

# CITY OF KEY WEST

## APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) BARBARA WRIGHT / 22ND KEY WEST HALF MARATHON

Address of Applicant(s) 1719 WASHINGTON ST. KEY WEST, FL 33040

Phone Number of

Applicant(s) and emergency number

305-240-0727 + 305-240-0978

Name of Non-Profit(s) KEY WEST SUNRISE ROTARY, FKAC, SWIM PROGRAM & many others.

Address of Non-Profit(s) P.O. BOX 2354, KEY WEST, FL 33041

Phone Number of Non-Profit(s) 305-304-2433

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$23,000.<sup>06</sup>

Date(s) of Event JANUARY 17-19, 2020

Hours of Operation 12pm-6pm - Jan 17-18, JAN 19 6AM - 12:00 PM

Estimated/anticipated number of persons per day 4500

Location of Event TURTLE KRAALS, HALF SHELL RAW BAR, 231 Margaret St.

Street Closed OUTBOUND LANE OF S. ROOSEVELT + ATLANTIC BERTH FOR 12 HOUR.

Detailed Description of Event:

A 13.1 HALF MARATHON and 5K RUN.

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required: Yes  No

Alcoholic beverages sold/served at event: Yes  No  SERVED AT AWARDS NOT FOR SALE

Recycle Deposit \$1000.00 Yes  No

Cooking oil recycled Yes  No

Recycled containers Yes  No

Accounting of items recycled

\* Measures

STAFF MEMBERS ASSIGNED TO HANDLE NON-PROFITS WHO MANAGE RECYCLED WATER CUPS FOR RACE.

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)/permitee 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.

Barbara Weyh  
Applicant(s) Signature

4-12-2019  
Date

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

**\$50.00**

Date 4-12-2019

Applicant Name BARBARA WRIGHT  
Applicant Address 1719 WASHINGTON ST. KEY WEST, FL 33040  
Applicant Phone Number 305-240-0978  
Event Name 22nd KEY WEST HALF MARATHON & 5K RUN  
Event Address/Location HALF SHELL RAW BAR, 231 MARGARET ST.  
Date of Event 1-19-2020  
Nature of Event A 13.1 MILE HALF MARATHON & 5K RUN.

Profit  Non Profit

Time(s) Request for Exemption 6:30 AM

Number of Exemptions at this location this calendar year 1

Date of last exemption N/A

Date: 5/15/2019 1:27:54 PM  
Receipt Number: 48932  
Amount: \$50.00

FOR DEPOSIT ONLY  
ACCOUNT 0100503096  
Reference Number: 48932  
Fee Code Version:  
SPECIAL EVENTS PAYMENTS - SS  
Originator Receipt Number:  
0  
Originator Payment Date:

Payment Type:  
ALL CASH RECEIPTS  
Transaction Amount:  
\$50.00  
Additional Comments: KW HALF MARATHON, NOI  
SE EXEMPTION

\$50.00

ORDINANCE NO. 02-09

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 provisions 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 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 (1½%) 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.

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

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 16<sup>th</sup> day of October, 2002.

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

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

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

Filed with the Clerk November 21, 2002.

Sponsor's Signature Barbara Weyl

# 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. The Permittee 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 Worker's Compensation Coverage  
Employers Liability with minimum limits of \$1,000.000 injury by Accident  
\$1,000.000 injury by Disease  
Policy Limits and \$1,000.000 injury by Disease – 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.

Sponsor's Signature *Bub Wuyt*

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 *Bub Wuyt*
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 *Barb Wuyt*

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 *Barb Wuyt*

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 *Barb Wuyt*

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 *Barb Wuyt*

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

Sponsor's Signature *Barb Wuyt*

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 *Barb Wuyt*

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 *Barb Wuyt*

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 *Barb Wuyt*

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 *Bamb Wight*

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 *Bamb Wight*

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 *Bamb Wight*



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 *Barb Wejt*

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 *Barb Wejt*

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 *Barb Wejt*

## Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: EVAN SNITKOFF Phone number: 305-240-0978
- 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: PAPER CUPS + WATER BOTTLES
- 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: 50
- 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: STAFF PERSON PLACES RECYCLING TO RESTAURANTS RECYCLING WASTE COMPACTOR.
- Capacity of containers on grounds: 40 GALLONS  
Contact person for containers: EVAN SNITKOFF Phone #: 305-240-0978
- 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: WE HIRE STAFF MEMBER FOR SET-UP/CLEAN-UP.
- 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: SAME PERSON TO HANDLE REMOVAL.
- 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: STAFF OF 3 OVERSEE ENTIRE EVENT  
Actions taken: THEY KEEP ALL WASTE SEPARATE  
REMOVE AND PLACE IN RECYCLABLE COMPACTOR
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.  
Problems: KEEP WASTE SEPARATE  
Actions taken: STAFF MEMBERS OVERSEE AND IMPLEMENT
- 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: WE TAKE PHOTOS, STAFF WORKS WITH  
VENDORS AND HOST RESTAURANTS
- 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: 300 POUNDS - APPROX.  
Contamination: N/A
- 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*

