

City of Key West Special Event Permit Application

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

Event Name: Wesley House Family Services BeLighted Bike Ride

Location: Coffee Butler Amphitheater, Whitehead and Duval Streets

Date(s): Friday, December 3, 2021 Hours of Operation: 4 - 10 pm

Break Down Date: 12/3/21 Number of Expected Attendees: 1000 - 1500

Is the Event open to the Public? Yes No

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

For 2021, Wesley House Family Services (WHFS) will host a family-friendly Holiday Village "pre-party" to our annual Lighted Bike Ride. The entire event is called WHFS BeLighted Bike Ride & Holiday Village. The Holiday Village will be at the Coffee Butler Amphitheater from 4 - 8pm featuring holiday themed booths by local businesses and organizations, food, music, and costume contests. The annual lighted bike ride will leave from the amphitheater and travel the same route as the Fantasy Fest parade. Whitehead to Front St., turn right on Front St. Ride the length of Duval and return to the amphitheater via Whitehead St. KWPD will lead the parade and block the intersections.

EVENT ORGANIZER INFORMATION

Company or Organization Name Wesley House Family Services

Name Grace Epperly, Development Coordinator Phone number C. 305.310.9927 W. 305.440.2530

Mailing Address 1304 Truman Ave.

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

Tax ID / EIN# 59-0624461

SECONDARY CONTACT INFORMATION

Name Aleida Jacobo, CEO Phone number 305.809.5000

Company or Organization Name Wesley House Family Services

Email Aleida.Jacobo@WesleyHouse.org

SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes Complete Supplement A No

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

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

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

INITIALS REQUIRED

Event Name: WHFS BeLighted Bike Ride Event Date: 12/3/21

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

Applicant Printed Name: Aleida Jacobo Signature: 

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

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

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

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

Applicant Printed Name: Aleida Jacobo Signature: 

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

Applicant Printed Name: Aleida Jacobo Signature: 

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

Applicant Printed Name: Aleida Jacobo

Signature:



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

Applicant Printed Name: Aleida Jacobo

Signature:



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

Applicant Printed Name: Aleida Jacobo

Signature:



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

Applicant Printed Name: Aleida Jacobo

Signature:



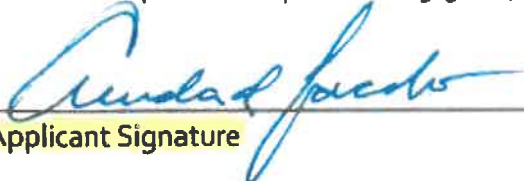
Event Screening Questionnaire

Event Name: WHFS BeLighted Bike Ride Event Date: 12/3/21

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

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

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


 Applicant Signature

7/19/21
 Date

Required – Recycling Plan

Event Name: WHFS BeLighted Bike Ride Event Date: 12/3/21

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

RECYCLING POINT OF CONTACT

Name Grace Epperly Phone Number 305.310.9927

Email Grace.Epperly@WesleyHouse.org Number of people dedicated to recycling 2

INITIALS REQUIRED

[Handwritten initials in blue and yellow ink, including 'G.E.', 'A.', 'O.', and 'S.']

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

RECYCLING TIMELINE

Two Weeks
(Self filling)

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

Due Date
(Self filling)

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

Due Date
(Self filling)

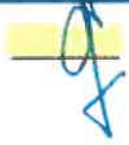
- TRASH/RECYCLING REPORT:**
- City Community Services will supply a report detailing the amount of materials collected for recycling by weight, volume, or count and report on contamination levels.
 - After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting recycle@cityofkeywest-fl.gov.

Required – Event Transportation Planning

Event Name: WHFS BeLighted Bike Ride Event Date: 12/3/21

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

INITIALS REQUIRED



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

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



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

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

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

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day	0		
Metered Street Parking	\$20/day	0		
Truman Waterfront Park	\$20/day	0		
Smathers Beach	\$20/day	0		
Angela Firehouse Parking Lot	\$20/day	0		
Simonton Beach Parking Lot	\$20/day	0		
Ferry Terminal Parking Lot	\$20/day	0		
Historic Bight Parking Lot	\$32/day	0		
Mallory Square Parking Lot	\$40/day	0		

