

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) MONROE COUNTY COMMERCIAL FISHERMEN, INC
DBA / FLORIDA KEYS COMMERCIAL FISHERMEN'S ASSN

Address of Applicant(s) PO Box 501404, MARATHON, FL 33050

Phone Number of Applicant(s) and emergency number 305-619-0039

Name of Non-Profit(s) SAME AS ABOVE

Address of Non-Profit(s) SAME AS ABOVE

Phone Number of Non-Profit(s) SAME AS ABOVE

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

Date(s) of Event JANUARY 13-14, 2018

Hours of Operation 11:00 AM - 8:00 PM SAT / 11:00 AM - 5:00 PM SUN

Estimated/anticipated number of persons per day 4,000

Location of Event BAYVIEW PARK, KEY WEST, FL

Street Closed NO

Detailed Description of Event: SEAFOOD FESTIVAL

List of Businesses that will participate in Alcohol Exemption: SAME AS ABOVE

Noise exemption required: Yes No

Alcoholic beverages sold/served at event: Yes No

Recycle Deposit \$1000.00 Yes No

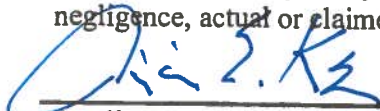
Cooking oil recycled Yes No

Recycled containers Yes No

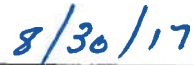
Accounting of items recycled IN COMPLIANCE WITH SOLID WASTE AND

* Measures RECYCLING DEPARTMENT, CITY OF KEY WEST.

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



Applicant(s) Signature



Date

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 blue ink, consisting of a large, stylized initial 'D' followed by 'A' and 'K'.


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


1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. The Permittee will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

Commercial General Liability with minimum limits of \$1,000.000
Business Automobile Liability with minimum limits of 1,000.000
Statutory Worker's Compensation Coverage
Employers Liability with minimum limits of \$1,000.000 injury by Accident
\$1,000.000 injury by Disease
Policy Limits and \$1,000.000 injury by Disease – Each Employee

If Alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the Permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000.000. Host Liquor Liability coverage will not be acceptable. If the Permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

The City of Key West shall be named as an "Additional Insured" on the Permittees' Commercial General Liability policy.

Sponsor's Signature 

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

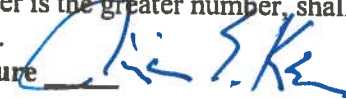
the special event.

Sponsor's Signature



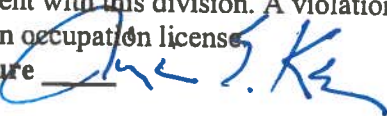
14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

Sponsor's Signature



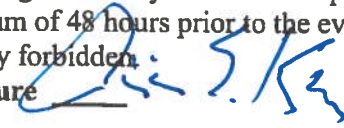
15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary 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



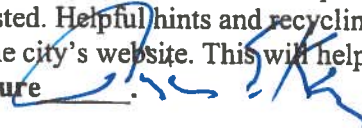
16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

Sponsor's Signature _____



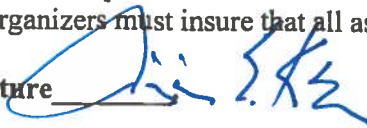
17. Special Events organizers must submit a adequate recycle plan for the size of the event being requested. Helpful hints and recycling requirements for special events can be found on the city's website. This will help you develop your plan.

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

Post Office Box 1409 Key West, FL 33041-1409 (305) 819-3818

Pursuant to my request to conduct a special event requiring authorization by the City Commission, I agree that throughout the event I will keep the premises clear of accumulated recyclables, trash and debris. This includes emptying trash and recycle cans on a regular basis for the duration of the event.

A handwritten signature in blue ink, appearing to be "O. S. K.", is written over a horizontal line.

