

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Marques Butler Memorial Coed Softball Tournament

Address of Applicant(s) 1019 Fort St Apt 9A Key West FL 33040

Phone Number of Applicant(s) 305 393 7471 Fax: — Email Marquessoftballtournament@yahoo.com

Name of Non-Profit (s) Marques Butler Memorial Scholarship

Address of Non-Profit(s) 1019 Fort St Apt 9A Key West FL 33040

Phone Number of Non-Profit(s) 305 393 7471

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

Date/Dates of Event February 15-16 2014

Hours of Operation 7am-11pm

Estimated/anticipated number of persons per day 300-400

Location of Event Clayton Sterling Complex

Street Closed None

Detailed description of event Two day double elimination - Coed Softball Tournament to support the Marques Butler Memorial Sportsmanship Scholarship @ KWHS

Noise exemption required: Yes X No —

Alcoholic beverages sold/served at event: Yes X No —

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

Nicole [Signature]
PLEASE PRINT AND SIGN
Applicants Signature

11/22/13
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 9/15/13

Applicant Name Nicole Kendall / Marques Butler Memorial Scholarship Fund.

Applicant Address 1019 Fort St Apt 9A Key West Fl 33040

Applicant Phone Number 305 393 7471

Event Name Marques Butler Memorial Softball Tournament

Event Address/Location Clayton Sterling complex

Date of Event February 15-16 2014

Nature of Event Two day double elimination-Coed softball Tournament to support the Marques Butler Memorial Sportsmanship Scholarship @ Key West High School

Profit Non Profit

Time(s) Request for Exemption 11AM-11P

Number of Exemptions at this location this calendar year _____

Date of last exemption _____

City of Key West
*** CUSTOMER RECEIPT ***
Oper: KEYWVSB Type: OC Drawer: 1
Date: 12/20/13 45 Receipt no: 13097

Description	Quantity	Amount
SS		
SPECIAL EVENTS PAYMENTS		
	1.00	\$50.00
G/L account number:		
00100003429300		
00100001040000		
NOISE PERMIT 2014 MARQUES BUTLER		
Tender detail		
CK CHECK	1057	\$50.00
Total tendered		\$50.00
Total payment		\$50.00
Trans date: 12/20/13 Time: 14:03:30		

ORDINANCE NO. 02-09

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

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

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

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

Sec. 6-26. Payment for city services.

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

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1½%) per month.

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

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

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

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

Section 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 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) A major festival is a special event of regional impact. Major festivals are: ~~Faney~~Fantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. ~~Have a non profit coapplicant or to provide a percentage of revenues to a charitable cause.~~

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

Section 6

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

Sec. 6-61. Temporary bathroom facilities.

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

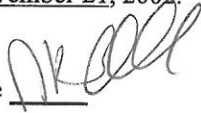
Read and passed on second reading at a regular meeting held this 6th day of November, 2002.

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

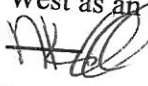
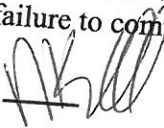
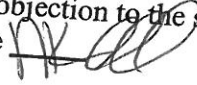


Authenticated by the presiding officer and Clerk of the Commission on 21st day of November, 2002.

Filed with the Clerk November 21, 2002.

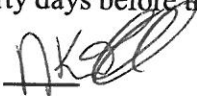
Sponsor's Signature

A handwritten signature in cursive script, appearing to read "R. K. All", written over a horizontal line.

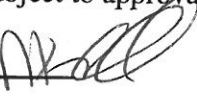
RULES AND REGULATIONS FOR USE OF CITY OF KEY WEST PROPERTY FOR SPECIAL EVENTS

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

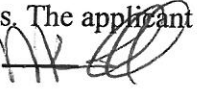
8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 


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

Sponsor's Signature 

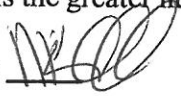
12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation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

Sponsor's Signature 


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

Sponsor's Signature 


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

Sponsor's Signature 


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

Sponsor's Signature 

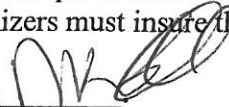
16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 



THE CITY OF KEY WEST

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

**RELEASE AND INDEMNIFICATION
Marques Butler Memorial Coed
Softball Tournament
February 15 & 16, 2014**

I Nicole Kendall being authorized to act on behalf of and legally bind Marques Butler Memorial Coed Softball Tournament 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.

