

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Switchboard / ²⁻¹⁻¹ HELPLINE OF THE KEYS
Address of Applicant(s) 1623 SPALDING CT #4, KEY WEST, FL 33040 * PHYSICAL
P.O. BOX 2186 KEY WEST, FL 33045 * MAILING
Phone Number of Applicant(s) 305-849-2457 305-292-8447 MLHOOVER@MINDSPRING.COM
305-358-1640 Fax: 305-377-2266 Email acrismond@switchboardmiami.org

Name of Non-Profit(s) Switchboard 2-1-1 Helpline of the Keys

Address of Non-Profit(s) PO Box 2186, Key West FL 33045

Phone Number of Non-Profit(s) 305-292-8445

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$12,000

Date/~~Dates~~ of Event July 19, 2014

Hours of Operation 12 - 9pm

Estimated/anticipated number of persons per day 1200

Location of Event Duval Street BETWEEN FRONT & EATON STS.

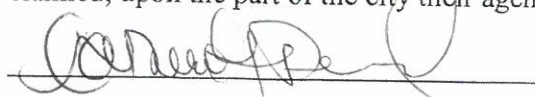
Street Closed DUVAL STREET

Detailed description of event CARIBBEAN STREET FAIR FEATURING ARTS & ^{SOFT} CRAFTS, DRINKS, SNACKS + FOOD

Noise exemption required: Yes _____ No ☒

Alcoholic beverages sold/served at event: Yes _____ No ☒

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



Applicants Signature

5-12-2014

Date

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

Revised for
Third Reading
11/19/02

ORDINANCE NO. 02-29

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES ENTITLED "AMUSEMENTS AND ENTERTAINMENT" BY AMENDING ARTICLE II PERTAINING TO SPECIAL EVENTS; AMENDING SECTION 6-26 TO REQUIRE A DOWN PAYMENT ON THE COST OF CITY SERVICES, TO ALLOW FOR INTEREST ON LATE PAYMENTS, AND TO INCREASE THE COST WAIVER TO \$1,000.00; ADDING SECTION 6-27 TO RESTRICT PLACEMENT OF FOOD, BEVERAGE AND MERCHANDISE BOOTHS; AMENDING SECTION 6-56 TO REQUIRE THE APPLICATION TO LIST AN EMERGENCY CONTACT PERSON; AMENDING SECTION 6-57 TO ESTABLISH A MINIMUM NON-PROFIT SHARE FOR SPECIAL EVENTS IN WHICH A STREET IS CLOSED; AMENDING SECTION 6-58 TO PROVIDE THAT MAJOR FESTIVAL SPONSORS MAKE APPLICATION SIX MONTHS IN ADVANCE AND APPROVE CERTAIN SALES OF ALCOHOLIC BEVERAGES; ADDING SECTION 6-61 PERTAINING TO HANDICAP-ACCESSIBLE BATHROOM FACILITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission finds that a revision to the regulations governing special events and street closures would promote the health, safety and welfare of the citizens of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

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

Sec. 6-26. Payment for city services.

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

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

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

established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1-1/2%) per month.

(c) The city commission may grant special exceptions to this section for cause shown upon the public record.

(d) The first ~~\$500.00~~ \$1,000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.

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

Section 2. That section 6-27 is hereby added to the Code of Ordinances as follows:

Sec. 6-27. Food, beverage and merchandise booths.

No booth or stall set up for a special event and serving any amount or type of food and/or beverage, or selling merchandise, shall be placed directly in front of, or within five(5) feet of the property line of, a restaurant or a bar or a retail store (selling

primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3. That section 6-56 of the Code of Ordinances is hereby amended as follows:

Sec. 6-56. Application.

(a) Except as provided in section 6-58, At least 60 days prior to a proposed special event that will result in the closing of a public street, the sponsor shall submit an application to the city manager. An application may be made either by a tax-exempt nonprofit organization (nonprofit) or jointly by a nonprofit and a private person or business entity.

(b) If the city manager approves the application, he shall then schedule it for consideration by the city commission. However, if the special event proposes to close only one block, is intended to end prior to 9:00 p.m. on any day of the year, and does not seek either a fee cost waiver or a noise exemption, the city manager may give final approval to the application.

(c) Each application shall include the name of a sponsor's contact person and that person's 24-hour telephone number(s), in case of emergency.

Section 4. That section 6-57 of the Code of Ordinances is hereby amended as follows:

Sec. 6-57. Donation of percentage of revenue

to nonprofit organization.

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

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

Sec. 6-58. Major festival.

