

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

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

Address of Applicant(s) 1107 Key Plaza, Box 294, Key West, FL 33040

Phone Number of Applicant(s) 305-797-5444 Fax: 305-296-8575 Email david@hvl-law.com

Name of Non-Profit (s) The Rotary Club of Key West, Inc.

Address of Non-Profit(s) 1107 Key Plaza, Box 294, Key West, FL 33040

Phone Number of Non-Profit(s) 305-797-5444 (David Van Loon)

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

Date/Dates of Event July 4, 2016

Hours of Operation Setup to begin at 7:00 a.m. July 2, 2016 through 7:00 a.m. July 5, 2016.

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

Location of Event White Street Pier, Atlantic & White Street

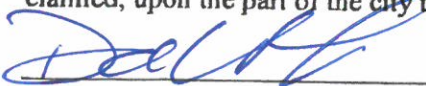
Street Closed In past years, White Street has been closed at the discretion of the KWPD and Key West Fire Department

Detailed description of event 4th of July Fireworks Display, Vendors, Food & Drink beginning at 7:00 a.m. (set-up) 5:00 p.m. vendors and 8:00 p.m. Fireworks display

Noise exemption required: Yes No

Alcoholic beverages sold/served at event: Yes No
Alcohol to be sold on July 4th only at Sonny McCoy Indigenous Park - Parking Lot

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.


David Van Loon, President-Elect

Applicants Signature
The Rotary Club of Key West, Inc.

2/12/16
Date

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

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

\$50.00

Date 2/12/16

Applicant Name Rotary Club of Key West, Florida, Inc.

Applicant Address 1107 Key Plaza, Box 294, Key West, FL 33040

Applicant Phone Number 305-797-5444 (David Van Loon)

Event Name 4th of July Fireworks

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

Date of Event July 4, 2016

Nature of Event Fireworks and music

Profit Non Profit

Time(s) Request for Exemption 5:00 p.m. un

Number of Exemptions at this location this calendar y

Date of last exemption unknown

City of Key West

CUSTOMER RECEIPT

Tender Details:

Tender Type: CK
Tender Amount: \$50.00

Receipt Header:

Cashier Id: KEYWEST1\ssealey
Receipt Date: 2/19/2016 12:15:13 PM
Receipt Number: 8148

Receipt Details:

Reference ID:
9321
Fee Code Version:
SPECIAL EVENTS PAYMENTS - SS
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$50.00
Additional Comments: ROTARY CLUB FIREWORKS NOIS
E

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: ~~Fancy~~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.

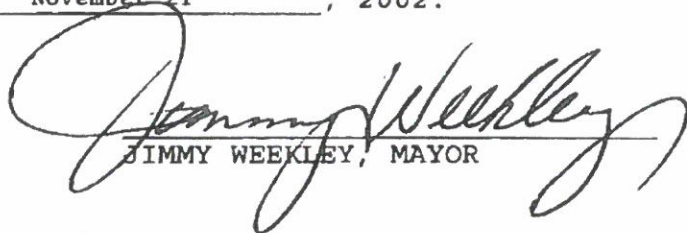
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

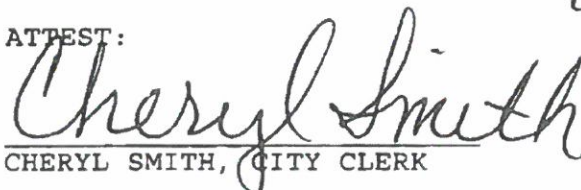
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

City Attorney's Office



Phone: (305) 292-8110
Fax: (305) 292-8227

THE CITY OF KEY WEST

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

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel *RT*
City Attorney

DATE: October 17, 2002

RE: Special Events Ordinance
Second Reading

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

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

DM

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 DK
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 DK
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 DK
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 DK
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 DK

DK

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 Du
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature Du
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 Du
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 Du
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 Du
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 Du
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 Du
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 Du

Du

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 DC

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 DC

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 DC.