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

Total 0.00

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


Required: Event Site Map / Layout

Event Name: WHFS BeLighted Bike Ride Event Date: _____

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

INITIALS REQUIRED

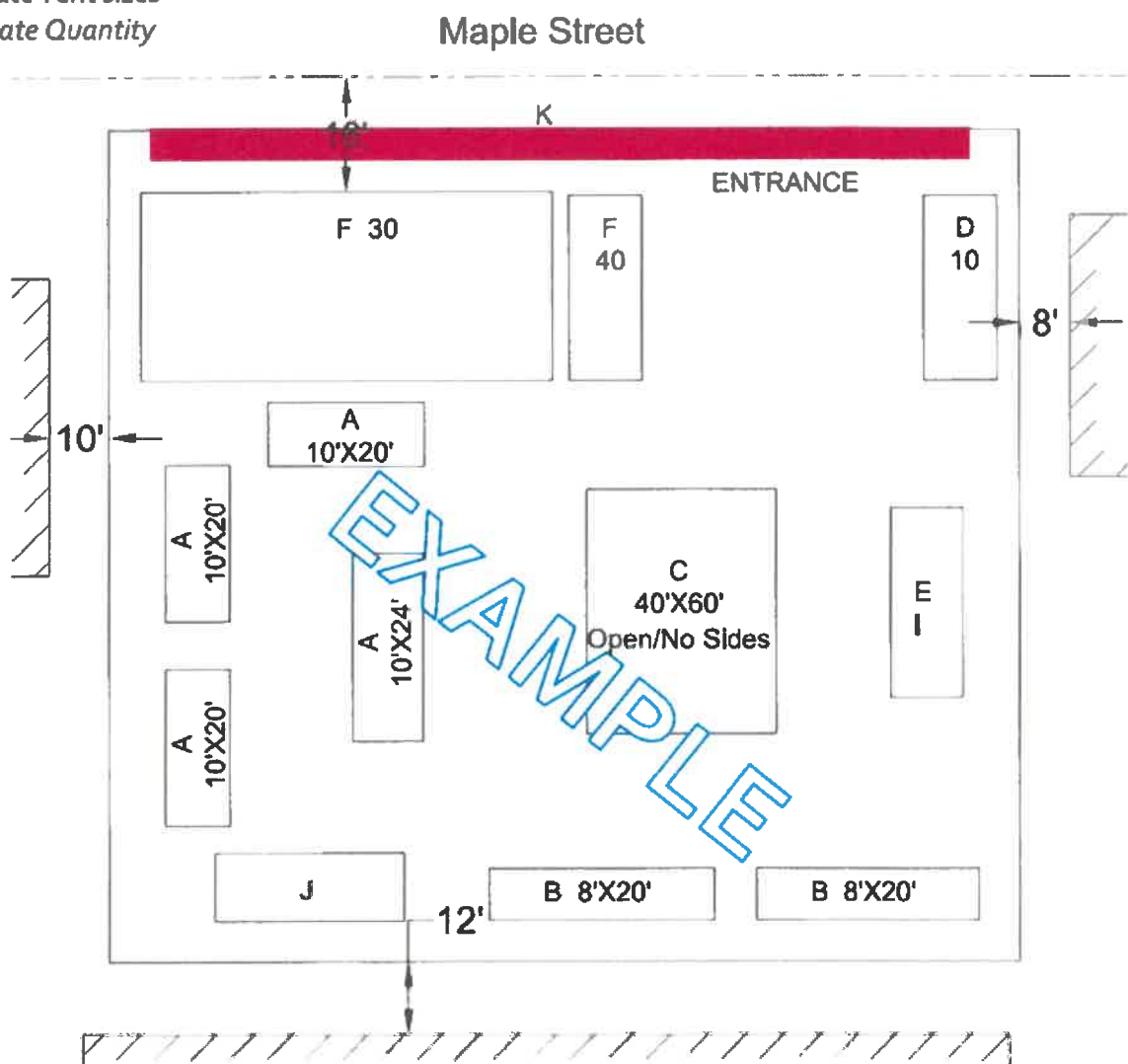
 Attach Site Map Layout

 Attach Impacted Streets Map

Event Site Map Layout Legend:

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

* Indicate Tent sizes
 ** Indicate Quantity



Special Event Permit Application

Supplement A - Noise

Event Name: <u>WHFS BeLighted Bike Ride</u>	Event Date: <u>12/3/21</u>
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Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

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

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

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

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

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

Describe the Potential Noise Sources: Potential noise could come from music on the bikes and the KWPD motorcycle sirens.

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

INITIALS REQUIRED

- 1. Applicant(s) has reviewed the City Code regarding Noise limitations and understands that an exemption from the noise control ordinance requires approval from the City Commission. Applications for noise exemptions must be received 30 days before the event
- 2. The processing fee for the application is \$78.75, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- 3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

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

Special Event Permit Application

Supplement B – Non-Profit Verification

Event Name: WHFS BeLighted Bike Ride Event Date: 12/3/21

Non-Profit Organization Name Wesley House Family Services

Tax ID/EIN # 59-0624461 Representative Grace Epperly

Purpose of Organization Promoting and enhancing the well-being of children & families in Monroe County.

Phone c. 305-310-9927 Email Grace.Epperly@WesleyHouse.org

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used? To benefit our Holiday Helpers Toy Drive campaign that benefits 5 other Keys Non-Profits.

INITIALS REQUIRED

Handwritten initials in blue ink, including a large 'G' and several smaller initials.

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

SIGNATURE AND ATTACHMENT REQUIRED

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

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

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

Officer Signature [Handwritten Signature] Title: CEO Date 7/19/21

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

Please contact the following City representatives before completing your application:

- Fire Department and EMS – Chief Alan Averette (305) 809-3938
- Police Department – LT Joseph Tripp (305) 809-1027

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

EVENT ACTIVITIES – Check all that apply to the Special Event

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

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

Special Event Permit Application

Supplement D – Tents & Structures

Event Name: _____ Event Date: _____

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

Please contact the following City representatives before completing your application:

- Fire Department and EMS – Chief Alan Averette (305) 809-3938
- Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout Yes No

TENTS

Total Number of Food/Beverage Vendor Tents: _____

Total Number of Merchandise Vendor Tents: _____

Total: _____

Tent Supplier Name _____ Contact Number _____

Size & Type of Tents: _____

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

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

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

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

STRUCTURES

What structures will be erected? _____

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

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

Special Event Permit Application

Supplement E – Street Closure

Event Name: WHFS BeLighted Bike Ride Event Date: 12/3/21





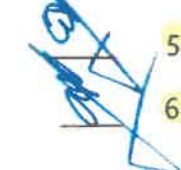
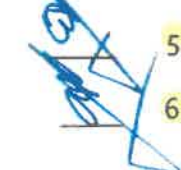
STREET CLOSURE INFORMATION

Street(s) to be closed Southard, Whitehead, Duval Block/Address Number(s) _____

Cross-Streets: between Front and South


Closure Date(s) 12/3/21 Time 8pm AM/PM to 10pm or earlier AM/PM

INITIALS REQUIRED

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

SIGNATURE REQUIRED

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


Event Organizer Signature

7/19/21
Date

Special Event Permit Application

Supplement F – City Property

Event Name: WHFS BeLighted Bike Ride Event Date: 12/3/21

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

Which City Property do you wish to use? Truman Waterfront

Which Area(s) of the City Property do you wish to use? Grass Area across from Amphitheater for excess bike gathering, if people don't want to enter the amphitheater.

