

R 696

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

Name of Applicant(s) HELPLINE, Inc.

Address of Applicant(s) 1623 Spalding Ct. # 4

Phone Number of Applicant(s) 292-8445

Name of Non-Profit(s) same

Address of Non-Profit(s) same

Phone Number of Non-Profit(s) same

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving # 15,000-

Date(s) of Event 7-24-10

Hours of Operation 8 AM — 9 PM

Estimated/anticipated number of persons per day 1,500

Location of Event Duval St.: Front to Fleming

Street Closed Duval

Detailed Description of Event: Street fair featuring Arts & Crafts  
vendors, Food, Snacks & non-alcoholic  
beverages

Noise exemption required: Yes  No

Alcoholic beverages sold/served at event: Yes  No

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

R. Keith Studdard  
Applicant(s) Signature

4-2-10  
Date

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

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\*(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, Aat 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: ~~Faney~~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 ~~Mange's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons

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

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

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

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

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

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

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

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

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

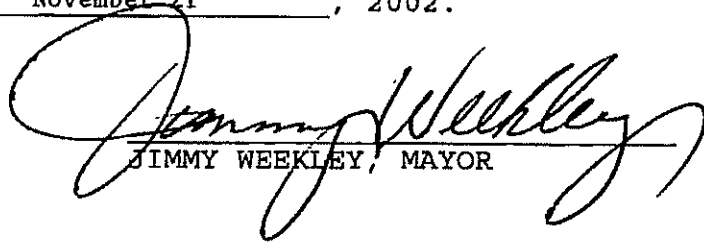
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

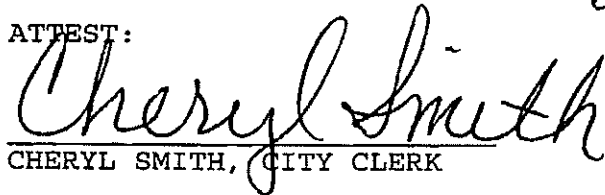
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

Filed with the Clerk November 21, 2002.

  
JIMMY WEEKLEY, MAYOR


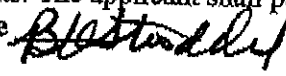
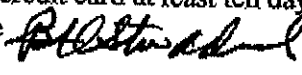
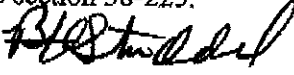



ATTEST:

  
CHERYL SMITH, CITY CLERK



## RULES AND REGULATIONS FOR USE OF CITY OF KEY WEST PROPERTY FOR SPECIAL EVENTS

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.  
Sponsor's Signature *B. Studdard*
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 *B. Studdard*
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 *B. Studdard*
6. 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 *B. Studdard*
7. 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 *B. Studdard*

8. All applications are subject to approval at the discretion of the City Manager and/or City Commission.  
Sponsor's Signature 
9. 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 
10. 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 
11. The first \$1000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation subject to the human rights provision of the section 38-225.  
Sponsor's Signature 
12. Any nonprofit organization accepting the waiver provided for by subsection (d) of this section 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 
13. 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 
14. 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 

# Helpline: Hemingway Days Caribbean Street Fair - 7-24-10

## Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Keith Studdard Phone number: 849-8886
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.  
Aluminum \_\_\_ Glass  #1 Plastic  #2 Plastic \_\_\_ Steel \_\_\_  
Corrugated Cardboard \_\_\_ Other: \_\_\_
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every three trash barrels may be used)  
Amount of recycling containers needed: 8
- 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: Margaret Lara @ Waste Management
- Capacity of containers on grounds: 768 gals.  
Contact person for containers: Keith Studdard Phone #: 849-8886  
Margaret Lara @ Waste Management 797-3312
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event - from the containers on the grounds to the large container.  
Arrangements made: Keith Studdard + volunteers
- 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: Keith Studdard w/ Waste Management
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas. Blah
- Oversee the delivery of containers and placement of signs. Blah
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling Blah

# Helpline Street Fair

## *Recycle Coordinator will:*

Educate recycling volunteers and paid workers on the vision and the city's recyclables three weeks before the event.

Send notices to all vendors with the recycle rules with suggestions on how to comply 2 weeks before the event.

Receive recycle signs 3 weeks before event

Lease of recycle bins and the pick up of recyclables with waste mgmt 8 weeks prior to event.

Work with City Community Services Director to work on Clean up schedule and possible waste reduction strategies

Will call WM one week prior to event to make sure all containers are at the event the night before.

