

# City of Key West Special Event Permit Application

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

Event Name: Wesley House Family Services 41st Valentine's Gala

Location: The Customs House Museum - 281 Front St.

Date(s): Tuesday, February 14, 2023 Hours of Operation: 6:30 - 9:30 pm, set up to begin at gam

Break Down Date: 2/14/23 Number of Expected Attendees: \_\_\_\_\_

Is the Event open to the Public? Yes  No

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

This is our largest annual fundraiser for Wesley House that features dinner, live music, cash bar, and a silent auction. Our expected attendance is 450 - 600. The majority of the event will take place on the grounds of the Custom House museum. We are requesting use of the bricked street space between the Whitehead St. pocket park and the Customs House. We will place approximately 25 - 30 dinner tables within that area. We also request for this area to be clear of any vehicles and for Community Services to pressure wash the bricked street and sidewalk in front of the museum the morning of the event to be completed by gam.

## EVENT ORGANIZER INFORMATION

Company or Organization Name Wesley House Family Services

Name Grace Epperly Phone number 305.809.5000 cell: 305.310.9927

Mailing Address 1304 Truman Ave.

City Key West State FL Zip 33040 Email Grace.Epperly@WesleyHouse.org

Tax ID / EIN# 59-0624461

## SECONDARY CONTACT INFORMATION

Name Aleida Jacobo, CEO Phone number 305.809.5000

Company or Organization Name Wesley House Family Services

Email Aleida.Jacobo@WesleyHouse.org

## SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes  Complete Supplement A No

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

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

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

INITIALS REQUIRED

Event Name: Wesley House Family Services 41st Valentine's Gala Event Date: 2/14/23

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

Applicant Printed Name: Aleida Jacobo

Signature: 

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

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

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

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

Applicant Printed Name: Aleida Jacobo

Signature: 

- 3. **Indemnification:** The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe incurred by the City or which may be claimed against the City by any person, firm to the person or property f any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.

Applicant Printed Name: Aleida Jacobo

Signature: 

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

**Applicant Printed Name:** Aleida Jacobo

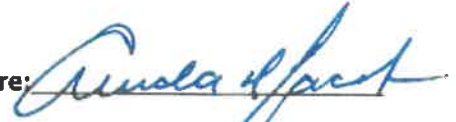
**Signature:**



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

**Applicant Printed Name:** Aleida Jacobo

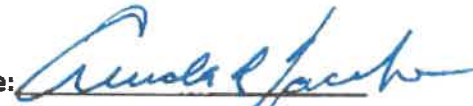
**Signature:**



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

**Applicant Printed Name:** Aleida Jacobo

**Signature:**



7. **Payment Terms:** The City Manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the City Manager, or if no such deadline is established, then within 30 days after the event the City may impose an interest charge on the amount due at the rate of one and one-half percent (1.5%) per month.

**Applicant Printed Name:** Aleida Jacobo

**Signature:**



## Event Screening Questionnaire

Event Name: Wesley House Family Services 41st Valentine's Gala Event Date: 2/14/23

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

VENDOR SALES	
1. Will ANY alcoholic beverage be sold or served?	Yes <input checked="" type="checkbox"/> Needs City Commission Approval No <input type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input checked="" type="checkbox"/> Complete Supplement C No <input type="checkbox"/>
SAFETY IF YES, COMPLETE REQUIRED FORMS	
3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles	Yes <input checked="" type="checkbox"/> Complete Supplement C No <input type="checkbox"/>
4. Will your event involve ANY of the following tents or structures? Tents, Booths, Canopies or Podiums, Viewing Stands and Bracing, Stages, Risers or Air Support Structures	Yes <input checked="" type="checkbox"/> Complete Supplement D No <input type="checkbox"/>
STREETS & SIDEWALKS IF YES, COMPLETE REQUIRED FORMS	
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes <input checked="" type="checkbox"/> Complete Supplement E No <input type="checkbox"/>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
CITY PROPERTY IF YES, COMPLETE REQUIRED FORMS	
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes <input checked="" type="checkbox"/> Complete Supplement F No <input type="checkbox"/>

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

*Grace Lepperley*

Applicant Signature

Type text here 8/11/2022

Date



## Required – Recycling Plan

Event Name: Wesley House Family Services 41st Valentine's Gala Event Date: 2/14/23





