shall be removed from pyrotechnic shells before they are fired. Wrappers and any other waste shall be contained on-board the launch platform or at the launch location and then disposed of on-shore.
5. The permittees must clean up all debris resulting from pyrotechnics immediately following the fireworks displays. Any debris that is apparent in marine waters of the sanctuary, terrestrial/upland areas adjacent to the sanctuary, and on any vessels must be removed and contained for disposal on-shore. The permittees may be liable for costs of clean-up activities should debris remain after events conclude.
6. The permittees must provide a copy of current comprehensive liability insurance to FKNMS by January 15, 2023. The insurance certificate shall be forwarded to Joanne Delaney (Joanne.Delaney@noaa.gov).
7. Permit or approval from other agencies with jurisdiction in the Florida Keys may be necessary prior to conducting fireworks displays. Specifically, permits from the City of Key West and U.S. Coast Guard may be required for fireworks displays. Copies of all other agency permits (or submitted applications, if permits have not yet been issued) shall be forwarded to FKNMS (Joanne.Delaney@noaa.gov).
8. The permittees must submit a report of activities no later than thirty (30) days after each event. Each report shall consist of a summary of activities conducted, including, at a minimum:
 - Location of launch site for each fireworks display (GPS coordinates in decimal degrees format);
 - If the launch platform is a vessel, anchoring methods employed during each event;
 - Number and type of pyrotechnic devices launched/fired for each event (include common names as applicable);

- Number of spectator vessels (approximate) for each event;
- A summary of clean-up activities required under Special Conditions #4 & 5 for each event;
- Any relevant observations or incidents (as applicable).

The report shall be submitted to Joanne Delaney (Joanne.Delaney@noaa.gov), FKNMS Permit Coordinator.

9. If the permittees wish to apply for a new permit after this permit expires (i.e., renew this permit), any such application must be submitted at least 120 days in advance of the requested effective date. See <https://floridakeys.noaa.gov/permits/welcome.html?s=management> for additional information and to download application forms.
10. Fee assessment may change for future permit(s), as deemed appropriate by ONMS based on an evaluation of permit processing and monitoring costs, and the fair market value and reasonable rate of return for the use of sanctuary resources, in accordance with section 310 of the NMSA.
11. NOAA Florida Keys National Marine Sanctuary restricts certain activities under Federal regulations. Any exceptions to these regulations must be permitted by the FKNMS. As a result, the permittees and the sponsoring organization(s) are required to include the following during any media coverage (press releases, video/photo, social media, or other means):

Activities occurred under permit within the Florida Keys National Marine Sanctuary.

Any publications and/or reports resulting from activities conducted under the authority of this permit must include the notation that the activity was conducted under permit number FKNMS-2022-029. For questions or alterations in the above language, contact Joanne Delaney (Joanne.Delaney@noaa.gov).

12. Amendment requests under this permit and/or any future permit applications to conduct otherwise prohibited activities within FKNMS may not be approved unless all of the special and general terms and conditions of this permit are satisfactorily met, including adherence to the timelines set forth herein.

General Terms and Conditions:

1. Within 30 (thirty) days of the date of issuance, the permittees must sign and date this permit for it to be considered valid. Once signed, the permittees must send copies, via mail or email, to the following individual:

Joanne Delaney
Permit Coordinator
Florida Keys National Marine Sanctuary

33 East Quay Road
Key West, Florida 33040
Joanne.Delaney@noaa.gov

2. It is a violation of this permit to conduct any activity authorized by this permit prior to the ONMS having received a copy signed by the permittees.
3. This permit may only be amended by the ONMS. The permittees may not change or amend any part of this permit at any time. The terms of the permit must be accepted in full, without revision; otherwise, the permittees must return the permit to the sanctuary office unsigned with a written explanation for its rejection. Amendments to this permit must be requested in the same manner the original request was made.
4. All persons participating in the permitted activity must be under the supervision of the permittees, and the permittees are responsible for any violation of this permit, the NMSA, and sanctuary regulations for activities conducted under, or in conjunction with, this permit. The permittees must assure that all persons performing activities under this permit are fully aware of the conditions herein.
5. This permit is non-transferable and must be carried by the permittees at all times while engaging in any activity authorized by this permit.
6. This permit may be suspended, revoked, or modified for violation of the terms and conditions of this permit, the regulations at 15 CFR Part 922, the NMSA, or for other good cause. Such action will be communicated in writing to the applicants or permittees, and will set forth the reason(s) for the action taken.
7. This permit may be suspended, revoked or modified if requirements from previous ONMS permits or authorizations issued to the permittees are not fulfilled by their due date.
8. Permit applications for any future activities in the sanctuary or any other sanctuary in the system by the permittees might not be considered until all requirements from this permit are fulfilled.
9. This permit does not authorize the conduct of any activity prohibited by 15 CFR Part 922, other than those specifically described in the "Permitted Activity Description" section of this permit. If the permittees or any person acting under the permittees' supervision conducts, or causes to be conducted, any activity in the sanctuary not in accordance with the terms and conditions set forth in this permit, or who otherwise violates such terms and conditions, the permittees may be subject to civil penalties, forfeiture, costs, and all other remedies under the NMSA and its implementing regulations at 15 CFR Part 922.
10. Any publications and/or reports resulting from activities conducted under the authority of this permit must include the notation that the activity was conducted under National Marine Sanctuary Permit FKNMS-2022-029 and be sent to the ONMS official listed in general condition number 1.

11. This permit does not relieve the permittees of responsibility to comply with all other federal, state and local laws and regulations, and this permit is not valid until all other necessary permits, authorizations, and approvals are obtained. Particularly, this permit does not allow disturbance of marine mammals or seabirds protected under provisions of the Endangered Species Act, Marine Mammal Protection Act, or Migratory Bird Treaty Act. Authorization for incidental or direct harassment of species protected by these acts must be secured from the U.S. Fish and Wildlife Service and/or NOAA Fisheries, depending upon the species affected.
12. The permittees shall indemnify and hold harmless the Office of National Marine Sanctuaries, NOAA, the Department of Commerce and the United States for and against any claims arising from the conduct of any permitted activities.
13. Any question of interpretation of any term or condition of this permit will be resolved by NOAA.


Your signature below, as permittees, indicates that you accept and agree to comply with all terms and conditions of this permit. This permit becomes valid when you, the permittees, countersign and date below. Please note that the expiration date on this permit is already set and will not be extended by a delay in your signing.


Ms. Meghan Hunter
Pyrotecnico Fireworks, Inc.

May 19, 2022
Date


Ms. Samantha Romo
Pyrotecnico Fireworks, Inc.