**KEY WEST HALF MARATHON LLC**

1719 WASHINGTON ST  
KEY WEST, FL 33040-4915

1941

63-4630 FL  
24186

DATE

4-23-2019

PAY  
TO THE  
ORDER OF

City of Key West  
One Thousand Dollars \$1,000.<sup>00</sup>

DOLLARS

**Bank of America**

ACH R/T 063100277

Barbara Wey

FOR Key West Half Marathon 2020  
Recycle Depos +



Date: 5/15/2019 1:25:57 PM  
Receipt Number: 48931  
Amount: \$1,000.00

FOR DEPOSIT ONLY  
ACCOUNT 0100903096  
Receipt Date: 5/15/2019 1:25:57 PM  
Fee Code Version:  
UNUSUAL PAYMENTS - ZZ  
Originator Receipt Number:  
0  
Originator Payment Date:

Payment Type:  
ALL CASH RECEIPTS  
Transaction Amount:  
\$1,000.00  
Additional Comments: KW HALF MARATHON 2020  
, RECYCLE

\$1,000.00

Event Name: 22nd KEY WEST HALF MARATHON + 5K

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

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



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

Please Check All That Apply To This Event

Cooking

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

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

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

Food Booths

- Food Booths - Total # \_\_\_\_\_
- Vendor Booths - Total # 6
- Total Number of Booths - ~~10~~ 6

Parade

- Floats - Total # \_\_\_\_\_



THE CITY OF KEY WEST  
FOUNDED BY THOMAS WELLS 1783

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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 "Euan Snitkoff", written over a horizontal line.

EUAN SNITKOFF

**21ST ANNUAL  
HALF MARATHON & 5K RUN  
1.20.2019**

**BUDGET COMMENTS**

**TOTAL INCOME                    \$388,592.00**

**DESCRIPTION**

**EXPENSES**

|                                |                     |   |
|--------------------------------|---------------------|---|
| Constant Contact/Google Ads    | \$3,845.00          | One year  |
| Facebook                       | \$26,400.00         | Active.com/Cool Ad Media  |
| Facebook (Own Promotions)      | \$23,000.00         | One year  |
| Video Production               | \$800.00            |   |
| WebSite, Graphic Design        | \$7,446.00          |   |
| Art/Design                     | \$3,350.00          |   |
| Advertising -Other             | \$41,395.00         | BibRave, Running Journal, Running Times, SFRForum etc.  |
| Timing & results               | \$14,355.00         | Yankee Timing   |
| Shirts and Medals              | \$45,990.00         | Always Advancing  |
| Staff Shirts                   | \$644.00            |   |
| Race MC's                      | \$1,050.00          | Finish Line MC and Awards Party MC  |
| Awards                         | \$2,613.00          | Local Awards  |
| insurance                      | \$2,571.00          |   |
| Printing                       | \$2,451.00          |   |
| Volunteer Party and Vol. Costs | \$2,455.00          |   |
| Vol. Local Software            | \$200.00            |   |
| Race Bags                      | \$2,634.00          |   |
| Ems                            | \$800.00            |   |
| Course Director                | \$5,907.00          | Chris Bernier   |
| Course Set Up/Breakdown        | \$5,500.00          | Staff of four   |
| Race Cups                      | \$1,159.00          |   |
| Police                         | \$4,250.00          |   |
| Pacers                         | \$400.00            |   |
| Signs & Banners                | \$2,100.00          | Banners   |
| Cones                          | \$976.00            |   |
| Equipment Costs                | \$30,100.00         | New Ford Transit for Business   |
| Bands- Party and Course        | \$3,900.00          | Howard Livingston, Ross Brown, Brian Fields and more  |
| Stage                          | \$900.00            |   |
| Hotels                         | \$2,300.00          | Timing Company and Staff  |
| Food for Post Race             | \$2,723.00          |   |
| Water / Power Drinks           | \$1,950.00          |   |
| Port Apotties                  | \$3,676.00          |   |
| Security                       | \$225.00            |   |
| Photographers                  | \$700.00            |   |
| City Of KW Staff               | \$1,343.00          |   |
| City of KW parking Meters      | \$600.00            |   |
| Charity Donations              | \$22,145.00         |   |
| FKCC Swim Youth Program        | \$1,500.00          |   |
| Sunrise Rotary                 | \$12,000.00         |   |
| Other Charity Donations        | \$7,645.00          | Conch Republic Marine Army, Zonta, Sigsbee School, Animal Fan KW High, Castaways, Samuels house |
| Sunrise Rotary Member dues     | \$700.00            |   |
| SunBiz                         | \$144.00            |   |
| Travel                         | \$2,135.00          |   |
| Phone Charges                  | \$1,200.00          |   |
| Staff Support                  | \$10,566.00         |   |
| Race Directors                 | \$25,000.00         |   |
| Postage/Shipping               | \$1,600.00          |   |
| Rental Equip/Truck/Misc        | \$1,650.00          |   |
| Sorinter Insurance             | \$3,363.00          | two race vehicles   |
| <b>Total Expenses</b>          | <b>\$319,211.00</b> |   |
| <b>NET INCOME/LOSS</b>         | <b>\$69,381.00</b>  |   |