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

INITIALS REQUIRED

[Handwritten initials and checkmarks in blue ink, corresponding to the 10 numbered list items.]

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

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

INITIALS REQUIRED for Truman Waterfront Property

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

[Handwritten initials in blue ink, including 'A', 'D', 'S', 'M', 'C', 'B', 'T', 'L', 'R', 'P', 'K', 'W', 'N', 'O', 'A', 'A', 'S', 'P', 'N', 'A', 'V', 'Y', 'C', 'O', 'A', 'S', 'T', 'G', 'U', 'A', 'R', 'D', 'M', 'A', 'R', 'I', 'N', 'E', 'S', 'A', 'N', 'C', 'T', 'U', 'A', 'R', 'Y', 'E', 'T', 'C', 'A', 'N', 'D', 'I', 'S', 'R', 'E', 'S', 'P', 'O', 'N', 'S', 'I', 'B', 'L', 'E', 'F', 'O', 'R', 'P', 'R', 'O', 'V', 'I', 'D', 'I', 'N', 'G', 'P', 'R', 'O', 'O', 'F', 'O', 'F', 'P', 'E', 'R', 'M', 'I', 'T', 'P', 'R', 'I', 'O', 'R', 'T', 'O', 'E', 'N', 'T', 'E', 'R', 'I', 'N', 'G', 'I', 'N', 'T', 'O', 'A', 'N', 'A', 'G', 'R', 'E', 'E', 'M', 'E', 'N', 'T', 'W', 'I', 'T', 'H', 'T', 'H', 'E', 'C', 'I', 'T', 'Y', 'O', 'F', 'K', 'E', 'Y', 'W', 'E', 'S', 'T']

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

APR 25 2011
mB

Internal Revenue Service
Director, Exempt Organizations
Rulings & Agreements
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: APR 22 2011

Employer Identification Number:
59-0824461

Wesley House Family Services, Inc.
1304 Truman Avenue
Key West, FL 33040-7268

Person to Contact - ID Number:
Joe Kennedy - 0203165

Contact Telephone Number:
877-829-5500 Toll-Free

Dear Sir or Madam:

In your letter dated February 2, 2011 you requested classification as a public charity described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

In our letter dated December 1948 we determined that you were exempt under section 501(c)(3) of the Code. We further determined that you were not a private foundation, and you were classified as a public charity described in section 509(a)(3) of the Code.

Based on information you provided, we have determined that you meet the requirements for classification as a public charity described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Code. Accordingly, this letter modifies our letter of December 1948 and we have updated your public charity status in our records as you have requested.

Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Grantors and contributors may generally rely on this determination of your foundation status unless the Internal Revenue Service publishes notice that you are no longer recognized as tax exempt or classified as a public charity in the Internal Revenue Bulletin. However, if a grantor or contributor takes any action, or fails to take any action, which causes you to lose your exempt status or causes you to be reclassified as a private foundation, that party cannot rely on this determination. Furthermore, a contributor or grantor who knows that the Internal Revenue Service has notified your organization of any change in your exempt status or foundation status cannot rely on this determination.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Because this letter could help resolve any questions about your exempt status and/or foundation status, you should keep it with your permanent records.

Page 2

Wesley House Family Services, Inc.
59-0624481

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely,

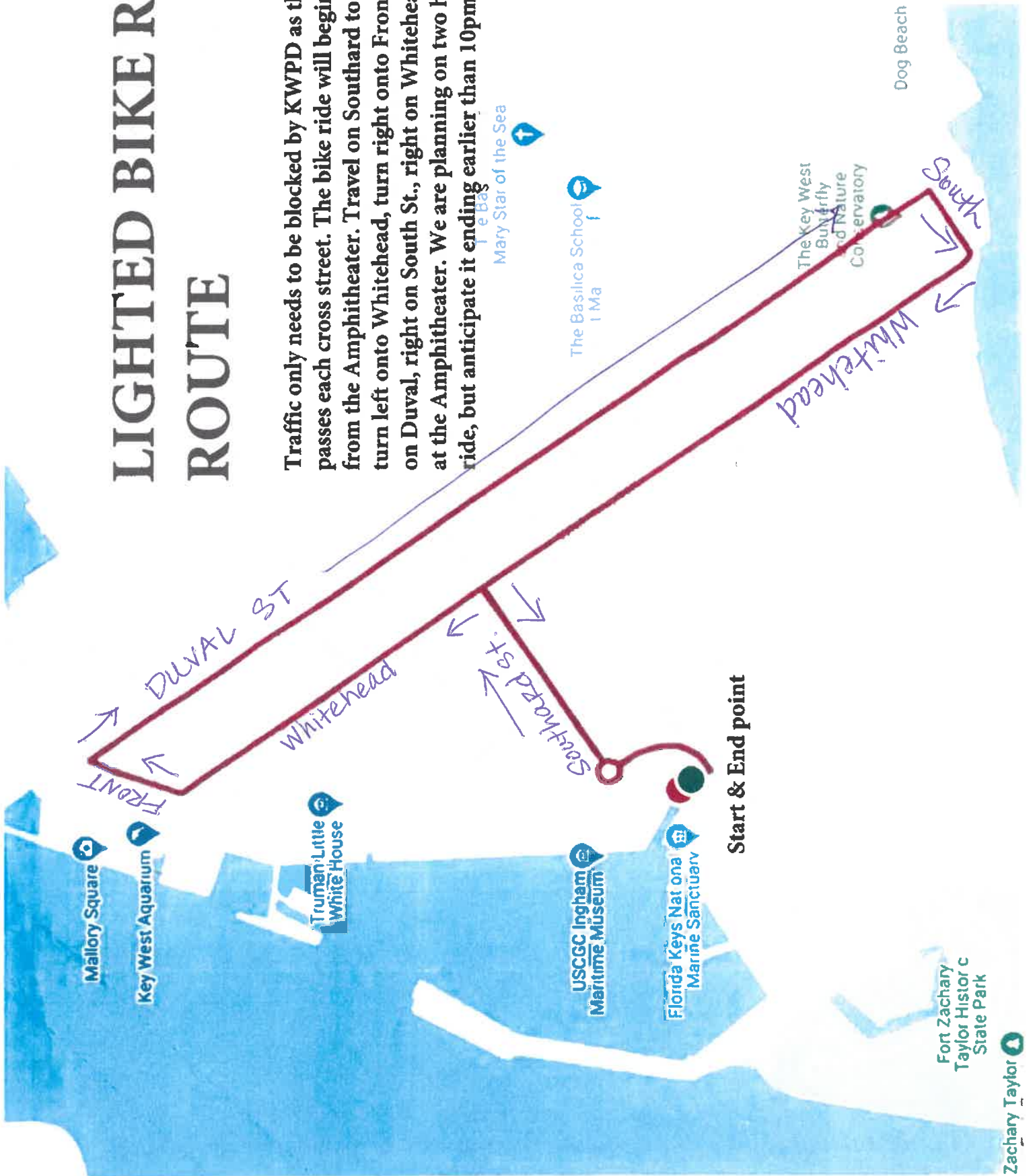
A handwritten signature in black ink, appearing to read "Lois G. Lerner". The signature is fluid and cursive, with a large initial "L" and "G".

