

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

Name of Applicant(s) Mel Fisher Days

Address of Applicant(s) 200 Greene Street

Phone Number of Applicant(s) 305-296-6534 Fax: 305-296-2224 Email sdrager@melfisher.com

Name of Non-Profit (s) Wesley House Family Services

Address of Non-Profit(s) 1304 Truman Ave.

Phone Number of Non-Profit(s) 305-809-5000

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

Date/Dates of Event July 12, 2014

Hours of Operation Setup 8am-11am, Street Fair 11am-9pm, Breakdown 9p-11pm  
overall 8am-11pm

Estimated/anticipated number of persons per day approximately 1,000

Location of Event 100 + 200 Blocks of Duval (Booths on 200 Block)

Street Closed Blockades at:  
Front + Duval, Greene + Telegraph Ln, Green + Ann, Duval + Caroline

Detailed description of event A Stage will be in the intersection of Green + Duval  
for a free concert by Sparx Alistars + other musicians. Booth space will  
only be on the 200 Block of Duval. All other blockades are  
for fire access. Fair will include silent auction, games, vendors,  
dunk tank, food, drinks + more. celebration in honor of mel Fisher's  
discovery of the Atocha.

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.

Kim Fisher  
Kim Fisher  
Applicants Signature

3/25/14  
Date

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

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

**\$50.00**

Date \_\_\_\_\_

Applicant Name Mel Fisher Days, Inc.

Applicant Address 200 Greene Street - Key West

Applicant Phone Number 305-296-6534

Event Name Mel Fisher Days Street Fair

Event Address/Location 200 Block of Duval Street.

Date of Event July 12, 2014

Nature of Event Free concert + charity street fair celebrating

Mel Fisher's discovery of the Atocha 100% net proceeds benefit  
Wesley House Family Services

Profit ☐ Non Profit ☒

Time(s) Request for Exemption 8am-

Number of Exemptions at this location this caler

Date of last exemption July 13, 201.

City of Key West  
\*\*\* CUSTOMER RECEIPT \*\*\*  
Oper: KEYWALW Type: OC Drawer: 1  
4/01/14 45 Receipt no: 22437  
  
Description Quantity Amount  
SPECIAL EVENTS PAYMENTS  
1.00 \$50.  
count number:  
03429300  
01040000  
  
MEL FISHER DAYS INC  
  
per detail  
HECK 461 \$50  
total tendered \$50  
Total payment \$50.00  
  
Trans date: 4/01/14 Time: 11:48:56



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:

X *Kim Fisher*  
Kim Fisher

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: ~~FancyFantasy~~ 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.

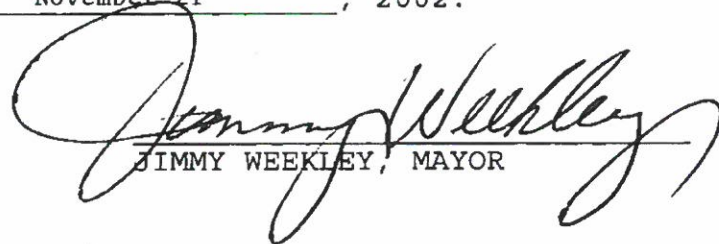
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

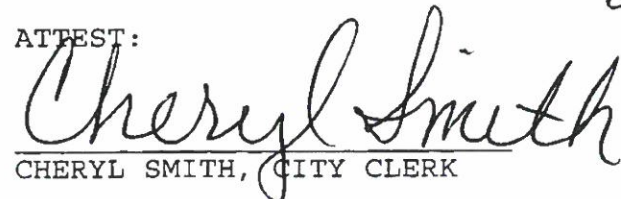
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.


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

X   
Kim Fisher



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

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

## MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel  
City Attorney RT

DATE: October 17, 2002

RE: Special Events Ordinance  
Second Reading

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

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



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

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

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 KY

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

Sponsor's Signature KY

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 KY

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 KY

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 KY

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 KY

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 KY

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 KY

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 KJ

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 KJ.

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 KJ.



## Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Star Fisher Phone number: 305-295-7927 (office)  
305-849-0534 (c)
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.  
Aluminum X Glass \_\_\_\_\_ #1 Plastic X #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: 10 each
- 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: yes. order placed
- Capacity of containers on grounds: 10 - 32 gallon Recycle, 10 - 38 gallon trash  
Contact person for containers: Maureen Lera Phone #: 800-433-2300
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. Cans labeled.
- 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: yes. Volunteers.
- 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: yes. pickup scheduled.
- 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. OK
- Oversee the delivery of containers and placement of signs. OK
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling OK

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

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

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

- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program  
Comments: \_\_\_\_\_

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced. *cans will be picked up.*

- At the end of the event, remove signs and arrange for their return to owners. *ok*

- Place recycling containers in the pick-up location, as arranged with the providers of the containers. *ok*

- 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 and suggestions from participants and future recommendations

- Share the results with event organizers.

- Security deposit of \$1000.00 must be submitted prior to event

- Security deposit returned: \_\_\_\_\_

For more information about event recycling and waste management  
305 296-2825

City of Key West  
\*\*\* CUSTOMER RECEIPT \*\*\*  
Oper: KEYWALW      Type: OC      Drawer:  
Date: 4/01/14 45      Receipt no: 2243  
Description      Quantity      Amount  
ZZ      UNUSUAL PAYMENT      1.00      \$1000.00  
account number:  
0002200100  
MEL FISHER DAY INC  
Order detail  
CHECK      462      \$1000.00  
Total tendered      \$1000.00  
Total payment      \$1000.00  
Trans date: 4/01/14      Time: 11:47:43

# RECYCLE PLAN for Mel Fisher Days 2014

Duval Street Party

Saturday, July 12, 2014, 8am-11pm

Recycle Coordinator: Star Fisher

Recycle Coordinator will:

- Educate and/or train recycle staff, volunteers & participants of event policies
- Will educate event staff on what items can be recycled
- Will coordinate the transfer of recycling bins from drop off point to point of use
- Will make sure all recycling bins are returned to pick up point after end of event
- Will work with Waste Management to supply additional recycling bins
- Will coordinate the pickup of recyclables by event volunteers
- Will ensure recycle bins are located next to every trash bin
- Locate recycling containers next to each food/drink vendor & at both ends of the street
- All recycle bins will be clearly labeled with a color poster indicating its recycling status
- Will physically inspect each recycling bin to make sure they are not contaminated by non-recyclable items
- Will post flyers at each table explaining the need to recycle

Waste Management will supply all recycling & trash bins. They will be dropping them off next to the Red Garter (on Charles Street) early morning on July 12<sup>th</sup>. They will be picked up at the same location next business day on Monday July 14.





## 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.

Star Fisher  
Star Fisher  
Recycling Coordinator

Kim Fisher  
Kim Fisher  
Applicant



## Wesley House Family Services

1304 Truman Ave. Key West, FL 33040 Office 305.809.5000 Fax 305.809.5010  
www.wesleyhouse.org

### Board of Directors

Bryan Green, Chair and  
Interim CEO

Rev. Ruben Velasco, Vice-Chair  
Esther Tupino, Treasurer  
Jo Pine, Secretary

Alice Calleja  
Alan Eckstein  
Rosemary Enright  
Claude J. Gardner, Jr.  
Carrie Groomes-Davis  
Pamela Lindner  
Karen Lockwood  
Gertrude Stewart  
Maria Pierce, Designee  
Sharon Toppino  
Julio Torrado

### Associate Board

Rev. Kerry Foote  
Leigha Fox  
Ja Good  
Karen Goodwin  
Vicki Gordon  
Ronald Ramsingh  
Noel Romines  
Amber Shaffer  
Yvette Talbott  
Lori Thompson  
Jennifer Walker  
Julie Waters  
Mary Ann Westerlund

### Friends of Wesley House

Sandy Green  
Stephanie Monsalvatge  
Georgia Parks

March 25, 2014

City of Key West  
3132 Flagler Avenue  
Key West, Florida 33040

To Whom It May Concern:

Wesley House Family Services is greatly appreciative to our friends at Key West Treasure Exhibit for once again choosing our agency as the beneficiary of the net proceeds from the 2014 Mel Fisher Days events.

It is with great joy that we accept this charitable gesture. We look forward to working with these members of our business community to make this year's event a truly successful one.