DC

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: David Van Loon Phone number: 305-797-5444
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum x Glass x #1 Plastic x #2 Plastic x Steel _____
Corrugated Cardboard x Other: _____
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).
Amount of recycling and garbage containers needed: 2 @ White & Atlantic 07/04/16
2 @ White Street Pier 07/02/16-07/04/16
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.
Arrangements made: Annual Agreement with Waste Management
- Capacity of containers on grounds: _____
Contact person for containers: David Van Loon Phone #: 305-797-5444
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: Rotary Volunteers will monitor and empty as needed
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: Yes. Waste Management
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

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

- Monitor recycling containers for correct usage during the event and take actions to solve problems.

Problems: _____

Actions taken: Rotary Volunteers will monitor

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.

Problems: _____

Actions taken: Rotary Volunteers will monitor

- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program

Comments: Rotary Volunteers will take photos

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.

- At the end of the event, remove signs and arrange for their return to owners.

- Place recycling containers in the pick-up location, as arranged with the providers of the containers.

- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.

Amount of material: will supply post event

Contamination: _____

- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.

- Share the results with event organizers.

- Security deposit of \$1000.00 must be submitted prior to the event.

- Security deposit returned: _____

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



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Rotary Club of Key West, Florida, Inc.
4th of July Fireworks & Fundraiser
Monday, July 4, 2016

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

Signature of Witness

Signature of Applicant

Print Name

Print Name

Date

Date

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

Special Event Recycling Plan
Rotary Club of Key West – Annual Fireworks Display – July 4, 2016

Recycling Coordinator: David Van Loon (305) 797-5444

Recycling Coordinator will:

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

Minimum City Requirements

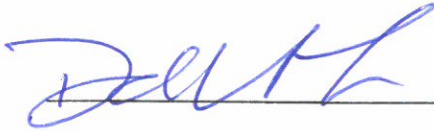
- **Recycle bins for cans and bottles within 50 feet of all drink/drink sales locations.** Rotary will have one drink sales location and a minimum of 2 recycle bins at the Sonny McCoy Indigenous Park area and 2 recycle bins for bottles and cans plus 1 large recycle bin for cardboard on White Street Pier.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



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.





CERTIFICATE OF LIABILITY INSURANCE

7/1/2016

DATE (MM/DD/YYYY)

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 LOCKTON COMPANIES 500 West Monroe, Suite 3400 CHICAGO IL 60661 (312) 669-6900	CONTACT NAME: Lockton Companies PHONE (AG, Ho, Ext): 1-800-921-3172 FAX (AG, No): 1-312-681-6769 E-MAIL ADDRESS: Rotary@lockton.com
	INSURER(S) AFFORDING COVERAGE
INSURED 1379367 All Active US Rotary Clubs & Districts Attn: Risk Management Department 1560 Sherman Ave. Evanston, IL 60201-3698	INSURER A: Westchester Fire Insurance Company 10030
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES ROTIN01 **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	INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Liquor Liability Included GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PMI G23861355 007	7/1/2015	7/1/2016	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 10,000,000 PRODUCTS - COMP/OP Agg \$ 4,000,000
A	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			PMI G23861355 007	7/1/2015	7/1/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			NOT APPLICABLE			<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			NOT APPLICABLE			<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The Certificate Holder is included as Additional Insured where required by written and signed contract or permit subject to the terms and conditions of the General Liability policy, but only to the extent bodily injury or property damage is caused in whole or in part by the acts or omissions of the insured.

CERTIFICATE HOLDER The City of Key West 3132 Flagler Avenue Key West, Florida 33040 RE: Rotary Club of Key West, Florida, Inc. Club No.: 4454, District 6990 Fourth of July Fireworks Celebration - July 4, Location: Sonny McCoy Indigenous Park	ATTESTATION ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. REPRESENTATIVE:
---	--

Updated one will be forthcoming

Key West Rotary Club Foundation, Inc.