Maria Ratchford
Signature of Witness

maria Ratchford
Print Name

12/31/13
Date

Nicole Kendall
Signature of Applicant

Nicole Kendall
Print Name

12-31-13
Date

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

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Nicole Kendall Phone number: 305 393 7471
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum 5 Glass 2 #1 Plastic 5 #2 Plastic 5 Steel 0
Corrugated Cardboard 1 Other: 0
- 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: 45
- 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: Spoke w/margret @ wm on 11-8-13 to set up everything we need
- Capacity of containers on grounds:
Contact person for containers: Greg Sullivan Phone #: 296-2825
- 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: yes
- 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
- 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: using wrong containers

Actions taken: Recycling Rangers, Committee & volunteers will help by monitoring cans & educate fans

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

Problems: Cans, cups, bottles in trash cans

Actions taken: will separate recyclables from trash every evening.

- 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: _____

- 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: _____

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*

MARQUES BUTLER
2213 FLAGLER AVE.
KEY WEST, FL 33040

1080

12-30-13

63-43/670
5

Date

Pay to the
Order of

City of Key West

\$ 1,000.00

one thousand dollars & 00/100

Dollars



Security
Features
Details on
Back

FIRST
STATE
BANK

OF THE FLORIDA KEYS
KEY WEST, FLORIDA 33040

For

Recycling Deposit

Nicole K [Signature]

MP



1080

Marques Butler Memorial Softball Tournament
February 15 – 16, 2014
Clayton Sterling Complex

RECYCLING PLAN

We, the committee of the Marques Butler Softball Tournament, will be taking the following steps to ensure that recycling occurs during our two day event:

- Waste Management will be providing all necessary containers for trash and recyclables at this event. We have been in touch with Greg Sullivan to ensure that we have enough containers for glass, plastics, aluminum and trash.
- The volunteers will be performing 30 minute checks on the containers to check for contamination and to remedy any situation that may arise.
- Prior to any bag of trash or recycling being removed from any container, a check of the bag will be performed to ensure that there was no contamination or to remedy any situations that may arise.
- There will be recycling posters place on each of the containers that is be used for recycling specifying what is to be placed inside (e.g. glass, plastic, etc.).
- There will be recycling posters placed on each at the venue near where the food and beverages are being sold in order to inform the participants and spectators that we are recycling at this even.



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.





THE CITY OF KEY WEST

Parking Division

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

Parking Requests for Special Events

Please describe any Special Event Parking requests below:

None

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

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

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

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

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

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

Marques Butler Memorial Scholarship Tournament

Income Statement

Oct 1st, 2013

Income

Income

Balance from 2012	\$2,537.94	
Entrance Fees & donations	\$5,920.00	
Sales of donated items	\$4,683.39	
	<hr/>	
Total Income		\$13,141.33

Total Income

\$13,141.33

Expenses

City of KW fees	\$1,122.11	
Shirts & Thank you banner	\$3,068.45	
Barrett - Imprint.com & team express		
Balls - ancondasports	\$212.45	
Keg amt due	\$88.15	
Casad Company	\$733.09	
Replica trophy & grad awards	\$237.40	
State of FL	\$297.50	
Concession purchases	\$927.51	
Change to start tournament	\$700.00	
Scholorship payments	\$5,000.00	
Sunbiz name change	\$61.25	
	<hr/>	
Total Expenses		\$12,447.91

Total Expenses

\$12,447.91

Net Income

\$693.42



Key West High School

2100 Flagler Ave.
Key West, Florida 33040
Tel. 305 293-1549
Fax 305 293-1547

August 9, 2013

Principal
Amber Bosco

Assistant Principal
David Perkins

Assistant Principal
Michael Michaud

Assistant Principal
Chris Valdez

Marques Butler Memorial Scholarship
1019 Fort St., Apt. 9A
Key West, FL 33040

Dear Marques Butler Memorial Scholarship Committee:

I want to thank you so much for the Marques Butler Memorial Sportmanship Scholarship established in memory of Marques. He was such a kind and thoughtful young man with a smile that could light up a room. I know how hard you work to help other students who will hopefully be inspired by the qualities Marques exhibited.