(a) A major festival is a special event of regional impact. Major festivals are: ~~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 ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons

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

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

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

Sec. 6-61. Temporary bathroom facilities.

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

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

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

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

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

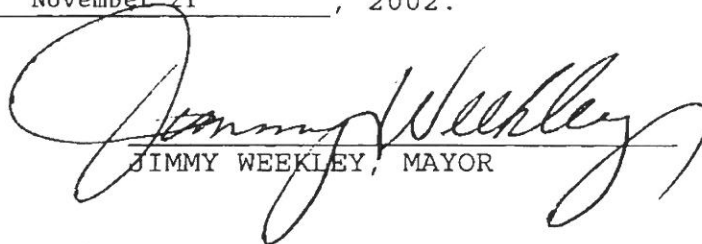
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

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

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

Filed with the Clerk November 21, 2002.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

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

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel
City Attorney RT

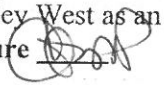
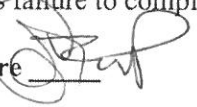
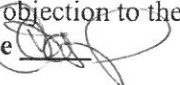
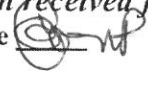
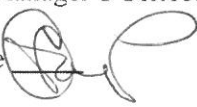
DATE: October 17, 2002

RE: Special Events Ordinance
Second Reading


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

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

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

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

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

Sponsor's Signature 

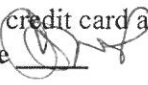
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.

Sponsor's Signature 

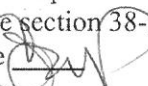
10. Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such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

Sponsor's Signature 


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

Sponsor's Signature 

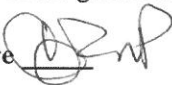
12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation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

Sponsor's Signature 

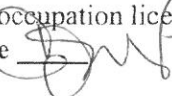
13. Any nonprofit organization accepting the waiver provided for by subsection (d) of the ordinance shall, within 90 days following the special event, submitted to the city commission an accounting of expenses and revenues incurred and generated during the special event.

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.

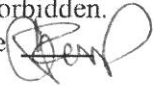
Sponsor's Signature 

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 

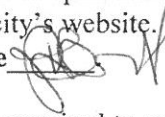
16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

Sponsor's Signature



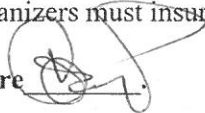
17. Special Events organizers must submit a adequate recycle plan for the size of the event being requested. Helpful hints and recycling requirements for special events can be found on the city's website. This will help you develop your plan.

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






THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION Switchboard of Miami, Inc. Helpline Street Fair

July 19, 2014

I Catherine Penrod being authorized to act on behalf of and legally bind Switchboard of Miami, Inc. doing business as the legal entity or association on whose behalf this application is made, do hereby release the City of Key West, its officers, agents and employees from any and all liability for damages arising out of, or related to the activities for which application for leave to use City property has been submitted; and do hereby further agree, on behalf of said entity or association to indemnify, and hold harmless the City of Key West, its officers, agents, and employees from and against any and all damages to personnel or property of the City, and against all claims for damages or injuries to other persons or property of any nature whatsoever, and for defense costs, including attorneys' fees at both trial and appellate levels, arising from the actions or omissions of the person(s) or legal entity(ies) on whose behalf the application is submitted, including, but not limited to, the sale and dispensing of alcoholic beverages, or otherwise arising from the actions of their members, licensees, customers, guests, invitees, or participants in the related activities permitted. The foregoing Release and Indemnification agreement does not apply to those claims for damages or injuries which result from the negligent actions or omissions of the City of Key West, its officers, agents, and employees.


Signature of Witness

Kristyn Greco

Print Name

6/3/14

Date


Signature of Applicant

Catherine Penrod

Print Name

6/3/14

Date

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

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: CHARLIE WAITE Phone number: 305-797-0859
MARY LOU HOOVER 305-849-2457
- 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 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: 8 EACH
- 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. WITH
Arrangements made: MARGARET LARA AT WASTE MANAGEMENT
- Capacity of containers on grounds: 768 GALLONS TRASH / 768 GALLONS RECYCLE
Contact person for containers: CHARLIE WAITE Phone #: 305-797-0859 (HELPLINE)
MARGARET LARA 305-797-3312 (WASTE MGMT)
- 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: CHARLIE WAITE + 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: CHARLIE WAITE + VOLUNTEERS
- 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. CHARLIE WAITE + VOLUNTEERS
- Oversee the delivery of containers and placement of signs. CHARLIE WAITE + VOLUNTEERS
- 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. *CHARLIE WAITE*

