

**CITY OF KEY WEST**  
**APPLICATION FOR A SPECIAL EVENT PERMIT**

Name of Applicant(s) We Cycle / EVAN HASKELL, PRESIDENT  
Address of Applicant(s) 5160 US Highway 1, Key West FL 33040  
Phone Number of Applicant(s) 305-393-5797 Fax: \_\_\_\_\_ Email evan@wecyclekw.com  
Name of Non-Profit (s) Montessori Children's school of Key West  
Address of Non-Profit(s) 1221 Varela St.  
Phone Number of Non-Profit(s) 305-294-5302  
Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$2000  
Date/Dates of Event 10/19/14  
Hours of Operation Ride leaves at 6pm, Street closure will be 7pm - 11pm  
Estimated/anticipated number of persons per day 7,000 - 10,000  
Location of Event GROUP BICYCLERIDE FROM E. MARTELL TO DUVAL ST.  
Street Closed 100, 200, 300 Blocks of DUVAL  
Detailed description of event See attached

Noise exemption required: Yes \_\_\_\_\_ No   
Alcoholic beverages sold/served at event: Yes \_\_\_\_\_ No

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

[Signature] \_\_\_\_\_ 9/11/14 \_\_\_\_\_  
Applicants Signature Date

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

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:



EH

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~~.)

EH

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



EH

primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3. That section 6-56 of the Code of Ordinances is hereby amended as follows:

**Sec. 6-56. Application.**

(a) Except as provided in section 6-58, At least 60 days prior to a proposed special event that will result in the closing of a public street, the sponsor shall submit an application to the city manager. An application may be made either by a tax-exempt nonprofit organization (nonprofit) or jointly by a nonprofit and a private person or business entity.

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

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

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

BA

**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: ~~FaneyFantasy~~ FaneyFantasy 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



B4

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

ek

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.

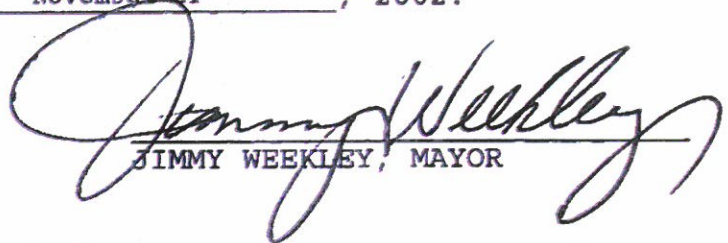
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

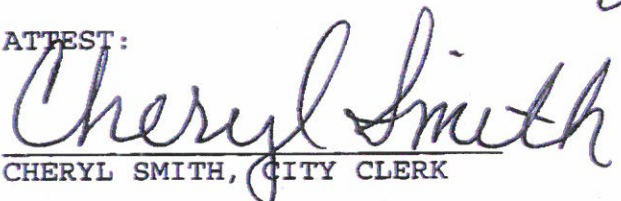
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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



City Attorney's Office



Phone: (305) 292-8110  
Fax: (305) 292-8227

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 RT  
City Attorney






DATE: October 17, 2002

RE: Special Events Ordinance  
Second Reading



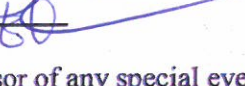
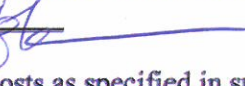
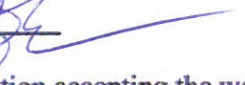


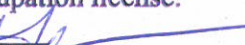
The following are the changes made to the Special Events Ordinance for second reading:

- 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 
4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.  
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.  
Sponsor's Signature 
6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*  
Sponsor's Signature 
7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.  
Sponsor's Signature 



8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.  
Sponsor's Signature 
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.  
Sponsor's Signature 
10. Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.  
Sponsor's Signature 
11. The organizer or sponsor of any special event, which requires the provision of additional or extraordinary support services by police, fire, administration, or other city departments shall pay to the city the cost of such services. A down payment of 10 percent of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten days prior to the special event.  
Sponsor's Signature 
12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation subject to the human rights provision of the section 38-225.  
Sponsor's Signature 
13. Any nonprofit organization accepting the waiver provided for by subsection (d) of the ordinance shall, within 90 days following the special event, submitted to the city commission an accounting of expenses and revenues incurred and generated during the special event.  
Sponsor's Signature 
14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.  
Sponsor's Signature 
15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.  
Sponsor's Signature 

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

Sponsor's Signature JK

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 JK

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 JK



## **Zombie Bike Ride: Special Event Permit Description**

The 5th annual Zombie Bike Ride will take place on October 19, 2014.

