

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

Name of Applicant(s) AIDS HELP
Address of Applicant(s) 1434 KENNEDY DRIVE, KEY WEST, FL 33040
Phone Number of Applicant(s) 305-296-6196 Fax: 305-296-6337 Email: parnela.d@aidshelp.org
Name of Non-Profit (s) AIDS HELP
Address of Non-Profit(s) 1434 KENNEDY DRIVE, KEY WEST, FL 33040
Phone Number of Non-Profit(s) 305-296-6196
Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 100%
Date/Dates of Event MONDAY, APRIL 18, 2011
Hours of Operation 6:00 p.m. to 9:00 p.m. (set up time 8:00 am.)
Estimated/anticipated number of persons per day 4,000
Location of Event TRUMAN WATERFRONT
Street Closed N/A

Detailed description of event TASTE OF KEY WEST - OVER 60 RESTAURANTS WILL BE SERVING CULINARY DELIGHTS. FINE WINES + BEER WILL BE FEATURED BY REPUBLIC NATIONAL + GOLD COAST

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.

Amela S. Dellella
Applicants Signature

1/6/11
Date

*(Financial statements of the event from the previous year must be attached and submitted along with special event application) SEE ATTACHED

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

\$50.00

Date 1/6/11

Applicant Name AIDS HELP
 Applicant Address 1434 KENNEDY BLVD., KEY WEST, FL 33040
 Applicant Phone Number 305-296-6196
 Event Name TASTE OF KEY WEST, 16th ANNUAL
 Event Address/Location TRUMAN WATERFRONT
 Date of Event MONDAY, APRIL 18, 2011
 Nature of Event OVER 60 RESTAURANTS WILL BE SERVING
CULINARY DELIGHTS, FINE WINES + BEER WILL BE FEATURED
 Profit Non Profit
 Time(s) Request for Exemption 5:00 P.M. to 11:00 P.M.
 Number of Exemptions at this location this calendar year _____
 Date of last exemption 4/19/10

City of Key West
 R E P R I N T
 *** CUSTOMER RECEIPT ***
 Oper: KEYWGM Type: DC Drawer: 1
 Date: 1/20/11 45 Receipt no: 33909

| Description | Quantity | Amount |
|----------------------------|----------|---------|
| SS SPECIAL EVENTS PAYMENTS | 1.00 | \$50.00 |

G/L account number:
 00100003429300
 00100001040000

AHI NOISE EXEMPTION
 TASTE OF KEY WEST 1/6/11

| Tender detail | | |
|----------------|-------|---------|
| CK CHECK | 84309 | \$50.00 |
| Total tendered | | \$50.00 |
| Total payment | | \$50.00 |

Trans date: 1/20/11 Time: 10:21:14

Revised for
Third Reading
11/19/02

ORDINANCE NO. 02-29

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES ENTITLED "AMUSEMENTS AND ENTERTAINMENT" BY AMENDING ARTICLE II PERTAINING TO SPECIAL EVENTS; AMENDING SECTION 6-26 TO REQUIRE A DOWN PAYMENT ON THE COST OF CITY SERVICES, TO ALLOW FOR INTEREST ON LATE PAYMENTS, AND TO INCREASE THE COST WAIVER TO \$1,000.00; ADDING SECTION 6-27 TO RESTRICT PLACEMENT OF FOOD, BEVERAGE AND MERCHANDISE BOOTHS; AMENDING SECTION 6-56 TO REQUIRE THE APPLICATION TO LIST AN EMERGENCY CONTACT PERSON; AMENDING SECTION 6-57 TO ESTABLISH A MINIMUM NON-PROFIT SHARE FOR SPECIAL EVENTS IN WHICH A STREET IS CLOSED; AMENDING SECTION 6-58 TO PROVIDE THAT MAJOR FESTIVAL SPONSORS MAKE APPLICATION SIX MONTHS IN ADVANCE AND APPROVE CERTAIN SALES OF ALCOHOLIC BEVERAGES; ADDING SECTION 6-61 PERTAINING TO HANDICAP-ACCESSIBLE BATHROOM FACILITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission finds that a revision to the regulations governing special events and street closures would promote the health, safety and welfare of the citizens of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

Section 1: That section 6-26 of the Code of Ordinances is hereby amended as follows*:

Sec. 6-26. Payment for city services.

(a) The organizer or sponsor of any festival, street fair, fair, carnival, athletic event, contest, competition, parade, fundraiser, rally, boat or car race or other special event which requires city authorization, whether by administrative permit or city commission approval, and which requires the provision of additional or extraordinary support services by police, fire, administrative, or other city departments in order to maintain order or safety or to escort participants shall pay to the city the cost of such services. A down payment of ten percent (10%) of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten (10) days prior to the event.

