

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Rotary Club of Key West, Florida, Inc

Address of Applicant(s) 819 Peacock Plaza #116, Key West, FL 33040

Phone Number of Applicant(s) 942-1653 Fax: N/A Email iankeywest@gmail.com

Name of Non-Profit (s) Rotary Club of Key West

Address of Non-Profit(s) 819 Peacock Plaza #116, Key West, FL 33040

Phone Number of Non-Profit(s) 942-1653

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

Date/Dates of Event July 4, 2014

Hours of Operation Set-up to begin 7am July 2nd

Estimated/anticipated number of persons per day 10 for set-up / 5000 for event

Location of Event White Street Pier / Atlantic & White Street

Street Closed In the past, White Street has been closed at the discretion of the KYPD and KWFD.

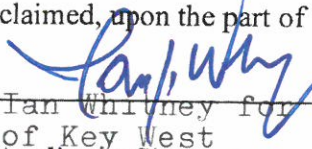
Detailed description of event Fireworks Display, Vendors, Food & Drink

Stations beginning at 7am (set-up), 5pm (vendors) and 8pm (display)

Noise exemption required: Yes X No

Alcoholic beverages sold/served at event: Yes X No McCoy Park July 4th Only

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


~~Ian Whitney~~ for the Rotary Club
of Key West
Applicants Signature

4/17/14
Date

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

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

\$50.00

Date 4/19/2014

Applicant Name Rotary Club of Key West, Florida, Inc

Applicant Address 819 Peacock Plaza #116

Applicant Phone Number (305) 942-1653

Event Name July 4th Fireworks

Event Address/Location White Street Pier / Atlantic & White Streets

Date of Event July 4, 2014

Nature of Event Fireworks display, music

Profit ☐ Non Profit ☒

Time(s) Request for Exemption 5pm to 10pm

Number of Exemptions at this location this calendar y

Date of last exemption N/A

City of Key West
*** CUSTOMER RECEIPT ***
Oper: KEYWALW Type: OC Drawer: 1
Date: 5/01/14 45 Receipt no: 25138

Description	Quantity	Amount
SS	1.00	\$50.00
SPECIAL EVENTS PAYMENTS		

G/L account number:
00100003429300
00100001040000

KEY WEST ROTARY FIRE WORKS
NOISE EXEMPTION 4TH OF JULY

Tender detail		
CK CHECK	1055	\$50.00
Total tendered		\$50.00
Total payment		\$50.00

Trans date: 5/01/14 Time: 11:03:56

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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:

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

Sec. 6-26. Payment for city services.

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

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

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

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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

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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:

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

~~A percentage of the revenues of a special event that causes the closing of a city street must be donated to the nonprofit organization and, at the sponsor's option, to additional charities. On the application form issued by the city manager, the nonprofit must state the amount or percentage of revenues it anticipates to receive from the special event.~~ When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least twenty-five percent (25%) of the sponsor's gross revenues or \$1,000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manager with a letter of assent.

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

Sec. 6-58. Major festival.

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

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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

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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.

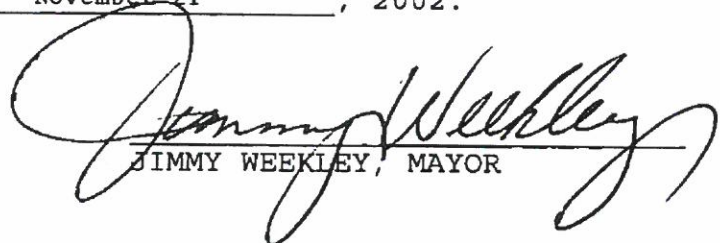
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

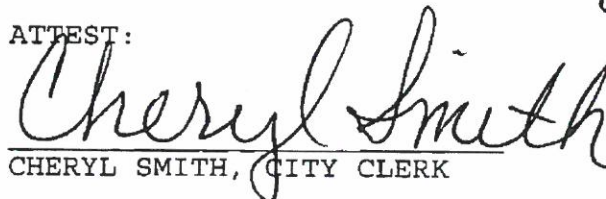
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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



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

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel *RT*
City Attorney


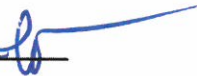



DATE: October 17, 2002

RE: Special Events Ordinance
Second Reading

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

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

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

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.
Sponsor's Signature 
4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.
Sponsor's Signature 
6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*
Sponsor's Signature 
7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.
Sponsor's Signature 

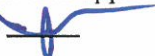
8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.

Sponsor's Signature 


9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.

Sponsor's Signature 

10. Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.