The event will stage at the East Martello Tower. The staging has been approved by The Key West Art and Historical Society, the director of the airport, the county administrator, the city manager, the Sheriff's department and the Key West Police Department. All relevant permits from the county are in the final stages of approval.

At 6pm, the ride will leave the staging area and proceed westbound on S. Roosevelt Blvd.

A permit is in process from FDOT for the use of S. Roosevelt Blvd.

The ride will continue on Atlantic Blvd towards Duval St, with traffic control being coordinated by The Key West Police Dept. The ride will be handled as a rolling roadblock, with lower Duval as the destination.

We are requesting the closure of the 100, 200, and 300 blocks of Duval from 7pm - 10pm.

We are working with Public Works to contract barricades as needed along the parade route and for the Duval St. closure.

## Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Karrie Carnes Phone number: 831-238-4667
- 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: TBD - working with WM
- 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: Bins will be delivered Friday, Oct 17, location TBD.
- Capacity of containers on grounds: TBD - in talks with WM  
Contact person for containers: Margaret Lair (WM) Phone #: 305-797-3312
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. NA - no vendors at this event.
- 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: Event staff will replace full bins with empty bins
- 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 to pick up bins & recycling on Monday, Oct. 20, 2014
- 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.  
NA - no vendors
- 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: Possibility of improper bin use  
Actions taken: Event staff will monitor bins and correct behavior
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.  
Problems: Possibility of improper bin use  
Actions taken: Event staff monitoring bins will talk with participants, encourage recycling
- 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: Event staff to photograph recycling, count full bins/bags of recycling and provide feedback
- 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: TBD  
Contamination: TBD
- 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*

**Zombie Bike Ride: Recycling Plan**  
**October 19, 2014**  
**7-10pm**

Zombie Ride recycling contact: Karrie Carnes, 831-238-4667  
Waste Management contact: Margaret Lair, 305-797-3312

No vendors are associated with this event. Any trash or recycling generated during this event will have originated from the adjacent bars and restaurants, or have been brought in by event participants.

Zombie Ride organizers are in active communications with Waste Management in order to ensure the appropriate amount of recycling bins are rented for the proposed event on October 19, 2014. Waste Management and the event organizers are still confirming the exact size and number of bins required to accommodate this event. The event organizers are aware of the costs associated with bin rental and the requirement to use bin liners.

- Communications efforts will be made in advance of the event through web and social media to encourage event participants to use recycle bins on Duval Street.
- Because Waste Management does not conduct bin drop offs on weekends, Waste Management will drop off bins at a secure location accessible by the event organizers on Friday, Oct. 17.
- Event organizers will position bins on Duval Street at 7pm on Friday, Oct. 19, and retrieve and store the carts in a secure location at the conclusion of the event at 10pm.
- Because there are no vendors at this event, it can be assumed that the majority of the potential recyclable material will be glass bottles, plastic bottles, aluminum cans and possibly plastic cups.
- Since there are no event vendors, signage at point of sale is not applicable.
- During the event, roving event staff will monitor the bins to ensure that people are properly disposing of recycling. Should improper disposal be occurring, event staff will be stationed at recycling bins to observe and if necessary correct disposal behavior.
- Should the recycling bins become full during the event, event staff will rotate in new empty bins.



- Following the event, event staff will sort through recycle bins for instances of contamination and dispose of any comingled garbage.
- Event organizers will take photos of the event recycling and document the number of full bins at the end of the event.
- Waste Management will pick up the bins on Monday, Oct. 20.



## 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.

A handwritten signature in blue ink, consisting of stylized initials and a long horizontal stroke, is written over a horizontal line.





