

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) KEY WEST BUSINESS GUILD, INC

Address of Applicant(s) 513 Truman Ave KEY WEST FL 33040

Phone Number of Applicant(s) 294-4603 Fax: 294-3273 Email admin@kwbgonline.org

Name of Non-Profit (s) same as above

Address of Non-Profit(s) same as above

Phone Number of Non-Profit(s) same as above

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

Date/Dates of Event Pride Street Fair: June 9 Pride Parade: June 10

Hours of Operation Pride Street Fair: 10am-7pm Pride Parade: 5-7pm

Estimated/anticipated number of persons per day 3,000 to 5,000

Location of Event Street Fair: 700⁺ 800 Blocks of Duval Parade: Duval

Street Closed Street Fair: Saturday June 9 8am-10pm Parade: Sunday June 10

Detailed description of event Street fair: Vendors & Music Stage

Parade: Begins at Truman Annex, Left on Whitehead, Right on Duval: South

Noise exemption required: Yes X No

Alcoholic beverages sold/served at event: Yes X No (Street Fair)

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.

Rebecca Tompkins

4/16/2012

Applicants Signature

Date

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

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

\$50.00

Date 4/16/12

Applicant Name Key West Business Guild

Applicant Address 513 Truman Ave Key West FL 33040

Applicant Phone Number 305-294-4603

Event Name KEY WEST PRIDE Street Fair & Parade

Event Address/Location Street Fair: 700-800 Blocks Duval Parade: Truman Annex to

Date of Event Street Fair: June 9 Parade: June 10 Whitehead to Duval to South

Nature of Event Street Fair - Parade culminate the week's LG BTA Celebration of PRIDE (in our community).

Profit Non Profit 501 C6

Time(s) Request for Exemption 8am-10pm June 9th 5-7pm June 10th

Number of Exemptions at this location this calendar year _____

Date of last exemption _____

Paid ✓ # 1541

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

**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.

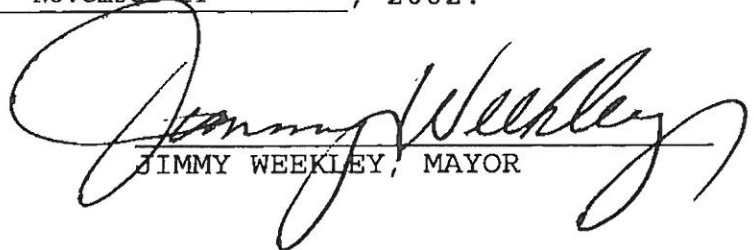
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

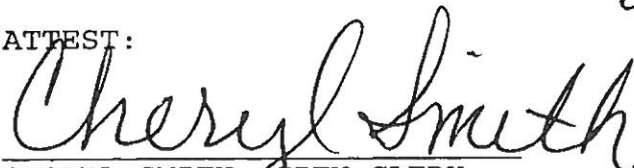
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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



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

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischengel
City Attorney RT

DATE: October 17, 2002

RE: Special Events Ordinance
Second Reading

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

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

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 RJT
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 RJT
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.
Sponsor's Signature RJT
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 RJT
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 RJT

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 RJT

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

Sponsor's Signature RJT

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 RJT

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 RJT

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 RJT

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 RJT

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 RJT

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

Sponsor's Signature RJT

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 RJT

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 RJT.

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 RJT.

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Patrick Shank Phone number: 305-294-4603
- 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 the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).
Amount of recycling and garbage containers needed: 20 - 95 gallon cans
- 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: Waste Management
- Capacity of containers on grounds: 20 x 95 = 1900 Capacity
Contact person for containers: Rebecca Tomlinson Phone #: 305-587-8961
- 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: Waste Management
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: Waste Management
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

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

- Monitor recycling containers for correct usage during the event and take actions to solve problems.
Problems: _____
Actions taken: _____

- 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 must be submitted prior to the event.
- Security deposit returned: _____

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

FIRST STATE BANK
OF THE FLORIDA KEYS
KEY WEST, FLORIDA 33040

1542

63-43/670
10

KEY WEST BUSINESS GUILD INC
513 TRUMAN AVE
KEY WEST, FL 33040

4/10/2012

PAY TO THE ORDER OF City of Key West

\$ **1,000.00

One Thousand and 00/100***** DOLLARS

City of Key West
P O Box 1409
Key West, FL 33041-1409

TWO SIGNATURES REQUIRED OVER \$2500.00

MEMO

Rebecca Tom

AUTHORIZED SIGNATURE





Key West Business Guild
PO Box 1208 . 513 Truman Avenue . Key West, FL 33041
(305)-294-4603 . Fax (305)-294-3273 . keywestbusinessguild.org

SPECIAL EVENT RECYLCE PLAN

Key West Business Guild – Key West Pride Street Fair
700 and 800 Blocks of Duval Street
Saturday, June 9 2012, 10am to 10pm

Recycle Coordinator: Patrick Shank, Office Manager

The Key West Business Guild will once again contract with Waste Management of the Florida Keys who will provide containers for waste removal. These containers will be delivered on Friday, June 8th to the corner of Petronia and Duval and be lined neatly against the wall of the Bourbon Street Pub (on Petronia) until they can be set into place (next to trash cans) on Saturday, June 9th, by the Street Fair Volunteers. Containers will be returned to the side of the Bourbon Street Pub on Petronia late Saturday night, and will be picked up by Waste Management on Monday, June 11th. We will work with volunteers throughout the day, organized by the Guild's Event Coordinator, to ensure that the containers are placed properly, used appropriately, and moved to the pick-up location at the end of the night.



THE CITY OF KEY WEST

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

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

Rebecca Tomb, Executive DIRECTOR
KEY WEST BUSINESS GUILD



THE CITY OF KEY WEST

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

PUBLIC NOTICE

THIS IS TO NOTIFY YOU THAT KEY WEST BUSINESS GUILD, INC. (KEY WEST PRIDE) HAS APPLIED TO THE KEY WEST CITY COMMISSION FOR A SPECIAL EVENT PERMIT UNDER SECTION 6-86 OF THE CITY'S NOISE CONTROL ORDINANCE. THE APPLICATION IS FOR AN EVENT TO TAKE PLACE ON SATURDAY, JUNE 9TH, 2012 (STREET FAIR) FROM 10:00 A.M. TO 7:00 P.M. & SUNDAY, JUNE 10, 2012 (PARADE) FROM 5:00 P.M. TO 7:00 P.M. WHICH IS LOCATED WITHIN 100 FEET OF YOUR PROPERTY. A HEARING ON THE APPLICATION WILL TAKE PLACE AT THE CITY COMMISSION MEETING ON MAY 1, 2012, AT 6:00 P.M., OLD CITY HALL, 510 GREENE STREET.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MARIA RATCLIFF THE CITY MANAGER'S OFFICE AT 809-3881.

PETITION OF NO OBJECTIONS
 KEY WEST PRIDE STREET FAIR
 SATURDAY, JUNE 9 2012, 10AM TO 10PM.
 700 and 800 BLOCKS OF DUVAL

Address	Business Name	Representative	Signature
825 Duval	Lennon Point Deli	Cheryl Daughdrill	Cheryl Daughdrill
824 Duval	Swissicious	Scott Waage	Scott Waage
816	Crossants de France	Deborah Dietrich	Deborah Dietrich
806	Dogs on Duval	Analise Smith	Analise Smith
801	801 Bourbon St.	RHETT KARMAN	Rhett Karmann
721	GRAFFITI	Phil Anderson	Phil Anderson
717	Southernmost TATTOO	JASON CORNINGTON	Jason Cornington
714	AQUA Beachwear	Rose Meridiano	Rose Meridiano
712	GREEN WORLD GALLERY	KOZ	Koz
712A	bath Junkie	David	David
710 Duval	Sunglass Hut	Brandon Dumas	Brandon Dumas
706-A	Swissicious	Scott Waage	Scott Waage
706 A	In Touch with you	LARRY KETRON	Larry Ketron
705	KNEE IT	Tim Henshaw	Tim Henshaw
802	KERMIT'S	KERMIT CARPENTER	Kermit Carpenter
700	MANGOES	Rob Wahoff	Rob Wahoff
701	Evolution	ATOPKINS	Atopkins
703	ADD 21	VIETTA PARSONS	Vietta Parsons
702A	FLAMINGOS CAFE	VIETTA PARSONS	Vietta Parsons
719	KW HAMMOCKS	B. ANTHONY	B. Anthony
716	DERUBEIS GALLERY	NISLA HICKMAN	Nisla Hickman
724	Boulevard Pub	Andrew Brown	Andrew Brown
810	Vinos on Duval	Clayton + Val Chelley	Clayton + Val Chelley
817	Nailtini Nail Bar	Nancy Lynn	Nancy Lynn
815	DUVAL HOUSE	L. KRISTIN HEARD	L. Kristin Heard
724 Duval	New Orleans House	N. Chamberlin	N. Chamberlin
812	Tropical Inn	Brandi Trabay	Brandi Trabay



CERTIFICATE OF LIABILITY INSURANCE

KWBUS01

OP ID: T

DATE (MM/DD/YYYY)

09/13/11

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Key West Insurance, Inc. 646 United Street, Suite 1 Key West, FL 33040 Key West Insurance, Inc.		305-294-1096 305-294-8016	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
INSURED Key West Business Guild Attn: Rebecca Tomlinson PO Box 1208 Key West, FL 33040		INSURER(S) AFFORDING COVERAGE		NAIC #
		INSURER A : Century Insurance Group		
		INSURER B :		
		INSURER C :		
		INSURER D :		
		INSURER E :		
		INSURER F :		

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	GENERAL LIABILITY						EACH OCCURRENCE	\$ 1,000,00	
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		<input checked="" type="checkbox"/>	CCP713956	07/10/11	07/10/12	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,00	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,00	
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY	\$ 1,000,00
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,00	
	AUTOMOBILE LIABILITY						PRODUCTS - COMPI/OP AGG	\$ exclude	
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> HIRED AUTOS						BODILY INJURY (Per accident)	\$	
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$	
	<input type="checkbox"/> NON-OWNED AUTOS							\$	
	UMBRELLA LIAB						EACH OCCURRENCE	\$	
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE	\$	
	<input type="checkbox"/> OCCUR							\$	
	<input type="checkbox"/> CLAIMS-MADE							\$	
	DED							\$	
	RETENTION \$							\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATU-TORY LIMITS	OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)		<input type="checkbox"/>	N/A			E.L. EACH ACCIDENT	\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 clubs civic services

CERTIFICATE HOLDER**CANCELLATION**

CITYKEY

City of Key West
 License Department
 P. O. Box 1409
 Key West, FL 33041-1409

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE
 Key West Insurance, Inc.

Key West Business Guild, Inc.

Profit & Loss

January through December 2011

Jan - Dec 11

Ordinary Income/Expense		
Income		
Event Income		
Pride Fest	5,335.00	
Pride Adv. - Event Guide	3,310.00	
Pride Comedian	7,500.00	
Pride Events	3,500.00	
Pride Lodging	830.00	
Pride Merchandise	2,800.00	
Pride Sponsors	3,795.00	
Pride Street Fair		
Total Pride Fest		27,070.00
Total Event Income		27,070.00
Total Income		27,070.00
Gross Profit		27,070.00
Expense		
Event Expenses		
Pride Key West Expense	488.00	
Pride Commissions	2,902.50	
Pride Event Guide	3,970.84	
Pride Events	1,365.05	
Pride Merchandise	1,568.76	
Pride Parade Expenses	2,127.33	
Pride Streetfair Exp.	1,847.89	
Pride Miscellaneous	0.00	
Pride Key West Expense - Ot...		
Total Pride Key West Expense		14,270.37
Total Event Expenses		14,270.37
Total Expense		14,270.37
Net Ordinary Income		12,799.63
Net Income		12,799.63



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Key West Business Guild, Inc.
Key West Pride
June 9 & 10, 2012

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

Maria Ratcliff
Signature of Witness

Maria Ratcliff
Print Name

4/13/12
Date

Rebecca Tomlinson
Signature of Applicant

REBECCA TOMLINSON
Print Name

4/13/12
Date

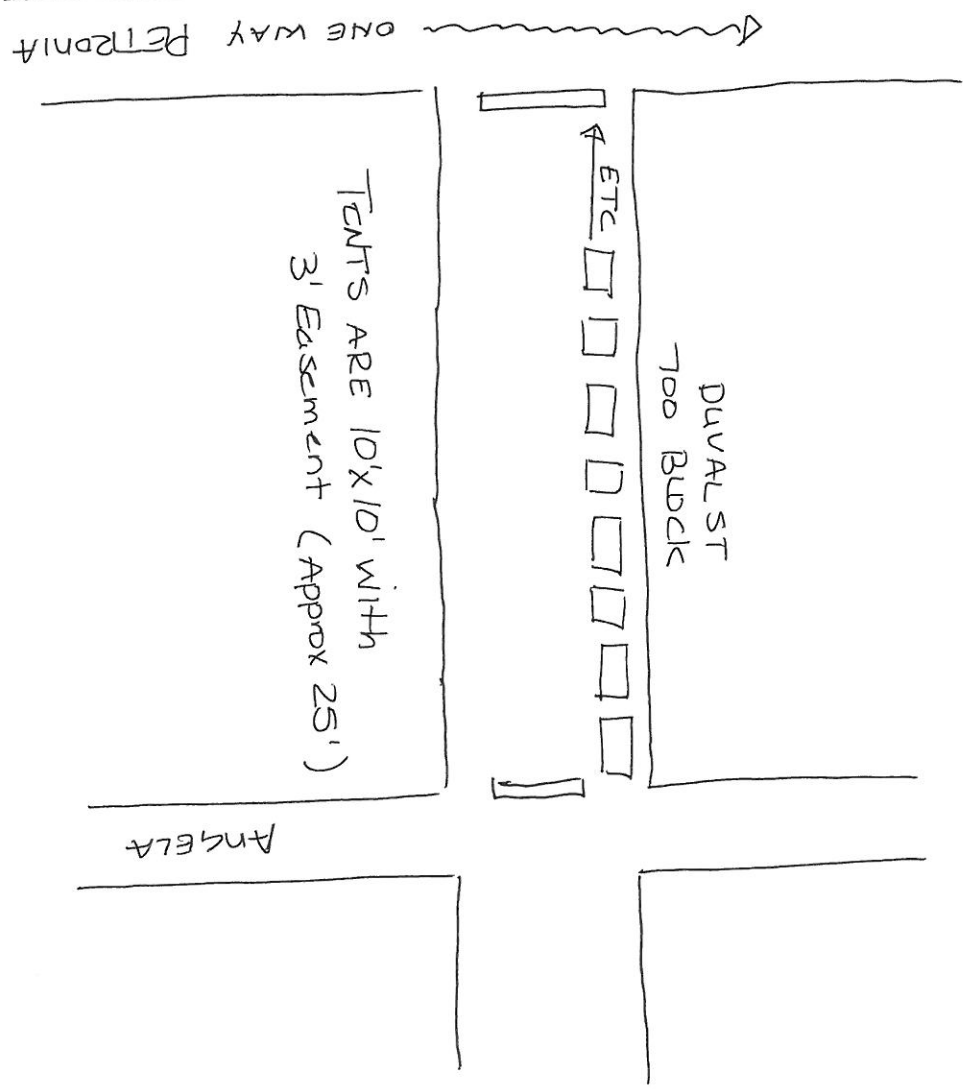
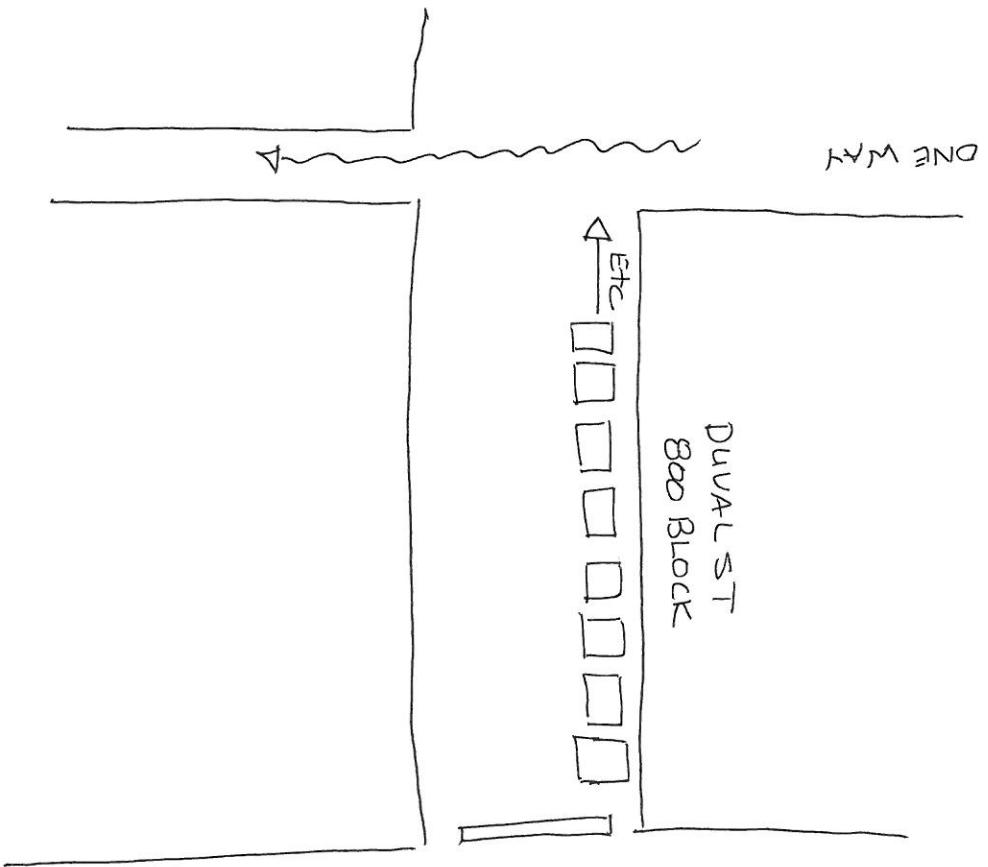
June 9, 2012

KEY WEST PRIDE STREET FAIR

8am - 10am Set-up

10am - 8pm

8pm - 10pm Break Down





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[Events](#)
No Name History

Entity Name Search

Detail by Entity Name

Florida Non Profit Corporation

KEY WEST BUSINESS GUILD, INC.

Filing Information

Document Number 744178
FEI/EIN Number 591931515
Date Filed 09/06/1978
State FL
Status ACTIVE
Last Event REINSTATEMENT
Event Date Filed 12/20/1991
Event Effective Date NONE

Principal Address

513 TRUMAN AVENUE
 KEY WEST FL 33040
 Changed 01/27/2005

Mailing Address

P.O. BOX 1208
 KEY WEST FL 33041

Registered Agent Name & Address

SMITH, WAYNE LARUE
 333 FLEMING ST
 KEY WEST FL 33040 US
 Name Changed: 03/18/1997
 Address Changed: 04/22/2002

Officer/Director Detail

Name & Address

Title PD
 PAUGH, DARREN
 513 TRUMAN AVE
 KEY WEST FL 33040

Title VD
 GERMAN, TODD
 513 TRUMAN AVE
 KEY WEST FL 33040

Title TD

MCCAFFREY, VANESSA
513 TRUMAN AVE
KEY WEST FL 33040

Title SD

WADE, BARBARA
513 TRUMAN AVE
KEY WEST FL 33040

Annual Reports

Report Year Filed Date

2011	03/14/2011
2011	06/17/2011
2012	02/14/2012

Document Images

02/14/2012 -- ANNUAL REPORT	View image in PDF format
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03/14/2011 -- ANNUAL REPORT	View image in PDF format
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Note: This is not official record. See documents if question or conflict.

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Entity Name Search

[Events](#)

No Name History

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State of Florida, Department of State



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

Please Check All That Apply To This Event

Cooking

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

• Fire Dept Regs sent to all vendors

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

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

Vendors to provide 10'x10' tents

Food Booths → *Saturday June 9 2012*

- Food Booths – Total # Approx 5
- Vendor Booths – Total # Approx 45
- Total Number of Booths - Approx 50

Parade → *Sunday June 10 2012*

- Floats – Total # Approx 50

Event Name: KEY WEST BUSINESS GUILD, INC

Special Event Checklist
Everything must be checked off before
submitting the special event application

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



Maria Ratcliff <mratclif@keywestcity.com>


Key West Pride June 9th & 10th

2 messages

Maria Ratcliff <mratclif@keywestcity.com> Fri, Apr 13, 2012 at 3:46 PM
To: Richard Sarver <rsarver@keywestcity.com>, Steve Torrence <storrenc@keywestcity.com>, Danny Blanco <dblanco@keywestcity.com>, Jim Young <jjyoung@keywestcity.com>, Myra Wittenberg <mwittenb@keywestcity.com>

Sorry guys, another one I need asap. Monday deadline. Sorry again.

--
Maria Ratcliff
Executive Administrator to City Manager
and Special Events Coordinator
3132 Flagler Avenue
PH (305) 809-3881
Fax (305) 809-3886

 **SKMBT_C36012041315410.pdf**
4993K

Steve Torrence <storrenc@keywestcity.com> Fri, Apr 13, 2012 at 3:49 PM
To: Maria Ratcliff <mratclif@keywestcity.com>

They Will need extra duty officers for street fair and parade
ABT Permit for Alcohol Sales
Noise Exemption
[Quoted text hidden]

Key West Pride June 9th - 10th

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

EVENTS (INITIAL SIGNOFF):

Maria Ratuski 4/
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

✓ SIGNATURE DATE

✓ POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

✓ FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

✓ KWDOT/PORT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

✓ CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

[Signature] 13 Apr 12
SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____

DENIED _____

(if denied attach explanation)

Key West Pride June 9th : 10th

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

EVENTS (INITIAL SIGNOFF):

Maria Ratuski 4/1
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

M. W. 4-12-12
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

No Impact +

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Key West Pride June 9th : 10th

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

EVENTS (INITIAL SIGNOFF):

Maria Ramirez 4/
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

[Signature]
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Key West Pride

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS

SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE

SIGNATURE DATE

FIRE DEPARTMENT
D. Blanco, Fire Marshal 04/16/12

SIGNATURE DATE

SEE ATTACHED MEMO

PORT/KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



Key West Fire Department

Office of the Fire Marshal

Danny Blanco , Fire Marshal
Alan Averette, Capt. / Fire Inspector
Kenneth Wardlow, Capt. / Fire Inspector
Jason Barroso, Lt./ Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 292-8179
Fax: (305) 293-8399

Food Booth and Vendor Regulations

Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.
3. **Each vendor shall stay within their assigned area, equipment and supplies shall not be staged outside their allotted space. ie: sidewalks, exit ways.**

Butane or Propane equipment:

1. Shut-off valves must be provided at each fuel source.
2. Tanks must be protected from damage and secured in an upright position and must be located at least 5 feet apart from each other.
3. No storage of extra butane or propane tanks in booth.
4. Tanks not in use must be turned **OFF**.
5. Unused fuel cylinders shall be stored in a secured position. Unused cylinders must be located 50 feet away from all combustibles.

All compressed gas bottles, flammable or non-flammable shall be properly secured to prevent accidental tipping over.

Electrical Power:

1. Generators shall be placed in locations approved by the Fire Marshal's Office for "special events" use.
2. Refueling of generators is prohibited during event hours. No extra fuel shall be stored during event hours.
3. During approved refueling times, no smoking or open flames are allowed within 25 feet.
4. Extension cords shall be of grounded type and approved for exterior use. Extension cords shall be placed so as not to create a hazard.

Charcoal Cooking:

1. Charcoal cooking must be located in areas away from public access.
2. Charcoal cooking must be 10 feet away from combustible structures and parked vehicles.
3. Coals shall be disposed in metal containers

Deep Fat Frying/Flambé/Open Flame Cooking:

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. The cook area must not be accessible by the general public.
3. Deep fat frying equipment must be equipped with a temperature regulating device.
4. Separation must be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.

Fire Extinguishers:

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of 3A:40B:C. (dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of 2A:10B:C must not exceed 75 feet.
3. Fire extinguishers must be serviced annually and be tagged accordingly.
4. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.
5. Each cooking booth that is using deep fat fryers must have a 6 Liter Type K (wet chemical fire extinguisher).

Miscellaneous:

Fire Hydrants – Fire Hydrants must not be obstructed at any time for any reason.

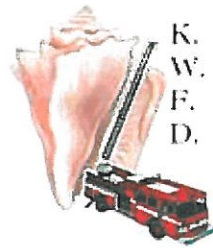
Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

The above regulations are not inclusive of other general fire safety provisions that may be imposed upon inspection.

Any booth not in compliance will be immediately closed.

Fire Safety Tips

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. Do not spray lighter fluid on briquettes that have been previously ignited.
7. In case of emergency, **DIAL 9-1-1.**



THE CITY OF KEY WEST

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

To: Key West Business Guild

From: Fire Marshal Danny Blanco

Date: 04/16/2012

Reference: Pride Fest Street Fair and Parade

The following conditions apply:

This office reviewed the special event application for Pride Fest Street Fair to be held at on June 9 & 10, 2012.

The following conditions apply:

- Cooking and Generator use that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- The Duval Street closure needs to allow for emergency vehicle passage. (Stage cannot block Duval Street).
- Any float that has a generator needs to have a Life Safety Inspection.
- The Event is responsible for the cost of Fire Inspector(s) who will perform the Life Safety Inspection on event dates.
- Fire Inspector(s) working the Inspection detail shall be paid a rate of \$ 40.00 an hour with a four hour minimum.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Danny Blanco, Fire Marshal

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

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

KEY WEST FIRE



THE CITY OF KEY WEST

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

To: Key West Business Guild

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Serving the Southernmost City

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

KEY WEST FIRE