Sponsor's Signature 

11. The organizer or sponsor of any special event, which requires the provision of additional or extraordinary support services by police, fire, administration, or other city departments shall pay to the city the cost of such services. A down payment of 10 percent of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten days prior to the special event.

Sponsor's Signature 


12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation subject to the human rights provision of the section 38-225.

Sponsor's Signature 

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

Sponsor's Signature 


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

Sponsor's Signature 


15. Where a person has not applied for a special event permit and an event at its location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.

Sponsor's Signature 

16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

Sponsor's Signature 

17. Special Events organizers must submit a adequate recycle plan for the size of the event being requested. Helpful hints and recycling requirements for special events can be found on the city's website. This will help you develop your plan.

Sponsor's Signature 

18. All special events are required to comply with the Federal Americans with Disability's Act which requires access to all areas and services provided by the special events. Organizers must insure that all aspects of their event meet the requirements.

Sponsor's Signature 

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Ian Whitney Phone number: (305) 942-1653
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum X Glass _____ #1 Plastic _____ #2 Plastic _____ Steel _____
Corrugated Cardboard X Other: _____
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).
Amount of recycling and garbage containers needed: 2 @ White & Atlantic 7/4
2 @ White Street Pier 7/2-7/4
- 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: Yes- Annual agreement with Waste Management
- Capacity of containers on grounds: _____
Contact person for containers: Ian Whitney Phone #: (305) 942-1653
- 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: Rotary volunteers will monitor & empty as needed
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: Yes- Waste Management
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

containers must be adjacent to trash barrels in order to reduce contamination problems.

- Monitor recycling containers for correct usage during the event and take actions to solve problems.
Problems: _____
Actions taken: Rotary volunteers will monitor

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____
Actions taken: Rotary volunteers will monitor

- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program
Comments: Rotary volunteers will take photos

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- At the end of the event, remove signs and arrange for their return to owners.
- Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.
Amount of material: Will supply post-event

Contamination: _____
- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- Share the results with event organizers.
- Security deposit of \$1000.00 must be submitted prior to the event.
- Security deposit returned: _____

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

Trans date: 5/01/14 Time: 11:05:40



THE CITY OF KEY WEST

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

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

A handwritten signature in blue ink, appearing to read "C. W. Key", is written over a horizontal line.

Special Event Recycling Plan

Rotary Club of Key West – Annual Fireworks Display – July 4, 2014

Recycling Coordinator: Ian Whitney

Recycling Coordinator will:

- Educate and/or train recycle staff, vendors, attendees and participants of event policies
- Coordinate recycle bins and the pick-up of recyclables
- Report the volume recycled to the City of Key West
- Ensure food waste containers are adjacent to recycle bins
- Stage volunteer to ensure no commingling of recyclables and trash
- Locate public recycle areas w/trash receptacles near drink location
- Confirm delivery and placement of recycle bins by Waste Management
- Monitor recycle bins for overflow during event
- Confirm pickup of recycle bins and waste containers by Waste Management after the event

Minimum City Requirements

- Recycle bins for cans and bottles within 50 feet of all drink/drink sales locations. Rotary will have one drink sales location and a minimum of 3 recycle bins at the McCoy Park area and 2 recycle bins for bottles and cans plus 1 large recycle bin for cardboard on White Street Pier.
- Recycle bins for cans and bottles will be placed behind each drink/drink sales location. Rotary will have 2 recycle bins and 1 waste bin located in the McCoy Park parking area. Cans, bottles, and food waste will be carried from the pier to the parking area bins as needed.
- Delivery of recyclables to the recycle center shall be by the event, by Waste Management or by other licensed vendor. Rotary has requested pick-up of all recyclables by Waste Management.
- Place recycle bins throughout event area. Rotary will place recycle bins around area of White Street & Atlantic as needed.

Key West Rotary Club Foundation, Inc.