We will apply the donation toward achieving our mission of promoting and enhancing the safety, well-being and development of children by educating, supporting and meeting the needs of families.

Sincerely,

Bryan Green  
Board Chair and Interim CEO

BG/jw/sbd

# MEL FISHER

est. 1985 **DAYS**

## Annual Charity Event

This year Mel Fisher Days will donate 100% of all net proceeds to Wesley House Family Services, Inc. On Saturday July 12th between the hours of 11am-9pm a celebration will be held on the 200 block of Duval Street. Setup is scheduled to begin at 8am and breakdown is scheduled to conclude at 11pm. The 100 and 200 block of Duval Street will be closed to vehicular traffic during these hours. The Spam Allstars will be headlining a free concert on a stage set up in the intersection of Greene and Duval Street which will draw additional crowds and undoubtedly benefit surrounding businesses. We thank you for your support, Today's the Day! *We thank you for your support.*

Business Name / Address	Signature / Printed Name
Sloppy Joe's	Beverly KSN - Balar
Lazy Gecko 203	<del>210000</del>
Yours & Mayan	x Amy Anderson
Kross	x <del>W. J.</del>
Irish Keys	Oliver Jan
Sunshine	Sauls
Shortys	x Robbin Fincher Robbin Fincher
Johnny Rocket	x <del>W. J.</del>
BurgerFI	<del>W. J.</del>
Island Cigar	x <del>W. J.</del>
The Monkey Store 225	x <del>W. J.</del>
Flying Monkeys	x <del>W. J.</del>
The Bull	x Sybil Campbell
KuT Street outlet 222	x Shilw
KU Champs 220-B	x Suzanne
Sunshine Apparel	x Brandon Lyons
Market 231 9990 Contact Denas Cigar	Denas
Coyote Cigar	x Gene Rogers
Island Cigar	x C. M. J.
Beach Club 210	x <del>W. J.</del>
Red bar	<del>W. J.</del>
Red Goat	<del>W. J.</del>
Dirty Harry	x <del>W. J.</del>
John D'Aurich	x <del>W. J.</del>
RCKS	x <del>W. J.</del>
Pirate Corner	x <del>W. J.</del>
Conch Flash	x David Vecanucci





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/25/2014

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

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

PRODUCER Keys Insurance Services 805 Peacock Plaza  Key West FL 33040	CONTACT NAME: Donna Marlene Ross PHONE (AC, No. Ext): (305) 294-4494 FAX (AC, No): (305) 743-0582 E-MAIL: mross@keysinsurance.com ADDRESS:  INSURER(S) AFFORDING COVERAGE INSURER A: Century Surety Ins Group INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED Key West Treasure Exhibit, Inc. 200 Greene Street  Key West FL 33040	

COVERAGES CERTIFICATE NUMBER: CL1432506386 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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		CCP828376	6/8/2013	6/8/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N N/A				WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
Mel Fisher Days Event...July 12, 2014  
Certificate holder is an additional insured.

CERTIFICATE HOLDER  City of Key West Attn: City Manager, Maria 525 Angela Street Key West, FL 33040	CANCELLATION  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  F Hager
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/25/2014

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

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

PRODUCER Keys Insurance Services 805 Peacock Plaza  Key West FL 33040	CONTACT NAME: Donna Marlene Ross PHONE (A/C, No. Ext.): (305) 294-4494 FAX (A/C, No.): (305) 743-0582 E-MAIL ADDRESS: mross@keysinsurance.com
INSURED Key West Treasure Exhibit, Inc. 200 Greene Street  Key West FL 33040	INSURER(S) AFFORDING COVERAGE INSURER A: Century Surety Ins Group INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES CERTIFICATE NUMBER: CL1432506386 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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		CCP828376	6/8/2013	6/8/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ Included
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				WC STATUS- TORY LIMITS OTH- ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

Mel Fisher Days Event....July 12, 2014  
Certificate holder is an additional insured.