General Ledger

As of June 30, 2015
Memo

6800 · Fundraising-Restricted-July 4
6810 · Fireworks - July 4th Donations

Type	Date	Num	Memo	Split	Amount
Deposit	04/27/2015	26525	City of Key West-Fireworks	1102 · First State Bank - Fireworks	(5,000.00)
Deposit	04/27/2015	7909	Key Carpet-Fireworks	1102 · First State Bank - Fireworks	(50.00)
Deposit	04/27/2015	1503	Fitton-Fireworks	1102 · First State Bank - Fireworks	(501.00)
Deposit	04/27/2015	5207	Trepanier & Assoc-Fireworks	1102 · First State Bank - Fireworks	(225.00)
Deposit	04/27/2015	19240	Tejas LLC-Fireworks	1102 · First State Bank - Fireworks	(501.00)
Deposit	04/27/2015	19287	Preferred Properties-Fireworks	1102 · First State Bank - Fireworks	(250.00)
Deposit	04/27/2015	3981	Appraisers of the Keys-Fireworks	1102 · First State Bank - Fireworks	(100.00)
Deposit	04/27/2015	003384	Horan, Wallace & Higgins-Fireworks	1102 · First State Bank - Fireworks	(750.00)
Deposit	04/27/2015	1297	Island Hotel Properties III-Fireworks	1102 · First State Bank - Fireworks	(550.00)
Deposit	04/27/2015	9085	Island Hotel Properties II-Fireworks	1102 · First State Bank - Fireworks	(550.00)
Deposit	04/27/2015	075672	McGrail & Rowley-Fireworks	1102 · First State Bank - Fireworks	(1,500.00)
Deposit	04/29/2015	001170	Peary Court Holdings-Fireworks	1102 · First State Bank - Fireworks	(1,000.00)
Deposit	04/29/2015	040629	Best Western-Fireworks	1102 · First State Bank - Fireworks	(100.00)
Deposit	04/29/2015	28278	907 Whitehead St Corp-Fireworks	1102 · First State Bank - Fireworks	(500.00)
Deposit	04/29/2015	8848	Finlay-Fireworks	1102 · First State Bank - Fireworks	(50.00)
Deposit	04/29/2015	2541	Atkin-Fireworks	1102 · First State Bank - Fireworks	(25.00)
Deposit	04/29/2015	3992	May-Fireworks	1102 · First State Bank - Fireworks	(25.00)
Deposit	05/04/2015	019520	Fireworks-Key Iron Works	1102 · First State Bank - Fireworks	(125.00)
Deposit	05/04/2015	9478	Fireworks-La Pensione Inn	1102 · First State Bank - Fireworks	(250.00)
Deposit	05/04/2015	4553	Fireworks-Ron Damas	1102 · First State Bank - Fireworks	(100.00)
Deposit	05/12/2015	7135	Fireworks Donation-Eid	1102 · First State Bank - Fireworks	(50.00)
Deposit	05/12/2015	1482	Fireworks Donation-Otto	1102 · First State Bank - Fireworks	(101.00)
Deposit	05/12/2015	00050588	Fireworks Donation-Sheraton	1102 · First State Bank - Fireworks	(200.00)
Deposit	05/12/2015	1337	Fireworks Donation-Comstock	1102 · First State Bank - Fireworks	(125.00)
Deposit	05/12/2015	2645	Fireworks Donation-Damron	1102 · First State Bank - Fireworks	(2,500.00)
Deposit	05/12/2015	2001	Fireworks Donation-Songer	1102 · First State Bank - Fireworks	(20.00)
Deposit	05/12/2015	79272	Fireworks Donation-Louie's Backyard	1102 · First State Bank - Fireworks	(550.00)
Deposit	05/12/2015	5940	Fireworks Donation-Salute	1102 · First State Bank - Fireworks	(250.00)
Deposit	05/12/2015	7164	Fireworks Donation-Boys & Girls Club	1102 · First State Bank - Fireworks	(100.00)
Deposit	05/12/2015	00095413	Fireworks Donation-Westin	1102 · First State Bank - Fireworks	(250.00)
Deposit	05/19/2015	6356	Fireworks-Palms Hotel	1102 · First State Bank - Fireworks	(501.00)
Deposit	05/19/2015	0043921397	Fireworks-Brasuell	1102 · First State Bank - Fireworks	(250.00)
Deposit	05/19/2015	10613	Fireworks-Fowler	1102 · First State Bank - Fireworks	(150.00)
Deposit	05/19/2015	5552	Fireworks-Eid	1102 · First State Bank - Fireworks	(100.00)
Deposit	05/19/2015	4146	Fireworks-Covan	1102 · First State Bank - Fireworks	(125.00)
Deposit	05/19/2015	12654	Fireworks-Curry Mansion	1102 · First State Bank - Fireworks	(101.00)
Deposit	05/19/2015	1721	Fireworks-Sunset Rotary	1102 · First State Bank - Fireworks	(250.00)
Deposit	05/26/2015	858	Fireworks-Smith	1102 · First State Bank - Fireworks	(200.00)
Deposit	05/26/2015	3437	Fireworks-Higgs	1102 · First State Bank - Fireworks	(50.00)
Deposit	05/26/2015	19287	Fireworks-Hospice	1102 · First State Bank - Fireworks	(1,500.00)
Deposit	05/26/2015	538	Fireworks-MacDonald	1102 · First State Bank - Fireworks	(25.00)

