

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) BARB WRIGHT FOR 17th ANNUAL KEY WEST HALF MARATHON

Address of Applicant(s) 1719 WASHINGTON ST. KEY WEST, FL 33040

Phone Number of Applicant(s) 305-240-0727 Fax: _____ Email _____

Name of Non-Profit(s) Sunrise Rotary Scholarship Fund

Address of Non-Profit(s) P.O. Box 2354, Key West, FL 33041

Phone Number of Non-Profit(s) 305 304-2433

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 10-20%

Date/Dates of Event SAT. SUNDAY JANUARY 17+18, 2015

Hours of Operation 12-7 PM SAT. SUNDAY 6 AM-12 PM.

Estimated/anticipated number of persons per day 2500

Location of Event OUTSIDE HALF SHELL RAW BAR, 231 MARGARET ST.

Street Closed PARKING METERS - PAID, STREET NOT CLOSED.

Detailed description of event 17th ANNUAL KEY WEST HALF MARATHON IS A 13.1 MILE RACE & 5K RUN.

Noise exemption required: Yes _____ No X

Alcoholic beverages sold/served at event: Yes X No _____ A FREE BEER GIVEN TO RUNNERS AT POST RACE AWARDS.

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 Wright

3-4-2014

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

*(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: ~~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.

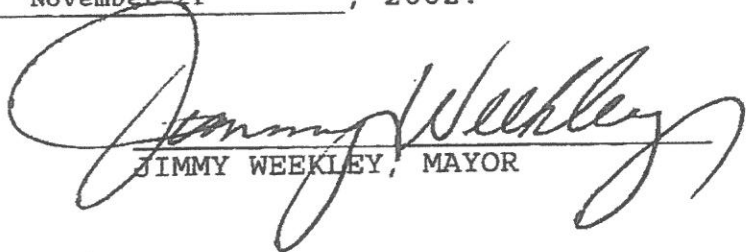
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

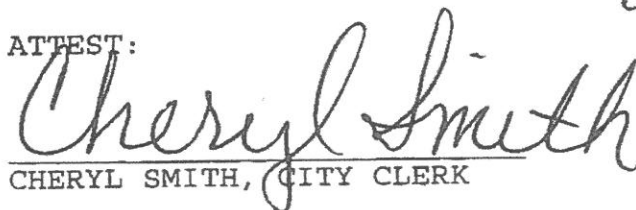
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

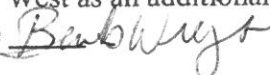

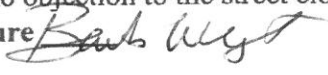
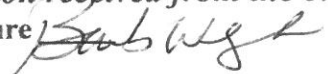

DATE: October 17, 2002

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 
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 *Bob West*

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

Sponsor's Signature *Bob West*

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 *Bob West*

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 *Bob West*

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 *Bob West*

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 *Bob West*

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 *Bob West*

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 *Bob West*

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 Weir*

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 Weir*

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 Weir*

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: EVAN SHIRKOFF Phone number: 305-240-0978
- 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: 35
- 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 MAKE ARRANGEMENTS + PAY WASTE MANAGEMENT
- Capacity of containers on grounds: 65 GALLON EACH.
Contact person for containers: EVAN SHIRKOFF Phone #: 305-240-0978
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. SIGNS ARE MADE + DISPLAYED
- 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: WE ASSIGN MONITORS FOR ALL DAY.
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: WASTE MANAGEMENT PICKS UP IN RECYCLE BINS.
- 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: MIX GARBAGE WITH RECYCLES

Actions taken: WE ASSIGN MONITORS IN ADVANCE TO KEEP SEPARATE.

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

Problems: SEPARATE RECYCLABLES FROM TRASH.

Actions taken: WE ASSIGN MONITORS IN ADVANCE TO KEEP 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: EVERYTHING WAS DONE PROPERLY DUE TO INSTRUCTIONS PRIOR TO EVENT.

- 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: 200 lbs

Contamination: Ø

- 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: TBA

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



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.

