

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Conch Republic Independence Celebration

Address of Applicant(s) 801 Duval St, Key West, FL 33041

Phone Number of Applicant(s) and emergency number

305-304-2400 (both)

Name of Non-Profit(s)

Michael's Foundation

Address of Non-Profit(s)

209 Duval St, Key West, FL 33040

Phone Number of Non-Profit(s)

305-304-2400

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

100%

Date(s) of Event

THURS, APRIL 25, 2019 - Parade

Hours of Operation

5PM Set up, 6-8PM Parade line up - 8PM START time

Estimated/anticipated number of persons per day

Location of Event

South Duval Street → Green St → Lazy Way

Street Closed

5PM - Duval (between South-United)

Detailed Description of Event:

8PM Parade starts
Rolling Parade - Family Friendly FLOATS, CARS, March bands, etc

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required: Yes No

Alcoholic beverages sold/served at event: Yes No

Recycle Deposit \$1000.00 Yes No

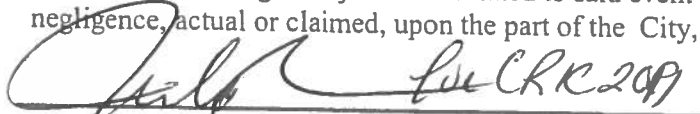
Cooking oil recycled Yes No

Recycled containers Yes No

Accounting of items recycled

* Measures

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


Applicant(s) Signature

3/7/19
Date


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


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

Commercial General Liability with minimum limits of \$1,000.000
Business Automobile Liability with minimum limits of 1,000.000
Statutory Worker's Compensation Coverage
Employers Liability with minimum limits of \$1,000.000 injury by Accident
\$1,000.000 injury by Disease
Policy Limits and \$1,000.000 injury by Disease Each Employee

If Alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the Permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000.000. Host Liquor Liability coverage will not be acceptable. If the Permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

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

Sponsor's Signature 

4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty

police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.

Sponsor's Signature 

6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*

Sponsor's Signature 

7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.

Sponsor's Signature 

8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.

Sponsor's Signature 

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

Sponsor's Signature 

10. Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.

Sponsor's Signature 

11. The organizer or sponsor of any special event, which requires the provision of additional or extraordinary support services by police, fire, administration, or other city departments shall pay to the city the cost of such services. A down payment of 10 percent of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten days prior to the special event.

Sponsor's Signature 

12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation subject to the human rights provision of the section 38-225.

Sponsor's Signature 

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

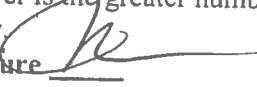
the special event.

Sponsor's Signature



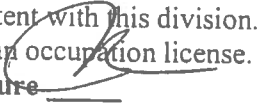
14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

Sponsor's Signature



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

Sponsor's Signature



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

Sponsor's Signature 

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 

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 

N/A

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Jim Gilleran Phone number: _____
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum _____ Glass _____ #1 Plastic _____ #2 Plastic _____ Steel _____
Corrugated Cardboard _____ Other: _____
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).
Amount of recycling and garbage containers needed: _____
- 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: _____
- Capacity of containers on grounds: _____
Contact person for containers: _____ Phone #: _____
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: _____
- 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: _____
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

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

- c Monitor recycling containers for correct usage during the event and take actions to solve problems.

Problems: _____

Actions taken: _____

- o View trash barrels and note any recyclables in the trash. Take actions to solve problems.

Problems: _____

Actions taken: _____

- o 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: _____

- o Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.

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

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

- o 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: _____

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

- o Share the results with event organizers.

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

- o Security deposit returned: _____

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



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Conch Republic Independence Celebration
Longest Parade and Drag Races
Saturday, April 20, 2019
Thursday, April 25, 2019

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

Signature of Witness

Signature of Applicant

Print Name

Print Name

Date

Date

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



Department of State / Division of Corporations / Search Records / Detail By Document Number /

Detail by Entity Name

Florida Limited Liability Company
CONCH REPUBLIC INDEPENDENCE CELEBRATION, LLC

Filing Information

Document Number	L10000025204
FE/EIN Number	27-2080154
Date Filed	03/05/2010
Effective Date	03/05/2010
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	11/30/2017

Principal Address

801 Duval Street
KEY WEST, FL 33040

Changed: 11/30/2017

Mailing Address

8011 Duval Street
KEY WEST, FL 33041

Changed: 11/30/2017

Registered Agent Name & Address

Gillera, James
801 Duval Street
KEY WEST, FL 33040

Name Changed: 11/30/2017

Address Changed: 11/30/2017

Authorized Person(s) Detail

Name & Address

Title President

Gillera, James r
801 Duval Street
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2015	04/23/2015
2016	04/11/2016
2017	11/30/2017

Document Images

<u>11/30/2017 -- REINSTATEMENT</u>	View image in PDF format
<u>04/11/2016 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/01/2016 -- CORRECTING</u>	View image in PDF format
<u>04/01/2016 -- LC Revocation of Dissolution</u>	View image in PDF format
<u>01/20/2016 -- VOLUNTARY DISSOLUTION</u>	View image in PDF format
<u>04/23/2015 -- ANNUAL REPORT</u>	View image in PDF format
<u>05/01/2014 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/29/2013 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/28/2012 -- ANNUAL REPORT</u>	View image in PDF format
<u>04/22/2011 -- ANNUAL REPORT</u>	View image in PDF format
<u>03/05/2010 -- Florida Limited Liability</u>	View image in PDF format



THE CITY OF KEY WEST

FOUNDED 1825, INCORPORATED 1827, 1842, 1851, 1852, 1853, 1854, 1855, 1856, 1857, 1858, 1859, 1860, 1861, 1862, 1863, 1864, 1865, 1866, 1867, 1868, 1869, 1870, 1871, 1872, 1873, 1874, 1875, 1876, 1877, 1878, 1879, 1880, 1881, 1882, 1883, 1884, 1885, 1886, 1887, 1888, 1889, 1890, 1891, 1892, 1893, 1894, 1895, 1896, 1897, 1898, 1899, 1900, 1901, 1902, 1903, 1904, 1905, 1906, 1907, 1908, 1909, 1910, 1911, 1912, 1913, 1914, 1915, 1916, 1917, 1918, 1919, 1920, 1921, 1922, 1923, 1924, 1925, 1926, 1927, 1928, 1929, 1930, 1931, 1932, 1933, 1934, 1935, 1936, 1937, 1938, 1939, 1940, 1941, 1942, 1943, 1944, 1945, 1946, 1947, 1948, 1949, 1950, 1951, 1952, 1953, 1954, 1955, 1956, 1957, 1958, 1959, 1960, 1961, 1962, 1963, 1964, 1965, 1966, 1967, 1968, 1969, 1970, 1971, 1972, 1973, 1974, 1975, 1976, 1977, 1978, 1979, 1980, 1981, 1982, 1983, 1984, 1985, 1986, 1987, 1988, 1989, 1990, 1991, 1992, 1993, 1994, 1995, 1996, 1997, 1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025

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.

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



KEY WEST FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

Please Check All That Apply To This Event

Cooking

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

Electrical Power

- N/A
- 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.)

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

Food Booths

- N/A
- Food Booths - Total # _____
 - Vendor Booths - Total # _____
 - Total Number of Booths - _____

Parade

- Floats - Total # 5- Floats
CARS
walkers

Event Name: World's Longest Parade
 Thu 4/25/19

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

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