**We Cycle, Inc.**  
5160 U.S. Highway 1  
Key West, FL 33040  
(305) 294-7433

1ST STATE BANK OF THE FL KEYS  
63-43/670

1066

9/10/14

PAY TO THE  
ORDER OF

City of Key West

\$ 1,000.00

One thousand and

00

100

DOLLARS

▲ TAMPER RESISTANT TONER AREA ▲



MEMO

Zombic deposit

*[Handwritten signature]*



City of Key West  
\*\*\* CUSTOMER RECEIPT \*\*\*  
Oper: KEYWALW Type: OC Drawer: 1  
Date: 9/16/14 45 Receipt no: 41218

Description	Quantity	Amount
ZZ UNUSUAL PAYMENT	1.00	\$1000.00

G/L account number:  
00100002200100

WE CYCLE INC.  
ZOMBIC DEPOSIT

Tender detail		
CK CHECK	1066	\$1000.00
Total tendered		\$1000.00
Total payment		\$1000.00

Trans date: 9/16/14 Time: 9:24:22



**THE CITY OF KEY WEST**

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

**RELEASE AND INDEMNIFICATION**

**We Cycle  
Zombie Ride  
October 19, 2014**

**7:00 p.m. - 11:00 p.m.**

I Evan Haskell being authorized to act on behalf of and legally bind We Cycle, 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 Ratchiff  
Signature of Witness

Maria Ratchiff  
Print Name

9-10-14  
Date

Evan Haskell  
Signature of Applicant

Evan Haskell  
Print Name



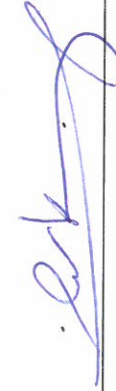


9/10/14  
Date












WeCycle Bike Shop is applying for a City of Key West permit to temporarily close the 100, 200 and 300 blocks of Duval Street (between Front and Eaton Streets) to vehicle traffic on Sunday, October 19 from 7p.m. to 10p.m. for a street festival for the conclusion of the 5<sup>th</sup> annual Zombie Bike Ride.

Per the City permit requirements, event organizers will make a donation to the non-profit organization of their choice (the Montessori Children's School of Key West).

I, the undersigned business located within the proposed street closure area, have no objection to this temporary street closure.


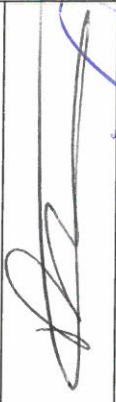




BUSINESS NAME	STREET ADDRESS	PRINTED NAME	SIGNATURE
wendy's 1030			
BurgerFi	221 Duval St Key West FL	Beiger Corazon	
STORMY'S	215 Duval St	ANDREA STRELC	
<del>#</del> Urban Legends II	211E Duval	Keren Shamesh	
5005. 201	211 Duval.	John Miller	
SHOPY JUE'S	201 Duval	PATRICK CRAIG	




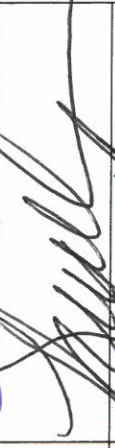




BUSINESS NAME	STREET ADDRESS	PRINTED NAME	SIGNATURE
LARY becke	203 DUVAL	<del>HEATHER</del> LARY Becke	
Shades & us	335 Duval	Stm Barkalifa	
pimp my phom	335 Duval	Sam Barkalifa	
Keywest Cigar Club	335F DUVAL	Russell CARUSO	
Vertigo	327 Duval	Sblomi Sela	
<del>Shades &amp; us</del>	313 Duval	Melissa Evans	
Hard Rock Cafe	305 Duval	Cherry DeMeza	
Fat Tuesday	227 Duval	Black Frances	
Fogarty's	217 Duval	Meagan Vidovich	
Johnny Rockets			

10/10/20



7-4-13  
10-6  
Services  
5mall rest  
8941-5502 Box  
ST  
505th

BUSINESS NAME	STREET ADDRESS	PRINTED NAME	SIGNATURE
halo	422 front	Ashton	
You'll never walk Alooe Inc	9th Front St. B	Dean Nunner	
Emeralds INT'L LLC	104 Duval St.	Marina Marcial	
Ripley's B.I.O.N.	108 Duval St.	Anthony Bethel	Anthony Bethel
Hog's Breath Saloon	400 Front St (Front & Duval)	Paula Mottice	Paula Mottice
Island Toss	120 Duval		
Treasure rare	120c Duval	Gilat Grinshpon	Gilat
CRAZY SHIRTS	425 Duval ST	<u>Marina</u>	
PIRATE CORNER	432 Green	Becker Marcal	