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is

*(Coding: Added language is underlined; deleted language is ~~struck through~~.)

established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1-1/2%) per month.

(c) The city commission may grant special exceptions to this section for cause shown upon the public record.

(d) The first ~~\$500.00~~ \$1,000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.

(e) Any nonprofit organization accepting the waiver provided for by subsection (d) of this section shall, within 90 days following the special event, submit to the city commission an accounting of expenses and revenues incurred and generated during the event.

Section 2. That section 6-27 is hereby added to the Code of Ordinances as follows:

Sec. 6-27. Food, beverage and merchandise booths.

No booth or stall set up for a special event and serving any amount or type of food and/or beverage, or selling merchandise, shall be placed directly in front of, or within five(5) feet of the property line of, a restaurant or a bar or a retail store (selling

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

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

Sec. 6-56. Application.

(a) Except as provided in section 6-58, 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:

**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: ~~Fancy~~Fantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons

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

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

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

Sec. 6-61. Temporary bathroom facilities.

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

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

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

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

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

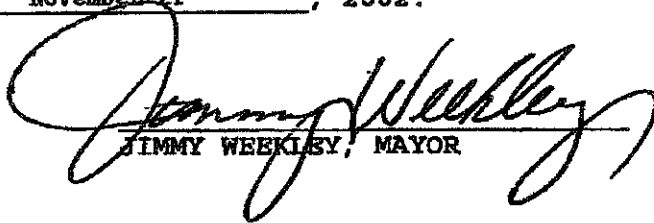
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

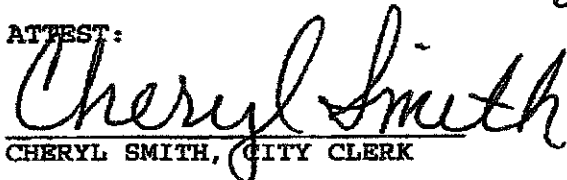
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

Filed with the Clerk November 21, 2002.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK

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

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.
Sponsor's Signature PSD
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 PSD
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 PSD
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 PSD
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 PSD

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 PSD
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature PSD
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 PSD
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 PSD
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 PSD
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 PSD
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 PSD
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 PSD

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 PSA

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 PSA.

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 PSA.

ATTACHMENT A

LICENSE FOR USE OF CITY OF KEY WEST OWNED PROPERTY

LICENSE NUMBER

THIS LICENSE TO USE CITY OF KEY WEST PROPERTY HEREIN DESCRIBED IS ISSUED BY THE CITY OF KEY WEST TO THE LICENSEE NAMED BELOW FOR THE PURPOSE HEREIN SPECIFIED UPON THE TERMS AND CONDITIONS SET FORTH BELOW, AND ON ATTACHMENTS B, AND C. BY THE EXECUTION HEREOF THE LICENSEE AGREES TO COMPLY WITH ALL SUCH TERMS, CONDITIONS, AND GENERAL PROVISIONS.

1. PROPERTY LOCATION
KEY WEST, FLORIDA

2. DATES COVERED
FROM: 4/18/11 TO: 4/19/11

3. DESCRIPTION OF PROPERTY (INCLUDE ROOM AND BUILDING NUMBERS WHERE APPROPRIATE)
TRUMAN WATERFRONT PROPERTY

4. PURPOSE OF LICENSE

TASTE OF KEY WEST 2011 AIDS HELP FUNDRAISER

5. LICENSOR
CITY OF KEY WEST

5a. CITY REPRESENTATIVE (TITLE AND ADDRESS)
DOUG BRADSHAW, PORT PROJECT MANAGER, P.O. BOX 6434, KEY WEST, FL 33041-6434, (305) 809-3792

6. LICENSEE (NAME AND ADDRESS)
AIDS HELP
1434 KENNEDY DR., KWF 33040

6a. LICENSEE REPRESENTATIVE (NAME/ADDRESS/PHONE) 305-296-6196
C/O AIDS HELP
PAM DEMALA 1434 KENNEDY DR., KWF 33040

7. REFUNDABLE DEPOSIT FOR USE OF PROPERTY (PAYABLE IN ADVANCE)
(IF NO CASH PAYMENT IS REQUIRED, ENTER "NONE" UNDER ITEM 7a "AMOUNT")

| | | | |
|---------------------|-----------------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------|
| a. AMOUNT 500.00 | b. FREQUENCY PAYMENTS DUE One time payment | c. FIRST DUE DATE Submitted with License | d. TO (MAILING ADDRESS) Port office at P.O Box 6434, Key West, FL 33041-6434 |
|---------------------|-----------------------------------------------|---------------------------------------------|---------------------------------------------------------------------------------|