CERTIFICATE HOLDER Wesley House Family Services, Inc 3114 Flagler Ave Key West, FL 33040	CANCELLATION 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 F Hager
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**Mel Fisher Days, Inc**  
**2013 Street Fair**

**Income:**

Cash Sponsorship	1,050.00
T Shirts/Merchandise	0.00
Booth Rentals	2,230.00
Beer/Shots	1,613.00
Grill/Shaved Ice	205.65
Face Paint	163.00
Dunk Tank	1,122.00
Games	284.41
Silent Auction	11,073.00
Cash & Carry at Info booth	312.00
TDC Grant	1,881.80
<b>Total Income</b>	<b>19,934.86</b>

**Expenses:**

Advertising/Marketing	2,133.03
General/Beer/Ice/Games	1,677.08
Police/Firemen	3,040.00
Prof Fees/Accting	190.00
Entertainment	2,800.00
Office Supplies/Permits etc	100.95
Charge Card Fees	208.77
T-Shirts & Merchandise	893.10
<b>Total Expenses</b>	<b>11,042.93</b>

<b>Profit/Loss</b>	<b>8,891.93</b>
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**KEY WEST FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE**

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Please Check All That Apply To This Event

Cooking

- ☐ Deep Frying/Open Flame
- ☐ Charcoal Grill
- ☒ Gas Grill
- ☐ Food Warming Only
- ☒ Catered Food (Restaurants have both space)
- ☐ Plan for Cooking Oil Disposal
- ☐ No Cooking on Site

Electrical Power

- ☒ Generator
- ☐ 110 AC with Extension Cords
- ☐ DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

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

Food Booths

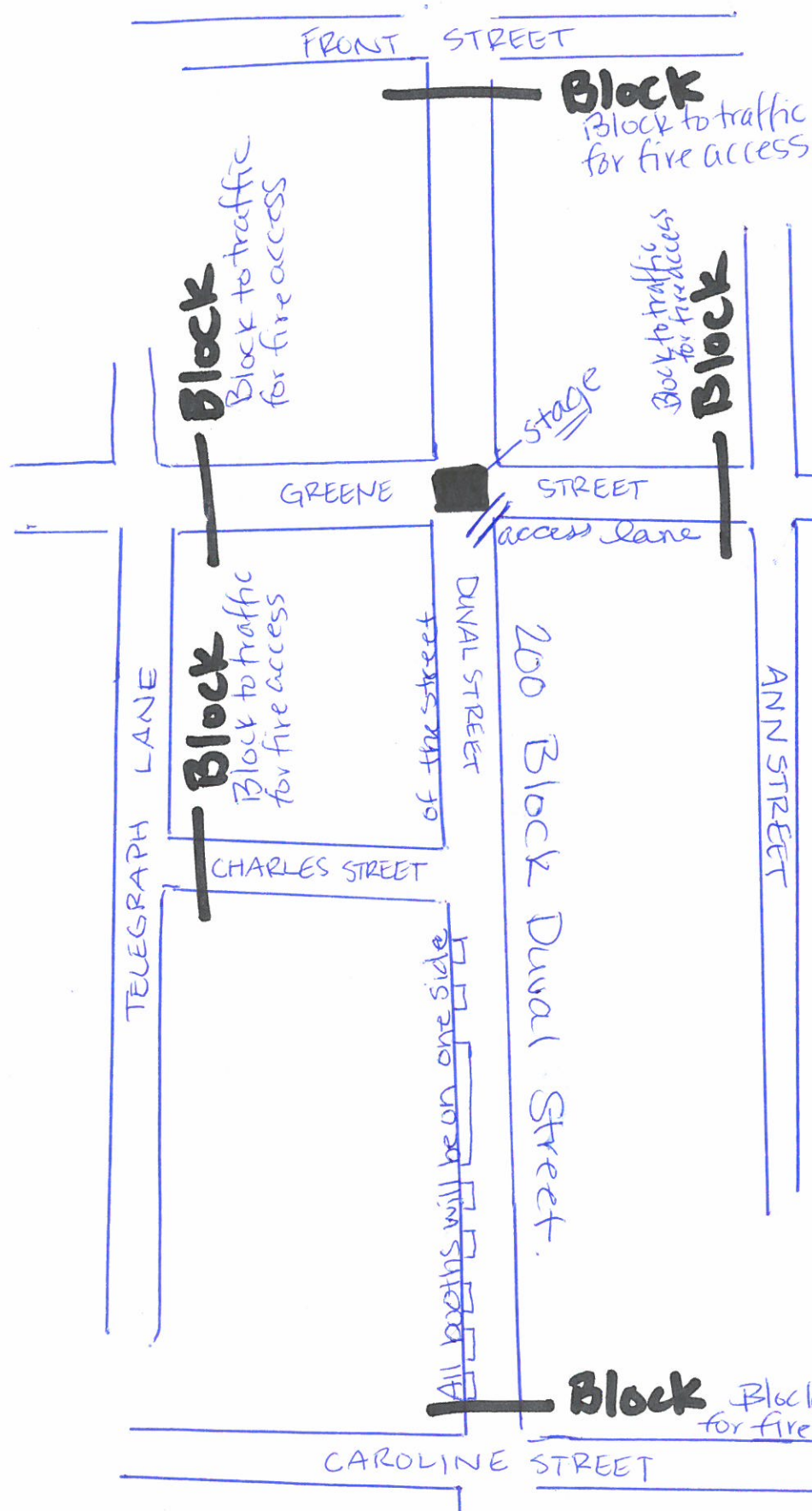
- ☒ Food Booths – Total # 5 (approx)
- ☒ Vendor Booths – Total # 15 (approx)
- ☒ Total Number of Booths - 35 (approx)