Transaction Detail By Account

January 1 through September 12, 2013

Type	Date	Amount
Deposit	03/11/2013	33.00
Deposit	03/28/2013	58.00
Deposit	04/22/2013	501.00
Deposit	05/01/2013	1,000.00
Deposit	05/14/2013	25.00
Deposit	05/17/2013	101.00
Deposit	05/20/2013	170.00
Deposit	05/23/2013	76.00
Deposit	05/28/2013	250.00
Deposit	05/29/2013	5.00
Deposit	05/31/2013	1,500.00
Deposit	06/03/2013	1,782.00
Deposit	06/06/2013	978.00
Deposit	06/10/2013	3,132.00
Deposit	06/10/2013	486.00
Deposit	06/11/2013	1,566.00
Deposit	06/12/2013	575.00
Deposit	06/12/2013	201.00
Deposit	06/13/2013	300.00
Deposit	06/17/2013	711.00
Deposit	06/19/2013	1,135.00
Deposit	06/19/2013	100.00
Deposit	06/21/2013	1,252.00
Deposit	06/21/2013	526.00
Deposit	06/24/2013	823.00
Deposit	06/24/2013	554.00
Deposit	06/24/2013	79.00
Deposit	06/24/2013	4,596.70
Deposit	06/24/2013	3,902.00
Deposit	06/24/2013	1,035.00
Deposit	06/24/2013	200.00
Deposit	06/24/2013	114.39
Deposit	06/24/2013	548.37
Deposit	06/24/2013	425.39
Deposit	06/27/2013	676.00
Deposit	06/27/2013	135.00
Deposit	06/28/2013	437.00
Deposit	06/28/2013	1,070.00
Deposit	06/28/2013	5,000.00
Deposit	07/03/2013	3,550.00
Deposit	07/04/2013	20.00
Deposit	07/05/2013	25.00
Deposit	07/05/2013	1,315.00

Fireworks Income 2013
~ Final ~

INCOME - \$52,423.65
EXPENSES - -76,751.31
NET - \$13,672.54

Key West Rotary Club Foundation, Inc.
Transaction Detail By Account
January 1 through September 12, 2013

Type	Date	Amount
Deposit	07/05/2013	1,461.00
Deposit	07/10/2013	2,800.00
Deposit	07/10/2013	881.00
Deposit	07/22/2013	50.00
Deposit	07/22/2013	501.00
Deposit	07/26/2013	500.00
Deposit	08/01/2013	10.00
Bill	08/18/2013	(2,912.00)
Deposit	08/27/2013	2,912.00
Deposit	08/27/2013	52.00
General Journal	08/31/2013	1,700.00
Deposit	09/12/2013	3,500.00
		<u>52,423.85</u>
		<u>52,423.85</u>
TOTAL		<u><u>52,423.85</u></u>

Key West Rotary Club Foundation, Inc.
Transaction Detail By Account

January 1 through September 12, 2013

Fireworks
Expense
- Final -
2013

Num	Name	Memo	Cl	Amount
Fireworks Noise Ord	City of Key West	Noise Ordinance - 4th of July Fireworks		(50.00)
Recycling Dp - 4th	City of Key West	City of KW - 4th of July - Redcycling Deposit		(1,000.00)
Order SO-C12952	Pyrotecnico of Florida	Fireworks deposit - July 4th - Order SO-C12952		(13,500.00)
13001/13002/13003	Bender Design	Fireworks Flyer/Mailer #13001		(275.00)
13001/13002/13003	Bender Design	Fireworks Postcard #13002		(193.40)
13001/13002/13003	Bender Design	KW Citizen Thank You Ad #13003		(150.00)
#185716 Fireworks	Miami Herald Media Company	Fireworks Ad - Keynoter - #185716		(340.20)
#403672 Fireworks	Cooke Communications	Fireworks Ads - #403672 Acct 17902		(1,717.50)
Postage/Envelopes	Ian Whitney.	Fireworks envelopes and postage - Reimburse Ian		(378.09)
Fireworks Ads	Conch Color Advertising	Fireworks Ads - Conch Color		(1,080.00)
Fireworks Ad	Miami Herald Media Company	Fireworks Ads - Keynoter - Account 185716		(1,360.80)
Donation Jars	Mindy McKenzie.	12 Plastic Donation Jars for Fireworks		(67.70)
#31447	Curry & Sons Printing	2 Part Paper for Fireworks Fundraiser - Bottlecap Si		(25.00)
232215A	Russell-Hampton Company	Service Above Self Cards and Envelopes		(55.04)
Facebook Ads	Ian Whitney.	Facebook Advertising - Reimburse Ian		(155.68)
Rotary Fireworks Ads	Island 107.1 Radio	Fireworks Radio Ads - Island 107 - Linda Russin		(250.00)
Security Officer	Paradise Protection	Fireworks - Security Officer		(520.00)
INV-C12952	Pyrotecnico of Florida	Fireworks - July 4th - Balance on invoice - INV-C12952		(13,500.00)
#185716 4th Ads	Miami Herald Media Company	July 4th Ads - Keynoter - Invoice #185716		(1,701.00)
Fireworks Postage	Mindy McKenzie.	2 rolls of stamps for Fireworks donation Thank You		(92.00)
Bottlecap Ad	Conch Color Advertising	Fireworks ad for Bottlecap fundraiser		(270.00)
Thank You Ad	Conch Color Advertising	Full page ad for Fireworks donations -		(900.00)
17920	City of Key West	Refund of recycling deposit from the City of Key West		1,000.00
Bottlecap Expense	Becky Balcer	Bottlecap/Fireworks expense - 50/50 tickets and foa		(97.72)
July 4th Invoice	City of Key West	Salaries, Barricades, Materials, Supplies & Clean Up		(1,278.65)
Stamps/Envelopes	Mindy McKenzie.	1 Roll Stamps and envelopes for Thank You cards -		(74.36)
Fireworks Thank You	Bender Design	Fireworks Thank You ad - Full Page - Invoice # RC1		(300.00)
Credit Card Charges	Rotary Club of Key West	Credit Card charges from Bottlecap Fireworks event		(71.12)
Credit Card Charges	Key West Rotary Club Foundati	Fireworks credit card sales charged to Foundation C		(9.42)
Invoice 4444	Barrett and Company	17 awards - Fireworks		(338.63)
				<u>(38,751.31)</u>
				<u>(38,751.31)</u>
TOTAL				<u>(38,751.31)</u>