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

### RECYCLING POINT OF CONTACT

Name Grace Epperly Phone Number 305.310.9927

Email Grace.Epperly@WesleyHouse.org Number of people dedicated to recycling 4

### INITIALS REQUIRED

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

### RECYCLING TIMELINE

Two  
Weeks  
(Self  
filling)

#### BEFORE EVENT:

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

Due Date  
(Self  
filling)

#### DAY OF EVENT:

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

Due Date  
(Self  
filling)

#### TRASH/RECYCLING REPORT:

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

## Required – Event Transportation Planning

Event Name: Wesley House Family Services 41st Valentine's Gala Event Date: 2/14/23

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

### INITIALS REQUIRED

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

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

aq

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

- |                                                               |                                                                          |
|---------------------------------------------------------------|--------------------------------------------------------------------------|
| <input checked="" type="checkbox"/> Encourage Walking         | <input checked="" type="checkbox"/> Partner with Transit System/Buses    |
| <input checked="" type="checkbox"/> Encourage Biking          | <input checked="" type="checkbox"/> Partner with Transit Friendly Hotels |
| <input type="checkbox"/> Providing Bike Security with Valet   | <input checked="" type="checkbox"/> Partner with Restaurants/Bars        |
| <input type="checkbox"/> Include Ride Service with VIP Passes | <input type="checkbox"/> Partner with Rideshare/Taxi Companies           |
| <input type="checkbox"/> Provide Pre-Sale parking only        | <input type="checkbox"/> Implement Shuttles                              |
| <input type="checkbox"/> Premium parking prices               | <input type="checkbox"/> Other: _____                                    |

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

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day			
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lot	\$32/day			
Mallory Square Parking Lot	\$40/day			
			<b>Total</b>	<b>0.00</b>

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

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

# Required: Event Site Map / Layout

Event Name: Wesley House Family Services 41st Valentine s Gala Event Date: 2/14/23

Using the legend below, please illustrate your event to the best of your ability. If it is a single site event only one site layout is needed. If the event includes multiple streets, a second map showing the Impacted Streets for the entire area is needed.