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

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: William Kelly Phone number: 305-619-0039
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum Glass #1 Plastic #2 Plastic Steel
Corrugated Cardboard Other: PAPER
- 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: 30
- 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: YES, WASTE MANAGEMENT, GREG SULLIVAN
- Capacity of containers on grounds: 8-4 YARD DUMPSTERS
Contact person for containers: GREG SULLIVAN Phone #: 305-296-2825
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. YES
- 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. YES
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: CITY OF KEY WEST DEPT OF PUBLIC WORKS AND YOUTH GROUPS
- 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: 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. YES
- Oversee the delivery of containers and placement of signs. YES
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling YES

- containers must be adjacent to trash barrels in order to reduce contamination problems. *YES*
- Monitor recycling containers for correct usage during the event and take actions to solve problems.
 Problems: *NONE EXPECTED*
 Actions taken: *MONITORED BY EVENT DIRECTOR, STAFF*

 - View trash barrels and note any recyclables in the trash. Take actions to solve problems.
 Problems: *MONITORED BY CLEAN-UP CREWS*
 Actions taken: *SORTED AS NEEDED*

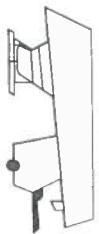
 - Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program
 Comments: *THIS IS OUR 13TH SEASON AND PART OF OUR RECYCLING PROGRAM*

 - Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced. *YES*
 - At the end of the event, remove signs and arrange for their return to owners. *YES*
 - Place recycling containers in the pick-up location, as arranged with the providers of the containers. *YES*
 - 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: *TO BE DETERMINED*

 - Contamination: *NONE EXPECTED*

 - Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations. *YES*
 - Share the results with event organizers. *YES*
 - Security deposit of \$1000.00 must be submitted prior to the event. *YES*
 - Security deposit returned: _____

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



FLORIDA KEYS COMMERCIAL FISHERMENS ASSOCIATION

DBA MCCF INC.
EVENT ACCOUNT
P.O. BOX 501404
MARATHON, FL 33050

1353

81-275-829

Date 8-31-17

Pay to the order of City of Key West \$ 1,000.00
One thousand and no/100 Dollars



CENTENNIAL BANK
WWW.MY100BANK.COM

Debi. Jahn

For Recycle Plan



MP

Date: 10/10/2017 9:13:54 AM
Receipt Number: 31170
Amount: \$1,000.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096

Receipt Number: 31170
Fee Code Version:
UNUSUAL PAYMENTS - ZZ
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$1,000.00
Additional Comments: SEAFOOD FESTIVAL RECY
CLING

\$1,000.00

**Monroe County Commercial Fishermen Inc.
dbs/Florida Keys Commercial Fishermen's Association**

P.O. Box 501404, Marathon, FL 33050

Phone & Fax: 305-743-0294

Cell: 305-619-0039

E-mail: FKCFA1@hotmail.com

Website: www.FKCFA.org

August 30, 2017

City Manager Jim Scholl
City of Key West
PO Box 1409
Key West, FL 33041-1409

I am filing our application for a special event permit, titled "13th Annual Florida Keys Seafood Festival." As in the past, this will be a family-oriented seafood festival to showcase the great local seafood of the Florida Keys, as well as call attention to our industry, a community within the community.

The official sponsor of the event will be the Monroe County Commercial Fishermen, Inc. d/b/a Florida Keys Commercial Fishermen's Association, which is a not-for-profit organization classified under Florida Statute and in possession of 501(c) 6 categorization. This is our only fund raiser for the year and helps to keep our organization active and strong.

Besides great seafood we will have local musicians, as well as a beer tent and a number of children's activities. We give any school, clubs, youth group or youth programs opportunities to work with us at our event to get community service hours or donations for their cause. Some that have helped in the past are Education Coalition of Monroe County, Anime Club, the Girls Softball team, HOB School, Key West High School Class of 2017 and KW High School Band. We started our scholarship fund from our first festival and to date have given out \$69,000. to college bound students of commercial fishing families from Key Largo to Key West.

My goal in writing you today is to secure the dates of January 13 and 14, 2018 at Bayview Park for our event. You will find all the necessary paperwork, included for the Special Event Permit, the Noise Control Exemption Permit with a check in the amount of \$50, and a check in the amount of \$1,000 as a refundable deposit with our recycling plan. A layout map of the park, our P&L from last year's event and the Insurance will soon follow.