The day of the each smaller event make sure there is a recycle bin next to every trash pail.

1. Recycle Bins must be within 50 feet of all drink/drink sales locations; must be immediately adjacent to trash pail;
2. Recycle Bins will be place behind each drink or sales location so organization recycles empties;
3. Delivery of recyclables to the recycle center shall be by the event or by waste management or other licensed vendor
4. Place recycle bins throughout the event area whether or not drinks are sold at the event, alongside each trash pail.
5. Cardboard from event vendors/organizers must be recycled. Vendors produce most of the cardboard discarded at special events. Generally, cardboard collection points do not need to be located at public recycling stations. Locate them behind the scenes. Make sure cardboard is tied together and brought to the recycle center.
6. Recycle bins must be properly marked and monitored to ensure the recyclables are not contaminated by waste. Use containers that are clearly marked and noticeable. This will help reduce the time organizers need to spend sorting out trash from recycle bins.

**Special Event Recycle Plan: HELPLINE, Inc.**

Hemingway Days Caribbean Street Fair

July 24, 2010; 8AM-9PM

Recycle Coordinator:

Keith Studdard-Helpline

Recycle Coordinator Phone number 305-849-8886

Event organizer chair phone number 305-849-8886

Cell phone for use during event: 305-849-8886

Report recycles tonnage to City on August 6, 2010

Note: Lack of a properly implemented plan for this event may affect the applicants request for future events.

Description of Event:

This is a street fair with approximately 80 arts & crafts vendors and 10 food vendors. It takes place on Duval Street (between Front & Fleming) on July 24, 2010 from 10AM-9PM, in conjunction with the Hemingway Days Festival. Around 15,000 people from local hotels, as well as locals alike, enjoy the frivolity of the Papa look-a-like contest and riding of the bulls while strolling down the street for unique gifts and food.

Group Vision:

A fun-filled event where everyone commemorates the birthday of Ernest Hemingway, roaming Duval Street, perusing arts and crafts, and tasting Caribbean style food. We expect to have a low waste/zero waste events at hotels and a trial Low Zero/Low waste section of the street fair.

HELPLINE, INC.  
P.O. BOX 2186  
KEY WEST, FLORIDA 33045



63-43-670

05/19/2010

6999

PAY TO THE ORDER OF City of Key West

One Thousand and 00/100\*\*\*\*\*

\$ \*\*1,000.00

DOLLARS

City of Key West  
PO Box 1409  
Key West, FL 33041-1409

VOID AFTER 90 DAYS

*Guadalupe*  
AUTHORIZED SIGNATURE

MEMO Hemingway Days 7-24-10 deposit

⑆006999⑆ ⑆067000438⑆ ⑆0100215475⑆



P.O. Box 2186 Key West, Florida 33045-2186  
305-292-8445 / Fax: 305-292-8447 / WWW.KEYSHLPLINE.ORG

My signature indicates that I am not opposed to the Hemingway Days Caribbean Street Fair Fundraiser for HELPLINE on Saturday, July 24, 2010.

- 431 Duval St./Signature *[Signature]*
- 413 A Duval St./Signature *[Signature]*
- 412 B Duval St./Signature *[Signature]*
- 412 C Duval St./Signature *[Signature]*
- 412 D Duval St./Signature *[Signature]*
- 416 D Duval St./Signature *[Signature]*
- 419 D Duval St./Signature *[Signature]*
- 335 D Duval St./Signature *PANIDA FINN*
- 1395 B Duval St./Signature *[Signature]*
- 335 F Duval St./Signature *[Signature]*
- 329 Duval St./Signature *[Signature]*
- 327 Duval St./Signature *[Signature]*
- 303 Duval St./Signature *[Signature]*
- 301 Duval St./Signature *[Signature]*
- 225 Duval St./Signature *[Signature]*
- 221 Duval St./Signature *[Signature]*
- 211 E Duval St./Signature *[Signature]*
- 211 Duval St./Signature *[Signature]*
- 201 Duval St./Signature *Reta MacMacken*
- 179 Duval St./Signature *[Signature]*
- 129 Duval St./Signature *[Signature]*
- 121 Duval St./Signature *[Signature]*
- 117 Duval St./Signature *N. A. Knadler*
- 109 Duval St./Signature *[Signature]*
- 101 Duval St./Signature *[Signature]*
- Duval St./Signature
- Duval St./Signature
- Duval St./Signature
- Duval St./Signature
- Duval St./Signature
- Duval St./Signature
- Duval St./Signature
- Duval St./Signature
- Duval St./Signature



P.O. Box 2186 KEY WEST, FLORIDA 33045-2186  
305-292-8445 / FAX: 305-292-8447 / WWW.KEYSHLPLINE.ORG

My signature indicates that I am not opposed to the Hemingway Days  
Caribbean Street Fair Fundraiser for HELPLINE on Saturday, July 24, 2010.