5/19/22
Date


Sarah Fangman
Superintendent
Florida Keys National Marine Sanctuary

May 18, 2022
Date



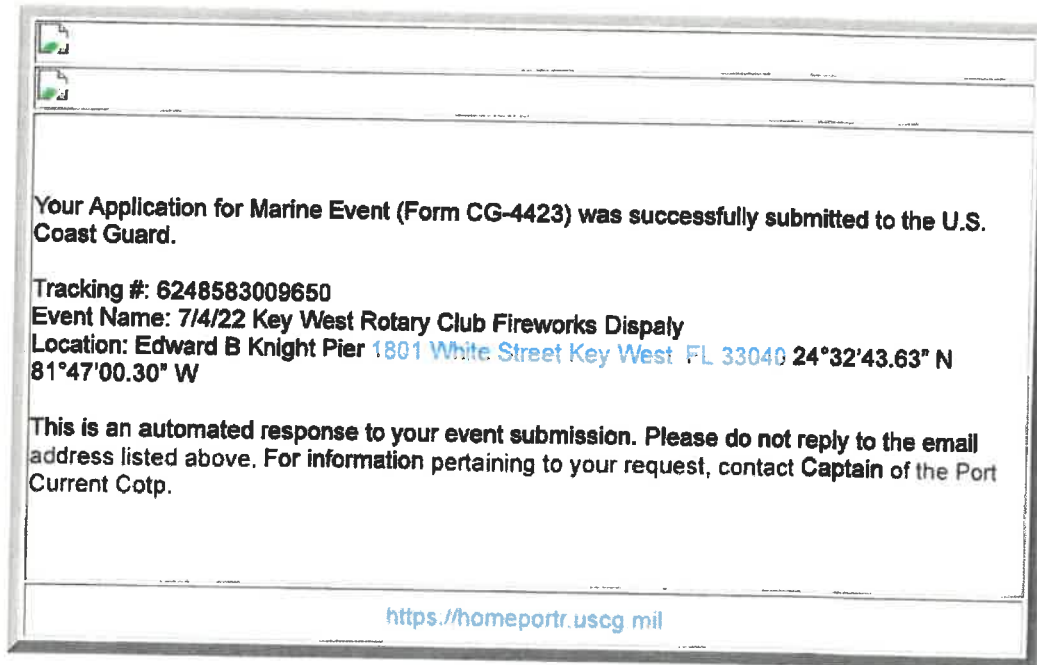
Meghan Hunter <mhunter@pyrotecnico.com>

Marine Event New Submission - Tracking #6248583009650

1 message

OSC-Homeport@uscg.mil <OSC-Homeport@uscg.mil>
To: mhunter@pyrotecnico.com

Sun, May 15, 2022 at 3:10 PM



Federal Explosives License/Permit (18 U.S.C. Chapter 40)

U.S. GOVERNMENT PRINTING OFFICE: 2011 O 304001

In accordance with the provisions of Title XI, Organized Crime Control Act of 1970, and the regulations issued thereunder (27 CFR Part 555), you may engage in the activity specified in this license or permit within the limitations of Chapter 40, Title 18, United States Code and the regulations issued thereunder, until the expiration date shown. **THIS LICENSE IS NOT TRANSFERABLE UNDER 27 CFR 555.53.** See "WARNINGS" and "NOTICES" on reverse.

Direct ATF Correspondence To ATF - Chief, FELC 244 Needy Road Martinsburg, WV 25405-9431	License/Permit Number 8-PA-073-23-4J-12122
Chief, Federal Explosives Licensing Center (FELC) <i>Manuel Hurd</i>	Expiration Date September 1, 2024

Name
PYROTECNICO

Premises Address (Changes? Notify the FELC at least 10 days before the move.)
**299 WILSON RD
NEW CASTLE, PA 16101-**

Type of License or Permit
23-IMPORTER OF EXPLOSIVES

Purchasing Certification Statement
The licensee or permittee named above shall use a copy of this license or permit to assist a transferor of explosives to verify the identity and the licensed status of the licensee or permittee as provided by 27 CFR Part 555. The signature on each copy must be an original signature. A faxed, scanned or e-mailed copy of the license or permit with a signature intended to be an original signature is acceptable. The signature must be that of the Federal Explosives Licensee (FEL) or a responsible person of the FEL. I certify that this is a true copy of a license or permit issued to the licensee or permittee named above to engage in the business or operations specified above under "Type of License or Permit."

Stephen Vitale
Licensee/Permittee Responsible Person Signature
STEPHEN VITALE
Printed Name

President/CEO
Position/Title
Nov. 29, 2021
Date

Mailing Address (Changes? Notify the FELC of any changes.)
**PYROTECNICO FIREWORKS INC
PYROTECNICO
PO BOX 149
NEW CASTLE, PA 16103-0149**

Previous Edition is Obsolete PYROTECNICO FIREWORKS INC-299 WILSON RD-16101-0149-073-23-4J-12122-September 1, 2024-23-IMPORTER OF EXPLOSIVES ATF Form 5400 14/5400 15 Part 1 Revised September 2011

Federal Explosives License (FEL) Customer Service Information

Federal Explosives Licensing Center (FELC)
244 Needy Road
Martinsburg, WV 25405-9431

Toll-free Telephone Number: (877) 283-3352
Fax Number: (304) 616-4401
E-mail: FELC@atf.gov

ATF Homepage: www.atf.gov

Change of Address (27 CFR 555.54(a)(1)). Licensees or permittees may during the term of their current license or permit remove their business or operations to a new location at which they intend regularly to carry on such business or operations. The licensee or permittee is required to give notification of the new location of the business or operations not less than 10 days prior to such removal with the Chief, Federal Explosives Licensing Center. The license or permit will be valid for the remainder of the term of the original license or permit. (The Chief, FELC, shall, if the licensee or permittee is not qualified, refer the request for amended license or permit to the Director of Industry Operations for denial in accordance with § 555.54.)