BUSINESS NAME	STREET ADDRESS	PRINTED NAME	SIGNATURE
IRISH KEVINS	211C DUVAL ST. KEY WEST, FL 33076	KIM KNIGHT	
Angelina's Brea	208 Duval	Kit Carson Smith	
Island Silver	141 Duval St.	Marie Croitoru	Marie Croitoru
Polax Beard	137 Duval's	Sarah Desros	
Aroma Island Perfumes	123 Duval Street K.W	Kim Bendahan	
Island Breeze	126 Duval Street	Kim Bendahan	
KEY WEST H-D	121 DUVAL ST	JERRY MOTZ	
Bagatelle	115 Duval St	Beverly Richards	
Wyland Gallery	102 Duval St	Barbara Staffin	

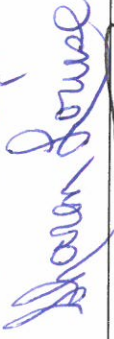

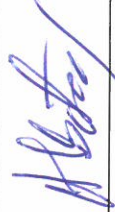


WeCycle Bike Shop is applying for a City of Key West permit to temporarily close the 100, 200 and 300 blocks of Duval Street (between Front and Eaton Streets) to vehicle traffic on Sunday, October 19 from 7p.m. to 10p.m. for a street festival for the conclusion of the 5<sup>th</sup> annual Zombie Bike Ride.

Per the City permit requirements, event organizers will make a donation to the non-profit organization of their choice (the Montessori Children's School of Key West).

I, the undersigned business located within the proposed street closure area, have no objection to this temporary street closure.

BUSINESS NAME	STREET ADDRESS	PRINTED NAME	SIGNATURE
Smokin' Tuna	4 Charles St.	Donna Britton	Donna Britton
Key West Charms	220 S Duval St	Antonio Kongas	Antonio Kongas
Ball	224 Duval	Deborah Staats	Deborah Staats
The Torch	429 Caroline St.	Maec Grathol	Maec Grathol
Carolines	310 Duval	Cherie Smith	Cherie Smith
Grand Cafe	314 Duval St.	Kerry Ellis	Kerry Ellis

BUSINESS NAME	STREET ADDRESS	PRINTED NAME	SIGNATURE
Kelly's Hamper	322-A	Sharon Louise	
<del>Flirt</del>	370	George Gualinski	
Coyote Ogly	218 Duval	Herts Cross	





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/10/14

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).

<b>PRODUCER</b> Hemisphere Insurance Group 11401 SW 40 St Ste 340 Miami, FL 33165 Phone (305) 501-2801 Fax (305) 553-9010	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b> (305) 501-2801	<b>FAX (A/C, No):</b> (305) 553-9010
<b>INSURED</b> WE-CYCLE INC. 5160 US HWY 1 STOCK ISLAND, FL 33040	<b>E-MAIL ADDRESS:</b> hemisphereinsgrp@aol.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A :</b> MAXUM INDEMNITY COMPANY	
	<b>INSURER B :</b> UNITED STATES LIABILITY COMPANY	
	<b>INSURER C :</b>	
	<b>INSURER D :</b>	
<b>INSURER E :</b>		
<b>INSURER F :</b>		
		<b>NAIC #</b>

**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	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			BDG0063277-02	03/15/2014	03/15/2015	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00 MED EXP (Any one person) \$ 0.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 2,000,000.00 PRODUCTS - COMP/OP AGG \$ 2,000,000.00 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				<input type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYE \$ E.L. DISEASE - POLICY LIMIT \$
B	<b>SPECIAL EVENT INSURANCE</b>	Y		1409037	10/19/2014	10/19/2014	\$1,000,000 PER OCC / \$2,000,000 AGG

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

CERTIFICATE HOLDER IS ALSO ADD'L INSURED FOR 1 DAY EVENT 10/19/2014

**CERTIFICATE HOLDER****CANCELLATION**CITY OF KEY WEST  
3132 FLAGLER AVE  
KEY WEST, FL 33040

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



montessori  
children's school of key west inc.

1221 Varela Street, Key West, Florida 33040

To Whom it May Concern,

We are pleased to accept \$2000 from The Zombie Bike Ride and We Cycle, in consideration for the requirements of their special event permit.

Sincerely,

Evan Haskell

A handwritten signature in blue ink, appearing to read 'Evan Haskell', written over a horizontal line.