## **Maria Ratcliff**

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**From:** John Wilkins  
**Sent:** Tuesday, June 4, 2019 9:54 AM  
**To:** Maria Ratcliff  
**Subject:** RE: Key West Half Marathon January 18 & 19, 2020

They will need to pay \$480.00 for the parking spaces. Need public works to post day before.  
John Wilkins  
Parking Director

**From:** Maria Ratcliff  
**Sent:** Wednesday, May 29, 2019 3:37 PM  
**To:** Richard Sarver <rsarver@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Alexandre J. Gaufillet <agaufillet@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Rodriguez, Amanda <Amanda.Rodriguez@KeysEnergy.com>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>  
**Subject:** Key West Half Marathon January 18 & 19, 2020

*Thank you!*

*Respectfully*

*Maria Ratcliff  
Executive Administrator to the City Manager  
& Special Events Coordinator  
City of Key West  
1300 White Street  
Key West, Florida 33040  
(305) 809-3881  
[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)*



# THE CITY OF KEY WEST

Parking Division

1300 White Street  
Key West, FL 33440

## Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

WE USE 24 PARKING SPACES FOR RACE DAY &  
SATURDAY JANUARY 18, 2020. KEY WEST BIGHT

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

Key West Bight Rates: \$3.50 per hour or \$20.00 per day per space

On-Street Meter Rates: \$3.00 per hour or \$20.00 per day per space.

Modification of rates can only be approved by Commission.

If you have any questions, please contact John Wilkins, Parking Director at (305) 809-3855 or email [jwilkins@cityofkeywest-fl.gov](mailto:jwilkins@cityofkeywest-fl.gov)