- 400 Claires Duval St./Signature
- 400B Earthband Duval St./Signature
- 400B Chico's FAS Duval St./Signature
- 400A Fresh Reggae Duval St./Signature
- 336 Duval Street Duval St./Signature
- 330 Duval St. Duval St./Signature
- 326B Duval Duval St./Signature
- 326A Duval St. Duval St./Signature
- 322 DUVAL ST Duval St./Signature
- 310 Duval St Duval St./Signature
- 310 Duval Duval St./Signature
- 310 Duval Duval St./Signature
- 428 Captain Duval St./Signature
- 224 DUVAL ST Duval St./Signature
- 222 DUVAL ST Duval St./Signature
- 220B Duval Duval St./Signature
- 220 DUVAL Duval St./Signature
- 218 Duval Duval St./Signature
- 214 Beach Club Duval St./Signature
- 202 Duval Duval St./Signature
- 425 Green St Duval St./Signature
- 170 Duval Duval St./Signature
- 178 Duval Duval St./Signature
- 126 Duval Duval St./Signature
- 124 Duval Duval St./Signature
- 124 Duval Duval St./Signature
- Jungle Duval St./Signature
- 122 Duval Duval St./Signature
- 120 DUVAL Duval St./Signature
- 118 Duval Duval St./Signature
- 106 Duval Duval St./Signature
- 102 Duval Duval St./Signature
- 102 Duval Duval St./Signature
- Duval St. Duval St./Signature





# Helping Hemingway Street Fair

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS (in order of routing):

### EVENTS (INITIAL SIGNOFF):

Maria Fatuff 5-5-2010  
SIGNATURE DATE

### CONDITIONS/RESTRICTIONS:

Plz return this sheet only  
with number of attachments

### PUBLIC WORKS

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

### CONDITIONS/RESTRICTIONS:

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

### POLICE DEPARTMENT

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

### CONDITIONS/RESTRICTIONS:

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

### FIRE DEPARTMENT

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

### CONDITIONS/RESTRICTIONS:

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

### KWDOT/PORT

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

### CONDITIONS/RESTRICTIONS:

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

### CODE COMPLIANCE

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

### CONDITIONS/RESTRICTIONS:

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

### EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

# Helping Hemingway Street Fair

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS (in order of routing):

### EVENTS (INITIAL SIGNOFF):

Maria Fatuff 5-5-2010  
SIGNATURE DATE

### CONDITIONS/RESTRICTIONS:

Plz return this sheet only  
with number of attachments

### PUBLIC WORKS

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

### CONDITIONS/RESTRICTIONS:

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

### POLICE DEPARTMENT

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

### CONDITIONS/RESTRICTIONS:

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

### FIRE DEPARTMENT

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

### CONDITIONS/RESTRICTIONS:

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

### KWDOT/PORT

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

### CONDITIONS/RESTRICTIONS:

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

### CODE COMPLIANCE

[Signature] 6 May 10  
SIGNATURE DATE

### CONDITIONS/RESTRICTIONS:

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

### EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

RECEIVED

MAY 11 2010

CITY MANAGER

Helping Hemingway Street Fair

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Patuff 5-5-2010  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Plz return this sheet only  
with number of attachments

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

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

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

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

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

FIRE DEPARTMENT

[Signature] 5/6/10  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

DUE TO FOOD VENDORS WE REQUIRE 2 INSP.  
PRESENT DURING EVENT, WE WILL INSP. ALL  
BOOTH'S PRIOR TO EVENT START AT ORGANIZERS  
EXPENSE. FEE 35<sup>00</sup> PER HOUR PER INSP.