Parade

- ☐ Floats – Total # \_\_\_\_\_

Mei Fisher Days Street Fair  
Saturday July 12, 2014

Setup 8am - 11am  
Street Fair 11am - 9pm  
Breakdown 9pm - 11pm



Blockades  
need to be set up:

- 1.) Front + Duval
- 2.) Greene + Telegraph
- 3.) Greene + Ann
- 4.) Duval + Caroline
- 5.) Charles + Telegraph

★ All booths will  
be on one side  
of the street

★ stage will be  
in intersection  
of Greene +  
Duval but  
blockades will  
allow fire  
access from  
any direction  
to all blocked  
streets.





## THE CITY OF KEY WEST

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

### RELEASE AND INDEMNIFICATION

Mel Fisher Days

100 and 200 Block of Duval Street

11:00 a.m. to 9:00 p.m.

Set up 8:00 a.m. Breakdown by 11:00 p.m.

I Kim Fisher being authorized to act on behalf of and legally bind Mel Fisher Days 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.

Sharon Drager  
Signature of Witness

Sharon Drager  
Print Name

3/31/14  
Date

Kim Fisher (president)  
Signature of Applicant

Kim Fisher  
Print Name

3/31/14  
Date



Maria Ratcliff <[mratclif@keywestcity.com](mailto:mratclif@keywestcity.com)>

Mel Fisher Days event approval Sheet

**John Wilkins** <[jwilkins@keywestcity.com](mailto:jwilkins@keywestcity.com)>  
To: Maria Ratcliff <[mratclif@keywestcity.com](mailto:mratclif@keywestcity.com)>

Mon, Mar 31, 2014 at 2:31 PM

Ok with Parking.

John

**From:** Maria Ratcliff [<mailto:mratclif@keywestcity.com>]  
**Sent:** Monday, March 31, 2014 2:27 PM  
**To:** Richard Sarver; Steve Torrence; Danny Blanco; Rogelio Hernandez; John Wilkins; Jim Young; Mary Anderson  
**Subject:** Mel Fisher Days event approval Sheet

[Quoted text hidden]



Event Name: Mei Fisher Days Street Fair

## Special Event Checklist

Everything must be checked off before  
submitting the special event application

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

Mel Fisher Days July 12, 2014

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Latorre 3/31/14  
SIGNATURE      DATE

CONDITIONS/RESTRICTIONS:

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

PUBLIC WORKS

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

\_\_\_\_\_  
SIGNATURE      DATE

POLICE DEPARTMENT

Steve Torrence 3/31/14  
SIGNATURE      DATE

ABT Alcohol permit required

Noise exemption required

Extra Duty Officers Required

FIRE DEPARTMENT

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

\_\_\_\_\_  
SIGNATURE      DATE

KEY WEST DOT

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\_\_\_\_\_  
SIGNATURE      DATE