Parking Spaces

KEY WEST HALF MARATHON LLC

1719 WASHINGTON ST  
KEY WEST, FL 33040-4915

1953

63-4/630 FL  
24182

DATE 6-5-2019

PAY TO THE ORDER OF

City of Key West

\$ 480.00

Four Hundred & Eighty Dollars —

DOLLARS

Bank of America

ACH RIT 063100277

FOR PARKING SPACES - BRIGHT

2020 JAN 17, 18.

Barbara Wigg

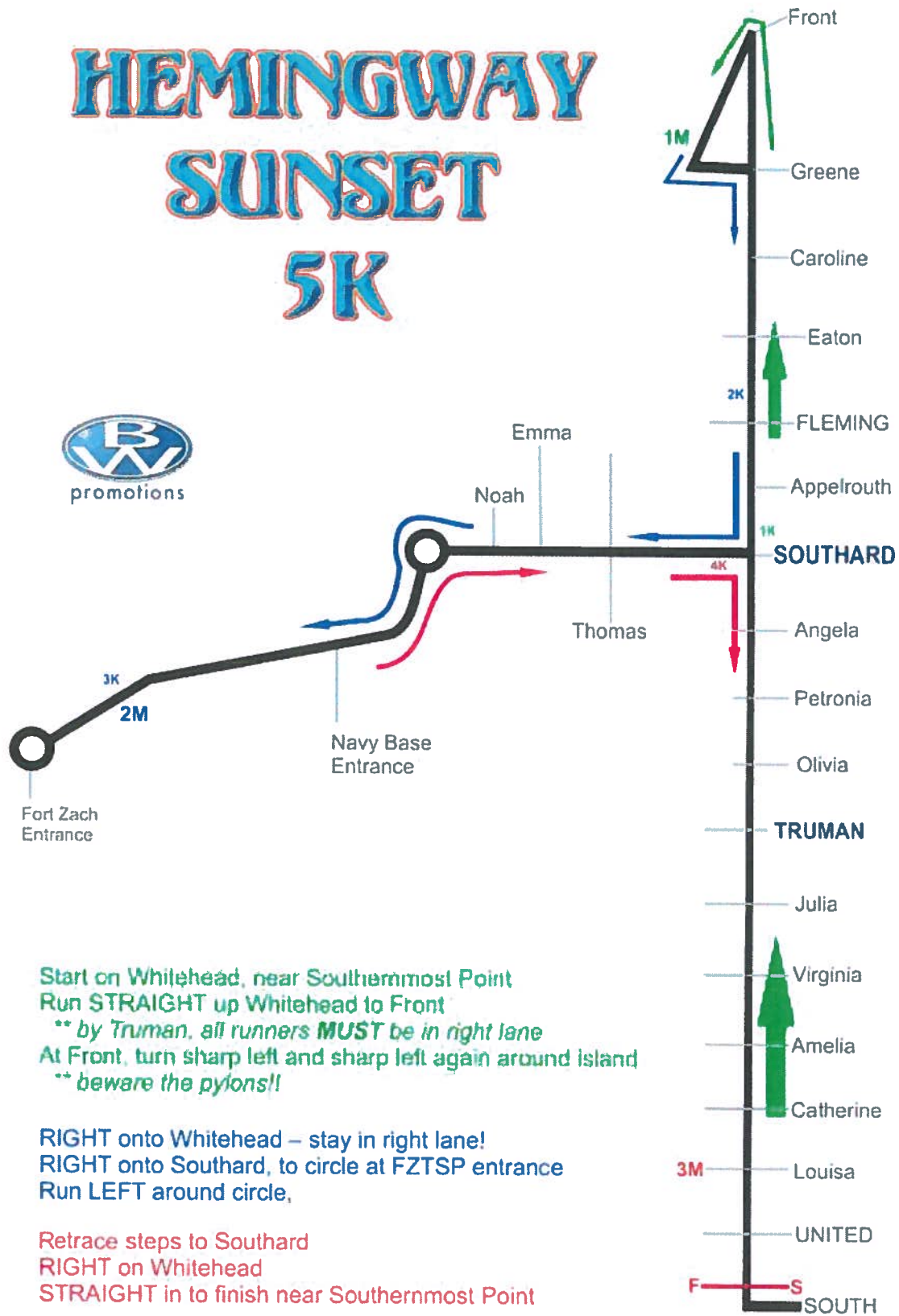


Photo Safe Deposit



MP

# HEMINGWAY SUNSET 5K



Start on Whitehead, near Southernmost Point  
 Run STRAIGHT up Whitehead to Front  
 \*\* by Truman, all runners **MUST** be in right lane  
 At Front, turn sharp left and sharp left again around island  
 \*\* beware the pylons!

RIGHT onto Whitehead – stay in right lane!  
 RIGHT onto Southard, to circle at FZTSP entrance  
 Run LEFT around circle,

Retrace steps to Southard  
 RIGHT on Whitehead  
 STRAIGHT in to finish near Southernmost Point

## **Maria Ratcliff**

---

**From:** Doug Bradshaw  
**Sent:** Wednesday, May 29, 2019 4:28 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Key West Half Marathon January 18 & 19, 2020

No issues from Port

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

**From:** Maria Ratcliff  
**Sent:** Wednesday, May 29, 2019 3:37 PM  
**To:** Richard Sarver <rsarver@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Alexandre J. Gaufillet <agaufillet@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Rodriguez, Amanda <Amanda.Rodriguez@KeysEnergy.com>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>  
**Subject:** Key West Half Marathon January 18 & 19, 2020

*Thank you!*

*Respectfully*

*Maria Ratcliff  
Executive Administrator to the City Manager  
& Special Events Coordinator  
City of Key West  
1300 White Street  
Key West, Florida 33040  
(305) 809-3881  
[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)*