The Board of Directors and our Members Thank you in advance for your time and consideration for the use of Bayview Park.

Sincerely,

Bill Kelly
Executive Director

Office Physical Address: 6363 Overseas Highway, Suite #4, Marathon, FL

Florida Keys Commercial Fishermen's Association
2017 Seafood Festival Profit & Loss
 October 2016 through March 2017

03/20/17
 Cash Basis

	Oct '16 - Mar 17
Income	
Contributions	
Festival Sponsors	
1st Mate - \$500	500.00
Captain - \$1000	7,000.00
Commodore - \$2500	1,016.00
Deck Hand - \$250	2,500.00
Total Festival Sponsors	11,016.00
Festival Vendors	
Gen Vendor - \$250	15,450.00
Non-Profit (Other) \$75	150.00
Total Festival Vendors	15,600.00
Total Contributions	26,616.00
SF Festival Proceeds	
Beverages	
Beer	22,650.50
Coffee	929.00
Margaritas	7,604.00
Sodas	3,393.07
Water	1,080.00
Wine	3,553.00
Total Beverages	39,209.57
Bounce House - Fun Zone	567.50
Conch Chowder	3,869.50
Conch Fritters	10,457.00
Consumer Food	
Conch Ceviche	6,774.00
Fish Dip	2,249.50
Fish/Lobster	36,783.35
Hamburgers & Hot Dogs	4,140.00
Seafood Sampler	10,008.00
Shrimp	12,793.46
Stone Crab	11,870.00
Sweet Booth	2,481.00
Total Consumer Food	87,099.31
Donation	1,000.00
Gate Revenue	
Truman Gate	13,565.00
Virginia Gate	23,272.00
Total Gate Revenue	36,837.00
T-Shirts & Hats	
Cookbooks	851.00
Raffle	596.00
Seashells	81.00
T-Shirts & Hats - Other	4,176.00
Total T-Shirts & Hats	5,704.00
Total SF Festival Proceeds	184,743.88
Total Income	211,359.88
Gross Profit	211,359.88
Expense	
Events Expenses	
SF Festival	
Advertising	31,502.51
Beverages	

Florida Keys Commercial Fishermen's Association
2017 Seafood Festival Profit & Loss
 October 2016 through March 2017

03/20/17
 Cash Basis

	Oct '16 - Mar 17
Beer	7,300.00
Coffee	114.69
Margaritas	4,816.51
Soda	550.00
Water	251.11
Wine	1,581.91
Total Beverages	14,614.22
Clean-Up	3,788.33
Consumer Food	
Conch Ceviche	4,173.50
Conch Chowder	1,020.14
Conch Fritters	2,590.28
Fish Dip	1,057.45
Fish/Lobster	28,617.30
Hamburgers & Hot Dogs	2,448.07
Lobster Bisque	736.00
Seafood Sampler	865.75
Shrimp	6,701.76
Stone Crab	5,462.76
Sweet Booth	939.00
Total Consumer Food	54,612.01
Equipment	546.75
Fire & EMTs	600.00
Hats and T-Shirts	4,978.00
Licenses & Permits	
Traffic Control Devices	970.00
Licenses & Permits - Other	237.95
Total Licenses & Permits	1,207.95
Lodging	1,255.52
Meetings	99.96
Music / Entertainment	8,300.00
PayPal Fees	37.45
Propane/Fuel	203.05
Raffle Expense	500.00
Rentals	5,658.82
Sales Tax- Festival	3,184.02
Security	1,179.00
Supplies	2,315.87
Trash Removal	3,047.84
Utensils/Containers	4,893.64
Website	1,122.98
Total SF Festival	143,647.92
Total Events Expenses	143,647.92
Total Expense	143,647.92
Net Income	67,711.96