8. ADDITIONAL CHARGES FOR USE OF PROPERTY

(IF NO CASH PAYMENT IS REQUIRED, ENTER "NONE" UNDER ITEM 8a "AMOUNT")

| | | | |
|------------------------------------|---------------------------|-------------------|---------------------------------------------------------------------------------|
| a. AMOUNT (EACH PAYMENT) 500.00 | b. FREQUENCY PAYMENTS DUE | c. FIRST DUE DATE | d. TO (MAILING ADDRESS) Port office at P.O Box 6434, Key West, FL 33041-6434 |
|------------------------------------|---------------------------|-------------------|---------------------------------------------------------------------------------|

9. INSURANCE REQUIRED AT EXPENSE OF LICENSE

(IF ANY OR ALL INSURANCE REQUIREMENTS HAVE BEEN WAIVED, ENTER "NONE" IN a, b, c, OR d AS APPROPRIATE)

| TYPE | MINIMUM AMOUNT | TYPE | MINIMUM AMOUNT |
|--------------------------------|----------------|---------------------------------------------|----------------|
| a. FIRE AND EXTENDED COVERAGE | SEE ITEM #10 | c. THIRD PARTY PERSONAL INJURY PER PERSON | SEE ITEM#10 |
| b. THIRD PARTY PROPERTY DAMAGE | SEE ITEM#10 | d. THIRD PARTY PERSONAL INJURY PER ACCIDENT | SEE ITEM #10 |

10. GENERAL CONDITIONS (SEE ATTACHED)

Licensee shall carry (A.) COMPREHENSIVE AUTOMOBILE INSURANCE AND VEHICLE LIABILITY INSURANCE FOR OWNED AND NON-OWNED VEHICLES COVERING CLAIMS FOR INJURIES TO MEMBERS OF THE PUBLIC AND/OR DAMAGES TO PROPERTY OF OTHERS ARISING FROM USE OF MOTOR VEHICLES INCLUDING ONSITE AND OFFSITE OPERATION WITH LIMITS OF ONE MILLION DOLLARS EACH OCCURRENCE AND THREE MILLION DOLLARS ANNUAL AGGREGATE. (B.) COMMERCIAL GENERAL LIABILITY COVERAGE IN THE AMOUNT OF 1 MILLION DOLLARS/OCCURRENCE AND 2 MILLION DOLLARS ANNUAL AGGREGATE FOR THE TERM OF THE LICENSE. LICENSE IS FURTHER SUBJECT TO THE PROVISIONS IN ATTACHMENT B AND C.

II. EXECUTION OF LICENSE

| FOR | BY | | DATE |
|------------------|----------------------------------------|------------------|--------|
| | NAME AND TITLE | SIGNATURE | |
| CITY OF KEY WEST | MR. JIM SCHOLL, CITY MANAGER | | |
| LICENSEE | PAM DEMALA DIR. COMMUNITY RELATIONS | Pamela D. Demala | 4/6/11 |

IF LICENSEE IS A CORPORATION, ATTACH CERTIFICATION OF SIGNATURE.