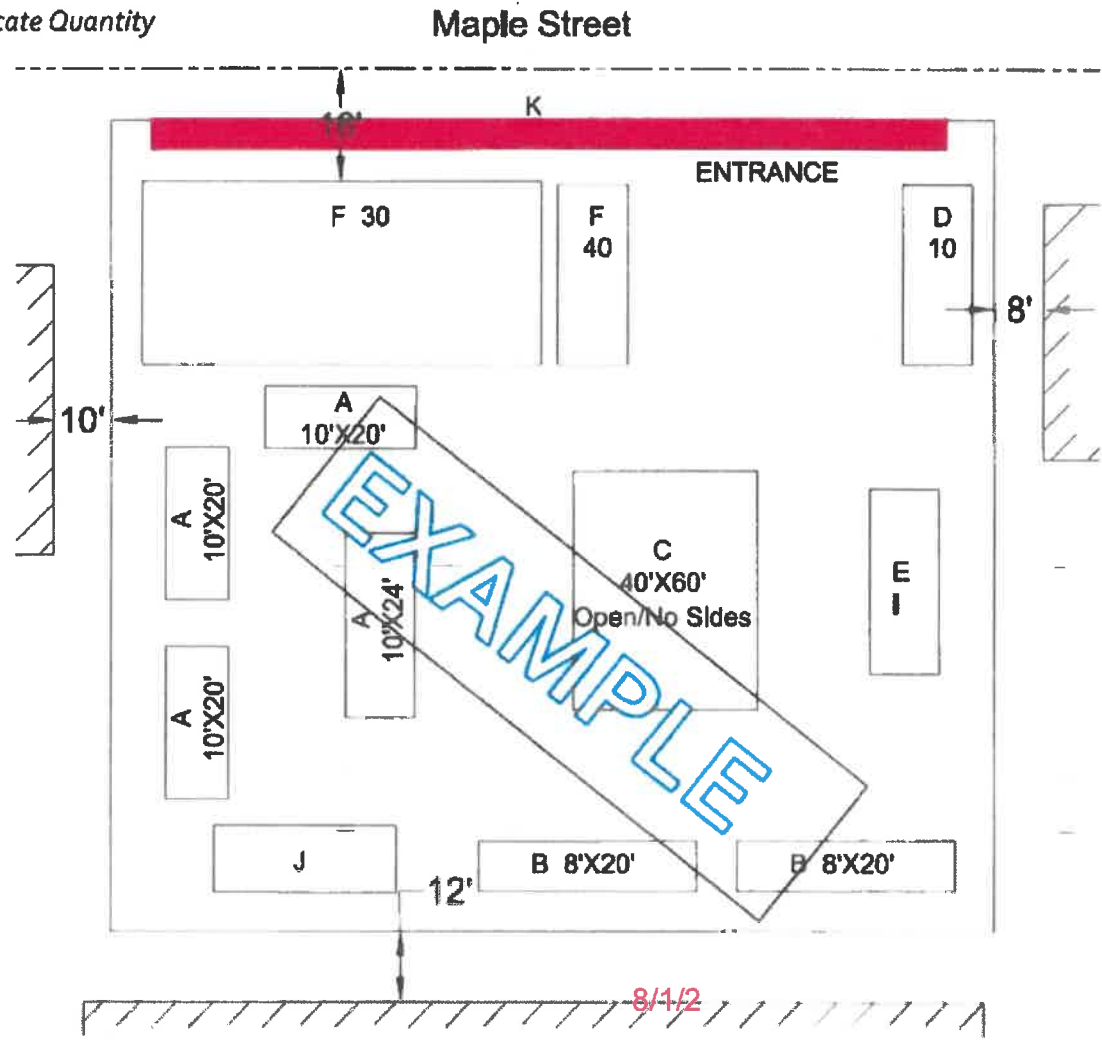
## INITIALS REQUIRED

af Attach Site Map Layout      af Attach Impacted Streets Map

### Event Site Map Layout Legend:

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

\* Indicate Tent sizes  
 \*\* Indicate Quantity



Event Name: Wesley House Family Services 41st Valentine's Gala Event Date: 2/14/23

Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

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

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

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

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

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

Describe the Potential Noise Sources: We will have a live band on the Custom House Property

Live music or announcements will run from 6:30 pm to 9:30 pm

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

INITIALS REQUIRED

- 1. Applicant(s) has reviewed the City Code regarding Noise limitations and understands that an exemption from the noise control ordinance requires approval from the City Commission. Applications for noise exemptions must be received 30 days before the event
2. The processing fee for the application is \$82.68, due upon submission of application. Include this fee in the Special Event Fee Schedule.
3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

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



# Special Event Permit Application

# Supplement B – Non-Profit Verification

Event Name: Wesley House Family Services 41st Valentine's Gala Event Date: 2/14/23

Non-Profit Organization Name Wesley House Family Services

Tax ID/EIN # 59-0624461 Representative Grace Epperly





Purpose of Organization We serve children and families within Monroe County

Phone 305 809.5000 Email Grace.Epperly@WesleyHouse.org

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

Proceeds from this event will benefit the multiple programs of Wesley House Family Services.

### INITIALS REQUIRED

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

### SIGNATURE AND ATTACHMENT REQUIRED

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

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

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

Officer Signature  Title: CEO Date 8/1/22

# Special Event Permit Application

# Supplement C – Food & Safety

Event Name: Wesley House Family Services 41st Valentine's Gala Event Date: 2/14/22

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

Please contact the following City representatives before completing your application:

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

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

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

### EVENT ACTIVITIES – Check all that apply to the Special Event

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

### INITIALS REQUIRED

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

# Special Event Permit Application

# Supplement D – Tents & Structures

Event Name: Wesley House Family Services 41st Valentine's Gala Event Date: 2/14/23

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

Please contact the following City representatives before completing your application:

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

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

Provide copy of Event Site Map/Layout Yes  No

## TENTS

Total Number of Food/Beverage Vendor Tents: 0

Total Number of Merchandise Vendor Tents: 2 - only if weather is poor

Total: 2 possibly

Tent Supplier Name TBD Contact Number \_\_\_\_\_

Size & Type of Tents: TBD

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

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

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

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

## STRUCTURES

What structures will be erected? A stage on the Custom House property

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

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

Dining tables and chairs on the bricked street area and sidewalk in front of the Customs House.