VETERANS MEMORIAL



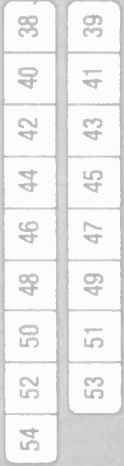
ENTRANCE

ENTRANCE

N M L K

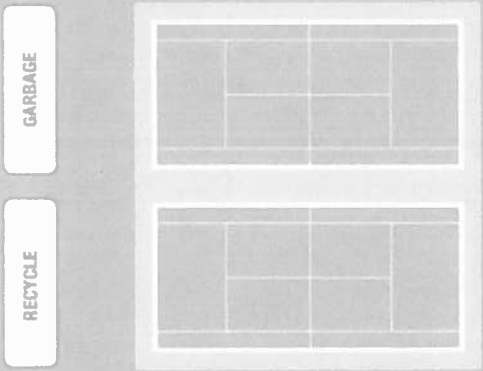
J I H G F

STAGE



TRUMAN AVE

VIRGINIA AVE





THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Monroe County Commercial Fisherman, Inc.
13th Annual Florida Keys Seafood
Bayview Park
January 13 & 14, 2017

I **Bill Kelly** being authorized to act on behalf of and legally bind **Monroe County Commercial Fishermen, 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.

Maria Ratuska
Signature of Witness

Maria Ratuska
Print Name

10/5/17
Date

Bill Kelly
Signature of Applicant

William E. Kelly
Print Name

OCTOBER 5, 2017
Date

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

13th Annual

Event Name: FLORIDA KEYS SEAFOOD FESTIVAL

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	
r	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	



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

Please Check All That Apply To This Event

Cooking

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

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

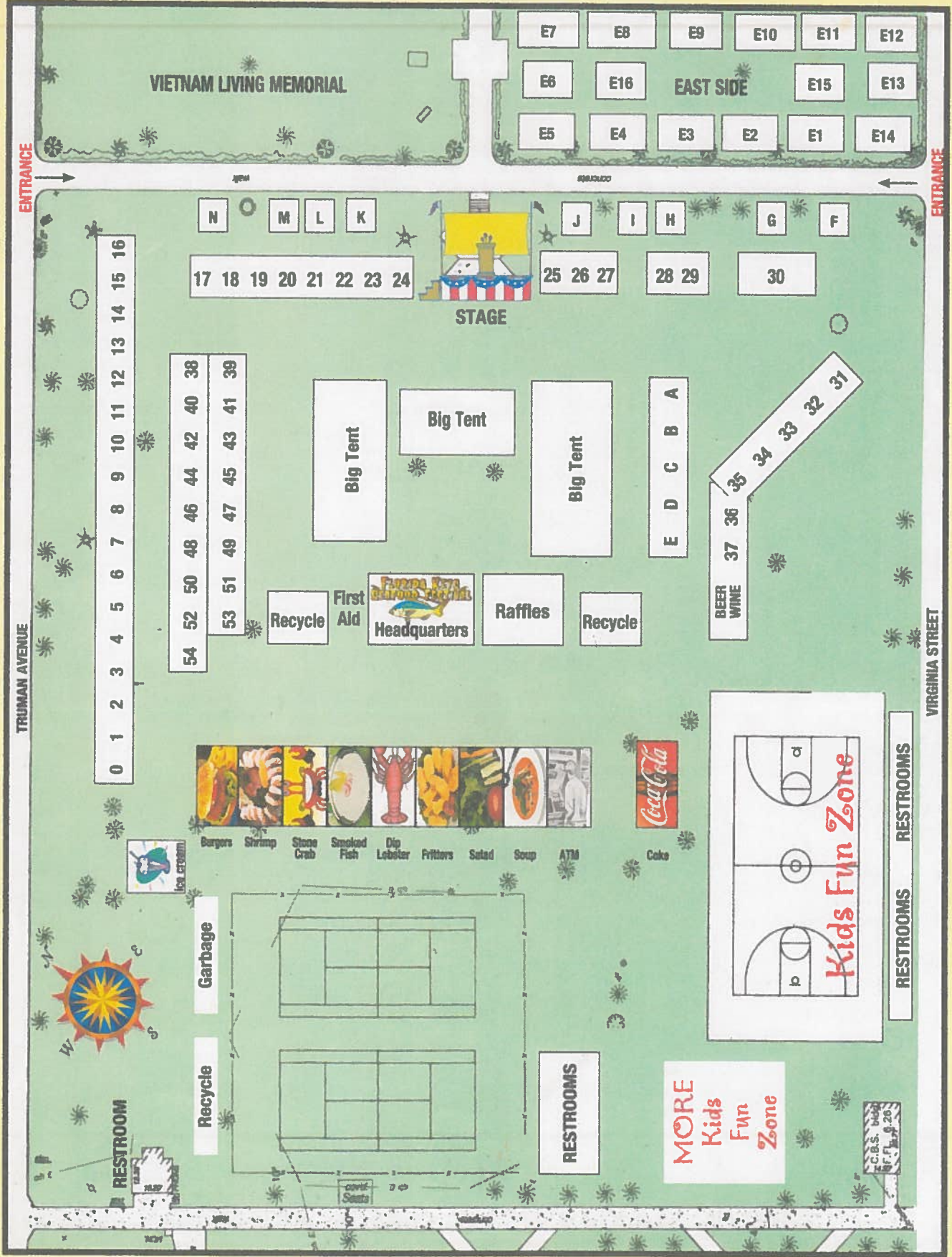
- Flame Resistance Certificate *PROVIDED BY RENTAL COMPANY*
- Size, Type, Location of Tent(s) *4- 800 SQ FEET, OPEN-SIDED IN CENTER OF PARK, NON CONTACT WITH TREES OR SHRUBBERY*