ATTACHMENT B: GENERAL CONDITIONS

- a. The Licensor hereby grants to the Licensee the right to use the premises or facilities described in item 3, together with the necessary rights of ingress and egress.
- b. This License shall be effective for the period stated in item 2 and is revocable at any time without notice at the option and discretion of the Licensor or its duly authorized representative.
- c. The use shall be limited to the purposes specified herein. Licensor does not warrant or represent that the property is safe or suitable for the purpose for which Licensee intends to use it, and Licensee assumes all risks in its use.
- d. This License shall be neither assignable nor transferable by the Licensee.
- e. If utilities and services are furnished to the Licensee during License period, the Licensee shall reimburse the Licensor for the cost thereof as determined by the Licensor in accordance with applicable statutes and regulations.
- f. The Licensee, at its own cost and expense shall protect, maintain, and keep in good order, the premises or facilities licensed hereby. At the discretion of the Licensor this obligation shall include, but not be limited to, contribution toward the expense of long-term maintenance of the premises or facilities, the necessity for which accrued during the period of Licensee's use. The amount of expense to be borne by the Licensee shall be determined by prorating the total expense of the item of long-term maintenance on the basis of fractional use by the Licensee. This fractional part of the total expense shall be prorated further if the item of long-term maintenance did not accrue in its entirety during the Licensee's use. Upon a determination by the Licensor that the necessity exists for an expenditure of funds for maintenance, protection, preservation or repair, the Licensee shall pay to the Licensor its proportionate share on demand.
- g. No additions to, or alterations of, the premises or facilities shall be made without the prior consent of the Licensor. Upon revocation or surrender of this License, to the extent directed by the Licensor, the Licensee shall remove all alterations, additions, betterments and improvements made, or installed, and restore the premises or facilities to the same, or as good condition as existed on the date of entry under this License.
- h. The Licensee shall be liable for any loss of, or damage to, the premises or facilities incurred as a result of its use and shall make such restoration or repair, or monetary compensation as may be directed by the Licensor. The Licensee shall not be liable for loss of, or damage to, the premises arising from causes beyond the control of the Licensee and occasioned by a risk not in fact covered by insurance and not customarily covered by insurance in the locality in which the premises are situated. Nothing contained herein, however, shall relieve the Licensee of liability with respect to any loss or damage to the premises, not fully compensated for by insurance, which results from willful misconduct, lack of good faith, or failure to exercise due diligence, on the part of the Licensee. All insurance required for the Licensee on the premises shall be for the protection of the Licensor and the Licensee against their respective risks and liabilities in connection with the premises. Each policy of insurance against loss or damage to City of Key West property shall name the Licensee and the City of Key West, as the insured and shall contain a loss payable clause reading substantially as follows: "Loss, if any, under this policy shall be adjusted with (Name of Licensee) and the City of Key West and the proceeds shall be payable to the City of Key West". In the event that any item or part of the premises or facilities shall require repair, rebuilding or replacement resulting from loss or damage, the risk of which is assumed under this paragraph h, the Licensee shall promptly give notice thereof to the Licensor and, to the extent of its liability as provided in this paragraph, shall, upon demand, either compensate the City of Key West for such loss or damage, or rebuild, replace or repair the item or items of the premises or facilities so lost or damaged, as the Licensor may elect. If the cost of such repair, rebuilding, or replacement exceeds the liability of the Licensee for such loss or damage, the Licensee shall effect such repair, rebuilding or replacement if required so to do by the Licensor and such excess of cost shall be reimbursed to the Licensee by the Licensor. In the event the Licensee shall have effected any repair, rebuilding or replacement,

Initials of Applicant _____

which the Licensee is required to effect pursuant to this paragraph, the Licensor shall direct payment to the Licensee of so much of the proceeds of any insurance carried by the Licensee and made available to the City of Key West on account of loss of or damage to any item or part of the premises or facilities as may be necessary to enable the Licensee to effect such repair, rebuilding or replacement. In event the Licensee shall not have been required to effect such repair, rebuilding, or replacement, and the insurance proceeds allocable to the loss or damage which has created the need for such repair, rebuilding or replacement have been paid to the Licensee, the Licensee shall promptly refund to the Licensor the amount of such proceeds.

- i. The Licensee shall indemnify and save harmless the City of Key West, its officers, agents, servants and employees from all liability or otherwise, for death or injury to all persons, or loss or damage to the property of all persons resulting from the use of the premises by the Licensee, and shall furnish the insurance specified in Item 9. Each policy of insurance required in Item 9 covering bodily injuries and third party property damage shall contain an endorsement reading substantially as follows: "The insurer waives any right of subrogation against the City of Key West which might arise by reason of any payment made under this policy." This indemnity shall survive the expiration of this License.
- j. All insurance required by this License shall be in such form, for such periods of time, and with such insurers as the Licensor may require or approve. A certificate of insurance or a certified copy of each policy of insurance taken out hereunder shall be deposited with the Licensor's local representative prior to use of the premises and facilities. The Licensee agrees that not less than thirty (30) days prior to the expiration of any insurance required by this License, it will deliver to the Licensor's local representative a certificate of insurance or a certified copy of each renewal policy to cover the same risks.
- k. The Licensee warrants that it has not employed any person to solicit or secure this License upon any agreement for a commission, percentage, brokerage or contingent fee. Breach of this warranty shall give the City of Key West the right to annul this License or in its discretion to recover from the Licensee the amount of such commission, percentage, brokerage or contingent fee in addition to the consideration herein set forth. This warranty shall not apply to commissions payable by the Licensee upon contracts or sales secured or made through bona fide established commercial or selling agencies maintained by the Licensee for the purpose of securing business.
- l. In connection with the performance of work under this License, the Licensee agrees not to discriminate against any employee or applicant for employment because of race, religion, color, or national origin, sex, disability, ancestry, sexual orientation, gender identity or expression, marital status, parental status or source of income. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Licensee agrees to post hereafter in conspicuous places available for employees and applicants for employment, notices to be provided by the Licensor setting forth the provisions of the nondiscrimination clause. The Licensee further agrees to insert the foregoing provision in all subcontracts hereunder, except Subcontracts for standard commercial supplies or raw materials.
- III. All activities authorized hereunder shall be subject to such rules and regulations as regards supervision or otherwise, as may, from time to time, be prescribed by the local representative of the Licensor as designated in Item 5a.
- II. The laws of the State of Florida shall govern the validity of this license agreement, interpretation, performance, and any other claims related to it. The venue for any and all claims or legal actions will be Monroe County, Florida.