Right of Succession (27 CFR 555.59). (a) Certain persons other than the licensee or permittee may secure the right to carry on the same explosive materials business or operations at the same address shown on, and for the remainder of the term of, a current license or permit. Such persons are: (1) The surviving spouse or child, or executor, administrator, or other legal representative of a deceased licensee or permittee; and (2) A receiver or trustee in bankruptcy, or an assignee for benefit of creditors. (b) In order to secure the right provided by this section, the person or persons continuing the business or operations shall furnish the license or permit for that business or operations for endorsement of such succession to the Chief, FELC, within 30 days from the date on which the successor begins to carry on the business or operations.

(Continued on reverse side)

Cut Here ✂

Federal Explosives License/Permit (FEL) Information Card
License/Permit Name: **PYROTECNICO FIREWORKS INC**
Business Name: **PYROTECNICO**
License/Permit Number: **8-PA-073-23-4J-12122**
License/Permit Type: **23-IMPORTER OF EXPLOSIVES**
Expiration: **September 1, 2024**
Please Note: Not Valid for the Sale or Other Disposition of Explosives.

WARNINGS

1. As provided in Title XI of the Organized Crime Control Act of 1970 (U.S.C. § 842(i)), it is unlawful for any person who (1) is under indictment for, or has been convicted in any court of, a crime punishable by imprisonment for a term exceeding 1 year, (2) is a fugitive from justice, (3) is an unlawful user of, or addicted to any controlled substance (as defined in section 102 of the Controlled Substances Act (21 U.S.C. 802)), (4) has been adjudicated as a mental defective or has been committed to a mental institution, to ship, transport, or receive any explosive materials in interstate or foreign commerce, (5) is an alien, other than an alien who is lawfully admitted for permanent residence (as that term is defined in section 101(a)(20) of the Immigration and Naturalization Act), or meets any other exception under section 842(i)(5), (6) has been discharged from the armed forces under dishonorable conditions, or (7) having been a citizen of the United States, has renounced the citizenship of that person.
2. Federal Regulation 27 CFR 555.53 - Licenses and permits issued under this part are not transferable to another person. In the event of the lease, sale, or other transfer of the business or operations covered by the license or permit, the successor must obtain the license or permit required by this part before commencing business or operations.
3. Alteration or Changes to the License or Permit. Alterations or changes in the original license or permit or in duplications thereof violates 18 U.S.C. 1001, an offense punishable by imprisonment for not more than 5 years and/or a fine of not more than \$250,000.

NOTICES

1. Any change in trade name or control of this business or operations MUST be reported within 30 days of the change to the Chief, Federal Explosives Licensing Center (FELC), 244 Needy Road, Martinsburg, WV 25405-9431. (27 CFR 555.56-555.57). A licensee or permittee who reports a Change of Control must, upon expiration of the license or permit, file an ATF Form 5400.13/5400.16.
2. Under § 555.46, Renewal of License/Permit, if a licensee or permittee intends to continue the business or operations described on a license or permit issued under this part during any portion of the ensuing year, the licensee or permittee shall, unless otherwise notified in writing by the Chief, FELC, execute and file with ATF prior to the expiration of the license or permit an application for a license or permit renewal, ATF Form 5400.14/5400.15 Part III, in accordance with the instructions on the form, and the required fee. In the event the licensee or permittee does not timely file an ATF Form 5400.14/5400.15 Part III, the licensee or permittee must file an ATF Form 5400.13/5400.16 as required by § 555.45, and obtain the required license or permit before continuing business or operations. A renewal application will automatically be mailed by ATF to the "mailing address" on the license or permit approximately 60 days prior to the expiration date of the license or permit. If the application is not received 30 days prior to the expiration date, the licensee or permittee should contact the FELC.
Note: The user-limited permits are not renewable.
3. This license or permit is conditional upon compliance by you with the Clean Water Act (33 U.S.C. § 1341(a)).
4. THIS LICENSE OR PERMIT MUST BE POSTED AND KEPT AVAILABLE FOR INSPECTION (27 CFR 555.101).