Food Booths

- Food Booths - Total # 9
- Vendor Booths - Total # 80
- Total Number of Booths - 89

Parade

- Floats - Total # _____



VIETNAM LIVING MEMORIAL

EAST SIDE

ENTRANCE

ENTRANCE

TRUMAN AVENUE

VIRGINIA STREET

STAGE

Big Tent

Big Tent

Big Tent

Recycle

First Aid

Headquarters

Raffles

Recycle

BEER WINE

0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16

17 18 19 20 21 22 23 24

25 26 27 28 29 30

31 32 33 34 35 36 37 38

38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54

A B C D E

BURGERS SHRIMP STONE CRAB SMOKED FISH DIP LOBSTER FRIED FISH SALAD SOUP ATM



COKE



Garbage

Recycle

RESTROOM

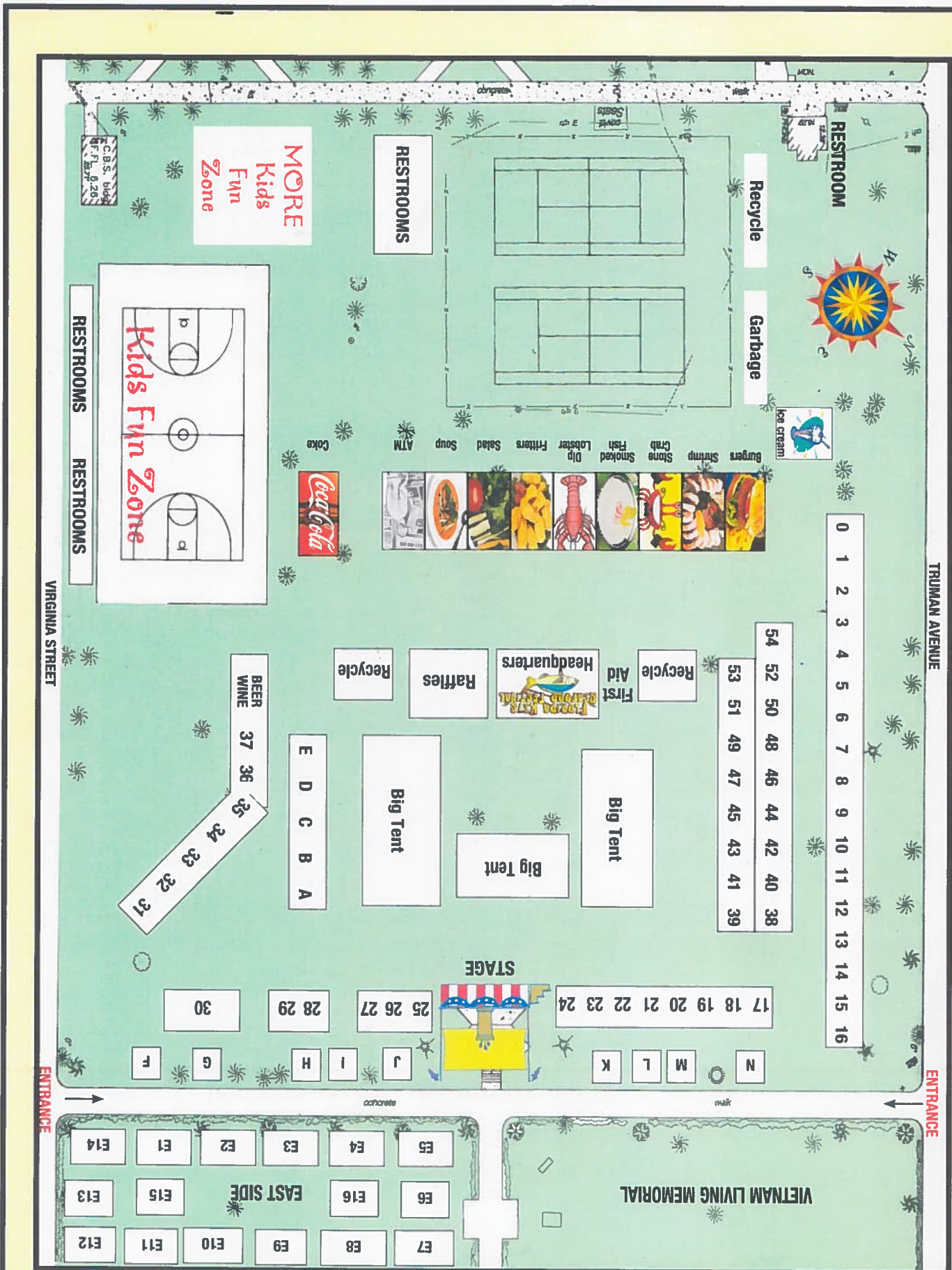
RESTROOMS

MORE Kids Fun Zone

Kids Fun Zone

RESTROOMS

I.C.S.S. UNIT #1 #2 #3



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- 41
- 39

- E
- D
- C
- B
- A

- 37
- 36
- 35
- 34
- 33
- 32
- 31

- EAST SIDE**
- | | | | | | |
|-----|-----|-----|----|----|----|
| E12 | E11 | E10 | E9 | E8 | E7 |
| E13 | E15 | E16 | E6 | E5 | E4 |
| E14 | E1 | E2 | E3 | E4 | E5 |

VIETNAM LIVING MEMORIAL

VIRGINIA STREET

TRUMAN AVENUE

ENTRANCE

ENTRANCE

MORE
Kids
Fun
Zone

Kids Fun Zone

RESTROOMS

RESTROOMS

RESTROOMS

RESTROOM

Recycle

Garbage

Ice cream



STAGE



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- I
- J



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Monroe County Commercial Fisherman, Inc
DATES: Jan 13-14, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Manuel R. ... 10/17/17
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

Jim Young 17 Oct 17
SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



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

EVENT: Monroe County Commercial Fisherman, Inc
DATES: Jan 13-14, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Manuel Latorre 10/17/17
 SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

Rogelio Hernandez /RS 10-17-17
 SIGNATURE DATE

No Impact

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ___ APPROVED ___ DENIED

Seafood Festival

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS

SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE

SIGNATURE DATE

FIRE DEPARTMENT

Alan Averette 10/16/2017
SIGNATURE DATE

SEE ATTACHED MEMO
approved

PORT/KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

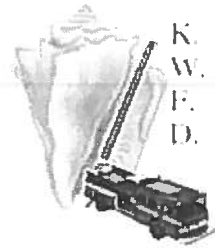
SIGNATURE DATE

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: Monroe County Commercial Fisherman Association