Key West Rotary Club Foundation, Inc.

General Ledger
As of June 30, 2015

Type	Date	Num	Memo	Split	Amount
Deposit	07/08/2015	00000585	Fireworks Donation-Sunrise Rotary	1102 - First State Bank - Fireworks	(1,000.00)
Deposit	07/08/2015	088792	Fireworks Donation-First State Bank	1102 - First State Bank - Fireworks	(250.00)
Deposit	07/08/2015	00132319	Fireworks Donation-HTA	1102 - First State Bank - Fireworks	(500.00)
Deposit	07/14/2015	30624	Fireworks-Faustos	1102 - First State Bank - Fireworks	(1,000.00)
Deposit	07/14/2015	227	Fireworks-Lopes	1102 - First State Bank - Fireworks	(50.00)
Deposit	07/14/2015	018744	Fireworks-Sunset Watersports	1102 - First State Bank - Fireworks	(500.00)
Deposit	07/14/2015	1073	Fireworks-Key West Properties	1102 - First State Bank - Fireworks	(50.00)
Deposit	07/21/2015	040912	Best Western Hotel Refund	1102 - First State Bank - Fireworks	(224.99)
Deposit	07/21/2015	00001354	Fireworks-Hilton	1102 - First State Bank - Fireworks	(2,500.00)
Deposit	07/24/2015		Fireworks Bottlecrap-Pam Limbert (Auction)	1104 - First State Bank - Operating	(160.00)
Deposit	08/13/2015	7847	R Oropenza Silent Auction Bottlecrap	1102 - First State Bank - Fireworks	(135.00)
Deposit	08/31/2015		FMH Builders	1102 - First State Bank - Fireworks	(250.00)
Deposit	08/31/2015		City of Key West Deposit	1102 - First State Bank - Fireworks	(1,000.00)
Deposit	08/31/2015		Fireworks Donations from Credit Cards	1102 - First State Bank - Fireworks	(7,384.36)
Total 6810 - Fireworks - July 4th Donations					(55,461.85)

Type	Date	Num	Memo	Split	Amount
Bill	04/07/2015		Noise Ordinance	2000 - Accounts Payable	29.70
Bill	04/14/2015	15002/15003	Artwork for fireworks web flyer and thank you e	2000 - Accounts Payable	200.00
Bill	04/14/2015		Reimb July 4th	2000 - Accounts Payable	537.41
Bill	04/14/2015	RCKW/15004	Bottlecrap Fundraiser Web Flyer 15	2000 - Accounts Payable	100.00
Bill	04/28/2015	070415	Security for Fireworks	2000 - Accounts Payable	520.00
Bill	05/06/2015		Liquor license for 2015 Fourth of July Booth	2000 - Accounts Payable	25.00
Bill	05/06/2015		Fireworks & Flyer Pyrotechnico Fireworks & Flyers	2000 - Accounts Payable	18,022.00
Bill	05/19/2015	#421624	Firework Fireworks Ads - #421624 Acct 17902	2000 - Accounts Payable	1,764.75
Bill	06/02/2015		Fireworks Crew	2000 - Accounts Payable	0.00
Bill	06/10/2015		3 rooms for Fireworks crew	2000 - Accounts Payable	2,699.88
Bill	06/24/2015		Bottlecrap Supplie Reimb Firework Supplies-Bottlecrap Fundraiser	2000 - Accounts Payable	50.51
Bill	07/08/2015	185716	Fireworks Ad	2000 - Accounts Payable	350.00
Bill	07/08/2015	INV-C20392	Balance on Fireworks 7/4/15 - Invoice INC-C20	2000 - Accounts Payable	17,500.00
Bill	07/15/2015		Invoice for Community Services Department fo	2000 - Accounts Payable	200.63
Bill	07/15/2015	09396	Conch Color ad for Fireworks - Invoice 09396	2000 - Accounts Payable	1,000.00
Bill	07/23/2015	1147	15060057 6/28/15 Fireworks	2000 - Accounts Payable	250.00
Bill	08/05/2015	05295-K1398	1/4 Page Color-Fireworks Fundraiser	2000 - Accounts Payable	175.00
Bill	08/05/2015	06295-K1525	1/4 Page Color-Fireworks Fundraiser	2000 - Accounts Payable	175.00
Bill	08/05/2015	06125-K1463	1/4 Page Color-Fireworks Fundraiser	2000 - Accounts Payable	175.00
Bill	09/01/2015		Stamps-Firework Stamps-Fireworks Thank You Letters	2000 - Accounts Payable	50.30
Bill	09/01/2015	10769	10769-Fireworks Thank You Ad	2000 - Accounts Payable	650.00
Total 6820 - Fireworks - July 4th Expenses					44,475.18