RECEIVED

MAY 01 2014

CITY MANA



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

Rotary Club of Key West, Florida, Inc.
White Street Pier 4th of July Fireworks
Indegenous Park
Friday, July 4, 2014

I Diane Gibson 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.

Albert Gonzalez
Signature of Witness

Albert Gonzalez
Print Name

5/1/14
Date

Diane Gibson
Signature of Applicant

Diane Gibson
Print Name

5-1-14
Date

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



THE CITY OF KEY WEST

Parking Division

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

Parking Requests for Special Events

Please describe any Special Event Parking requests below:

No special requests

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

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

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

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

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

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

(305) 809-3855 jwilkins@keywestcity.com



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

Please Check All That Apply To This Event

Cooking

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

Electrical Power

- ☐ Generator
- ☐ 110 AC with Extension Cords
- ☐ DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

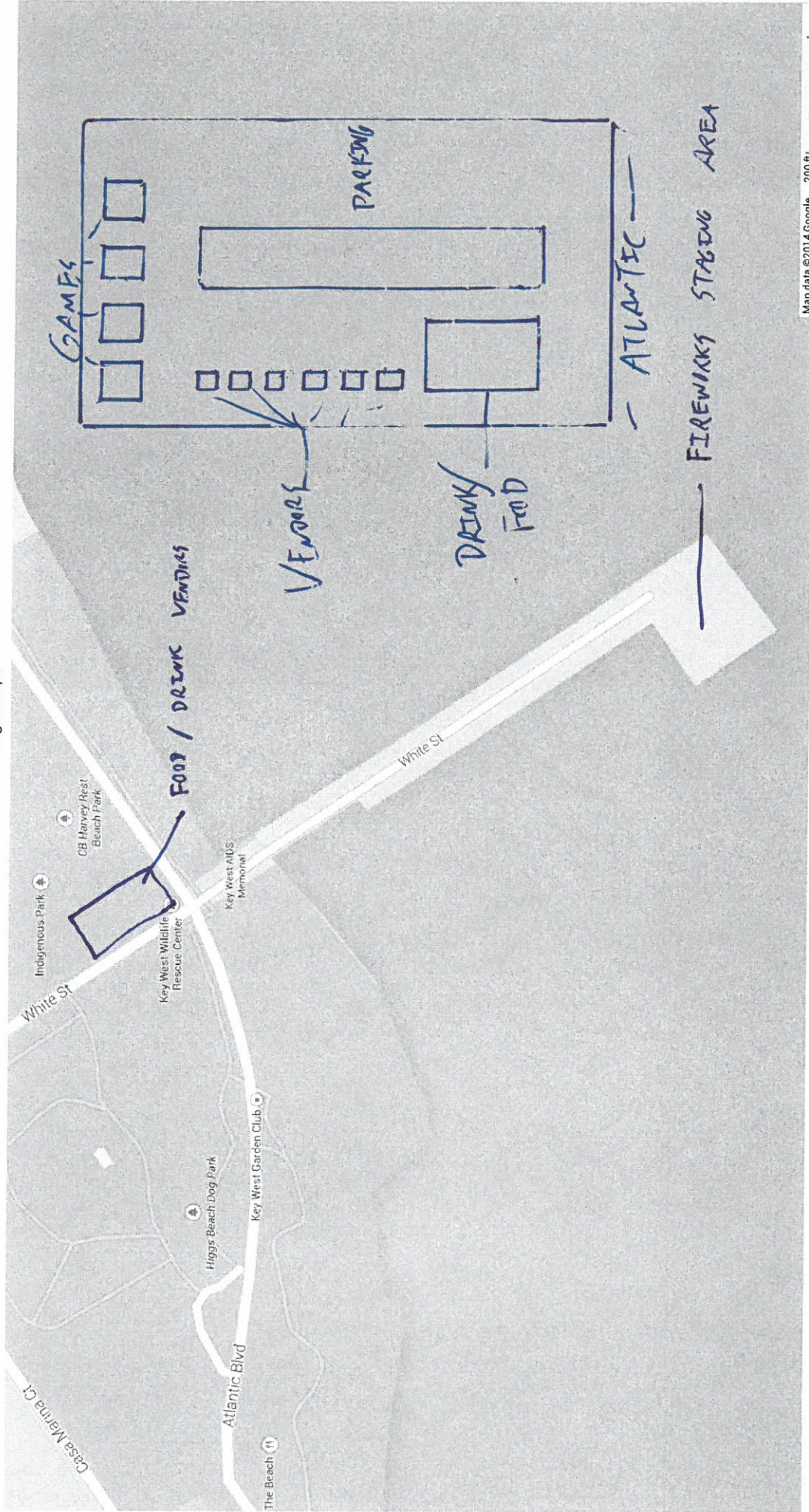
- ☐ Flame Resistance Certificate
- ☐ Size, Type, Location of Tent(s)