From: Division Chief/Fire Marshal Alan Averette

Date: 10/16/2017

Reference: Keys Commercial Fishing Industry Event

This office reviewed the special event application for the Monroe County Commercial Fisherman Association to be held at Bay view Park on January 13 & 14, 2018

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.
- Event organizer is responsible for 1 Fire Inspector @ \$40.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Alan Averette, Fire Marshal
Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
aaverett@cityofkeywest-fl.gov

326E LSSM 13X



Key West Fire Department

Office of the Fire Marshal

Alan Averette, Fire Marshal
Wesley Jones, Lt. / Fire Inspector
Gregory Barroso, Capt. / Fire Inspector
Jason Barroso, Capt. / 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**.



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Monroe County Commercial Fisherman, Inc
DATES: Jan 13-14, 2018

<u>DEPARTMENTS</u>	<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF) <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p><u>Manuel Pataqui</u> SIGNATURE</p> </div> <div style="width: 30%;"> <p><u>10/17/17</u> DATE</p> </div> </div>	
COMMUNITY SERVICES <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p><u>[Signature]</u> SIGNATURE</p> </div> <div style="width: 30%;"> <p> DATE</p> </div> </div>	
POLICE DEPARTMENT <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p> SIGNATURE</p> </div> <div style="width: 30%;"> <p> DATE</p> </div> </div>	
FIRE DEPARTMENT <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p> SIGNATURE</p> </div> <div style="width: 30%;"> <p> DATE</p> </div> </div>	
KWDOT <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p> SIGNATURE</p> </div> <div style="width: 30%;"> <p> DATE</p> </div> </div>	
PORT AND MARINE SERVICES <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p> SIGNATURE</p> </div> <div style="width: 30%;"> <p> DATE</p> </div> </div>	
CODE COMPLIANCE <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p> SIGNATURE</p> </div> <div style="width: 30%;"> <p> DATE</p> </div> </div>	
ENGINEERING <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p> SIGNATURE</p> </div> <div style="width: 30%;"> <p> DATE</p> </div> </div>	
UTILITIES <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="width: 60%;"> <p> SIGNATURE</p> </div> <div style="width: 30%;"> <p> DATE</p> </div> </div>	

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Monroe County Commercial Fisherman, Inc

DATES: Jan 13-14, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Manuel Latuff 10/17/17
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

Steve Torrence 10/24/17

SIGNATURE DATE

Requires Extra Duty Officers
Requires Noise Exemption
Requires ABT Permitt

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: Monroe County Commercial Fisherman, Inc
DATES: Jan 13-14, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Mani Latuff 10/17/17
SIGNATURE DATE