+ VOLUNTEERS

- *CW* Monitor recycling containers for correct usage during the event and take actions to solve problems.
Problems: _____
Actions taken: _____
- *CW* View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____
Actions taken: _____
- *CW* 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: _____
- *CW* Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- *CW* At the end of the event, remove signs and arrange for their return to owners.
- *CW* Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- *CW* Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.
Amount of material: _____
Contamination: _____
- *CW* Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- *CW* Share the results with event organizers.
- *CW* Security deposit of \$1000.00 must be submitted prior to the event.
- *CW* Security deposit returned: _____

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



BANK UNITED
MIAMI, FLORIDA 33122
63-9059/2670 14

027061

CHECK DATE

CHECK NO.

5/12/2014

27061

CHECK AMOUNT

PAY

****One thousand and 00/100 Dollars****

\$** 1,000.00

TO THE
ORDER
OF

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

Caribbean Fair

VOID AFTER 90 DAYS

Caro Reul
AUTHORIZED SIGNATURE

~~CONFIDENTIAL~~ ~~CONFIDENTIAL~~

City of Key West
R E P R I N T
*** CUSTOMER RECEIPT ***
KEYWALW Type: OC Drawer: 1
5/28/14 45 Receipt no: 27521

description	Quantity	Amount
SPECIAL EVENTS PAYMENTS		
	1.00	\$1000.00
account number:		
00003429300		
00001040000		

HELPHINE CARIBBEAN FAIR

ender detail		
JK CHECK	27061	\$1000.00
Total tendered		\$1000.00
Total payment		\$1000.00

Trans date: 5/28/14 Time: 10:09:22



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 dark ink, consisting of several loops and a large, rounded terminal stroke.

SWITCHBOARD 2-1-1 HELPLINE OF THE KEYS

LOCAL CONTACT: CHARLIE WAITE 305-797-0859



**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

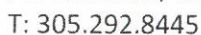
- ☐ Food Booths – Total # 8
- ☐ Vendor Booths – Total # 70
- ☐ Total Number of Booths - 78

Parade

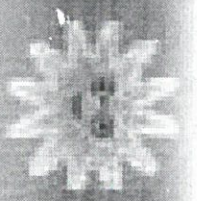
- ☐ Floats – Total # N/A

JULY 19, 2014 : CARIBBEAN STREET FAIR (PART OF HEMINGWAY DAYS)
NPO - SWITCHBOARD / 211 HELPLINE OF THE KEYS

T: 305.292.8445



Duval St./Signature_____



Sunset

Fort Taylor
Truman
Annex

Southernmost Point

South Beach



0 500 1000
Feet

Special Event Recycle Plan: submitted by Switchboard 2-1-1 Helpline of the Keys

Caribbean Street Fair: produced by Switchboard 2-1-1 Helpline of the Keys

Date and Hours of the event: Saturday, July 19, 2014 (10:00 AM Set-up to 9:00 PM)

Recycle Coordinator: Charlie Waite (c) 305-797-0859

Alternate: Mary Lou Hoover (c) 305-849-2457

Event Organizer chair phone number: 305-292-8445

Cell phone to contact during event: 305-797-0859

Report recycles tonnage to City by July 31, 2014

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

Description of Event:

This is the 34th Annual Caribbean Street Fair which will be held on Saturday, July 19, 2014 during the Hemingway Days Festival. We will have approximately 60 arts and crafts vendors, 6 drink or snack vendors and 12 food vendors. The event will take place on Duval Street and between Front and Eaton Streets between the hours of 10:00 AM to 9:00 PM. Hemingway Days will draw around 15,000 people to Key West to enjoy the 5 day long festival. The Running of the Bulls will take place during the Caribbean Street Fair and our visitors will be sure to see the "Papa" look-alikes!

Our goal for the event: We would like this to be a family-oriented fun-filled event to celebrate Ernest Hemingway in Key West. Our emphasis will be on local vendor participation to showcase the talented men and women of Key West. All are welcome and we subscribe to the city motto of "One Human Family".