Each dining table will seat 10 people

Special Event Permit Application

Supplement E – Street Closure

Event Name: Wesley House Family Services 41st Valentine's Gala Event Date: 2/14/23

STREET CLOSURE INFORMATION

Street(s) to be closed Whitehead? Block/Address Number(s) 281 - in front of Museum

Cross-Streets: between Front and Greene

Closure Date(s) 2/14/23 Time 8 am AM/PM to 11 pm AM/PM

INITIALS REQUIRED

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

SIGNATURE REQUIRED

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

  
Event Organizer Signature

2/1/22  
Date



# Special Event Permit Application

# Supplement F – City Property

Event Name: Wesley House Family Services 41st Valentine's Gala Event Date: 2/14/23

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

Which City Property do you wish to use? Bricked Street in front of Custom House Museum

Which Area(s) of the City Property do you wish to use? Bricked Street in front of Custom House Museum

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

## INITIALS REQUIRED

*[Handwritten initials and checkmarks in blue ink, corresponding to the list items]*

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

11. Event Organizer is responsible for any and all environmental cleanup, restoration, fees, fines, etc. associated with the activity and shall put in place any and all measures to eliminate environmental contamination to the City Property that may be caused by the Event activity.
12. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed no later than close of business of the last day of the event. Event Organizer should plan accordingly. City of Key West may impose additional fees for use of City Property beyond usage dates.

**INITIALS REQUIRED for Truman Waterfront Property**

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

- \_\_\_\_ 13. Event Organizer is responsible for obtaining necessary permits required by any other agencies pertaining to this Special Event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible for providing proof of permit prior to entering into an agreement with the City of Key West.
- \_\_\_\_ 14. Event Organizer must take part in pre- and post-activity walk-through inspections with the City of Key West point of contact, or designee.
- \_\_\_\_ 15. Event Organizer must provide the City of Key West with a detailed schedule for activities.
- \_\_\_\_ 16. City of Key West personnel shall be allowed access to the site at all times.
- \_\_\_\_ 17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.
- \_\_\_\_ 18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.
- \_\_\_\_ 19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.
- \_\_\_\_ 20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time
- \_\_\_\_ 21. Use of the inner basin for any activities is not authorized.

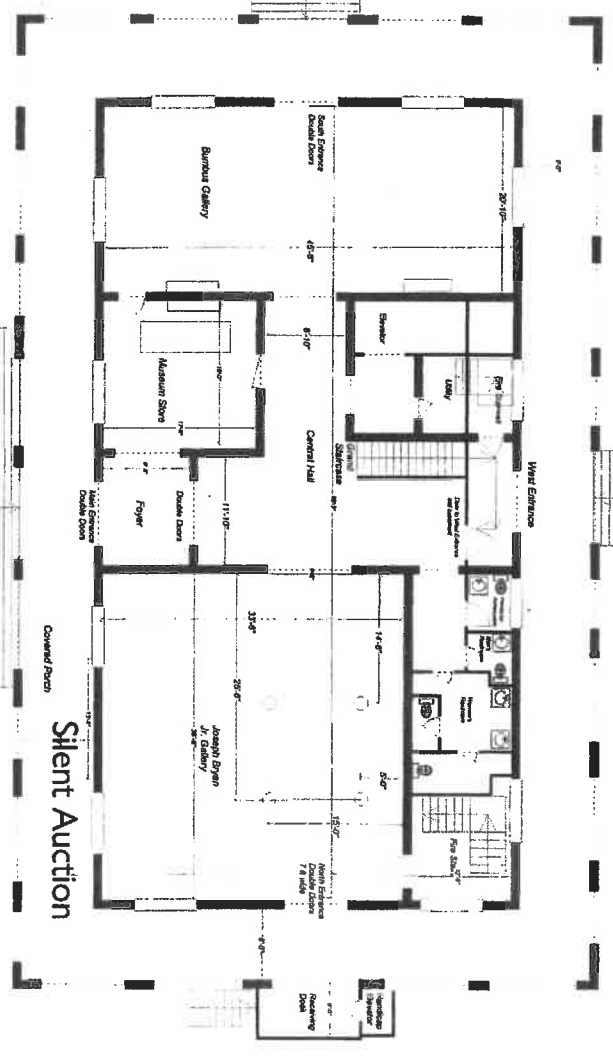
**Wesley House Family Services  
41st Valentine's Gala  
Tuesday, February 14, 2023  
COVID Safety Plan**