President, Board of Directors



Event Name: Zombie Bike Ride

## Special Event Checklist

**Everything must be checked off before submitting the special event application**

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

FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS



## Detail by Entity Name

### Florida Profit Corporation

WE CYCLE, INC.

### Filing Information

<b>Document Number</b>	P11000094667
<b>FEI/EIN Number</b>	453853436
<b>Date Filed</b>	10/31/2011
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Effective Date</b>	10/31/2011

### Principal Address

5160 US1  
Key West, FL 33040

Changed: 04/30/2013

### Mailing Address

5160 US1  
Key West, FL 33040

Changed: 04/30/2013

### Registered Agent Name & Address

HASKELL, EVAN P  
3812 FLAGLER AVE.  
KEY WEST, FL 33040

### Officer/Director Detail

#### **Name & Address**

Title P

HASKELL, EVAN P  
3812 FLAGLER AVE  
KEY WEST, FL 33040

Title VP

NEEDHAM, CHRISTOPHER R  
614 FRANCES, APT B  
KEY WEST, FL 33040



**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2012	04/30/2012
2013	04/30/2013
2014	04/25/2014

**Document Images**

<a href="#">04/25/2014 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/30/2013 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">04/30/2012 -- ANNUAL REPORT</a>	View image in PDF format
<a href="#">10/31/2011 -- Domestic Profit</a>	View image in PDF format

---

[Copyright ©](#) and [Privacy Policies](#)

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

NONE

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

NONE

Road Closure

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

no vendors

Tents (More Than 200 SqFt.)

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

none

Food Booths

- Food Booths - Total # \_\_\_\_\_
- Vendor Booths - Total # \_\_\_\_\_
- Total Number of Booths - \_\_\_\_\_

None

Parade

- Floats - Total # \_\_\_\_\_

None



11 Schooner Wharf Bar

Conch Republic Seafood

Adventures Key West

11 Sunset Pier

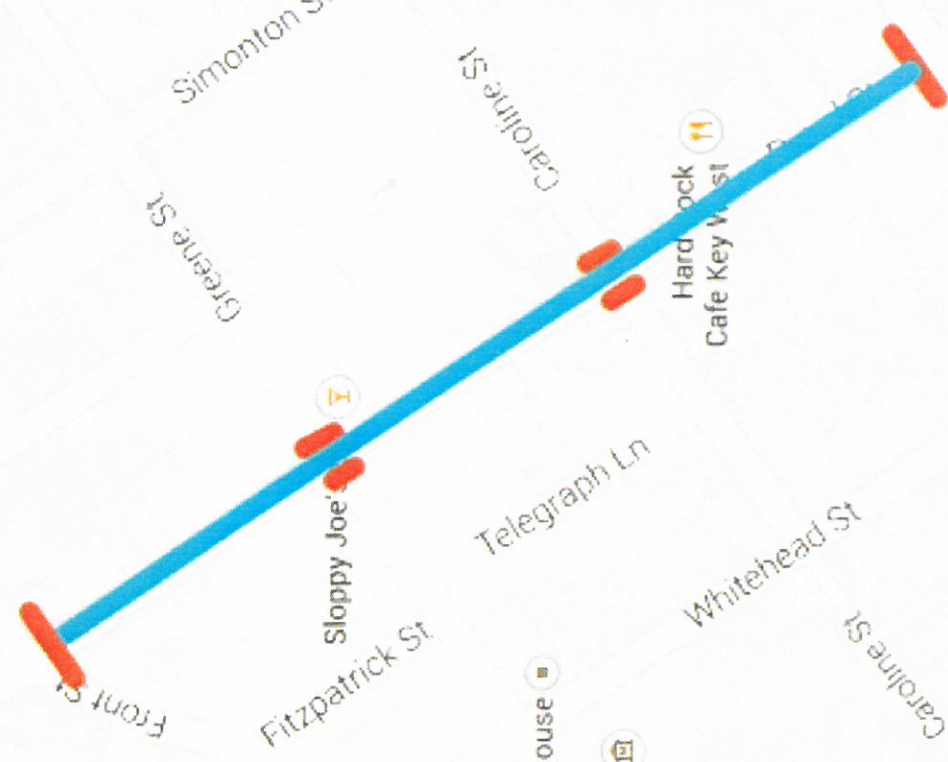
Rum Barrel

Ocean Key Resort & Spa

# October 19, 2014 Zombie Bike Ride

**Red:** intersection  
closures 7-10pm

**Blue:** special event  
area 7-10pm



Higgs Ln  
Elizabeth St

Simonton St

Greene St  
Simonton St

Caroline St

Hard Rock  
Cafe Key West

Telegraph Ln

Fitzpatrick St

Whitehead St

The Banyan Resort

4 Admirals Ln

Key West  
Marina

Mel Fisher Maritime  
Heritage Society...