ATF Form 5400.14/5400.15 Part I
Revised October 2011

Federal Explosives License (FEL) Customer Service Information (Continued from front)

Discontinuance of Business (27 CFR 555.61)(27 CFR 555.128). Where an explosives materials business or operations is succeeded by a new licensee or permittee, the records prescribed by this subpart shall appropriately reflect such facts and shall be delivered to the successor, or may be, within 30 days following business discontinuance, delivered to the ATF Out-of-Business Records Center, 244 Needy Road, Martinsburg, WV 25405, or to any ATF office in the division in which the business was located. Where discontinuance of the business is absolute, the records shall be delivered within 30 days following the business discontinuance to the ATF Out-of-Business Records Center, 244 Needy Road, Martinsburg, WV 25405, or to any ATF office in the division in which the business was located.

Explosive materials must be stored in conformance with requirements set forth in 27 CFR, Part 55. It is unlawful for any person to store any explosive materials in a manner not in conformity with these regulations.

**TO REPORT LOST OR STOLEN EXPLOSIVES, YOU MUST IMMEDIATELY NOTIFY ATF:
CALL TOLL FREE - (888) ATF-BOMB**

✂ Cut Here

Federal Explosives Licensing Center (FELC) Toll-free number: (877) 283-3352
244 Needy Road Fax number: (304) 616-4401
Martinsburg, WV 25405-9431 E-mail: FELC@atf.gov

ATF Hotline Numbers

Arson Hotline: 1-888-ATF-FIRE (1-888-283-3473)
Bomb Hotline: 1-888-ATF-BOMB (1-888-283-2662)
Report Illegal Firearms Activity: 1-800-ATF-GUNS (1-800-283-4867)
Firearms Theft Hotline: 1-888-930-9275
Report Stolen, Hijacked or Seized Cigarettes: 1-800-639-6242
Other Criminal Activity: 1-888-ATF-TIPS (1-888-283-8477)

**City of Key West
Fire Marshal's Office
1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 292-8179 Fax: (305)293-8399**

City of Key West Fire Prevention * Pyrotechnics-Special Effects Application**

Date: May 20, 2022

Permit number: _____

Application shall be made at least thirty (30) days in advance of display, or at the discretion of the authority having jurisdiction.

1. Show Address: Edward B Knight Pier, 1801 White St. key West, FL 33040
 (a) Ceiling Height 600 feet (b) Clear area around discharge site: 600' Radius
2. Business Name: Pyrotecnico Fireworks Inc
 (a) Business Address: PO Box 149, New Castle, PA 16106 (b) Phone number: 407-686-6345
3. Operator Name Robert Cathcart
 (a) Permanent Address: PO Box 149, New Castle PA 16103
 (b) Phone number: 772-403-3887 (c) Driver's license number: FL DL - C326-763-84-468-0
 (d) Age: 37 (e) Date of birth: 12/28/1984
 (f) Federal/State License: 8-PA-073-23-4J-12122 (g) Bond, Certificate or Insurance in the amount of: \$ 10 million
4. Dates (per the authority having jurisdiction): (a) Starting date: 7/4/22 9:00 PM (b) Ending date: 7/4/22 9:30 PM
5. Amount of explosives to be discharged in one 24-hour period: see product list attached
6. Explosives to be used: see attached product list

NOTE: Only the amount of explosives to be used in one 24-hour period shall be allowed inside the building at any time. Additional amounts shall be stored according to the State Fire Marshal's Rules and Regulations.

7. Set-up shall be approved by the authority having jurisdiction prior to the first show.
8. Each person assisting the operator shall be competent and shall meet the approval of the authority having jurisdiction.
9. The building in general shall have had a current fire inspection (within 30 days) and shall have complied with all Outstanding Fire Department orders or no permit shall be issued.
10. In addition to the above requirements, the State Fire Marshal's Rules and Regulations shall be enforced.

NOTE: THIS PERMIT IS NON-TRANSFERABLE TO OTHER PERSONS OR LOCATIONS.

The operator has read and fully understands manufacturer's recommendations on proper use of materials to be used and will not deviate from them.

Operator's signature _____

**Pyrotecnico will maintain a 1200 foot diameter fall out zone

OFFICE USE ONLY

Clearances: ✓
 1. Fire Department Approved _____ Disapproved

Services to be provided: _____ Hours _____ Rate _____ Cost _____

Number of personnel: 0 _____ Hours 0 _____ Rate 0 _____ Cost 0 _____

Equipment: _____

Total: _____

Jasni Barro INTERIM KWFD FIRE MARSHAL
 Fire Marshal/Inspector signature