For 2023, our COVID safety plan is as follows:

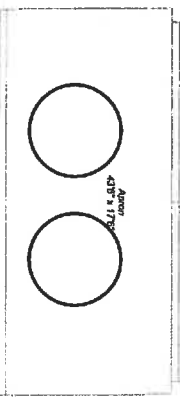
1. The entire event is held outside in a more open location than our previous Galas.
2. We have eliminated the passing of hors d'oeuvres.
3. To eliminate cross contamination in the food buffet stations, we can possibly have the catering staff serve the food.
4. We will have hand sanitizer readily available in the silent auction area, bars, and buffet tables, as well as throughout the Gala.
5. All utensils will be pre-wrapped in either cloth or paper napkins.
6. If necessary, we can use plastic cups for barware, so there is less contact.

**Wesley House Family Services**  
**Valentine's Gala - 2/14/23 - Custom House Museum**  
 Proposed Site Plan - Not to Scale  
 Table locations may change.

Additional Seating  
and Cocktail Tables

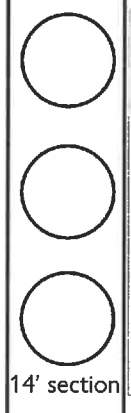


Bar on  
CH Property

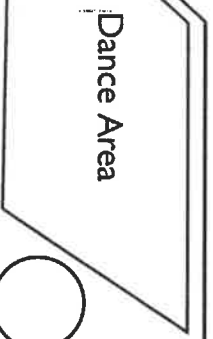


Restroom Trailer

Custom House Driveway

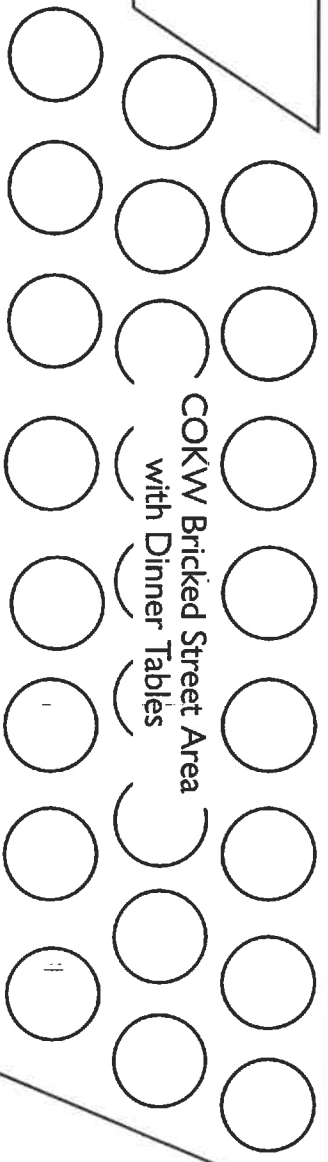


Sidewalk



Dance Area

12' x 16' Stage  
(Approx. size)