Lois G. Lerner
Director, Exempt Organizations

Letter 4425, Rev. 10-2010
Catalog Number 52256W

LIGHTED BIKE RIDE ROUTE

Traffic only needs to be blocked by KWPD as the bike ride passes each cross street. The bike ride will begin at 8pm from the Amphitheater. Travel on Southward to Whitehead, turn left onto Whitehead, turn right onto Front St., right on Duval, right on South St., right on Whitehead and finish at the Amphitheater. We are planning on two hours for the ride, but anticipate it ending earlier than 10pm.



Start & End point

Fort Zachary Taylor

Water Tower

**G -
Bikes
500**

**Holiday
Village
at the
Amphitheater
4 - 8pm**

Florida Keys
Eco-Discovery Center
Temporarily closed

ont
orks



City of Key West Special Event Permit Application

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

Event Name: Wesley House Family Services BeLighted Bike Ride

Location: Coffee Butler Amphitheater, Whitehead and Duval Streets

Date(s): Friday, December 3, 2021 Hours of Operation: 4 - 10 pm

Break Down Date: 12/3/21 Number of Expected Attendees: 1000 - 1500

Is the Event open to the Public? Yes No

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

For 2021, Wesley House Family Services (WHFS) will host a family-friendly Holiday Village "pre-party" to our annual Lighted Bike Ride. The entire event is called WHFS BeLighted Bike Ride & Holiday Village. The Holiday Village will be at the Coffee Butler Amphitheater from 4 - 8pm featuring holiday themed booths by local businesses and organizations, food, music, and costume contests. The annual lighted bike ride will leave from the amphitheater and travel the same route as the Fantasy Fest parade. Whitehead to Front St., turn right on Front St. Ride the length of Duval and return to the amphitheater via Whitehead St. KWPD will lead the parade and block the intersections.

EVENT ORGANIZER INFORMATION

Company or Organization Name Wesley House Family Services

Name Grace Epperly, Development Coordinator Phone number C. 305.310.9927 W. 305.440.2530

Mailing Address 1304 Truman Ave.

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

Tax ID / EIN# 59-0624461

SECONDARY CONTACT INFORMATION

Name Aleida Jacobo, CEO Phone number 305.809.5000

Company or Organization Name Wesley House Family Services

Email Aleida.Jacobo@WesleyHouse.org

SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes Complete Supplement A No

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

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

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

INITIALS REQUIRED

Event Name: WHFS BeLighted Bike Ride

Event Date: 12/3/21

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

Applicant Printed Name: Aleida Jacobo

Signature: 

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

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

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

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

Applicant Printed Name: Aleida Jacobo

Signature: 

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

Applicant Printed Name: Aleida Jacobo

Signature: 

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

Applicant Printed Name: Aleida Jacobo

Signature:



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

Applicant Printed Name: Aleida Jacobo

Signature:



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

Applicant Printed Name: Aleida Jacobo

Signature:



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

Applicant Printed Name: Aleida Jacobo

Signature:



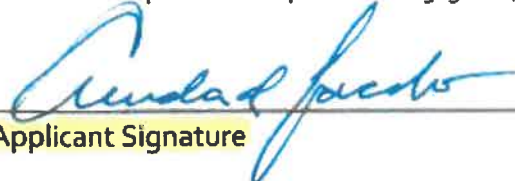
Event Screening Questionnaire

Event Name: <u>WHFS BeLighted Bike Ride</u>	Event Date: <u>12/3/21</u>
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The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application.

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

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


 Applicant Signature

7/19/21
 Date

Required – Recycling Plan

Event Name: WHFS BeLighted Bike Ride Event Date: 12/3/21

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

RECYCLING POINT OF CONTACT

Name Grace Epperly Phone Number 305-310-9927

Email Grace.Epperly@WesleyHouse.org Number of people dedicated to recycling 2

INITIALS REQUIRED



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

RECYCLING TIMELINE

Two
Weeks
(Self
filling)

BEFORE EVENT:

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

Due Date
(Self
filling)

DAY OF EVENT:

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

Due Date
(Self
filling)

TRASH/RECYCLING REPORT:

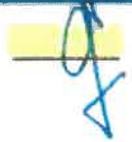
1. City Community Services will supply a report detailing the amount of materials collected for recycling by weight, volume, or count and report on contamination levels.
2. After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting recycle@cityofkeywest-fl.gov.