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

**EVENT:** Key West Half Marathon  
**DATES:** 1/18-19/2020

| <u>DEPARTMENTS</u>  | <u>COMMENTS</u>   |
|---|---|
| <b>EVENTS (INITIAL SIGNOFF)</b><br><u>Mama Raturu</u> <u>5/29/19</u><br>SIGNATURE                      DATE |   |
| <b>COMMUNITY SERVICES</b><br>SIGNATURE                      DATE  |   |
| <b>POLICE DEPARTMENT</b><br>SIGNATURE                      DATE   |   |
| <b>FIRE DEPARTMENT</b><br>SIGNATURE                      DATE   |   |
| <b>KWDOT</b><br><u>Rogelio Hernandez</u> <u>5-29-19</u><br>SIGNATURE                      DATE              | Dual loop delayed until 11:11AM,<br>No service west of Simmonson<br>Sunday 6-11AM |
| <b>PORT AND MARINE SERVICES</b><br>SIGNATURE                      DATE                                      |   |
| <b>CODE COMPLIANCE</b><br>SIGNATURE                      DATE   |   |
| <b>ENGINEERING</b><br>SIGNATURE                      DATE   |   |
| <b>UTILITIES</b><br>SIGNATURE                      DATE   |   |

SPECIAL EVENT PERMIT HAS BEEN \_\_\_ APPROVED \_\_\_ DENIED



## THE CITY OF KEY WEST

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

To: Barb Wright ([bwpromo3@bellsouth.net](mailto:bwpromo3@bellsouth.net))

From: Division Chief/Fire Marshal Danny Blanco

Date: 06/12/2019

Reference: 22<sup>nd</sup> Annual KW Half Marathon

This office reviewed the special event application for the 22nd Annual KW Half Marathon to be held starting at Margaret and Caroline St. on January 19 & 20, 2020.

The following conditions apply:

- **Road closures need to allow one lane open for emergency vehicle.**
- **This year's event will require an EMS crew standing by at the Start / Finish Line for the following reasons listed below.**
  - Closing and/or altering of roads and traffic for the event that may hinder the response of emergency vehicles.
  - High volume of runners participating in a competitive endurance event.
  - High potential for this event to cause strain on Fire and EMS resources due to the participants falling ill or becoming injured while participating.
  - Previous events of this nature have required the emergency response of Fire and Rescue units.
- **Event organizer is responsible for two rescue personnel @ \$40.00 an hour per person. They will be present for the entire event to monitor all participants of this competitive endurance event.**

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

*Danny Blanco, Fire Marshal*

Key West Fire Department  
1600 N. Roosevelt Boulevard  
Key West, Florida 33040  
305-809-3933 Office  
305-292-8284 Fax

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

3266 USSM 43X



# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

**EVENT:** Key West Half Marathon  
**DATES:** 5/18-19/2020

**DEPARTMENTS**

**COMMENTS**

**EVENTS (INITIAL SIGNOFF)**

Mama Raturu      5/29/19  
 SIGNATURE                      DATE

**COMMUNITY SERVICES**

SIGNATURE                      DATE

**POLICE DEPARTMENT**

SIGNATURE                      DATE

**FIRE DEPARTMENT**

SIGNATURE                      DATE

**KWDOT**

SIGNATURE                      DATE

**PORT AND MARINE SERVICES**

SIGNATURE                      DATE

**CODE COMPLIANCE**

Jin Gong                      21 Jun 19  
 SIGNATURE                      DATE

**ENGINEERING**

SIGNATURE                      DATE

**UTILITIES**

SIGNATURE                      DATE

SPECIAL EVENT PERMIT HAS BEEN  APPROVED  DENIED



## **Maria Ratcliff**

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**From:** Joseph Tripp  
**Sent:** Thursday, June 27, 2019 11:08 AM  
**To:** Maria Ratcliff  
**Subject:** RE: July 4 run

Yes. Good to go.

**From:** Maria Ratcliff  
**Sent:** Thursday, June 27, 2019 10:53 AM  
**To:** Joseph Tripp <jtripp@cityofkeywest-fl.gov>  
**Subject:** RE: July 4 run

Did you get my approval sheet for the Key West Half Marathon in January, 2020?

Respectfully

Maria Ratcliff  
Executive Administrator to the City Manager  
& Special Events Coordinator  
City of Key West  
1300 White Street  
Key West, Florida 33040  
(305) 809-3881  
[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)

**From:** Joseph Tripp  
**Sent:** Thursday, June 27, 2019 10:46 AM  
**To:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Subject:** July 4 run

Maria,  
I do not have any information for a 5k on July 4 or one on June 29 (except the PAL one). I would have to deny both due to lack of resources. Please let me know what you have.  
Joe

**LIEUTENANT JOE TRIPP  
COMMUNITY AFFAIRS/SUPPORT SERVICES  
KEY WEST POLICE DEPARTMENT**



# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Key West Half Marathon  
DATES: 5/18-19/2020

## DEPARTMENTS

## COMMENTS

EVENTS (INITIAL SIGNOFF)

Mama Patnick 5/29/19

SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN      APPROVED      DENIED