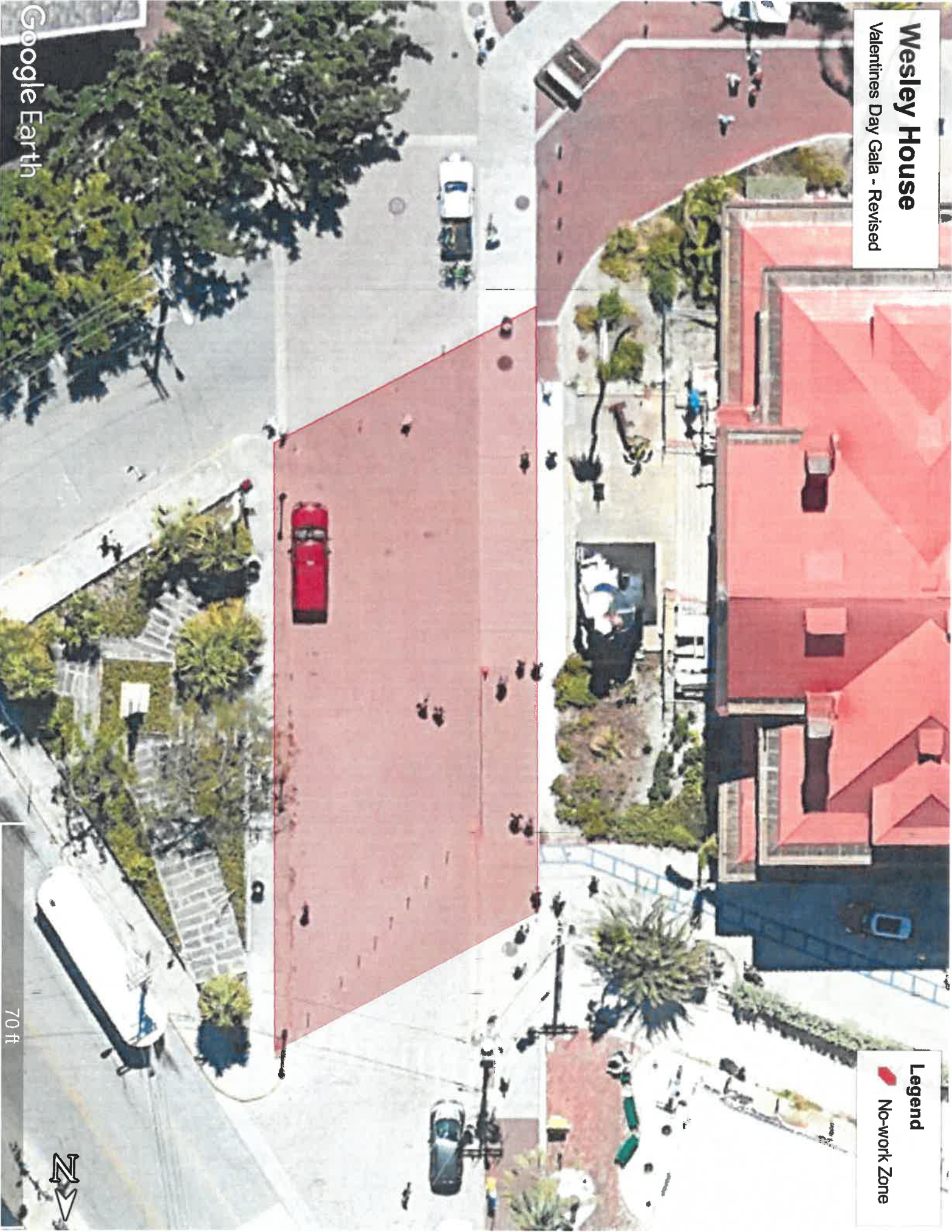


COKW Bricked Street Area  
with Dinner Tables



# Wesley House

Valentines Day Gala - Revised



## Legend

 No-work Zone

Google Earth

70 ft



# Special Event Permit Application

# Department Approvals

Event Name: Wesley House Valentines Gala Event Date: Feb 14, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	maria lateufh
✓ Code Compliance	
✓ Engineering	
✓ Fire Department	
✓ KW DOT	
✓ Parking	
✓ Police Department	
✓ Port & Marine Services	
✓ Property Management	N/A
✓ Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

# Special Event Permit Application

# Department Approvals

Event Name: <u>Wesley House Valentines Gala</u>	Event Date: <u>Feb 14, 2023</u>
-------------------------------------------------	---------------------------------

✓

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Lakeufh</i>
Code Compliance <i>19 Sep 22</i>	<i>J. Song</i>
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

## Maria Ratcliff

---

**From:** Gary Volenec  
**Sent:** Monday, September 19, 2022 2:28 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Wesley House Valentines Gala at the Customs House and street across from Customs House - February 14, 2023

Maria,

The project hasn't been bid yet, the contract will need to be approved by the Commission, and the contractor needs to mobilize. Sorry to be vague but the plan is to be under construction then, but I can't guarantee anything. Why don't they have a Plan B to use the side area between the Opal and Custom House?

Gary

*Gary J. Volenec, P.E.*  
City Engineer / Interim Director  
Engineering Department  
City of Key West  
(W) 305.809.3828



**From:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Sent:** Monday, September 19, 2022 2:17 PM  
**To:** Gary Volenec <[gary.volenec@cityofkeywest-fl.gov](mailto:gary.volenec@cityofkeywest-fl.gov)>  
**Subject:** RE: Wesley House Valentines Gala at the Customs House and street across from Customs House - February 14, 2023

*Can you please confirm that so I can let them know. I hate to tell her and then they don't do it.*

*Maria*

**From:** Gary Volenec <[gary.volenec@cityofkeywest-fl.gov](mailto:gary.volenec@cityofkeywest-fl.gov)>  
**Sent:** Monday, September 19, 2022 2:14 PM  
**To:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Subject:** RE: Wesley House Valentines Gala at the Customs House and street across from Customs House - February 14, 2023

Maria – Looks like a conflict with the roadway use for dinner tables due to Clinton Square construction project.