Donald Roberst and Raquel Schoneck were thrilled to be the recipients from the Class of 2013. As you know, so many of our families are stretched so thinly with our present economical down turn. Without the assistance of our local community, many of our students would not be able to go to college. Scholarships such as yours make all the difference.

Please know that we appreciate this scholarship not only for its monetary value, but also for the inspiration it provides for the recipients by a life that was short, but significant. The ideals of fair play, sportsmanship and hard work are passed on through this scholarship and will forever impact the lives of the recipients.

The students and their families, as well as, the faculty and staff of Key West High School greatly appreciate your generosity of spirit and financial support. Thanks again.

Sincerely,

Alice Calleja
College Advisor

Marques Butler Memorial Scholarship, Inc.

1407 Sun Terrace | Key West, FL 33040 | 305.393.7471

EIN# 27-3965674 | FL DOC#N10000010562

Community Members & Friends,

We are getting ready for the 5th Annual Marques Butler Memorial Softball Tournament, with proceeds to benefit Marques Butler Memorial Scholarship awards at Key West High School. It is our primary fundraiser for these scholarships which we are honored to award in Marques' name. The scholarship is given annually to at least 2 college-bound Key West High School student-athletes who best exemplify the sportsmanship qualities that Marques showed on and off of the playing field. Marques was a well-loved member of the community and these scholarships are our way of honoring him and those who share his quality of character.

We are currently seeking donations of any type to assist in the fundraising efforts for our Tournament. We will be selling concessions during the Tournament. It is a two-day event with a minimum of 12-16 teams. This event is open to all teams in Florida and across the Country. We are anticipating a minimum of 1,000 people to be in attendance throughout the Tournament. Any business that is able to donate their services or products is invited to hang a promotional banner at the playing fields. Each year, the support from the community has been heartwarming and we thank you. This letter shall also serve as verification of your donation, listed below.

Nicole Kendall, 305-393-7471



Betsy Turso, 305-393-6027

Board of Directors, Marques Butler Memorial Scholarship, Inc.

Thank you for your contribution of: _____

Retail Value: _____

Received by: _____

Please make any monetary donations out to: **Marques Butler Memorial Scholarship.**





