

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Feb 15 mofm

Name of Applicant(s) Cultural Preservation Society
Address of Applicant(s) P.O. Box 4837 K.W., FL. 33041
Phone Number of Applicant(s) (305) 294-1926 Fax: _____ Email coconutretriever@bellsonline.net
Name of Non-Profit (s) (CPS)
Address of Non-Profit(s) Same
Phone Number of Non-Profit(s) (305) 292 7700
Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 100% (CPS)
Date/Dates of Event April 1, 2011
Hours of Operation Normal Sunset hours 6:45 - 10:45pm
Estimated/anticipated number of persons per day 400
Location of Event Mallory Plaza
Street Closed None
Detailed description of event April Fools Party

Noise exemption required: Yes _____ No X
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.

[Signature]
Applicants Signature

Date 1/25/10

If financial statements of the event from the previous year must be attached and submitted along with special event application

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

\$50.00

Date _____

Applicant Name _____ *N.A.*

Applicant Address _____

Applicant Phone Number _____

Event Name _____

Event Address/Location _____

Date of Event _____

Nature of Event _____

Profit Non Profit

Time(s) Request for Exemption _____

Number of Exemptions at this location this calendar year _____

Date of last exemption _____

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

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

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

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

**Sec. 6-57. Donation of percentage of revenue
to nonprofit organization.**

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

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

Sec. 6-58. Major festival.

(a) A major festival is a special event of regional impact. Major festivals are: ~~Faney~~Fantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons

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

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

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

Sec. 6-61. Temporary bathroom facilities.

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

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

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

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

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

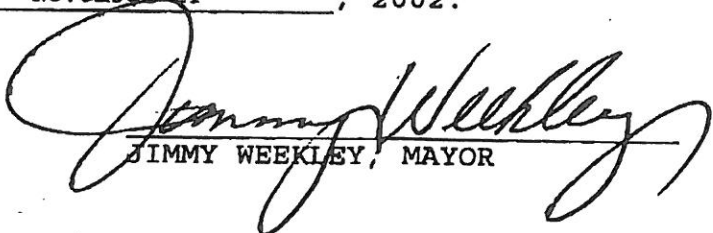
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

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

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

Filed with the Clerk November 21, 2002.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK

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 NA CPS Provides Nighty
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 NA Done
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 manager 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 NA no street closed
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 NA we are nonprofit
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 Brian Jelkaal

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 NA covered in agreement w/ city
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature John Schaal
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 NA
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 NA office on site nightly
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 John Schaal
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 NA we are the none profit
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 NA on site
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 NA contained

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 NA not used

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 NA. on site nightly

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 NA. city provided facilities comply

CPS & The City, Supply
12 Trash Containers and
4 Recycling Containers
nightly

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Susan Schaal Phone number: (305) 294 1926
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
- Aluminum Glass #1 Plastic #2 Plastic Steel
Corrugated Cardboard Other:
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every three trash barrels may be used)
Amount of recycling containers needed: 4 (in place and in use nightly)
- 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: per Greg Sullivan / and City of Key West
- Capacity of containers on grounds: 40 ga @
Contact person for containers: _____ Phone #: _____
- 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: Recycling for Sunset nightly in place
- 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: City with CPS paying Solid waste Fees
- 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. (on green containers)
- 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: _____

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

Problems: _____

Actions taken: _____

- 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 prior to 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
1000 ...

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.

*(as per nightly
celebration)*

X *Ryan Schaal*

DBPR ABT-6003 – Division Of Alcoholic Beverages and Tobacco Application for One/Two/Three Day Permits or Special Sales License

STATE OF FLORIDA
 DEPARTMENT OF BUSINESS AND PROFESSIONAL
 REGULATION
 1940 North Monroe Street
 Tallahassee, FL 32399-0783

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation or your local district office. Please submit your completed application to your local district office. This application may be submitted by mail, through appointment, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T's page of the DBPR web site at the link provided below.

http://www.myflorida.com/dbpr/abt/district_offices/licensing.html

SECTION 1 -- CHECK TRANSACTION REQUESTED	
Transaction Type:	
<input checked="" type="checkbox"/> One/Two/Three Day Permit	<input type="checkbox"/> Special Sales License

SECTION 2 -- LICENSE INFORMATION			
Full Name of Entity or Organization (If this is a corporation or other legal entity, enter the name as registered with the Secretary of State)			
Key West Cultural Preservation Society			
Corporation Charter Number (if applicable)	FEI Number (if applicable)		
Sunset Celebration			
Business Name or Name of Event			
Fools Fest			
Location of Event (Street and Number)			
Mallory Square Plaza			
City	County	State	Zip Code
Key West, FL	Mokro	FL	33040
Mailing Address (Street or P.O. Box)			
P.O. Box 4837			
City	State	Zip Code	
Key West, FL	FL	33040	
Contact Person	Phone Number		
Susan Shaul	* (305) 294-1926		
Date(s) Permit Desired			
04/01/11			

SECTION 3 - SALES TAX
TO BE COMPLETED BY THE DEPARTMENT OF REVENUE

Name of Entity or Organization

The named applicant for a license/permit has complied with the Florida Statutes concerning registration for Sales and Use Tax and has agreed to pay any applicable taxes due.

Signed

[Signature]

Date

1/25/11

Title *Board Chair*

Department of Revenue Stamp:

SECTION 4 - ZONING
TO BE COMPLETED BY THE ZONING AUTHORITY GOVERNING YOUR BUSINESS LOCATION

Organization Name/Name of Event

Key West Cultural Preservation Society

Location of Event (Street and Number)

Malloy Square Plaza

City

Key West, Fl. 33040

County

Monroe

The location complies with zoning requirements for the temporary sale of alcoholic beverages pursuant to this application for a One/Two/Three Day permit, or Special Sales License.