Net Income (10,986.67)

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS



Detail by Entity Name

Florida Not For Profit Corporation

ROTARY CLUB OF KEY WEST, FLORIDA, INC.

Filing Information

Document Number	N00000005436
FEI/EIN Number	59-6152300
Date Filed	08/14/2000
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	07/13/2012
Event Effective Date	NONE

Principal Address

819 PEACOCK PLAZA
#118
KEY WEST, FL 33040

Changed: 09/06/2011

Mailing Address

819 PEACOCK PLAZA
#118
KEY WEST, FL 33040

Changed: 09/06/2011

Registered Agent Name & Address

Van Loon, David, Esq.
Highsmith & Van Loon, P.A.
3158 Northside Drive
KEY WEST, FL 33040

Name Changed: 05/07/2015

Address Changed: 05/07/2015

Officer/Director Detail

Name & Address

Title Past -President

ELIZABETH, MACLAUGHLIN
 819 PEACOCK PLAZA #118
 KEY WEST, FL 33040

Title President

OROPEZA, RACHEL
 819 PEACOCK PLAZA #118
 KEY WEST, FL 33040

Title President-Elect

VAN LOON, DAVID, Esq.
 819 Peacock Plaza
 #118
 Key West, FL 33040

Title Secretary

GONZALEZ, ALBERT
 819 PEACOCK PLAZA
 #118
 KEY WEST, FL 33040

Title Treasurer

Cranney-Gage, Jill
 819 PEACOCK PLAZA
 #118
 KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2014	04/18/2014
2015	03/07/2015
2015	05/07/2015

Document Images

05/07/2015 -- AMENDED ANNUAL REPORT	View image in PDF format
03/07/2015 -- ANNUAL REPORT	View image in PDF format
04/18/2014 -- ANNUAL REPORT	View image in PDF format
03/03/2013 -- ANNUAL REPORT	View image in PDF format
07/13/2012 -- Amendment	View image in PDF format
02/16/2012 -- ANNUAL REPORT	View image in PDF format
09/06/2011 -- Reg. Agent Change	View image in PDF format
04/21/2011 -- ANNUAL REPORT	View image in PDF format
02/22/2010 -- ANNUAL REPORT	View image in PDF format
08/15/2009 -- ANNUAL REPORT	View image in PDF format

[02/11/2009 -- ANNUAL REPORT](#)
[02/19/2008 -- ANNUAL REPORT](#)
[01/18/2007 -- ANNUAL REPORT](#)
[05/04/2006 -- ANNUAL REPORT](#)
[01/18/2005 -- ANNUAL REPORT](#)
[01/26/2004 -- ANNUAL REPORT](#)
[01/22/2003 -- ANNUAL REPORT](#)
[01/28/2002 -- ANNUAL REPORT](#)
[01/17/2001 -- ANNUAL REPORT](#)
[08/14/2000 -- Domestic Non-Profit](#)

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Rotary Club of Key West, Florida, Inc.
1107 Key Plaza, Box 294
Key West, Florida 33040

February 10, 2016

Ms. Maria Ratcliff
City of Key West
3132 Flagler Avenue
Key West, Florida 33040

Re: Rotary Club of Key West – 501(c)(4) Status

Dear Maria:

Please be advised that the Rotary Club of Key West, Florida, Inc. is a 501(c)(4) not-for profit organization and will receive 100% of the profits from the Rotary beverage and food sales during the Annual 4th of July Fireworks Event to be held on July 4, 2016.