CODE COMPLIANCE

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SIGNATURE      DATE

DOUG BRADSHAW/PORT

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SIGNATURE      DATE

PARKING DEPARTMENT

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SIGNATURE      DATE

Mel Fisher Days July 12, 2014

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

**EVENT (INITIAL SIGNOFF):**

Maria Latorre 3/31/14  
SIGNATURE DATE

**CONDITIONS/RESTRICTIONS:**

**PUBLIC WORKS**

\_\_\_\_\_  
SIGNATURE DATE

**POLICE DEPARTMENT**

\_\_\_\_\_  
SIGNATURE DATE

**FIRE DEPARTMENT**

\_\_\_\_\_  
SIGNATURE DATE

**KEY WEST DOT**

Rogelio Hernandez / RB 3-31-14  
SIGNATURE DATE

No Impact

**CODE COMPLIANCE**

\_\_\_\_\_  
SIGNATURE DATE

**DOUG BRADSHAW/PORT**

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SIGNATURE DATE

**PARKING DEPARTMENT**

\_\_\_\_\_  
SIGNATURE DATE

Mel Fisher Days July 12, 2014

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

**EVENT (INITIAL SIGNOFF):**

Maria Latorpe 3/31/14  
SIGNATURE DATE

**CONDITIONS/RESTRICTIONS:**

**PUBLIC WORKS**

\_\_\_\_\_  
SIGNATURE DATE

**POLICE DEPARTMENT**

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SIGNATURE DATE

**FIRE DEPARTMENT**

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SIGNATURE DATE

**KEY WEST DOT**

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SIGNATURE DATE

**CODE COMPLIANCE**

Jim Young 1 April 14  
SIGNATURE DATE

**DOUG BRADSHAW/PORT**

\_\_\_\_\_  
SIGNATURE DATE

**PARKING DEPARTMENT**

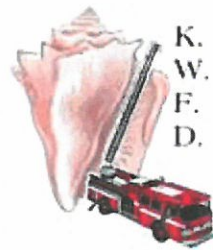
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Mel Fisher’s Days

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):		CONDITIONS/RESTRUCTIONS
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PUBLIC WORKS		
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POLICE		
<div>SIGNATURE</div> <div>DATE</div>		<div></div> <div></div> <div></div>
FIRE DEPARTMENT		SEE ATTACHED MEMO
<div>Danny Blanco</div>	<div>04/01/14</div>	
<div>SIGNATURE</div> <div>DATE</div>		<div></div> <div></div> <div></div>
PORT/KEY WEST DOT		
<div>SIGNATURE</div> <div>DATE</div>		<div></div> <div></div> <div></div>
CODE COMPLIANCE		
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KEY WEST PROPERTY MANAGEMENT		
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PARKING DEPARTMENT		
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## THE CITY OF KEY WEST

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

To: Mel Fishers Maritime Heritage Society ([sdrager@melfisher.com](mailto:sdrager@melfisher.com))

From: Division Chief/Fire Marshal Danny Blanco

Date: 4/01/2014

Reference: Street Fair

This office reviewed the special event application for the Mel Fishers Maritime Heritage Society Street Fair to be held on the 200 Block of Duval Street on July 12, 2014.

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 Duval Street closure needs to allow for emergency vehicle passage, one lane needs to remain open.
- Event organizer is responsible for 2 Fire Inspectors @ \$40.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

*Danny Blanco*, Fire Marshal/Division Chief

Key West Fire Department  
1600 N. Roosevelt Boulevard  
Key West, Florida 33040  
305-809-3931 Office  
305-292-8284 Fax  
[dblanc@keywestcity.com](mailto:dblanc@keywestcity.com)

*Serving the Southernmost City*

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

305 809 3931  
KEY WEST

Mel Fisher Days July 12, 2014

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

✓ Maria Latorre 3/13/14  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

✓ **PUBLIC WORKS**

Richard Sinner  
SIGNATURE DATE

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✓ **POLICE DEPARTMENT**

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SIGNATURE DATE

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✓ **FIRE DEPARTMENT**

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✓ **KEY WEST DOT**

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✓ **CODE COMPLIANCE**

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✓ **DOUG BRADSHAW/PORT**

N/A  
SIGNATURE DATE

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**PARKING DEPARTMENT**

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SIGNATURE DATE

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