Initials of Applicant PSD

ATTACHMENT C: ADDITIONAL PROVISIONS

The licensee is subject to the following additional provisions:

1. The City identifies a single Point of Contact, Mr. Doug Bradshaw, Port Project Manager of Key West, phone (305) 809-3792 or Cell (305) 797-8361, who will provide license provision oversight and enforcement for the full term of the license.
2. Prior to use of the premises Licensee must provide a \$ 500.00 refundable deposit and a \$ nonrefundable payment for use of the property. This payment shall be delivered to the Port office at P.O Box 6434, Key West, FL 33041-6434. All checks shall be made payable to Licensor. Utilities used by Licensee will be charged at current rates. Any additional costs that will be incurred by the City (security, fire protection, public works, Navy, etc.) must be paid to the City to those departments. Assignment of damage cost or noncompliance penalties will be at the discretion of the City of Key West. Additional charges may be made after the activity if required.
3. All utility use must be coordinated through Doug Bradshaw. Any modification to utilities to support the activity will be at the sole cost of the Licensee.
4. Licensee is responsible for obtaining necessary permits required by any other agencies pertaining to this event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible of providing proof of permit prior to entering into an agreement with the City of Key West.
5. Licensee must provide the City with a detailed schedule for activities.
6. The activities each day shall conclude not later than 6 p.m. nor begin before 8 a.m. without prior approval by Licensor.
7. No generators associated with the event shall operate after 6 p.m. and before 8 a.m.
8. The leased site must be maintained in an orderly and neat condition. Licensor may request Licensee to improve conditions of site within reason if conditions become unacceptable.
9. The Licensee shall notify the Truman Annex Master Property Owner's Association (TAMPOA) at least 30-days prior to the activity.
10. Ingress/egress by the licensee shall be coordinated with the Licensor.
11. The Licensee must provide or ensure 24-hour security for the licensed area either thru security guard or by fencing with locking gates.
12. City of Key West personnel shall be allowed access to the site at all times.
13. Licensee shall provide sufficient personnel to ensure proper and safe operation of the activity.

14. Licensee may not stay overnight on City of Key West property without prior approval by Licensor.
15. Entrance to City of Key West buildings is not authorized.
16. No alcoholic beverages/non-prescription drugs or food may be brought onto or sold on Licensor's property without prior approval from the City Commission.
17. Licensee must provide own portable toilets.
18. No trash may be left on site. Use of City of Key West dumpsters is not authorized unless prior approval is obtained.
19. Any use of NOAA's property or seawall must be coordinated with NOAA.
20. Use of the inner basin to anchor boats is not authorized.
21. No hazardous material or waste shall be used or stored on the premises without submitting a Hazardous Waste Handling and Spill Plan to the City of Key West.
22. Licensee is responsible for any and all environmental cleanup, restoration, fees, fines, etc. associated with the activity and shall put in place any and all measures to eliminate environmental contamination to the property that may be caused by the activity.
23. An environmental plan shall be submitted to the City detailing how Licensee will handle environmental waste such as lead based paint.
24. Licensee must take part in pre- and post-activity walk-through inspections with the Licensor's point of contact, or designee.
25. Licensee shall provide the Licensor's Point of Contact copies of all applicable deposits, insurance policies in force at the time of the license, and payments to City of Key West associated with this license.
26. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed from the property no later than close out of business of the last day of this license. Licensee should plan accordingly. Licensor's may impose additional fees for use of property beyond license dates.
27. Licensee may be required to suspend activity as directed by City Staff during special events that occur at the Truman Waterfront.
28. In rare cases the Licensee at their sole expense may be required to move the activity to another location at the Truman Waterfront or off of the Truman Waterfront property if development of the Truman Waterfront and the activity are in conflict. Every effort will be made to avoid this occurrence.