Barbara Wign



**KEY WEST FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE**

Please Check All That Apply To This Event

Cooking

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

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 # 5
- Total Number of Booths - 5 (including REGISTRATION)

Parade

- Floats - Total # _____

Event Name: _____

Special Event Checklist

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

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

Key West Half Marathon 2014

DESCRIPTION	ACTUAL	BUDGET COMMENTS
INCOME		
Race Entries	\$225,000.00	
Sponsors	\$7,500.00	
TOTAL INCOME	\$232,500.00	
EXPENSES		
Advertising & Promotion		
National Ad Campaign	\$44,457.00	Runners World, Competitor, Active.com, My Next Race, Endurance Mag, etc.
Ads in Virtual race Bags	\$2,000.00	Runners World Festival, Palm Beach etc.
Expos	\$2,756.00	Women's Half St Pete, A1A Ft. Lauderdale, 7 Mile Bridge, Key Largo etc.
Domains	\$315.00	
Web Updates	\$3,875.00	
Logo Design & Artwork	\$2,260.00	
Postage	\$1,048.00	
Direct Marketing at Races	\$9,000.00	Rock N Roll Phila, Va Beach Rock N Roll, Palm Beach Marathon, Space Coast Marathon, etc.
Constant Contact	\$660.00	Newsletter Race Updates
Finisher Medals	\$15,440.00	Medals to All Finishers- both races
Awards/Trophys	\$2,539.00	Local Awards Three Deep awards and maps
Race Numbers	\$2,000.00	Custom Bibs
Brochures/Posters	\$7,915.00	Poster & Full color gloss brochure Signs Unlimited
Race Shirts	\$25,940.00	Race and Crew Always Advancing
Race Hats	\$4,445.00	
Race Bags	\$3,822.00	Given to all participants
Course Layout	\$500.00	Rick McKenzie
Chip Timing & Results	\$12,070.00	B- Tag Timing Split Second Timing
Insurance	\$850.00	City of KW USATF
Police/Sheriff	\$2,360.00	KWPD
Memberships.Dues:	\$1,779.00	USATF, Running in the USA, Rotary, InnKeepers etc.
Signs & Banners	\$1,105.00	RT Vinyl Signs
4 Star Rental	\$574.00	Truck, tables
Entertainment / Band	\$1,525.00	DJ, Musicians
Emcee	\$150.00	
Security	\$300.00	Over night Bight
Waste Management	\$2,302.00	Port A Lets, Recycle Bins
Water, powder misc.	\$2,170.00	GFS, Home Depot Publix
Volunteer Party	\$1,821.00	
Post Race Beer	\$2,256.00	Silver Eagle
Photographer	\$250.00	Katt Perez
Food	\$1,667.00	Sysco,GFS Winn Dixie
Race Equipment	\$2,527.00	Tents, Tables, etc.
Charity Donations		
FKCC Swim Youth Program	\$1,000.00	
KW SUNRISE ROTARY	\$8,000.00	
A Positive Step	\$500.00	
MWR 111	\$350.00	
Overhead & Misc Expenses		
Staff/Salaries	\$44,447.00	Race Directors, Registration, Vol. Coordinator, Course Crew, Staff etc.
Phone Charges	\$800.00	
Supplies	\$360.00	
Legal Fees	\$3,010.00	
Parking Meters	\$302.00	City of Key West
Accounting	\$1,000.00	
Face book admin	\$1,200.00	
NET INCOME/LOSS	\$203,647.00	
	\$28,853.00	



February 27, 2014

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 17th Annual Key West Half Marathon and 5K run which will be held January 18, 2015.

Sincerely,

Lori Bosco

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



February 19, 2014

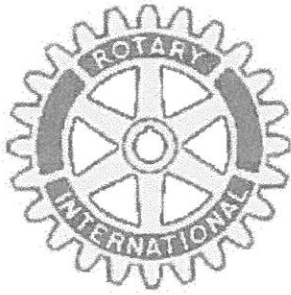
To Whom it May Concern,

This letter is to inform you that Bone Island Swim Club, at Florida Keys Community College Pool, received \$1,000.00 from the 16th Annual Key West Half Marathon and 5K run held January 19, 2014.

Sincerely,

Lori Bosco

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



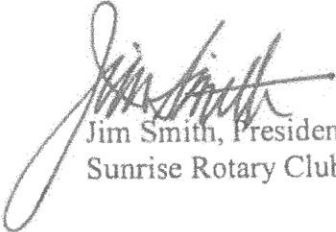
**Key West Sunrise Rotary Club
of the Conch Republic**

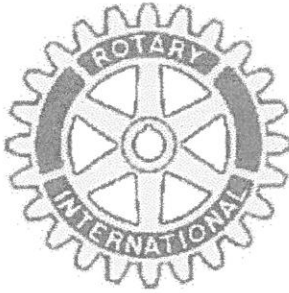
24 February 2014

Hello, City of Key West ...