Gary

*Gary J. Volenec, P.E.*  
City Engineer / Interim Director



---

**From:** Gary Volenec  
**Sent:** Thursday, October 6, 2022 7:57 AM  
**To:** Patti McLauchlin; Nathalia Mellies  
**Cc:** Maria Ratcliff; Todd C. Stoughton; Shawn D. Smith; Claire Hurd  
**Subject:** 22-3265: Wesley House Valentine's Day Fundraiser 2/14/23

Patti,

We would like to have the project underway by January. Regardless, I have assured the Wesley House that we will not impact their dining area and they are good with the plan.

Gary

*Gary J. Volenec, P.E.*  
City Engineer / Interim Director  
Engineering Department  
City of Key West  
**(W) 305.809.3828**



# Special Event Permit Application

# Department Approvals

Event Name: Wesley House Valentines Gala Event Date: Feb 14, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	<i>maria lakeufh</i>
Code Compliance	
Engineering	<p>Clinton Square will be undergoing renovations and will likely not be available on the date requested. 9/19/2022</p> <p><i>Kary Colaneri</i></p>
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



## THE CITY OF KEY WEST

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

To: Wesley House Family services ([Grace.Epperly@wesleyhouse.org](mailto:Grace.Epperly@wesleyhouse.org))

From: Division Chief/Jason Barroso

Date: 9/19/2022

Reference: Wesley House Valentine Gala

This office reviewed the special event application for the Wesley House Valentine Gala to be held at The Customs House Museum 281 Front St. on February 14, 2023.

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 Front St. Bricked closure needs to allow for emergency vehicle passage.
- Based on the map provided this year. Event organizer will be responsible for One Fire Inspector @ \$60.00 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.

*Jason Barroso, Fire Marshal*

Key West Fire Department  
1600 N. Roosevelt Boulevard  
Key West, Florida 33040  
305-809-3933 Office  
[jbarroso@cityofkeywest-fl.gov](mailto:jbarroso@cityofkeywest-fl.gov)

*Serving the Southernmost City*

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

326E L53M W3X



## Key West Fire Department

### Office of the Fire Marshal

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

1600 N. Roosevelt Blvd.  
Key West, FL 33040  
Phone: (305) 809-3933  
Fax: (305) 293-8399

## Food Booth and Vendor Regulations

### Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.
3. All hydrants must maintain 5' clearance on each side to allow fire department access.
4. **Each vendor shall stay within their assigned area, equipment and supplies shall not be staged outside their allotted space. ie: sidewalks, exit ways.**

### Butane or Propane equipment:

1. Shut-off valves must be provided at each fuel source.
2. Tanks must be protected from damage and secured in an upright position and must be located at least 5 feet apart from each other.
3. No storage of extra butane or propane tanks in booth.
4. Tanks not in use must be turned **OFF**.
5. Unused fuel cylinders shall be stored in a secured position. Unused cylinders must be located 50 feet away from all combustibles.

All compressed gas bottles, flammable or non-flammable shall be properly secured to prevent accidental tipping over.

### Electrical Power:

1. Generators shall be placed in locations approved by the Fire Marshal's Office for "special events" use.
2. Refueling of generators is prohibited during event hours. No extra fuel shall be stored during event hours.
3. During approved refueling times, no smoking or open flames are allowed within 25 feet.
4. Extension cords shall be of grounded type and approved for exterior use. Extension cords shall be placed so as not to create a hazard.



### **Charcoal Cooking:**

1. Charcoal cooking must be located in areas away from public access.
2. Charcoal cooking must be 10 feet away from combustible structures and parked vehicles.
3. Coals shall be disposed in metal containers

### **Deep Fat Frying/Flambé/Open Flame Cooking:**

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. The cook area must not be accessible by the general public.
3. Deep fat frying equipment must be equipped with a temperature regulating device.
4. Separation must be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.