Signed

[Signature]

Date

1/25/11

Title *Board Chair*

Event Name: Fools Fest

Special Event Checklist

Everything must be checked off before submitting the special event application

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



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3888

SPECIAL EVENT (Exemption from Noise Ordinance)

STREET CLOSURE APPLICATIONS

The following applications for Special Events/Street closures will be considered at the city commission meeting of February 15, 2011, 6:00 p.m. Old City Hall

A copy of each application is on file at the City Clerks Office for public inspection.

Cultural Preservation Society
April Fools Party
Mallory Square
Friday, April 1, 2011
6:45 p.m. to 10:45 p.m.
Contact: Susan Schaal 305 294-1926

CPS - April Fools Party
April 1, 2011

CITY OF KEY WEST SPECIAL EVENTS
- DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Larey 1/28/2011
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Please email me back
approval

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

CPS - April Fools Party April 1, 2011

CITY OF KEY WEST SPECIAL EVENTS - DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Lately 1/28/2011
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Please email me back
approval

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

[Signature] 1/29/2010
SIGNATURE DATE

Pay for Parking / 15 minutes
Unloading Free

Maria Ratcliff

From: John Wilkins
Sent: Monday, January 31, 2011 8:37 AM
To: Maria Ratcliff
Subject: RE: CPS April Fools Party at Mallory Square 4-1-2011

We enforce Mallory Square until Midnight. I am not sure when the Sunset People leave. We give 15 minutes free to them to unload their equipment. Then they can move their cars out of the lot or pay the meter. It's \$4.00 per hour so most leave.

John

From: Maria Ratcliff
Sent: Friday, January 28, 2011 4:20 PM
To: John Wilkins
Subject: RE: CPS April Fools Party at Mallory Square 4-1-2011

They requested until 10:45. Is that when the Sunset People are done?

From: John Wilkins
Sent: Friday, January 28, 2011 4:19 PM
To: Maria Ratcliff
Subject: RE: CPS April Fools Party at Mallory Square 4-1-2011

Yes, We allow the sunset celebration performers 15 minutes free to unload. Otherwise they pay the meter. Do you think they would need more than 15 minutes?

John Wilkins

From: Maria Ratcliff
Sent: Friday, January 28, 2011 3:57 PM
To: John Wilkins
Subject: RE: CPS April Fools Party at Mallory Square 4-1-2011

John, this is during their sunset celebration. I know it's a little later. Just double checking. Thanks

Maria

From: John Wilkins
Sent: Friday, January 28, 2011 3:56 PM
To: Maria Ratcliff
Subject: RE: CPS April Fools Party at Mallory Square 4-1-2011

Pay for parking regular rate. 15 minute free for unloading at site.

John Wilkins
Parking Manager << File: S623_KON_5011012816560.pdf >>

From: Maria Ratcliff
Sent: Friday, January 28, 2011 2:33 PM
To: Marcus Delvalle; James Fitton; Richard Sarver; Steve Torrence; Marilyn Wilbarger; John Wilkins; Jim J. Young
Subject: CPS April Fools Party at Mallory Square 4-1-2011

<< File: CPS April Fools Party.pdf >>

Maria Ratcliff

From: James Fitton
Sent: Monday, January 31, 2011 11:03 AM
To: Maria Ratcliff
Subject: RE: CPS Event on April 1, 2011

[Port and Transit has no objection](#)

Jim Fitton
Port & Transit Director
City of Key West
(305) 809-3795 - office
(305) 725-6446 - cell

From: Maria Ratcliff
Sent: Monday, January 31, 2011 11:03 AM
To: Marcus Delvalle; James Fitton; Richard Sarver; Steve Torrence; Jim J. Young
Subject: CPS Event on April 1, 2011

Have not received the approval checklist from you guys. Thanks

Maria

CPS - April Fools Party
April 1, 2011

CITY OF KEY WEST SPECIAL EVENTS
- DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Ramirez / 1/28/2011
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Please email for back approval

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

[Signature] / 1/29/11
SIGNATURE DATE

Will need an
PBT permits

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

CPS - April Fools Party
April 1, 2011

CITY OF KEY WEST SPECIAL EVENTS
- DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Laxey 1/28/2011
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Please email me back
approval

PUBLIC WORKS

SIGNATURE DATE

N/A

POLICE DEPARTMENT

SIGNATURE DATE

✓

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

✓

CODE COMPLIANCE

Jim Yong 1 Feb 11
SIGNATURE DATE

✓

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

N/A

PARKING DEPARTMENT

SIGNATURE DATE

✓

CPS - April Fools Party April 1, 2011

CITY OF KEY WEST SPECIAL EVENTS - DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Marie Patey 1/28/2011
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Please email me back
approval

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

[Signature]
SIGNATURE DATE

SEE ATTACHED LETTER,

PORT

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: Susan Schaal, Cultural Preservation Society

From: Division Chief/Fire Marshal Marcus del Valle

Date: February 1, 2011

Reference: April Fools Party

This office reviewed the special event application for the Cultural Preservation Society April Fools Day Party to be held at Mallory Square April 1, 2011.

As per our conversation, as long as the regular sunset celebration food vendors are doing the food, no Life Safety Fire Inspection is needed for this event.

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

Marcus del Valle, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Blvd.
Key West, Florida 33040
305-292-8179 Office
305-293-8399 Fax
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