Recycle Coordinator will:

- Educate recycling volunteers and paid workers on the vision and the city's recyclables two weeks before the event.
- Send notices to all vendors with the recycle rules with suggestions on how to comply two weeks before the event.
- Receive recycle signs two weeks before the event.
- Confirm arrangements for delivery and pick-up of recycle bins with Waste Management two weeks prior to the event.
- Work with City Community Services Director on clean-up schedule and possible waste reduction strategies.
- Call Waste Management one week prior to the event to make sure all containers will be at the event the night before.
- The Event Coordinator will make sure there is a recycle bin next to every trash can. This includes:
 1. Recycle bins are within 50 feet of all drink sale locations. Locate recycle bins adjacent to trash receptacles.
 2. Recycle bins will be placed behind each drink or sales location so organization recycles empties.
 3. Delivery of recyclables to the recycle center shall be by Waste Management.
 4. Place recycle bins throughout the event area whether or not drinks are sold at the event. Place adjacent to each trash receptacle.
 5. Cardboard from event vendors/organizers will be recycled and collected by Waste Management.
 6. Recycle bins will be properly marked and monitored to ensure the recyclables are not contaminated by waste. Containers will be clearly marked and noticeable.

10:48 AM
05/19/14
Accrual Basis

Helpline, Inc. NEW
Profit & Loss by Class
March through December 2013

	2013 (Caribbean Street Fair)	Total Caribbean Street Fair	Unclassified
Income			
Fundraising			
Caribbean Street Fair	14,318.74	14,318.74	175.00
Total Fundraising	14,318.74	14,318.74	175.00
Total Income	14,318.74	14,318.74	175.00
Expense			
Fundraising Expense			
Caribbean Street Fair	7,970.84	7,970.84	-1,000.00
Total Fundraising Expense	7,970.84	7,970.84	-1,000.00
Total Expense	7,970.84	7,970.84	-1,000.00
Net Income	6,347.90	6,347.90	1,175.00

10:48 AM
05/19/14
Accrual Basis

Helpline, Inc. NEW
Profit & Loss by Class
March through December 2013

	TOTAL
Income	
Fundraising	
Caribbean Street Fair	14,493.74
Total Fundraising	14,493.74
Total Income	14,493.74
Expense	
Fundraising Expense	
Caribbean Street Fair	6,970.84
Total Fundraising Expense	6,970.84
Total Expense	6,970.84
Net Income	7,522.90

SWITCHBOARD-211 HELPLINE OF THE KEYS
 Event Name: CARIBBEAN STREET FAIR
SATURDAY, JULY 19, 2014

Special Event Checklist

Everything must be checked off before
submitting the special event application

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



CERTIFICATE OF LIABILITY INSURANCE

SWITC-1

OP ID: NR

DATE (MM/DD/YYYY)

05/06/2014

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

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

PRODUCER Brown & Brown of Florida, Inc. 1201 W Cypress Creek Rd # 130 P.O. Box 5727 Ft. Lauderdale, FL 33310-5727 Clyde W. Wright II, CPCU, CIC		CONTACT NAME: PHONE (A/C, No, Ext): 954-776-2222 FAX (A/C, No): 954-776-4446 E-MAIL ADDRESS:		
INSURED Switchboard of Miami, Inc. 190 NE 3rd Street Miami, FL 33132		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A: New Hampshire Ins. Co.+		23841
		INSURER B: Illinois National Ins. Co.+		23817
		INSURER C: Granite State Insurance Co.+		23809
		INSURER D: *Comp Options Insurance Co+		10834
		INSURER E:		
INSURER F:				

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			01LX019906543	07/01/2013	07/01/2014	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	<input checked="" type="checkbox"/>					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 3,000,000
B	AUTOMOBILE LIABILITY			06CA0166922741	07/01/2013	07/01/2014	PRODUCTS - COMP/OP AGG \$ 3,000,000
	<input type="checkbox"/> ANY AUTO						Emp Ben. \$ 1,000,000
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per person) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/>		02UD012148948	07/01/2013	07/01/2014	BODILY INJURY (Per accident) \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/>					PROPERTY DAMAGE (PER ACCIDENT) \$
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTIONS						\$
							EACH OCCURRENCE \$ 1,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WC810007659001	05/01/2014	05/01/2015	AGGREGATE \$ 1,000,000
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/>	N/A				<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
A	Professional Liab			01LX0199065430	07/01/2013	07/01/2014	Prof Liab 1,000,000
B	D&O and EPLI			105644192	07/01/2013	07/01/2014	D&O/EPLI 1,000,000

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

The certificate holder is listed as additional insured with respect to General Liability if required by written contract.