✓

COMMUNITY SERVICES

SIGNATURE DATE

✓

POLICE DEPARTMENT

SIGNATURE DATE

✓

FIRE DEPARTMENT

SIGNATURE DATE

✓

KWDOT

SIGNATURE DATE

✓

PORT AND MARINE SERVICES

SIGNATURE DATE

N/A

✓

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

1401 TRUMAN MINREALTY LLC
522 US HIGHWAY 9 PMB 196
ENGLISHTOWN, NJ 07726

1419 TRUMAN AVE LLC
7700 GRIFFIN POND CT
SPRINGFIELD, VA 22153

1511 TRUMAN LLC
910 WATSON ST
KEY WEST, FL 33040

AULL MELISSA
1411 Truman AVE
Key West, FL 33040

BEAVERS CARIDAD G
1022 Georgia ST
Key West, FL 33040

BOARD OF COUNTY COMMISSIONERS
500 WHITEHEAD ST STE 900000
KEY WEST, FL 33040

BRAINERD SCOTT A
1941 N MOHAWK ST
CHICAGO, IL 60614

BROWN JOHN E
BROWN GRETCHEN A H/W
1430 Virginia ST
Key West, FL 33040

CACERES CHRISTIAN C
BREWER BRADLEY D H/H
1311 Truman AVE
Key West, FL 33040

CITY OF KEY WEST
PO BOX 1409
KEY WEST, FL 33041

CITY OF KEY WEST
PO BOX 1409
KEY WEST, FL 33041

CZARKOWSKI ALAN G
PO BOX 1397
DECATUR, GA 30031

DOE BRIAN D
DOE JULIE C H/W
1316 Virginia ST
Key West, FL 33040

DOERR LARRY E
DOERR PATRICIA J H/W
1402 Virginia ST
Key West, FL 33040

DOOLEY KENNETH L LIVING TRUST 6/18
1410 ALBURY ST
KEY WEST, FL 33040

EMERALD DREAMS LLC
11971 CHAMPIONS GREEN WAY APT 507
FORT MYERS, FL 33913

FERNANDEZ ADRIANA M
1750 NW 107TH AVE UNIT WS500
DORAL, FL 33172

FEUER JEFFREY M
MYERS LAUREN E H/W
1409 Truman AVE
Key West, FL 33040

GARCIA MIRITA
5750 CAMINO DEL SOL APT 201
BOCA RATON, FL 33433

GARRISON BIGHT INVESTORS LLC
18 ALLAMANDA TER
KEY WEST, FL 33040

GIFFORD MARVIN A
1411 Truman AVE
Key West, FL 33040

GILLETTE WILLIAM R
1415 Truman AVE
Key West, FL 33040

GONZALEZ SYLVIA I
1020 Georgia ST
Key West, FL 33040

GROOMS BASCOM L IV AND BETH A
1716 N ROOSEVELT BLVD
KEY WEST, FL 33040

HAVENSTRITE FAMILY TRUST 1/3/2007
5303 WALNUT LN
COLLEYVILLE, TX 76034

HAVENSTRITE FAMILY TRUST 1/3/2007
5303 WALNUT LN
COLLEYVILLE, TX 76034

KENYON THOMAS W
219 W Wood ST
Palatine, IL 60067

KOZAK MILAN
KOZAK DOMINIKA H/W
2006 Roosevelt DR
Key West, FL 33040

LECLAIR RAYMOND ARTHUR ESTATE
1312 Virginia ST
Key West, FL 33040

MARGALLI JIULIO FRANK
HIGGINS AMY H/W
1306 Virginia ST
Key West, FL 33040

MONROE COUNTY
500 WHITEHEAD ST
KEY WEST, FL 33040

RUSSELL CONSUELO L/E
1310 Virginia ST
Key West, FL 33040

SCHONECK RAY ALLEN JR
4 AZALEA DR
KEY WEST, FL 33040

SCHOOL DISTRICT OF MONROE COUNTY
242 WHITE ST
KEY WEST, FL 33040

SCHOOL DISTRICT OF MONROE COUNTY
242 WHITE ST
KEY WEST, FL 33040

THE SCHOOL BOARD OF MONROE COU
241 TRUMBO RD
KEY WEST, FL 33040

TRAHAN MATTHEW
TRAHAN KIRBY H/W
1307 Truman AVE
Key West, FL 33040

TREVOR BENJAMIN D QPRT 09/28/2007
199 N LAFAYETTE ST
DENVER, CO 80218

TRUMAN AVENUE MINREALTY LLC
20 MOLLY PITCHER DR
MANALAPAN, NJ 07726

TRUMAN AVENUE MINREALTY LLC
20 MOLLY PITCHER DR
MANALAPAN, NJ 07726

WASHBURN ROGER B
WASHBURN JANE H/W
1300 Virginia ST
Key West, FL 33040

WESLEY HOUSE COMMUNITY CENTER
1304 TRUMAN AVE
KEY WEST, FL 33040

WESLEY HOUSE COMMUNITY CENTER I
1304 TRUMAN AVE
KEY WEST, FL 33040

WIEMER MONICA Y SPECIAL TRUST
WIEMER MONICA
809 Truman AVE
Key West, FL 33040

WISCHERTH STEPHAN
1411 ELIZA ST
KEY WEST, FL 33040

WOLKOWSKY DAVID W LIVING TRUST 7/
PO BOX 1429
KEY WEST, FL 33041