**ALL EVENTS REQUIRING ACCESS
TO UTILIZE THE TRUMAN
WATERFRONT PROPERTY MUST
HAVE A SIGNED LICENSE FOR USE
OF THE PROPERTY PRIOR TO THE
SPECIAL EVENT RESOLUTION
GOING TO CITY COMMISSION.**

**PLEASE CONTACT DOUG
BRADSHAW AT 305-809-3792 TO
OBTAIN A LICENSE.**

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: PAM DE MALA Phone number: 305-296-6196
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum Glass #1 Plastic #2 Plastic Steel
Corrugated Cardboard Other:
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every three trash barrels may be used)
Amount of recycling containers needed: 20
- 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: WITH WASTE MANAGEMENT
- Capacity of containers on grounds:
Contact person for containers: PAM DE MALA Phone #: 305-296-6196
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. AIDS HELP
- 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. yes 50 gallon bags
- Arrange for emptying of recycling containers during the event - from the containers on the grounds to the large container.
Arrangements made: AIDS HELP VOLUNTEERS WILL DO
- 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 ON TUESDAY 4/19
- 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. AIDS HELP WILL DO
- Oversee the delivery of containers and placement of signs. PAM DE MALA WILL DO
- 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.

WILL BE DONE BY VOLUNTEERS

- Monitor recycling containers for correct usage during the event and take actions to solve problems.
Problems: _____
Actions taken: VOLUNTEER WILL REMOVE RECYCLABLES FROM TRASH CONTAINERS + PUT IN RECYCLABLE CONTAINERS

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____
Actions taken: SEE ABOVE

- 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: PHOTOS WILL BE TAKEN

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced. DONE THROUGH OUT THE NIGHT

- At the end of the event, remove signs and arrange for their return to owners. WILL BE DONE BY VOLUNTEERS

- Place recycling containers in the pick-up location, as arranged with the providers of the containers. WASTE MANAGEMENT WILL HANDLE

- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.
Amount of material: _____
Contamination: _____

Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.

Share the results with event organizers.

Security deposit of \$1000.00 prior to event ✓
Security deposit returned _____

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

FOR SECURITY PURPOSES THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTS ALONG THE BORDER.

AHI Private Account
1434 Kennedy Drive
Key West, FL 33040

IBERIABANK
Key West, FL 33040

| | |
|--------------|-----------|
| CHECK DATE | CHECK NO. |
| 1/13/2011 | 84327 |
| CHECK AMOUNT | |

PAY ****One thousand and 00/100 Dollars****

\$ 1,000.00**

TO
THE
ORDER
OF

CITY OF KEY WEST
PO BOX 1359
KEY WEST, FL 33040-1359

This check is void after 120 days

Patricia Walker
Patricia Walker
AUTHORIZED SIGNATURE

SECURITY FEATURES INCLUDED. DETAILS ON BACK

Recycle Plan for 16th Annual Taste of Key West

Truman Waterfront

Monday, April 18, 2011, 6:00 p.m. – 9:00 p.m.

Recycle Coordinators: Pam DeMala & Terry Paulson

Recycle Coordinators will:

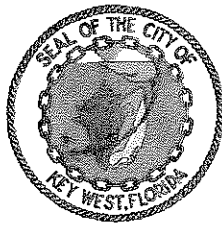
- Educate and/or train recycle staff, restaurant personnel, volunteers, wineries and participants of event policies;
- Will work closely with Public Works on to provide additional recycling bins
- Will coordinate the pick up of recyclables by AIDS Help volunteers;
- Will provide paper food boats to the restaurants to distribute the food so it is treated as trash;
- Will ensure food waste containers are adjacent to recycle bins;
- Locate public recycling areas with trash receptacles near vendors, bathrooms, and at event entrances and exits;
- Will work closely with Key West High School and the restaurants to dispose of any used cooking oil. Students will circulate and help collect the oil. Once the evening has finished, the students will take the barrel back to the high school;
- Ensure wineries place empty wine bottles back in cardboard boxes. At the end of the evening, the bottles will be collected and put in recycling and the cardboard boxes will be dismantled;
- All recycle bins will be clearly labeled with a color poster indicating its recycling status

Waste Management has been a sponsor of the Taste of Key West in previous years and will again provide dumpsters appropriately labeled, recycling bins and port-o-potties. Recycling and trash pick up will be by Waste Management on Tuesday, April 19, 2011.

AIDS Help will publicize the need to recycle prior to the event.