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

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

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

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

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

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

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

# Helping Hemingway Street Fair

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS (in order of routing):

### EVENTS (INITIAL SIGNOFF):

Maria Fatuff 5-5-2010  
SIGNATURE DATE

### CONDITIONS/RESTRICTIONS:

Plz return this sheet only  
with number of attachments

### PUBLIC WORKS

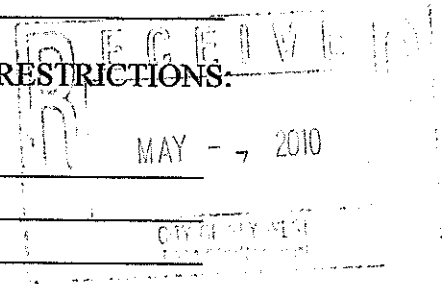
### CONDITIONS/RESTRICTIONS:

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

### POLICE DEPARTMENT

### CONDITIONS/RESTRICTIONS:

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



### FIRE DEPARTMENT

### CONDITIONS/RESTRICTIONS:

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

### KWDOT/PORT

Wayne HW 5-11-10  
SIGNATURE DATE

### CONDITIONS/RESTRICTIONS:

Will need to re-route  
bus lanes - 3 routes.

### CODE COMPLIANCE

### CONDITIONS/RESTRICTIONS:

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

### EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)



# Key West Police Department

Respect Integrity Fairness

The Southernmost Police Department

## Extra Duty Police Officer Employment *Estimate* For Help Line Street Fair July 24, 2010

Date	Times	Staff	Amount
July 24, 2010	8:00am – 4:00pm	5 Officers	\$1600.00
	8:00am – 4:00pm	1 Supervisor	\$360.00
	4:00pm – 11:00pm	6 Officers	\$1960.00
	4:00pm – 11:00pm	1 Supervisor	\$315.00
		<b>Total</b>	<b>\$4245.00</b>

Event Organizer: Help-Line Keith Studdard 292-8445.

Checks/Payment should be made directly to the officers who work the event. The rate of pay is \$40.00 an hour per officer; and the Supervisor rate is \$45.00. The Supervisor is required based on the number of officers assigned to this event. This event requires 24-hour cancellation notice. If the event is cancelled, the organizer is required to pay the minimum (4) four hours to any officer that does not receive 24 hour cancellation notification. **Please contact Officer Steve Torrence for any cancellation notification.**

**Traffic Concerns: Duval will be shut down from Fleming to Front for approximately 15 hours; cross traffic will be able open at Eaton, Fleming and Front Streets. Caroline and Green will be closed to cross traffic.**

If you have any questions concerning the above estimate, please contact Officer Steve Torrence at 305-809-1007. Thank you.

Notes: City of Key West Resolution pending approval  
No Noise Exemption requested  
Alcohol beverages are will sold at event -- permit pending from ABT (Rotary)  
Street Closure: Duval Street from Front to Fleming,  
400 – 500 blocks of Caroline and Green Streets.

Memorandum



1604 N. Roosevelt Blvd.



Key West, Florida 33040  
www.keywestcity.com

# Helping Hemingway Street Fair

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS (in order of routing):

### EVENTS (INITIAL SIGNOFF):

Maia Latuff 5-5-2010  
SIGNATURE DATE

### CONDITIONS/RESTRICTIONS:

Plz return this sheet only  
with number of attachments

### PUBLIC WORKS

RS 5-17-10  
SIGNATURE DATE

### CONDITIONS/RESTRICTIONS:

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

### POLICE DEPARTMENT

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

### CONDITIONS/RESTRICTIONS:

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

### FIRE DEPARTMENT

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

### CONDITIONS/RESTRICTIONS:

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

### KWDOT/PORT

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

### CONDITIONS/RESTRICTIONS:

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

### CODE COMPLIANCE

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

### CONDITIONS/RESTRICTIONS:

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

### EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)



# CERTIFICATE OF LIABILITY INSURANCE

OP ID BP  
HELPL-1

DATE (MM/DD/YYYY)

05/19/10

**PRODUCER**  
Southernmost Insurance Agency  
1010 Kennedy Drive, suite 300  
Key West FL 33040-4133  
Phone: 305-296-5052 Fax: 305-293-0629

**INSURED**  
Helpline, Inc.  
Keith Studdard, Dir.  
PO Box 2186  
Key West FL 33040

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Burlington Insurance Company	
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

### COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSRE	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	X	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  <input checked="" type="checkbox"/> Special Event GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	535B017146	07/24/10	07/25/10	EACH OCCURRENCE \$ 100000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 10000 MED EXP (Any one person) \$ 5000 PERSONAL & ADV INJURY \$ 100000 GENERAL AGGREGATE \$ 2000000 PRODUCTS - COMP/OP AGG \$ 1000000
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG. \$
		EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 special event, 2,000 attendees

### CERTIFICATE HOLDER

CITYKWM

City of Key West  
P.O. Box 1409  
Key West FL 33040

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  
Barry J. Philipson