Front St

Truman Little  
White House

Crowne Plaza Key  
West La Concha

White  
Crowne

Fleming St

Bahama St

Simonton St

Zombie Ride/Wb Cycle  
Oct 19, 2014

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

*Mama Raruffi*  
SIGNATURE      DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

✓ PUBLIC WORKS

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

✓ POLICE DEPARTMENT

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

✓ FIRE DEPARTMENT

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

✓ KEY WEST DOT

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

✓ CODE COMPLIANCE

*Jim Young 11 Sep 14*  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOUG BRADSHAW/PORT

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

✓ PARKING DEPARTMENT

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Zombie Ride / w/ Cycle  
Oct 19, 2014

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):  
Maria Rakuff  
SIGNATURE                      DATE

CONDITIONS/RESTRICTIONS:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS  
[Signature]  
SIGNATURE                      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POLICE DEPARTMENT  
\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIRE DEPARTMENT  
\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KEY WEST DOT  
\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CODE COMPLIANCE  
\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

DOUG BRADSHAW/PORT  
\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARKING DEPARTMENT  
\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Zombie Ride/Wb Cycle  
Oct 19, 2014

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):  
Maria Ramirez  
SIGNATURE      DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC WORKS**

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POLICE DEPARTMENT**

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**FIRE DEPARTMENT**

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**KEY WEST DOT**

Rogelio Hernandez <sup>P.S.</sup>  
SIGNATURE      DATE 9-10-14

Will require bus  
detours and delays.

**CODE COMPLIANCE**

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DOUG BRADSHAW/PORT**

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARKING DEPARTMENT**

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## Maria Ratcliff

---

**From:** John Wilkins <jwilkins@keywestcity.com>  
**Sent:** Thursday, September 11, 2014 10:16 AM  
**To:** Maria Ratcliff  
**Subject:** RE: Zombie Ride

Parking Division has no issues.

With street closure, parking fees are waived.

John Wilkins  
Parking Manager

---

**From:** Maria Ratcliff [mailto:[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)]  
**Sent:** Wednesday, September 10, 2014 4:30 PM  
**To:** [rsarver@keywestcity.com](mailto:rsarver@keywestcity.com); [storrenc@keywestcity.com](mailto:storrenc@keywestcity.com); [dblanco@keywestcity.com](mailto:dblanco@keywestcity.com); [rhernandez@keywestcity.com](mailto:rhernandez@keywestcity.com); [jwilkins@keywestcity.com](mailto:jwilkins@keywestcity.com); [jyoung@keywestcity.com](mailto:jyoung@keywestcity.com)  
**Subject:** Zombie Ride

## Maria Ratcliff

---

**From:** Steve Torrence <storrenc@keywestcity.com>  
**Sent:** Tuesday, September 16, 2014 12:01 AM  
**To:** Maria Ratcliff  
**Subject:** Re: Zombie Ride

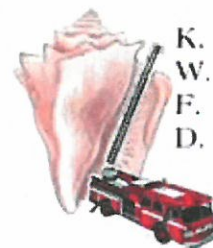
Aloha -- I'm still on vacation .... We have met with the organizers and have a traffic plan-- they will pay for extra duty officers.

Steve

Sent from my iPhone

On Sep 15, 2014, at 4:08 AM, Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)> wrote:

Need approval sheets for Zombie ride please. Thanks!



K.  
W.  
F.  
D.

## THE CITY OF KEY WEST

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

To: Evan Haskell (We Cycle)

From: Division Chief/Fire Marshal Danny Blanco

Date: September 16, 2014

Reference: Zombie Ride

This office reviewed the special event application for the Zombie Ride to be held starting at East Martello, and ending on Duval St. October 19, 2014.

The following conditions apply:

- **Road closures need to allow one lane open for emergency vehicle .**
- **All bicycles must be parked on the same side of street throughout the 100, 200, and 300 blocks of Duval St.**

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@keywestcity.com

*Serving the Southernmost City*

326E USMC BX