AIDS Help
Taste of Key West April 19, 2010

| | |
|--------------------------------|----------------------|
| Gross Receipts | |
| Sponsor Contributions | 3,500 |
| Sales of Wine Glass / T-Shirts | 10,927 |
| Event Contributions | 89,304 |
| Total Gross Receipts | <u>103,731</u> |
| Event Costs | |
| Security | 1,675 |
| Printing & Publicity | 2,682 |
| Equipment Rental | 4,418 |
| City of Key West Fees | 1,887 |
| City of Key West Recycling | 1,000 |
| Event Supplies | 9,389 |
| Insurance | 1,047 |
| Postage & Other Costs | 616 |
| Total Event Costs | <u>22,714</u> |
| Net Event Receipts | <u><u>81,017</u></u> |



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.

Pam DeMala



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

AIDS Help

Taste of Key West

At the Truman Waterfront

I **Pam DeMala** being authorized to act on behalf of and legally bind **AIDS Help** 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.

Mania Ratchell

Signature of Witness

Mania Ratchell

Print Name

4/14/11

Date

Pam DeMala

Signature of Applicant

Pam DeMala

Print Name

4/14/11

Date

Event Name: TASTE OF KEY WEST

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 | |
| N/A | 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) | |
| ✓ | Release & Idemnification Form | |
| N/A | Site Map (where barricades, stages, etc are to go) | N/A |
| N/A | Letter from non profit that states they will be receiving the funds | N/A |



THE CITY OF KEY WEST

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

PUBLIC NOTICE







THIS IS TO NOTIFY YOU THAT AIDS HELP 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 MONDAY, APRIL 18, 2011 FROM 6:00 P.M. TO 9:00 P.M. AT THE TRUMAN WATERFRONT WHICH IS LOCATED WITHIN 100 FEET OF YOUR PROPERTY. A HEARING ON THE APPLICATION WILL TAKE PLACE AT THE CITY COMMISSION MEETING ON FEBRUARY 1, 2011, 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.

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

Truman Waterfront

Legend

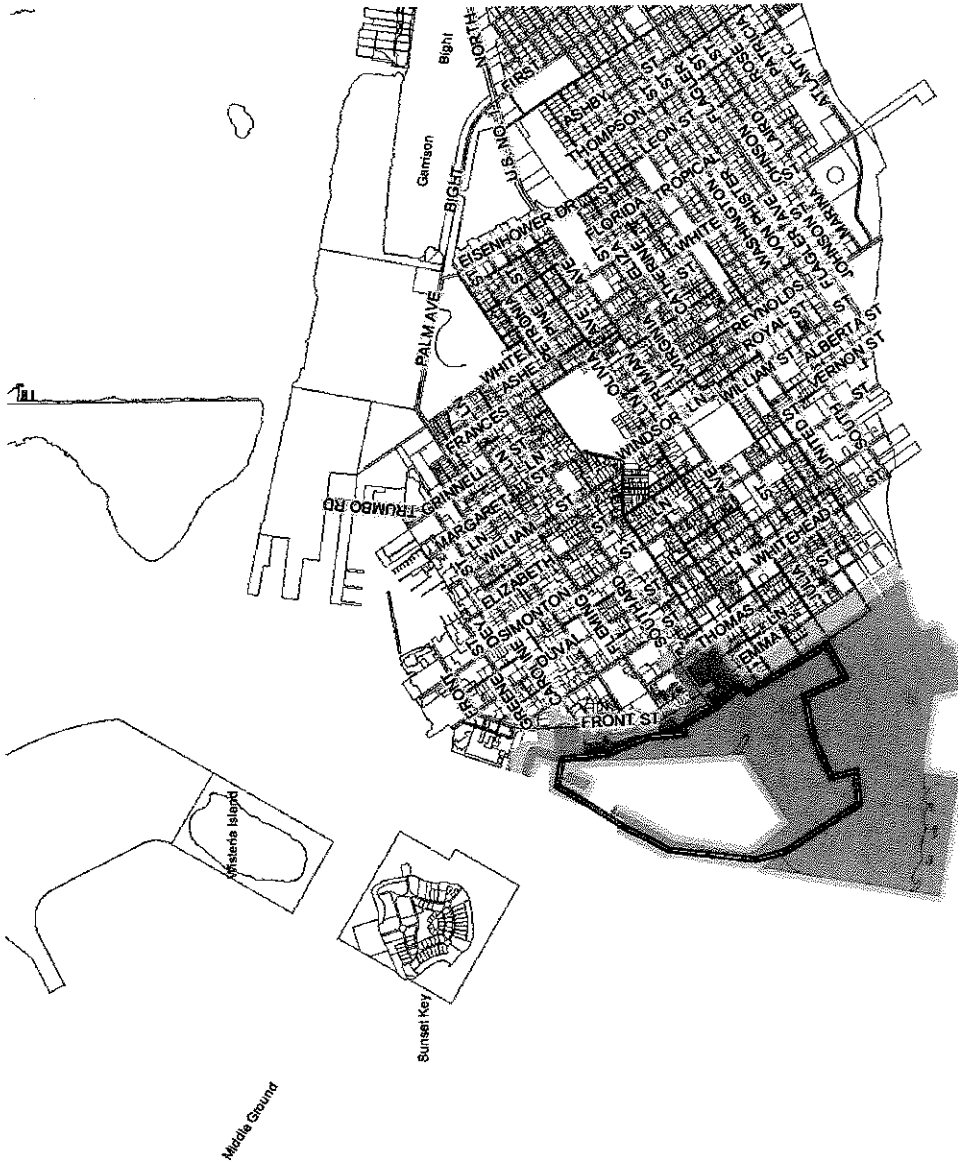
-  the Buffer
-  the Buffer Target
-  Road Centerlines
-  Water Names
-  Parcels
-  Shoreline