Required – Event Transportation Planning

Event Name: <u>WHFS BeLighted Bike Ride</u>	Event Date: <u>12/3/21</u>
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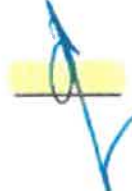
Parking and traffic congestion are consistently a concern of Key West residents. It is the City's goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

INITIALS REQUIRED



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

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



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

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

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

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day	0		
Metered Street Parking	\$20/day	0		
Truman Waterfront Park	\$20/day	0		
Smathers Beach	\$20/day	0		
Angela Firehouse Parking Lot	\$20/day	0		
Simonton Beach Parking Lot	\$20/day	0		
Ferry Terminal Parking Lot	\$20/day	0		
Historic Bight Parking Lot	\$32/day	0		
Mallory Square Parking Lot	\$40/day	0		
			Total	0.00

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


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

Required: Event Site Map / Layout

Event Name: WHFS BeLighted Bike Ride Event Date: _____

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

INITIALS REQUIRED

 Attach Site Map Layout

 Attach Impacted Streets Map

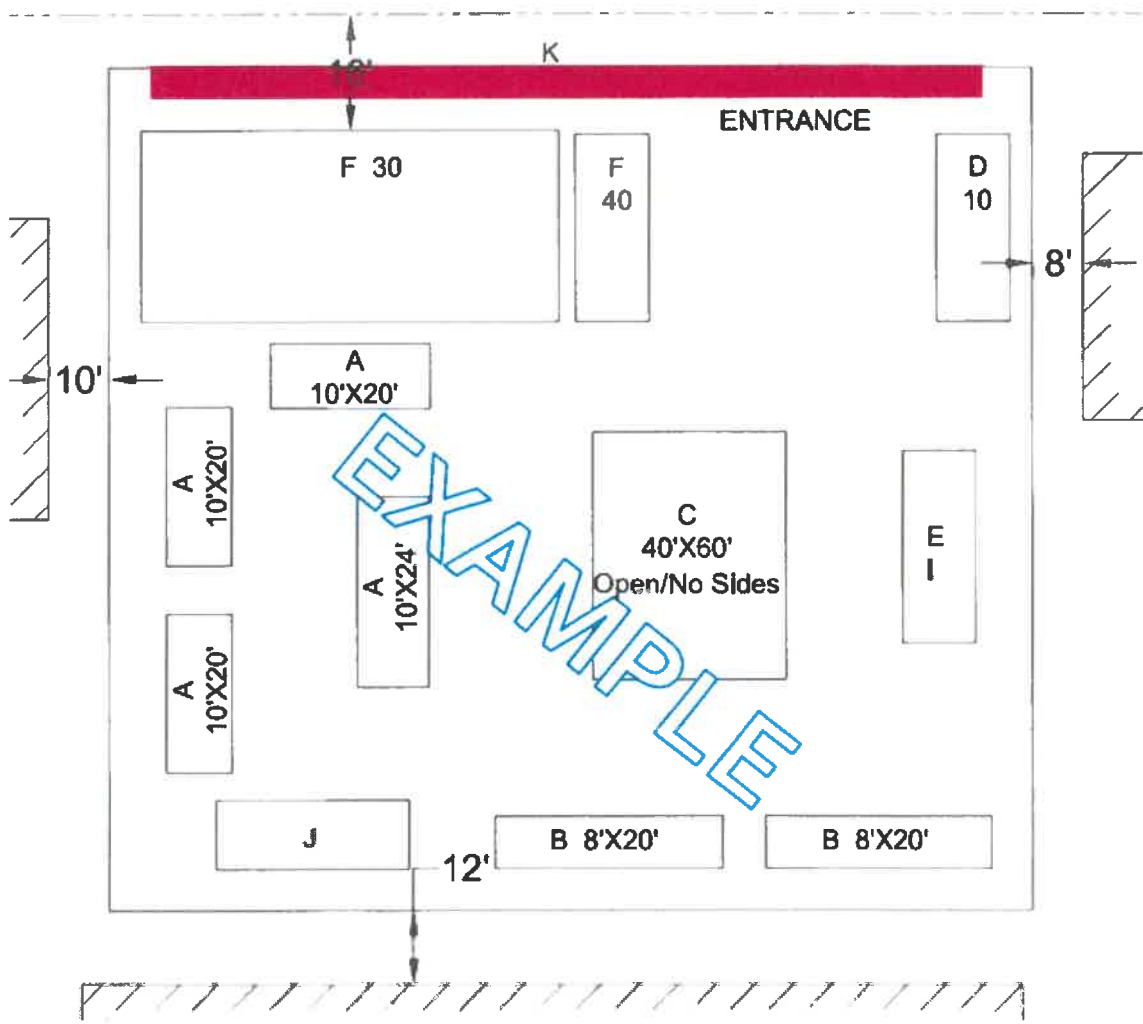
Event Site Map Layout Legend:

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

* Indicate Tent sizes

** Indicate Quantity

Maple Street



Special Event Permit Application

Supplement A - Noise

Event Name: <u>WHFS BeLighted Bike Ride</u>	Event Date: <u>12/3/21</u>
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Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

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

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

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

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

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

Describe the Potential Noise Sources: Potential noise could come from music on the bikes and
the KWPD motorcycle sirens.

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

INITIALS REQUIRED

- 1. Applicant(s) has reviewed the City Code regarding Noise limitations and understands that an exemption from the noise control ordinance requires approval from the City Commission. Applications for noise exemptions must be received 30 days before the event
- 2. The processing fee for the application is \$78.75, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- 3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

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

Special Event Permit Application

Supplement B – Non-Profit Verification

Event Name: WHFS BeLighted Bike Ride Event Date: 12/3/21

Non-Profit Organization Name Wesley House Family Services

Tax ID/EIN # 59-0624461 Representative Grace Epperly

Purpose of Organization Promoting and enhancing the well-being of children & families in Monroe County.