Will be issuing another certificate once this one expires

CERTIFICATE HOLDER**CANCELLATION****CITYKEY**

City of Key West
3978
PO BOX 1409
Key West, FL 33040

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

uk

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THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION Switchboard of Miami, Inc. Helpline Street Fair

July 19, 2014

I Catherine Penrod being authorized to act on behalf of and legally bind Switchboard of Miami, Inc. doing business as the legal entity or association on whose behalf this application is made, do hereby release the City of Key West, its officers, agents and employees from any and all liability for damages arising out of, or related to the activities for which application for leave to use City property has been submitted; and do hereby further agree, on behalf of said entity or association to indemnify, and hold harmless the City of Key West, its officers, agents, and employees from and against any and all damages to personnel or property of the City, and against all claims for damages or injuries to other persons or property of any nature whatsoever, and for defense costs, including attorneys' fees at both trial and appellate levels, arising from the actions or omissions of the person(s) or legal entity(ies) on whose behalf the application is submitted, including, but not limited to, the sale and dispensing of alcoholic beverages, or otherwise arising from the actions of their members, licensees, customers, guests, invitees, or participants in the related activities permitted. The foregoing Release and Indemnification agreement does not apply to those claims for damages or injuries which result from the negligent actions or omissions of the City of Key West, its officers, agents, and employees.

Signature of Witness

Signature of Applicant

Print Name

Print Name

Date

Date

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

Snatchboard 9-1-1 / Helpline of the Keys
Seur July 19, 2014

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

EVENTS (INITIAL SIGNOFF):

Mario Raluzh
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ 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)

Helpline Street Fair

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 05/22/14

SIGNATURE

DATE

SEE ATTACHED MEMO

PORT/KEY WEST DOT

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

KEY WEST PROPERTY
MANAGEMENT

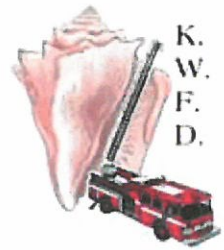
SIGNATURE

DATE

PARKING DEPARTMENT

SIGNATURE

DATE



THE CITY OF KEY WEST

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

To: Help Line Street Fair (mlhoover@mindspring.com)

From: Division Chief/Fire Marshal Danny Blanco

Date: 5/22/14

Reference: Help Line Street Fair

This office reviewed the special event application for the Help Line Street Fair to be held on Duval Street on July 19, 2014.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- The Duval Street closure needs to allow for emergency vehicle passage.
- Event organizer is responsible for two Inspectors @ \$40.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- **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

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

306 LSN 132
KEY WEST

RECEIVED

MAY 21 2014

CITY MANAGER

Snatchboard 9-1-1/Help line of the Keys
Secur July 19, 2014

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

EVENTS (INITIAL SIGNOFF):

Maria Ralush
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

Jim Young 21 May 14
SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Snatchband 9-1-1/Airplane of the Keys
Secur July 17, 2014

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

EVENTS (INITIAL SIGNOFF):

Maria Raluzh
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

Steve Torrence 5/21/14
SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT/PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

CONDITIONS/RESTRICTIONS:

CONDITIONS/RESTRICTIONS:

CONDITIONS/RESTRICTIONS:

Extra Duty Officers Required

NO Alcohol Sales Permitted on City Street

CONDITIONS/RESTRICTIONS:

CONDITIONS/RESTRICTIONS:

CONDITIONS/RESTRICTIONS:

(if denied attach explanation)

RECEIVED

MAY 21 2014

CITY MANAGER

Snatchboard 9-1-1 / Helpline of the Keys
 Secur July 19, 2014

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

EVENTS (INITIAL SIGNOFF):

Maria Raluzh
 SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

[Signature]
 SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

 SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

 SIGNATURE DATE

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

 SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

 SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
 DENIED _____ (if denied attach explanation)

Snatch board 9-1-1 / Helpline of the Keys
Secur July 19, 2014

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

EVENTS (INITIAL SIGNOFF):

Maria Raluph
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

FIRE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

KWDOT/PORT

Rogelio Hernandez P.S.
SIGNATURE DATE 5-27-14

CONDITIONS/RESTRICTIONS:

Will need to
detour buses.

CODE COMPLIANCE

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)



Maria Ratcliff < mratclif@keywestcity.com >

Switchboard 9-1-1/Helpline Caribbean Fair approval Sheet

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

Thu, May 29, 2014 at 10:46 AM

Looks good. Same as last year – work with commercial deliveries as possible to make AM deliveries in this area.

John Wilkins

From: Maria Ratcliff [mailto:mratclif@keywestcity.com]
Sent: Tuesday, May 20, 2014 5:08 PM
To: Richard Sarver; Steve Torrence; Danny Blanco; Rogelio Hernandez; Jim Young; John Wilkins; Mary Anderson; Tara Stansbury
Subject: Switchboard 9-1-1/Helpline Caribbean Fair approval Sheet

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[Quoted text hidden]