Very truly yours

A handwritten signature in blue ink, appearing to read "D. Van Loon".

David Van Loon
President-Elect



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Rotary Club of Key West, Florida, Inc.
4th of July Fireworks & Fundraiser
Monday, July 4, 2016

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

Kasey Liberatore
Signature of Witness

Kasey Liberatore
Print Name

2/25/16
Date

David Van Loon
Signature of Applicant

David Van Loon
Print Name

2-25-16
Date

Bounce House



Pavilion

Booze

Trash
Dumpster

Blank
Tank

Face
Painting

Seating Area
20x40

Parking Lot

Parking Lot

Table

Party Tent

Game

Sidewalk

NOT TO SCALE

ATLANTIC BLVD

WHITE STREET

Event Name: Rotary Club of Key West, 4th of July Fireworks

Special Event Checklist

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

X	TITLE	COMMENTS
✓	Special Event Application	
✓	Noise Exemption (If applicable)	
✓	\$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)	N/A
✓	Insurance naming the City as additional insured	
✓	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	



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

EVENT: Rotary Club 4th of July
DATES: July 4, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latouff 2/18/16
SIGNATURE DATE

[Empty comment box for Events (Initial Signoff)]

COMMUNITY SERVICES

SIGNATURE DATE

[Empty comment box for Community Services]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty comment box for Police Department]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty comment box for Fire Department]

KWDOT

SIGNATURE DATE

[Empty comment box for KWDOT]

PORT AND MARINE SERVICES

SIGNATURE DATE

[Empty comment box for Port and Marine Services]

CODE COMPLIANCE

Jin Young 18 Feb 16
SIGNATURE DATE

[Empty comment box for Code Compliance]

ENGINEERING

SIGNATURE DATE

[Empty comment box for Engineering]

UTILITIES

SIGNATURE DATE

[Empty comment box for Utilities]

SPECIAL EVENT PERMIT HAS BEEN _____ APPROVED _____ DENIED

Maria Ratcliff

From: Doug Bradshaw
Sent: Thursday, February 18, 2016 4:56 PM
To: Maria Ratcliff
Subject: RE: 4th of July Fireworks at the White Street Pier

No issues on my part

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

From: Maria Ratcliff
Sent: Thursday, February 18, 2016 4:16 PM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Norman Whitaker <nwhitaker@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>
Subject: 4th of July Fireworks at the White Street Pier

Maria Ratcliff
Executive Administrator to the City Manager &
Special Events Coordinator
City of Key West
3132 Flagler Avenue
Key West, Florida 33040
Phone: 305 809-3881
Fax: 305 809-3886



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

EVENT: Rotary Club 4th of July
DATES: July 4, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latuff 7/18/16
SIGNATURE DATE

[Empty box for comments]

COMMUNITY SERVICES

SIGNATURE DATE

[Empty box for comments]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty box for comments]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty box for comments]

KWDOT

Rogelio Hernandez JR 2-19-16
SIGNATURE DATE

No Impact

PORT AND MARINE SERVICES

SIGNATURE DATE

[Empty box for comments]

CODE COMPLIANCE

SIGNATURE DATE

[Empty box for comments]

ENGINEERING

SIGNATURE DATE

[Empty box for comments]

UTILITIES

SIGNATURE DATE

[Empty box for comments]

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Rotary Club 4th of July

DATES: July 4, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latuff 2/18/16

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

Steven Torrence

Digitally signed by Steven Torrence
 DN: cn=Steven Torrence, o=KWPD, ou=KWPD,
 email=storrence@cityofkeywest-fl.gov, c=US
 Date: 2016.02.19 14:14:03 -05'00'

SIGNATURE

DATE

Requires ABT Permit
 Requires Extra Duty Officers

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: <u>Rotary Club 4th of July</u>
DATES: <u>July 4, 2016</u>

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latour *2/18/16*

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED