

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

Name of Applicant(s) 16<sup>th</sup> Annual Key West Half Marathon

Address of Applicant(s) P. O Box 1681, Key West, 33041

Phone Number of Applicant(s) 305-240-0727 Fax: 888-859-3466 Email hwprmo3@bellsouth.net

Name of Non-Profit (s) Key West Sunrise Rotary, FKCC Swim Youth & A Positive Step

Address of Non-Profit(s) P.O Box 2354, KW 33041 & 5901 College Rd, KW

Phone Number of Non-Profit(s) SUNRISE ROTARY: 305-304-2433 FKCC: 305-360-2124

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving Approx: 10%-15%

Date/Dates of Event January 18-19, 2014

Hours of Operation 6 am - 12 pm

Estimated/anticipated number of persons per day 2500

Location of Event HALF SHELL RAW BAR

Street Closed N/A

Detailed description of event The 16<sup>th</sup> Annual Key West Half Marathon & 5K is a 13.1 Road Race & 5K Run.

Noise exemption required: Yes \_\_\_\_\_ No X

Alcoholic beverages sold/served at event: Yes \_\_\_\_\_ No X

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.

Barbara Wight

5-28-2013

Applicants Signature

Date

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

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

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\*(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, Aat 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: ~~Faney~~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.

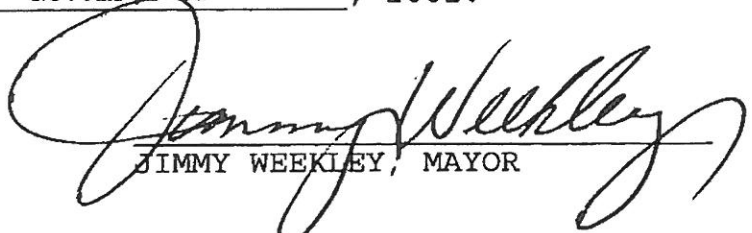
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

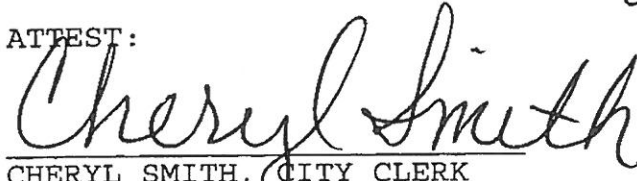
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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





THE CITY OF KEY WEST

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

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel *RT*  
City Attorney

DATE: October 17, 2002

RE: Special Events Ordinance  
Second Reading

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

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

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

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

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 Barb Wiest

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

Sponsor's Signature Barb Wiest

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 Barb Wiest

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 Barb Wiest

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 Barb Wiest

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 Barb Wiest

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 Barb Wiest

15. Where a person has not applied for a special event permit and an event at its 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 Barb Wiest

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

*Bob Wight*

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

*Bob Wight*

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

*Bob Wight*

# Complete Checklist for Event Recycling

## City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Evan Snitkoff Phone number: 305-240-0727
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.  
Aluminum \_\_\_ Glass \_\_\_ #1 Plastic \_\_\_ #2 Plastic X 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: 6-8 Recyclables, 8-13 trash cans
- 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: We pay Waste Management for Extra trash + Recycle containers
- Capacity of containers on grounds: - not  
Contact person for containers: ~~Tom~~ Evan Snitkoff Phone #: 305-240-0978
- 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: ASSIGNED TO STAFF MEMBER
- 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: ASSIGNED TO STAFF MEMBER
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

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

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

Problems: we assign persons at each water station  
Actions taken: to make sure Recyclables are kept clean.

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

Problems: Can be mixed by mistake so we assign  
Actions taken: staff to make sure they are kept separate

- 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: Will assign staff member

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

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

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

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

Amount of material: 13 BAGS typically from each water station  
(13 TOTAL)

Contamination: N/A

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

- Share the results with event organizers.

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

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

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

**KEY WEST HALF MARATHON LLC**

1719 WASHINGTON ST  
KEY WEST FL 33040-4915

1199

63-4/630 FL  
24186

DATE Oct 28, 2013

PAY  
TO THE  
ORDER OF

City of Key West

\$ 1000.<sup>00</sup>

One Thousand Dollars

DOLLARS

 Security  
Features  
Details on  
Back

**Bank of America** 

ACH R/T 063100277

FOR Recycle Deposit

Barbara Wynn

MP



## **16<sup>th</sup> Annual Key West Half Marathon**

### **Action & Recycle Plan:**

#### Action Plan

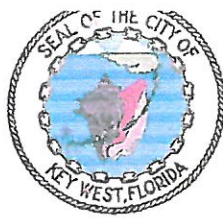
**1. Permitting and road closures:** Has been done through both the City of Key West and the FDOT. No road closures have ever been needed for this event.

**2. Parking and transportation:** Due to the location (Key West Bight), parking has never been an issue. There are hundreds of public spots available within a few blocks of this event between the Bight parking lot, city garage; also, the Mallory Square lot is well within walking distance. We find that most participants walk or jog to the event.

**3. Security:** We meet with KWPD to go over security at least 3 times prior to the event and we always have a pre and post-race briefing with the KWPD, volunteer coordinator and race management. Typically, 12-15 officers in both cars and motorcycles are needed along with 350 volunteers (200 of which are retired military) We have never had an issue or a complaint.

**4. Event Sustainability:** Recycling has been ongoing throughout the 16 years. We have clear bags for all recycling both on the race-course (which our volunteers handle), at the start/finish lines, and at the after-party. We use 5-gallon water jugs (25 of them) for much of the water and Gatorade wherever feasible and recycle as much plastic as humanly possible. Our cups are a reusable, souvenir cups. Most of our advertising is broadcast and digital. No food vendors are invited to this event. Waste Management provides us with dozens of both recycle bins and trash bins that are clearly marked.





## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3828

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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.

Barbara Wijs



# THE CITY OF KEY WEST

Parking Division

P.O.Box 1409, Key West, FL 33040

## Parking Requests for Special Events

Please describe any Special Event Parking requests below:

FOR THIS EVENT WE HAVE CITY PARKING  
LOTS MINUTES FROM EVENT LOCATION,  
NO PARKING REQUESTS NEEDED.

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Mallory Square Rates: \$4.00 per hour or \$32.00 per day per space

Key West Bight Rates: \$2.00 per hour or \$16.25 per day per space

On-Street Meter Rates: \$1.50 per hour or \$20.00 per day per space.

Vendors and Event Organizers must pay for metered parking used outside of Event Zone.

Modification of rates or parking waivers can only be approved by City Commission.

If you have any questions, please contact John Wilkins, Parking Manager at (305) 809-3855 or email [jwilkins@keywestcity.com](mailto:jwilkins@keywestcity.com)



**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
- 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 # \_\_\_\_\_
- Vendor Booths – Total # 6
- Total Number of Booths - \_\_\_\_\_

Parade

- Floats – Total # \_\_\_\_\_



May 29, 2013

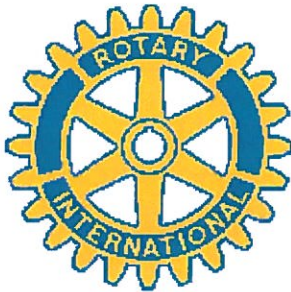
To Whom it May Concern,

This letter is to inform you that Bone Island Swim Club, at Florida Keys Community College Pool, is one of the recipients for the 16<sup>th</sup> Annual Key West Half Marathon and 5K run which will be held January 19, 2014.

Sincerely,

*Lori Bosco*

Lori Bosco, Aquatic Director, FKCC  
Head Swim Coach  
Bone Island Swim Club



**Key West Sunrise Rotary Club  
of the Conch Republic**

10 June 2013

Hello, City of Key West ...

This letter is to document that the Sunrise Rotary Club will be partnering with Barbara Wright and Evan Snitkoff in producing the 2014 Key West Half Marathon in January 2014. In exchange for the manpower provided by the Club to manage many aspects of the race, the Sunrise Rotary Foundation, and the many non-profits we support, will be the beneficiary of a portion of the proceeds of the race.

As President of the Sunrise Rotary Club Foundation, I'm happy to confirm that the Foundation fully expects to provide manpower for the race and receive a portion of the proceeds!

Jim Smith, President  
Sunrise Rotary Club Foundation



**THE CITY OF KEY WEST**

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

**RELEASE AND INDEMNIFICATION**

**Barbara Wright**  
**16<sup>th</sup> Annual Key West Half Marathon**  
**& 5K Run/Walk**  
**January 18 & 19, 2014**

I **Barbara Wright** being authorized to act on behalf of and legally bind 16<sup>th</sup> Annual Key West Half Marathon 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]  
Signature of Witness

EVONS SAUTHERS  
Print Name

6-11-13  
Date

[Signature]  
Signature of Applicant

BARBARA WRIGHT  
Print Name

June 11, 2013  
Date

**DESCRIPTION**      **ACTUAL**      **BUDGET COMMENTS**

**INCOME**      \$117,708.00  
**Race Applications**  
**Sponsors**      \$8,000.00

Compass Realty, Truman & Co, Nissan, Southermost Beach, Café, Westin Resort, Marriott KW Beachside, Gary the Carpenter, Smok The Angling Company

**TOTAL INCOME**      \$125,708.00

**EXPENSES**

**Advertising & Promotion**

**Local Print & Media**      \$500.00  
**National Ads**      \$22,450.50  
**Newsletter**      \$1,486.91  
**Active.com**      \$11,200.00  
**Web Updates**      \$1,400.00  
**Logo Design & Artwork**      \$766.00  
**Domains**      \$230.00  
**Social Media**      \$1,470.00  
**Race Shirts**      \$14,504.29  
**Race Visors**      \$3,966.00  
**Finisher Medals**      \$6,224.50  
**Awards/Trophys**      \$2,428.43  
**Race Numbers**      \$812.59  
**Brochures**      \$2,953.09  
**Posters**      \$200.00  
**13.1 KWHM Stickers**      \$1,045.00  
**Banners**      \$2,771.17  
**Souvenir Cups & Race**      \$2,502.33  
**Sub Total Advertising**      **\$76,910.81**

US One Radio  
 Runners World, Competitor, Running Journal etc.  
 Constant Contact  
 National Campaigns includes Cool Running.com  
 P-Squared  
 Chris Page      Art Winstanley  
 Go-Daddy, Evercast  
 Facebook, Google,  
 Promo-Spark  
 Race Trackers  
 Always Advancing  
 Local Awards      Three Deep awards and maps  
 Output Services      Custom Bibs and Road ID  
 Signs Unlimited      Full color gloss brochure Signs Unlimited  
 Signs Unlimited  
 Signs Unlimited  
 Fast Signs      RT Banners  
 Discount Mugs

**Chip Timing & Results**      \$7,700.00  
**Insurance**      \$400.00  
**Police/Sheriff**      \$3,115.00  
**Waste Management**      \$488.05  
**Course Layout**      \$1,350.00  
**Signs**      \$563.80

Split Second Timing  
 USATF  
 KWPD  
 Port a LETS  
 Rick McKenzie  
 Rainbow

**Race Day Expenses**

**Entertainment / Band**      \$1,600.00  
**Emcee**      \$200.00  
**Sound**      \$700.00  
**Tables/Chairs**      \$521.14  
**Water, powder misc.**      \$2,100.00  
**Cups**      \$417.04  
**Post Race Beer**      \$1,408.00

Bands/Course Music  
 Bill Becker  
 Glen Himmays  
 4-Star  
 Winn Dixie, Acco Publix  
 Low Key & Costco  
 Silver Eagle

**Post Race Party**      \$1,600.00  
**Truck Rentals**      \$379.00

Sysco, GFS etc.  
 U-Haul

**Charity Donations**

FKCC Youth/Swim      \$1,000.00  
 A Positive Step      \$500.00  
 Sunrise Rotary      \$5,500.00

**Overhead & Misc Expenses**

Lori Bosco      \$350.00  
 Phone Charges      \$500.00  
 Guest Speaker      \$100.00  
 Supplies      \$700.00  
 Pati Crimmins      \$510.00  
 Dennis Gormley      \$1,500.00  
 Venessa Brock      \$600.00  
 Linda Krieg      \$870  
 Nancy Honeywell      \$200.00  
 Linda Meyer      \$400.00  
 Tom Geida      \$150.00  
 John Waterbury      \$375.00  
 Pat Pruess      \$500.00  
 Dave Glentz      \$500.00  
 LEGAL FEES      \$2,000.00  
 Expo Expenses      \$1,632.47  
 EVENT EQUIPMENT      \$1,742.01  
 Computer & Supplies      \$2,838.00  
 Security      \$150.00  
 Volunteer Party      \$735.00  
 Volunteer Expenses      \$330.00  
 Computer support      \$250.00

Course Support  
 Hal Higdon  
 Misc. Bins, pens etc.  
 Assistant  
 Volunteer Coordinator  
 Facebook Admir  
 PT Staff  
 PT Staff  
 Registration  
 Beverage  
 Water Station Set Up  
 PA, Support  
 Food Prep/Set Up  
 Trademarks      Lawyer  
 Runners World & A1A  
 Cosco: Tables, Chairs, Coolers, tents  
 Mac Systems  
 Bill Gardner  
 Food, Beer, Soda

**Total Expenses**      \$123,385.32

**Net Income**      \$2,322.68

\* 35,000 TOC Re-imbursements for Advertising & Promotion.

Date Received \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Assoc. Sanction # \_\_\_\_\_  
 National Control # \_\_\_\_\_  
 N.O. Signature \_\_\_\_\_



Association Contact Information:

For Official Use Only

## USA TRACK & FIELD SANCTIONED EVENT REQUEST FOR CERTIFICATE OF LIABILITY INSURANCE

The approved copy of the *Application for Sanction* serves as the organizer's proof of insurance. Please note that unless insurance is waived, organizers granted sanctions are automatically added to the USATF liability insurance policy for most activity surrounding the sanctioned event. In addition, USATF may allow facilities or sponsors to be named as additional insured parties for sanctioned events. **An organizer who requires one or more certificate(s) of insurance for its facilities or sponsors should complete this form.** See sanction instructions and insurance brochure for further information. For more information on the USATF Sanction/Insurance policies visit [www.usatf.org/groups/eventdirectors](http://www.usatf.org/groups/eventdirectors)

Complete a separate copy of this form for each party for whom you are requesting a certificate. A fee will be charged for rushed certificates (see late fee schedule). Return this request to the address listed below.

### LATE FEE SCHEDULE

Less than 5 business days                      \$10 each  
 Less than 36 hours                                \$25 each  
 > Late fees are based on the date received by the National Office of USATF and the "Date Certificate is Needed" date.

### RETURN THIS FORM TO:

BARBARA WRIGHT  
 1719 WASHINGTON ST.  
 KEY WEST FL 33046  
 bwpromo3@bellsouth.net

### EVENT INFORMATION (Type or Print legibly!! If it is not legible, the certificate will not be processed or may be processed incorrectly)

Event Name 16<sup>th</sup> KEY WEST HALF MARATHON                      Date(s) of Event 1-19-2014  
 Event Organizer BARBARA WRIGHT / BW PROMOTIONS  
 Event Contact Person BARBARA WRIGHT                      Phone 305-240-0727  
 Address 1719 WASHINGTON ST.                      Fax 888-859-3466  
KEY WEST, FL 33040                      E-mail bwpromo3@bellsouth.net

### THIRD PARTY INFORMATION

Party Requiring Certificate CITY OF KEY WEST  
Name will appear on the certificate of insurance EXACTLY as listed here  
 Third Party Contact Person MARIA RATCLIF                      Phone 305-809-3700  
 Third Party Address 3132 FLAGLER AVE                      Fax 305-809-3886  
KEY WEST, FL 33040                      E-mail bwpromo3@bellsouth.net

Date Certificate is Needed NOV 18, 2013 (Note: It may take up to 30 days after submission of this form - please plan accordingly.)  
 DO NOT PUT "ASAP"

### OTHER INSURANCE INFORMATION - PLEASE COMPLETE EACH QUESTION

Interest of Third Party: Facility \_\_\_\_\_ Sponsor \_\_\_\_\_ Governmental Entity \_\_\_\_\_ Municipality    
 Is the third party in the business of providing or selling alcohol, food or beverage? Yes \_\_\_\_\_ No    
 If yes, will they be providing same at the event? Yes \_\_\_\_\_ No  (If "Yes" the third party must name USATF, its employees, directors, assigns & USATF Certified Officials as additional insureds to their policy. This certificate must be in hand before USATF will issue a certificate to this third party.)

**Method of Certificate Delivery**      Send Certificate by  Email or  Fax

All certificates will be sent to the Event Contact (as listed above) by e-mail (unless specifically indicated above to be sent by fax). The event contact is then required to forward the certificate to their third party. USATF will no longer send certificates directly to third parties.



**KEY WEST HALF MARATHON LLC**  
1719 WASHINGTON ST  
KEY WEST FL 33040-4915

PAY  
TO THE  
ORDER OF

USATF Florida  
Seven Hundred & Seventy - Five Dollars

1197

DATE Oct 23, 2013

63-4/630 FL  
24186

\$ 775.00

**Bank of America**  
ACH RT 063100277

FOR 16<sup>th</sup> Annual Key West Half Marathon Insurance

000197 DEPOSIT TO 630014915

Security Features

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Barbara Wynn

Event Name: <sup>16<sup>th</sup> ANNUAL</sup> KEY WEST HALF MARATHON & 5K RUN

## 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
N/A	\$50.00 for Noise	N/A
X	Ordinance initialed	
X	Recycling checklist completed	
X	Recycling deposit \$1,000.00	Will contract waste management
X	Recycling Plan	different then checklist
X	Authorization Letter for continuous cleaning of recycled area	
N/A	Signatures of No Objection of Street closure (If applicable)	
X	Insurance naming the City as additional insured	Cominor
X	Financial of previous event (If applicable)	Need financial of event from last year
X	Release & Idemnification Form	
X	Site Map ( where barricades, stages, etc are to go)	
X	Letter from non profit that states they will be receiving the funds	

This is different - everyone gives 1000.00 Deposit which gets deposited

16<sup>th</sup> Annual Key West Half Marathon,  
January 18-19, 2014

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Latorre 10/18/13  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

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

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

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

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

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

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

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

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

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

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

Jim Young 21 Oct 13  
SIGNATURE DATE

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

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

16<sup>th</sup> Annual Key West Half Marathon,  
January 18-19, 2014

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Latach 10/18/13  
SIGNATURE DATE

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

PUBLIC WORKS

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

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

POLICE DEPARTMENT

[Signature] 10/22/13  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Requires Extra duty  
officer for TRAFFIC  
control

FIRE DEPARTMENT

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

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

KWDOT/PORT

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

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

CODE COMPLIANCE

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

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

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

# 16<sup>th</sup> Annual KW Half Marathon

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

**EVENT (INITIAL SIGNOFF):**

**CONDITIONS/RESTRICTIONS**

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

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

PUBLIC WORKS

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

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

POLICE

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

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

FIRE DEPARTMENT

SEE ATTACHED MEMO

Daniel Blanco                      10/29/2013

SIGNATURE                      DATE

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

PORT/KEY WEST DOT

\_\_\_\_\_  
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

To: Barb Wright (bwpromo2@bellsouth.net)

From: Division Chief/Fire Marshal Danny Blanco

Date: October 29, 2013

Reference: 16<sup>th</sup> Annual KW Half Marathon

This office reviewed the special event application for the 16<sup>th</sup> Annual KW Half Marathon to be held starting at Margaret and Caroline St. on January 19, 2014.

The following conditions apply:

- **Road closures need to allow one lane open for emergency vehicle .**

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

*Danny Blanco, Fire Marshal*

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

*Serving the Southernmost City*

3266 USSM 132

16<sup>th</sup> Annual Key West Half Marathon,  
January 18-19, 2014

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Rateron 10/18/13  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

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

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

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

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

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

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

KWDOT/PORT

Rogelio Hernandez 10/29/13  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Some delays to routes.  
Nothing Major.

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

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

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

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

(if denied attach explanation)

16<sup>th</sup> Annual Key West Half Marathon,  
January 18-19, 2014

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Latorre 10/18/13  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

PUBLIC WORKS

✓ Richard Sarner  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

no issues  
\_\_\_\_\_  
\_\_\_\_\_

POLICE DEPARTMENT

✓ \_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

FIRE DEPARTMENT

✓ \_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

KWDOT/PORT

✓ \_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

CODE COMPLIANCE

✓ \_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_ (if denied attach explanation)