PALMIS

Monroe County Property Appraiser
500 Whitehead Street
Key West, FL

DISCLAIMER: The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for *ad valorem tax purposes* only and should not be relied on for any other purpose.

Date Created: December 18, 2009 9:05 AM



Maria Ratcliff

From: James Fitton
Sent: Friday, January 14, 2011 2:21 PM
To: Maria Ratcliff
Subject: RE: Taste of Key West

no objection

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

From: Maria Ratcliff
Sent: Friday, January 14, 2011 1:15 PM
To: Doug Bradshaw; Alyson Crean; Rodrigo Delostrinos; Marcus Delvalle; James Fitton; Richard Sarver; Steve Torrence; Marilyn Wilbarger; John Wilkins; Jim J. Young
Subject: Taste of Key West

<< File: Taste of Key West April 18, 2011.pdf >>

AIDS TRIP
Taste of Key West

CITY OF KEY WEST SPECIAL EVENTS
- DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Ratush 1/14/2011
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

Jim Fitton
SIGNATURE DATE

no objection
see email from J. Fitton

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

AIDS HELP Task of Key West

CITY OF KEY WEST SPECIAL EVENTS - DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Mania Ratzke 1/14/2011
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

[Signature] 1-18-11
SIGNATURE DATE

Add \$500 use fee + hours
Should be changed to start at
8:00 A.M. when they block things
off. \$500 Deposit

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

RECEIVED

JAN 18 2011

CITY MANAGER

AIDS HELP
Taste of Key West

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

EVENT (INITIAL SIGNOFF):

Mano Ratu 1/14/2011
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

Jim Goy 14 Jan 11
SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

AIDS HELP
Task of Key West

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

EVENT (INITIAL SIGNOFF):

Mano Ratu 1/14/2011
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

[Signature] 1/18/11
SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

April 18, 2011

AIDS HELP Taste of Key West

CITY OF KEY WEST SPECIAL EVENTS - DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Ratzke 1/14/2011

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

[Signature]
SIGNATURE DATE

- ① Extra Det. Officers Required
- ② Noise Abatement Required
- ③ AST Personnel Required

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

AIDS HELP
Task of Key West

CITY OF KEY WEST SPECIAL EVENTS
- DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Ratzke 1/14/2011
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

M. D. O'Neil 01-18-2011
SIGNATURE DATE

SEE ATTACHED
LETTER

PORT

SIGNATURE DATE

CODE COMPLIANCE

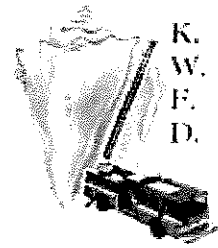
SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



THE CITY OF KEY WEST

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

KEY WEST FIRE

To: Aids Help

From: Division Chief/Fire Marshal Marcus del Valle

Date: January 19, 2011

Reference: Taste of Key West Special Event

This office reviewed the special event application for the Taste of Key West to be held at The Truman Waterfront on April 18, 2011.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- The pier closure needs to allow for emergency vehicle access
- Two Fire Inspectors will be required during the event hours.
- **Event coordinator is responsible for scheduling the inspection with this office.**

Costs of Fire Inspectors during the event are the responsibility of the event organizers at a rate of \$35.00 per hr. - Minimum four hours.

Life Safety inspection before 5:00 P.M. on April 18, 2011 will be conducted at no cost to the event.

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

Marcus del Valle, Fire Marshal

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

Serving the Southernmost City

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



Key West Fire Department

Office of the Fire Marshal

Marcus del Valle , Fire Marshal
Peter Malott, Capt. / Fire Inspector
Danny Blanco, Lt. / Fire Inspector
Alan Averette, 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.

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.**