Phone c. 305-310-9927 Email Grace.Epperly@WesleyHouse.org

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

To benefit our Holiday Helpers Toy Drive campaign that benefits 5 other Keys Non-Profits.

INITIALS REQUIRED

[Handwritten initials in blue ink, appearing to be 'G.E.', are written vertically along the left side of the list items.]

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

SIGNATURE AND ATTACHMENT REQUIRED

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

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

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

Officer Signature *Cecilia Jacobs* Title: CEO Date 7/19/21

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

Please contact the following City representatives before completing your application:

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

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

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

EVENT ACTIVITIES – Check all that apply to the Special Event

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

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

Special Event Permit Application

Supplement D – Tents & Structures

Event Name: _____ Event Date: _____

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

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938
Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout Yes No

TENTS

Total Number of Food/Beverage Vendor Tents: _____

Total Number of Merchandise Vendor Tents: _____

Total: _____

Tent Supplier Name _____ Contact Number _____

Size & Type of Tents: _____

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

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

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

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

STRUCTURES

What structures will be erected? _____

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

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

Special Event Permit Application

Supplement E – Street Closure

Event Name: WHFS BeLighted Bike Ride Event Date: 12/3/21




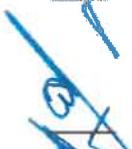


STREET CLOSURE INFORMATION

Street(s) to be closed Southard, Whitehead, Duval Block/Address Number(s) _____

Cross-Streets: between Front and South

Closure Date(s) 12/3/21 Time 8pm AM/PM to 10pm or earlier AM/PM

INITIALS REQUIRED

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

SIGNATURE REQUIRED

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


Event Organizer Signature

7/19/21
Date

Special Event Permit Application

Supplement F – City Property

Event Name: WHFS BeLighted Bike Ride Event Date: 12/3/21

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

Which City Property do you wish to use? Truman Waterfront

Which Area(s) of the City Property do you wish to use? Grass Area across from Amphitheater for excess bike gathering, if people don't want to enter the amphitheater.

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

INITIALS REQUIRED

[Handwritten initials in blue ink, appearing to be 'A', 'B', 'C', 'D', 'E', 'F', 'G', 'H', 'I', 'J', 'K', 'L', 'M', 'N', 'O', 'P', 'Q', 'R', 'S', 'T', 'U', 'V', 'W', 'X', 'Y', 'Z', and numbers 1-10, written vertically along the left margin.]

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

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

INITIALS REQUIRED for Truman Waterfront Property

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

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

Internal Revenue Service
Director, Exempt Organizations
Rulings & Agreements
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

APR 25 2011
m

Date: APR 22 2011

Wesley House Family Services, Inc.
1304 Truman Avenue
Key West, FL 33040-7268

Employer Identification Number:
59-0824461

Person to Contact - ID Number:
Joe Kennedy - 0203165

Contact Telephone Number:
877-829-5500 Toll-Free

Dear Sir or Madam:

In your letter dated February 2, 2011 you requested classification as a public charity described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Internal Revenue Code.

In our letter dated December 1948 we determined that you were exempt under section 501(c)(3) of the Code. We further determined that you were not a private foundation, and you were classified as a public charity described in section 509(a)(3) of the Code.

Based on information you provided, we have determined that you meet the requirements for classification as a public charity described in sections 509(a)(1) and 170(b)(1)(A)(vi) of the Code. Accordingly, this letter modifies our letter of December 1948 and we have updated your public charity status in our records as you have requested.

Since your exempt status was not under consideration, you continue to be classified as an organization exempt from Federal income tax under section 501(c)(3) of the Code.

Grantors and contributors may generally rely on this determination of your foundation status unless the Internal Revenue Service publishes notice that you are no longer recognized as tax exempt or classified as a public charity in the Internal Revenue Bulletin. However, if a grantor or contributor takes any action, or fails to take any action, which causes you to lose your exempt status or causes you to be reclassified as a private foundation, that party cannot rely on this determination. Furthermore, a contributor or grantor who knows that the Internal Revenue Service has notified your organization of any change in your exempt status or foundation status cannot rely on this determination.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Because this letter could help resolve any questions about your exempt status and/or foundation status, you should keep it with your permanent records.

Page 2

Wesley House Family Services, Inc.
59-0624481

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely,

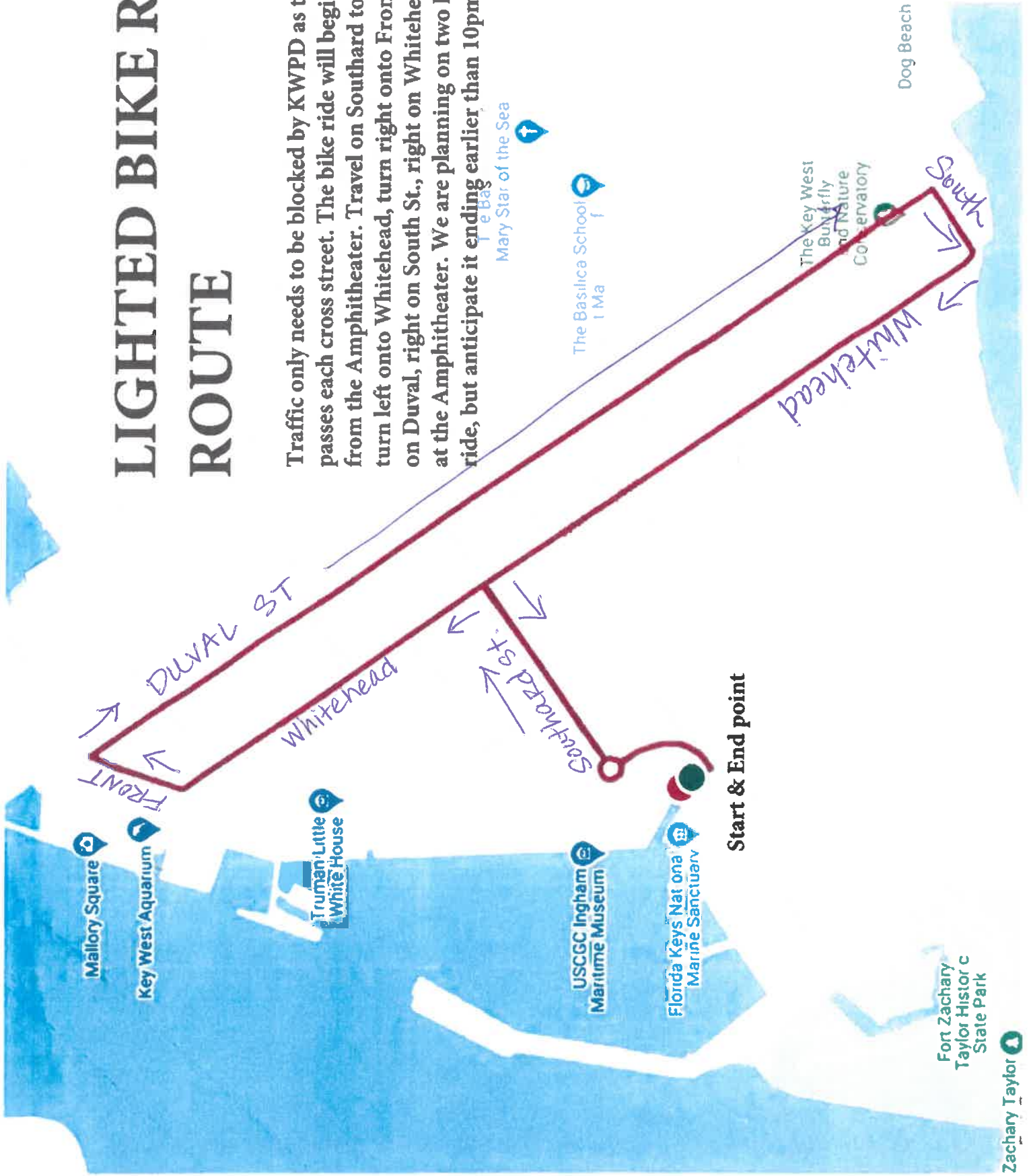
A handwritten signature in black ink, appearing to read "Lois G. Lerner". The signature is fluid and cursive, with a large initial "L" and "G".

Lois G. Lerner
Director, Exempt Organizations

Letter 4425, Rev. 10-2010
Catalog Number 52256W

LIGHTED BIKE RIDE ROUTE

Traffic only needs to be blocked by KWPD as the bike ride passes each cross street. The bike ride will begin at 8pm from the Amphitheater. Travel on Southward to Whitehead, turn left onto Whitehead, turn right onto Front St., right on Duval, right on South St., right on Whitehead and finish at the Amphitheater. We are planning on two hours for the ride, but anticipate it ending earlier than 10pm.



Fort Zachary-Taylor

Water Tower

**G -
Bikes
500**

**Holiday
Village
at the
Amphitheater
4 - 8pm**

Florida Keys
Eco-Discovery Center
Temporarily closed

ont
orks



Special Event Permit Application

Department Approvals

Event Name: Wesley House Delightful Bike Ride Event Date: December 3, 2011

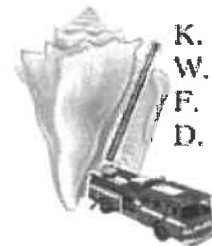
Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Marina Katerush
Code Compliance 20 Sep 21	Jin Yang
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals

Event Name: Wesley House Relighted Bike Ride Event Date: December 3, 2011

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Mana Rakush</i>
Code Compliance	
Engineering	POTENTIAL CONSTRUCTION ON SOUTHARD B/W WHITEHEAD + THOMAS, ONE LINE WILL BE OPEN, APPROVED. <i>H. M. [Signature]</i>
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



THE CITY OF KEY WEST

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

From: Division Chief/Fire Marshal Danny Blanco

Date: September 21, 2021

Reference: Wesley House Lighted Bicycle Ride

This office reviewed the special event application for the Wesley House Lighted Bicycle Ride to be held starting at Bayview Park, and ending at Mallory Square on December 3, 2021.

The following conditions apply:

- **Road closures need to allow one lane open for emergency vehicle .**

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
dblanc@cityofkeywest-fl.gov
Serving the Southernmost City

326E L53M W3X

Special Event Permit Application

Department Approvals

Event Name: Wesley House Delighted Bike Ride Event Date: December 3, 2021

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Marina Katerush</i>
Code Compliance	
Engineering	
Fire Department	
KW DOT	<p>Rodrigo G. Delostrinos Jr.</p> <p><small>Digitally signed by Rodrigo G. Delostrinos Jr. DN: cn=Rodrigo G. Delostrinos Jr., o=City of Key West, ou=Key West Transit, email=rdelostrinos@cityofkeywest-fl.gov, c=US Date: 2021.09.21 17:03:35 -0400</small></p>
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Maria Ratcliff

From: Joseph Tripp
Sent: Wednesday, September 22, 2021 9:22 AM
To: Maria Ratcliff
Subject: RE: Wesley House Belighted Bike Ride APROVAL SHEET- Commission meeting of October 5th.

We approve

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Monday, September 20, 2021 2:46 PM
To: Patti McLaughlin <pmclauchlin@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Steven P. McAlearney <smcalearney@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Alyson Crean <acrean@cityofkeywest-fl.gov>
Subject: Wesley House Belighted Bike Ride APROVAL SHEET- Commission meeting of October 5th.

Good afternoon, everyone

Please review and send back only top copy of the approvals. Let me know if I can be of assistance. Have a great day.

Maria

Maria Ratcliff

From: Louis Raymond <louisraymondact3@gmail.com>
Sent: Wednesday, September 22, 2021 7:36 AM
To: Maria Ratcliff
Cc: Richard Ericson; Todd C. Stoughton
Subject: [EXTERNAL] Re: [EXTERNAL] Next Steps: Calendar

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good morning, Maria: Could you let me know the steps & procedures for getting an event on the City's special events calendar? We are targeting an 8-week window from sometime in January on of 2023, so are eager to make progress.

Thank you!

Louis

On Sep 21, 2021, at 1:03 PM, Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov> wrote:

Louis,

Good afternoon. I added another City employee to the email string. Maria Ratcliff is the City Special Event Administrator and manages the City's special events calendar. Currently there is nothing on our calendar for 2023. As you get closer to making this a reality please continue to talk with Michael as we get closer as he will make the decision to which direction the City will take: License agreement of Special Event. Either way this will need to go in front of the City Commission for approval.

As you obtain financing, and/or financial partners, I recommend you request to make a presentation to the City Manager before too much time, effort and \$\$\$ are invested. This can be done through me once the time is right, and there 'might' be the need for another presentation in front of the City Commission.

We will continue to help with providing the information you need as this moves forward. I will provide the information you and I discussed.

I look forward to seeing this move forward.

Respectfully,

Todd

Todd Stoughton
Assistant City Manager
City of Key West

1300 White Street
Key West, FL 33040
Desk: (305) 809-3811
tstoughton@cityofkeywest-fl.gov

From: Louis Raymond <louisraymondact3@gmail.com>
Sent: Tuesday, September 21, 2021 8:48 AM
To: Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Michael J. Henriquez <michael.henriquez@cityofkeywest-fl.gov>
Cc: Richard Ericson <richardericsonact3@gmail.com>
Subject: [EXTERNAL] Thank you! & Next Steps

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

It was terrific to learn that the immense area bordered the walkway to the playground, Fort Street, the ship, the inlet, & the fig tree is more than big enough, is handy to parking, isn't encumbered above or below-ground with infrastructure, has all necessary access, is already in use for occasional "big & heavy" events (so the Festival would just be one more), & doesn't need expensive resodding.

I look forward to whatever other files & information you might think are appropriate to send: information about that circus, for example, as well as the As Built, plus information on how this field is cleaned up after that annual boat show so it isn't just ruts-&-mud.

Meanwhile, please let us know if any events for this area are currently on the City calendar for the period we're proposing for the Festival's 2023 debut. We're thinking, broadly January - February (or mid-January to mid-March): It will take—guessing—two-three days to set up the tent(s), & perhaps a week to build the theatre elements within it (stage, lighting, seating, e.g.), then do tech & dress rehearsals, then previews, then do all the performances themselves (which, alone, span four weeks), then dis-assemble it all. Rounding up to the nearest week, then, we're estimating eight weeks. It doesn't matter so much when this period begins, give or take a week or two, but we're thinking the Festival should be fully up & running by early February, then gone by, say, the 2nd week in March.

Could you check the City calendar to advise on availability these first two & a half months of 2023?

Thanks, indeed!

Louis

Louis Raymond

Words — Design — Vision

401-413-0044

LouisRaymondAct3@gmail.com

Everywhere You Can Find Me

C/M - Oct 5th

Special Event Permit Application

Department Approvals

Event Name: Wesley House Delighted Bike Ride Event Date: December 3, 2021

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Maria Ratush - Oct 5, 2021 o/m
✓ Code Compliance	
✓ Engineering	
✓ Fire Department	
✓ KW DOT	
✓ Parking	Not needing any parking for event
✓ Police Department	
✓ Port & Marine Services	N/A
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Wesley House Family Services BeLighted Bike Ride & Holiday Village

Friday, December 3, 2021

COVID Safety Plan

In the past, the Lighted Bike Ride has started at Bayview Park with as many as 1300 bike riders. For 2021, we are moving the location to begin at the Coffee Butler Amphitheater at Truman Waterfront Park and the bike ride will follow the same route as the Fantasy Fest Parade.

This year, we hope to incorporate a family-friendly “pre-party” Holiday Village inside the amphitheater grounds from 4 – 8 pm, with a small entrance fee. We plan to have a DJ on the stage, a few bounce houses, food vendors, and community booths providing something holiday themed for the children to enjoy. We plan to have the food vendors on one side of the amphitheater, similar to the music events at that venue. The booths will be arranged in a wide semi-circle creating a nice flow for participants. We will keep the cement area (where the chairs normally go for concerts) open, so there will be plenty of space to spread out. There is also the lawn area where people can relax until the bike ride begins at 8pm. Depending on the COVID scenario in December, we can require masks for all entrants inside the amphitheater, if necessary. We will also have plenty of hand sanitizer and encourage our community booths to have hand sanitizer as well for their activities. As this is our first year hosting the Holiday Village, we can only guess to the numbers that will attend, but we are estimating 300 – 500 inside the amphitheater for the Holiday Village.

We do plan to have participants pre-register for the bike ride. As was suggested at our August 25th meeting, if there are a large number of bike riders, we can have them possibly start in “waves” to limit the amount of people congregating together. However, this will require more time for KWPD to keep the streets closed at each intersection.

We are anticipating families who want to attend the Holiday Village will arrive early, and bike riders will arrive closer to the 8 pm start time and congregate outside the amphitheater or inside the Truman Waterfront grounds. We will encourage riders to stay within their personal cohort group and encourage masks until the bike ride begins. Once the ride starts, it will be difficult to be close to others, as they are riding bikes.

This is a preliminary plan and we will make any necessary adjustments as we get closer to the event date.