### **Fire Extinguishers:**

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of **3A:40B:C**. (dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of **3A:40B:C** must not exceed 75 feet.
3. Fire extinguishers must be serviced annually and be tagged accordingly.
4. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.
5. Each cooking booth that is using deep fat fryers must have a **6 Liter Type K** (wet chemical fire extinguisher).

### **Miscellaneous:**

Fire Hydrants – Fire Hydrants must not be obstructed at any time for any reason.

Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

*The above regulations are not inclusive of other general fire safety provisions that may be imposed upon inspection.*

***Any booth not in compliance will be immediately closed.***

## **Fire Safety Tips**

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. Do not spray lighter fluid on briquettes that have been previously ignited.
7. In case of emergency, **DIAL 9-1-1.**

## Maria Ratcliff

---

**From:** Jason Barroso  
**Sent:** Monday, September 19, 2022 4:40 PM  
**To:** Maria Ratcliff  
**Subject:** KWFD Conditional Memo Wesley House Valentines Gala  
**Attachments:** CONDITIONAL MEMO - 2023.doc; Vendor Regulations.doc

Maria,

Good afternoon, please find attached KWFD Conditional Memo Wesley House Valentines Gala.

Thank You,

*Jason Barroso* KWFD Fire Marshal

Key West Fire Department

1600 N. Roosevelt Blvd.

Key West, Florida 33040

305-809-3931 Office

305-293-8399 Fax

[jbarroso@cityofkeywest-fl.gov](mailto:jbarroso@cityofkeywest-fl.gov)

*Serving the Southernmost City*

Special Event Permit Application

Department Approvals

Event Name: Wisleigh House Valentinos Luncheon Event Date: Feb 14, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	maria lakeyfh
Code Compliance	
Engineering	
Fire Department	
KW DOT	Bus Returns - Rod Delatorio /RS
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

## Maria Ratcliff

---

**From:** John Wilkins  
**Sent:** Tuesday, October 4, 2022 1:56 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Wesley House Valentines Gala at the Customs House and street across from Customs House - February 14, 2023

The Parking Division has not objections.

Please have Vehicles associated with the event identify themselves by displaying an event sign on their dashboard including a local cell phone number in case we need to contact the driver.

This area is a closed street so there is no issue from parking.

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Monday, September 19, 2022 12:39 PM  
**To:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Subject:** Wesley House Valentines Gala at the Customs House and street across from Customs House - February 14, 2023

Good afternoon,

Please review and send back the approvals. Thank you!

Maria



## Maria Ratcliff

---

**From:** Joseph Tripp  
**Sent:** Monday, September 19, 2022 1:32 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Wesley House Valentines Gala at the Customs House and street across from Customs House - February 14, 2023

Good!

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Monday, September 19, 2022 12:39 PM  
**To:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Subject:** Wesley House Valentines Gala at the Customs House and street across from Customs House - February 14, 2023

Good afternoon,

Please review and send back the approvals. Thank you!

Maria

## **Maria Ratcliff**

---

**From:** Steven P. McAlearney  
**Sent:** Monday, September 19, 2022 1:49 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Wesley House Valentines Gala at the Customs House and street across from Customs House - February 14, 2023

No comment from Ports - SPM

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Monday, September 19, 2022 12:39 PM  
**To:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Subject:** Wesley House Valentines Gala at the Customs House and street across from Customs House - February 14, 2023

Good afternoon,

Please review and send back the approvals. Thank you!

Maria

# Special Event Permit Application

# Department Approvals

Event Name: Wesley House Valentines Gala Event Date: Feb 14, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	<i>Maria Ratchford</i>
Code Compliance	
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	<i>Richard Sarver</i>
Recycling/Solid Waste	
Utilities	
Other:	

---

**From:** Gary Volenec  
**Sent:** Thursday, October 6, 2022 7:57 AM  
**To:** Patti McLauchlin; Nathalia Mellies  
**Cc:** Maria Ratcliff; Todd C. Stoughton; Shawn D. Smith; Claire Hurd  
**Subject:** 22-3265: Wesley House Valentine's Day Fundraiser 2/14/23

Patti,

We would like to have the project underway by January. Regardless, I have assured the Wesley House that we will not impact their dining area and they are good with the plan.

Gary

*Gary J. Volenec, P.E.*  
City Engineer / Interim Director  
Engineering Department  
City of Key West  
**(W) 305.809.3828**