Food Booths

- ☒ Food Booths – Total # 5
- ☒ Vendor Booths – Total # 10
- ☒ Total Number of Booths - 15

Parade

- ☐ Floats – Total # _____



Event Name: July 4th Fireworks

Special Event Checklist

**Everything must be checked off before
submitting the special event application**

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

Rotary Club of Key West, Florida, Inc
Fireworks

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

✓ Maria Patuzzi 4/28/14
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

✓ **POLICE DEPARTMENT**

SIGNATURE DATE

✓ **FIRE DEPARTMENT**

SIGNATURE DATE

KEY WEST DOT

SIGNATURE DATE

✓ **CODE COMPLIANCE**

Jim Young 30 Apr 14
SIGNATURE DATE

DOUG BRADSHAW/PORT

SIGNATURE DATE

✓ **PARKING DEPARTMENT**

SIGNATURE DATE



Maria Ratcliff < mratclif@keywestcity.com >

Rotary Club Fireworks at White Street Pier

John Wilkins < jwilkins@keywestcity.com >
To: Maria Ratcliff < mratclif@keywestcity.com >

Wed, Apr 30, 2014 at 9:36 AM

Parking has no issues.

John Wilkins

From: Maria Ratcliff [mailto: mratclif@keywestcity.com]
Sent: Wednesday, April 30, 2014 9:18 AM
To: Richard Sarver; Steve Torrence; Danny Blanco; Rogelio Hernandez; Jim Young; John Wilkins
Subject: Rotary Club Fireworks at White Street Pier

[Quoted text hidden]

4th of July Celebration

RECEIVED

MAY 07 2014

CITY MANAGER

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRUCTIONS

SIGNATURE

DATE

PUBLIC WORKS

SIGNATURE

DATE

POLICE

SIGNATURE

DATE

FIRE DEPARTMENT

Danny Blanco

05/07/2014

SIGNATURE

DATE

SEE ATTACHED MEMO

PORT/KEY WEST DOT

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

KEY WEST PROPERTY
MANAGEMENT

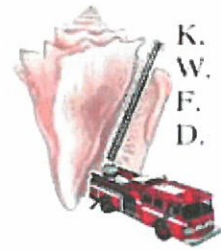
SIGNATURE

DATE

PARKING DEPARTMENT

SIGNATURE

DATE



THE CITY OF KEY WEST

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

To: Rotary Club of Key West (iankeywest@gmail.com)

From: Division Chief/Fire Marshal Danny Blanco

Date: 05/07/14

Reference: 4th of July Fireworks

RECEIVED

MAY 07 2014

CITY MANAGER

This office reviewed the special event application for the 4th of July Fireworks Display held at the White Street Pier on July 4, 2014.

The following conditions apply:

- Fire Safety Inspection of the set up area needs to be conducted.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Danny Blanco, Fire Marshal/Division Chief

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3931 Office
305-292-8284 Fax
dblanko@keywestcity.com

Serving the Southernmost City

3266 LSN 1632

Rotary Club of Key West, Florida, Inc

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

EVENT (INITIAL SIGNOFF):

Maria Patuzzi 4/28/14
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

Steve Torrence 5/1/14
SIGNATURE DATE

Requires Extra Duty Officers
Requires ABT Alcohol Permit
Requires Noise Exemption

Requires County Permit

FIRE DEPARTMENT

SIGNATURE DATE

KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

DOUG BRADSHAW/PORT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE