

CITY OF KEY WEST APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Rotary Club of Key West

Address of Applicant(s) 1107 Key Plaza Box 294 Email: Jillian L Gage@aol.com

Phone Number of Applicant(s) and emergency number Jill Cranney - Gage (305) 747-0395

Name of Non-Profit(s) The Rotary Club of Key West FL Inc

Address of Non-Profit(s) 1107 Key Plaza Box 294

Phone Number of Non-Profit(s) (305) 747-0395 Jill Cranney - Gage

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

Date(s) of Event 2-16-19

Hours of Operation 10:00 am - 6:00 pm

Estimated/anticipated number of persons per day - 15 for set up / 500 for event

Location of Event Bocce Courts - Corner of White St & Atlantic

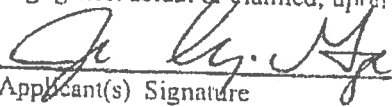
Street Closed No

Detailed Description of Event: Corn Hole Tournament

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required:	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
Alcoholic beverages sold/served at event:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Recycle Deposit \$1000.00	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
Cooking oil recycled	Yes	<input type="checkbox"/>	N/A	No <input type="checkbox"/>
Recycled containers	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>

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


Applicant(s) Signature

12/7/18
Date

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

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

Commercial General Liability with minimum limits of \$1,000,000
 Business Automobile Liability with minimum limits of \$1,000,000
 Statutory Worker's Compensation Coverage
 Employers Liability with minimum limits of \$1,000,000 injury by Accident,
 \$1,000,000 injury by Disease
 Policy Limits and \$1,000,000 injury by Disease – Each Employee

*Parker
Allen
Lynch
Frazier*

If alcoholic 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

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

Sponsor's Signature *CM*

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 *CM*
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 Alia

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 cm

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 cm Steve Torrence

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 cm

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

Sponsor's Signature cm

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 cm

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 cm

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 cm

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 cm

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 cm
15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.
Sponsor's Signature cm
16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.
Sponsor's Signature NA
17. Special Events organizers must submit an 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 cm
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 cm

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Kevin Mcchesney phone number: 305 304-6786
- 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: 2 recycling
2 garbage
- 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: Kevin Mcchesney
- Capacity of containers on grounds:
Contact person for containers: Kevin Mcchesney Phone #: 305 304-6786
- 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: Not Needed
- 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: Rotary Volunteers
- 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: Rotary Volunteers
Actions taken: _____
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____
Actions taken: Rotary Volunteers
- 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: Rotary Volunteers
- 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: N/A
Contamination: N/A
- 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, FL 33040

4902

63-43/670

CHECK ARMOR

1/8/2019

ROTARY CLUB OF KEY WEST, INC.
OPERATING ACCOUNT
1107 KEY PLAZA #294
KEY WEST, FL 33040

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 33040

MEMO

Cornhole Tournament Recycling Deposit

VALID VALID
VALID VALID
VALID VALID
VALID VALID

AUTHORIZED SIGNATURE

MP

Details on Back

Security Features Included



THE CITY OF KEY WEST

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

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 and recycle cans on a regular basis for the duration of the event.

Jillian Cranney-Gage
Print Name:

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

Special Event Recycling Plan
Rotary Club of Key West – 1st annual Bocce Tournament – Feb 16, 2019

Recycling Coordinator: Jill Cranney-Gage (305) 747-0395

Recycling Coordinator will:

- Educate and/or train recycling staff/volunteers, vendors, attendees and participants of event policies
- Coordinate recycle bins and the pick-up of recyclables
- Report the volume recycled to the City of Key West
- Ensure food waste containers are adjacent to recycle bins
- Stage volunteers to ensure no commingling of recyclables and trash
- Locate public recycle areas with trash receptacles near drink location
- Confirm delivery and placement of recycle bins by Waste Management
- Monitor recycle bins for overflow during event
- Confirm pickup of recycle bins and waste containers by Waste Management after the event

Minimum City Requirements

- **Recycle bins for cans and bottles within 50 feet of all drink/drink sales locations.**
Rotary will have one drink sales location and a minimum of 2 recycle bins at the Sonny McCoy Indigenous Park area and 2 recycle bins for bottles and cans plus 1 large recycle bin for cardboard on White Street Pier.
- **Recycle bins for cans and bottles will be placed behind each drink/drink sales location.**
Rotary will have 2 recycle bins and 2 waste bin located in the Sonny McCoy Indigenous Park parking area. Cans, bottles and food waste will be carried from the pier to the parking area bins as needed.
- **Delivery of recyclables to the recycle center shall be by the event, by Waste Management or by other licensed vendor.** Rotary has requested pick-up of all recyclables by Waste Management.
- **Place recycle bins throughout event area.** Rotary will place recycle bins around area of White Street and Atlantic Boulevard as needed.





THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Rotary Club of Key West, Florida, Inc.
Corn Hole Tournament at the Bocce Courts
February 16, 2019

I **Jillian Cranney-Gage** being authorized to act on behalf of and legally bind **Rotary Club of Key West, Florida, 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.


Signature of Witness
Lisa Knowles
Print Name
1/4/19
Date


Signature of Applicant
Jill Cranney-Gage
Print Name
1/4/19
Date

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



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Florida Not For Profit Corporation
 ROTARY CLUB OF KEY WEST, FLORIDA, INC.

Filing Information

Document Number	N00000005436
FEI/EIN Number	59-6152300
Date Filed	08/14/2000
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	08/14/2018
Event Effective Date	NONE

Principal Address

1107 KEY PLAZA
 #294
 KEY WEST, FL 33040

Changed: 03/06/2016

Mailing Address

1107 KEY PLAZA
 #294
 KEY WEST, FL 33040

Changed: 03/06/2016

Registered Agent Name & Address

KNOWLES, LISA
 1107 KEY PLAZA
 #294
 KEY WEST, FL 33040

Name Changed: 03/06/2016

Address Changed: 03/06/2016

Officer/Director Detail

Name & Address

Title PRESIDENT

GONZALEZ, ALBERT

1107 KEY PLAZA BOX #294
KEY WEST, FL 33040

Title P

CRANNEY-GAGE, JILLIAN
1107 KEY PLAZA BOX #294
KEY WEST, FL 33040

Title V

TORRENCE, STEVE
1107 KEY PLAZA BOX #294
KEY WEST, FL 33040

Title S

RUSSIN, LINDA
1107 KEY PLAZA BOX #294
KEY WEST, FL 33040

Title T

OLIVE, JAMES
1107 KEY PLAZA BOX #294
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2016	03/06/2016
2017	01/09/2017
2018	02/23/2018

Document Images

09/14/2018 -- Amendment	View image in PDF format
02/23/2018 -- ANNUAL REPORT	View image in PDF format
01/09/2017 -- ANNUAL REPORT	View image in PDF format
12/05/2016 -- Amendment	View image in PDF format
03/06/2016 -- ANNUAL REPORT	View image in PDF format
05/07/2015 -- AMENDED ANNUAL REPORT	View image in PDF format
03/07/2015 -- ANNUAL REPORT	View image in PDF format
04/18/2014 -- ANNUAL REPORT	View image in PDF format
03/03/2013 -- ANNUAL REPORT	View image in PDF format
07/13/2012 -- Amendment	View image in PDF format
02/16/2012 -- ANNUAL REPORT	View image in PDF format
09/06/2011 -- Reg. Agent Change	View image in PDF format
04/21/2011 -- ANNUAL REPORT	View image in PDF format
02/22/2010 -- ANNUAL REPORT	View image in PDF format
08/15/2009 -- ANNUAL REPORT	View image in PDF format
02/11/2009 -- ANNUAL REPORT	View image in PDF format



**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 - *Vendors*
- Plan for Cooking Oil Disposal
- No Cooking on Site

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

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

Booths

- Food Booths -- Total # _____
- Vendor Booths -- Total # 3
- Total Number of Booths - _____

Parade

- Floats -- Total # _____

Event Name: Rotary Club of Key West Corn Hole Tournament
 Feb 16, 2019

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	N/A
✓	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)	N/A
✓	Insurance naming the City as additional insured	FORTHCOMING
✓	Financial of previous event (If applicable)	N/A
✓	Release & Idemnification Form	
✓	Site Map (where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	they are the non-profit



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Rotary Club Corn Hole Tournament
DATES: Feb 16, 2019

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratzoff 1/7/19

SIGNATURE

DATE

✓ COMMUNITY SERVICES

SIGNATURE

DATE

✓ POLICE DEPARTMENT

SIGNATURE

DATE

✓ FIRE DEPARTMENT

SIGNATURE

DATE

✓ KWDOT

SIGNATURE

DATE

N/A

✓ PORT AND MARINE SERVICES

SIGNATURE

DATE

N/A

✓ CODE COMPLIANCE

SIGNATURE

DATE

✓ ENGINEERING

SIGNATURE

DATE

✓ UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN ___ APPROVED ___ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Rotary Club Conn Hole Tournament
DATES: Feb 16, 2019

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Roney 1/7/19
 SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

Steve Torrence 1/11/19
 SIGNATURE DATE

no officer required

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



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

EVENT: Rotary Club Conn Hole Tournament
DATES: Feb 16, 2019

<u>DEPARTMENTS</u>		<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF)		
<u>Maria Ruff</u> SIGNATURE	<u>1/7/19</u> DATE	
<u>[Signature]</u> SIGNATURE	 DATE	
POLICE DEPARTMENT		
 SIGNATURE	 DATE	
FIRE DEPARTMENT		
 SIGNATURE	 DATE	
KWDOT		
 SIGNATURE	 DATE	
PORT AND MARINE SERVICES		
 SIGNATURE	 DATE	
CODE COMPLIANCE		
 SIGNATURE	 DATE	
ENGINEERING		
 SIGNATURE	 DATE	
UTILITIES		
 SIGNATURE	 DATE	

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Rotary Club Corn Hole Tournament
 DATES: Feb 16, 2019

DEPARTMENTS COMMENTS

EVENTS (INITIAL SIGNOFF)

Marie Ratchoff 1/7/19
 SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

Ji Gong 7 Jan 19
 SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



THE CITY OF KEY WEST

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

To: Jill Cranney-Gage (JillianLGage@aol.com)

From: Division Chief/Fire Marshal Danny Blanco

Date: 01/08/2019

Reference: Rotary Club Corn Hole Tournament

This office reviewed the special event application for the Rotary Club Corn Hole Tournament to be held at The Bocce Courts on February 16, 2019. Based on the application There currently are no fire concerns.

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

Danny Blanco, Fire Marshal

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

Serving the Southernmost City

326E L53M 13X