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

Please Check All That Apply To This Event

Cooking

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

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

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

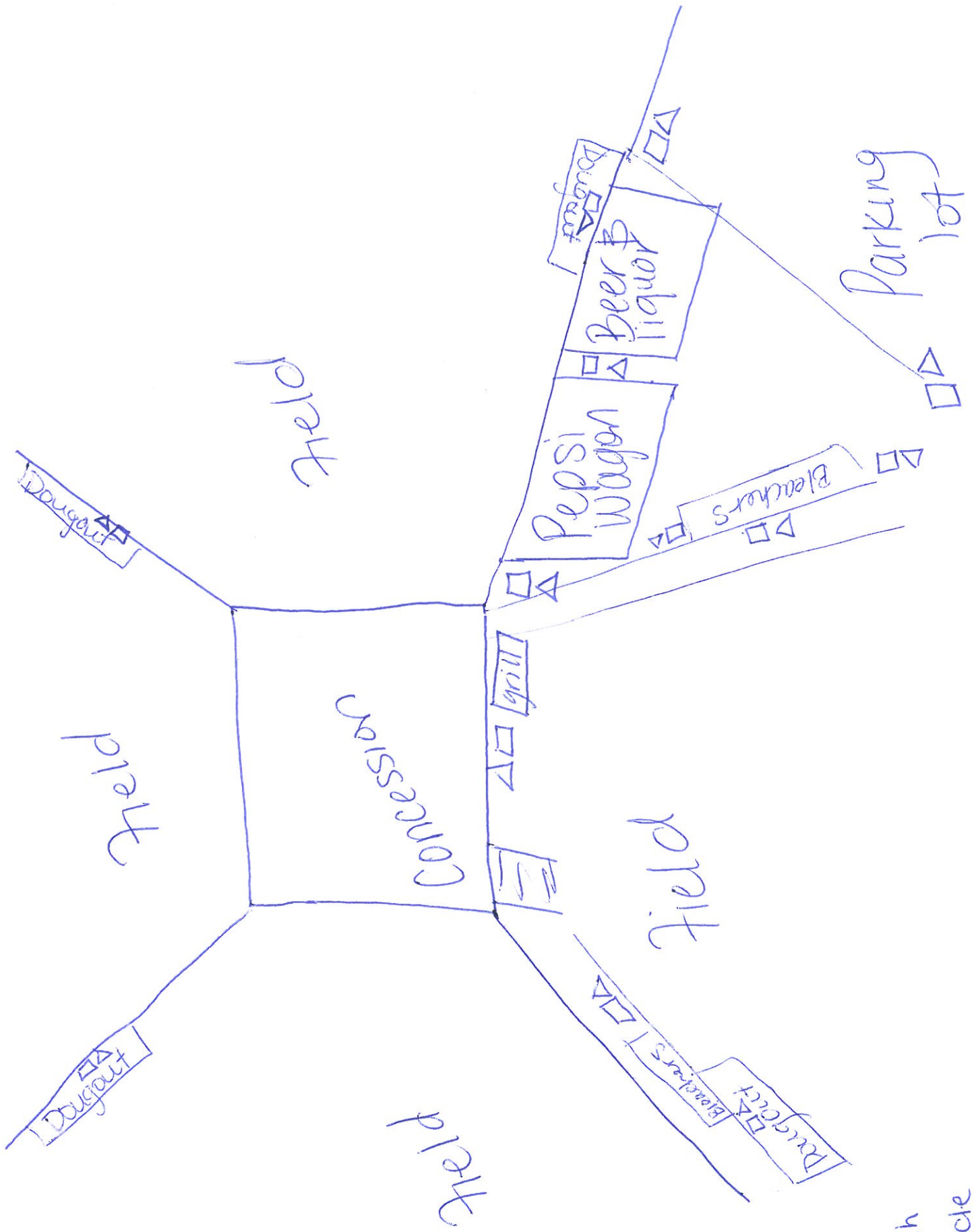
Food Booths

- Food Booths - Total # 1
- Vendor Booths - Total # _____
- Total Number of Booths - 1

} Will be using concession stands also

Parade

- Floats - Total # _____



□ = Trash
 △ = Recycle

Event Name: Marques Butler Memorial Softball
Tournament

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	
N/A	Signatures of No Objection of Street closure (If applicable)	
✓	Insurance naming the City as additional insured	Rotary Club of Key West
✓	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	

Murgues Butler Memorial Softball Tournament

Feb 15-16

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

EVENTS (INITIAL SIGNOFF):

Mario Satorff 12/17/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

✓

SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Margues Butler Memorial Softball Tournament

Feb 15-16

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

EVENTS (INITIAL SIGNOFF):

✓ Maria Latus 12/17/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ POLICE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ FIRE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ KWDOT/PORT

N/A
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

✓ EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Mirques Butler Memorial Softball Tournament

Feb 15-16

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

EVENTS (INITIAL SIGNOFF):

Maria Lakoff 12/17/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

[Signature] 12/31/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Noise Exemption Required
No other Police Services Required

FIRE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

KWDOT/PORT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

CODE COMPLIANCE

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Mirques Butler Memorial Softball Tournament

Feb 15-16

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

EVENTS (INITIAL SIGNOFF):

Maria Latorre 12/17/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

RS
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____

DENIED _____

(if denied attach explanation)

Marques Butler Softball Tournament

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS

SIGNATURE

DATE

PUBLIC WORKS

SIGNATURE

DATE

POLICE

SIGNATURE

DATE

FIRE DEPARTMENT

Danny Blanco

01/02/2014

SIGNATURE

DATE

SEE ATTACHED MEMO

PORT/KEY WEST DOT

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE

DATE

PARKING DEPARTMENT

SIGNATURE

DATE



THE CITY OF KEY WEST

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

To: Nicole Kendal (marquesssoftballtourn2@yahoo.com)

From: Division Chief/Fire Marshal Danny Blanco

Date: 01/02/2014

Reference: Marques Butler Softball Tournament

This office reviewed the special event application for the Marques Butler Softball Tournament to be held on February 15-16, 2014. There are no fire concerns at this time.

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

Danny Blanco, Fire Marshal

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

Serving the Southernmost City

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