This letter is to document that the Sunrise Rotary Club partnered with Barbara Wright and Evan Snitkoff in producing the 2014 Key West Half Marathon. In exchange for the manpower provided by the Club to manage many aspects of the race, the Sunrise Rotary Foundation was the beneficiary of a generous payment of \$8,000 from the proceeds of the race.

As President of the Sunrise Rotary Club Foundation, I'm happy to confirm that the Foundation received the funds!


Jim Smith, President
Sunrise Rotary Club Foundation



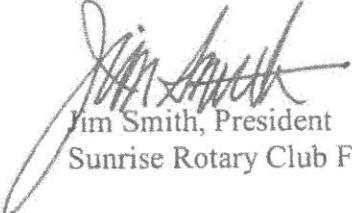
**Key West Sunrise Rotary Club
of the Conch Republic**

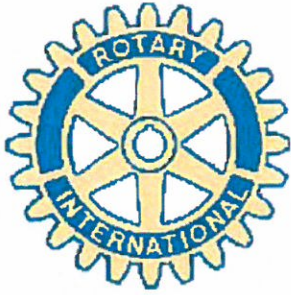
25 February 2014

Hello, City of Key West ...

This letter is to document that the Sunrise Rotary Club will partner with Barbara Wright and Evan Snitkoff in producing the 2015 Key West Half Marathon, as we have in years past. In exchange for the manpower provided by the Club to manage many aspects of the race, the Sunrise Rotary Foundation 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 this is the arrangement we have agreed upon with Barbara Wright and Evan Snitkoff.


Jim Smith, President
Sunrise Rotary Club Foundation



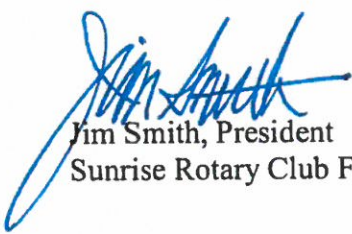
**Key West Sunrise Rotary Club
of the Conch Republic**

25 February 2014

Hello, City of Key West ...

This letter is to document that the Sunrise Rotary Club will partner with Barbara Wright and Evan Snitkoff in producing the 2015 Key West Half Marathon, as we have in years past. In exchange for the manpower provided by the Club to manage many aspects of the race, the Sunrise Rotary Foundation 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 this is the arrangement we have agreed upon with Barbara Wright and Evan Snitkoff.


Jim Smith, President
Sunrise Rotary Club Foundation

Your message has been sent.

More

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COMPOSE

HI Maria

Inbox x

Inbox

Starred

Sent Mail

Drafts

Trash

2013 District Map

Action Plans

ADA Diane Niclau...



Search people ...

Alice Parker

Cyndee Michaud

David Fernandez

Diane Nicklaus

Don Craig

Jo Bennett

Portia Navarro

Regina Lawrence

Samantha Farist

bwpromo3

to me

4:51 PM (15 hours ago) ☆

Here are the course maps for the upcoming 17th Annual Key West Half Marathon & 5K.

Key points:

Outbound:

Runners cross Duval on Front Street, turn left onto Whitehead and left onto Greene, then right onto Duval. They stay on Duval for about 12 blocks then turn right on United, left on Whitehead to SoMo Point, and left on South. There it becomes same-old-same-old to the T/A point, which will be the break in the curb at Casa Roma Lane.

Inbound:

Runners use one lane of SRB. When they reach White Street, they turn left, run the Pier out-and-back, the resume the return route. At Whitehead/Greene, they turn left and do the Westin/Mallory/Wreckers Loop (the more extended loop). Once they reach Front Street, the route is the same to the finish, which is moved up to the coffee mug and postcard.

5K:

Start has to be about 50 yards behind where the HM started.



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:

We will be renting the 12 spaces once again in front of the Half Shell Raw Bar Saturday, January 17, 2015 only for the race registration. Arrangements will be made early with Mr. Wilkins.

NO PARKING SIGNS PLACED ON CAROLINE ST FROM BRINELL ST TO WILLIAM ST. FROM SAT. MIDNIGHT - 12 AM TO 9 AM FOR START OF THE RACE.

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

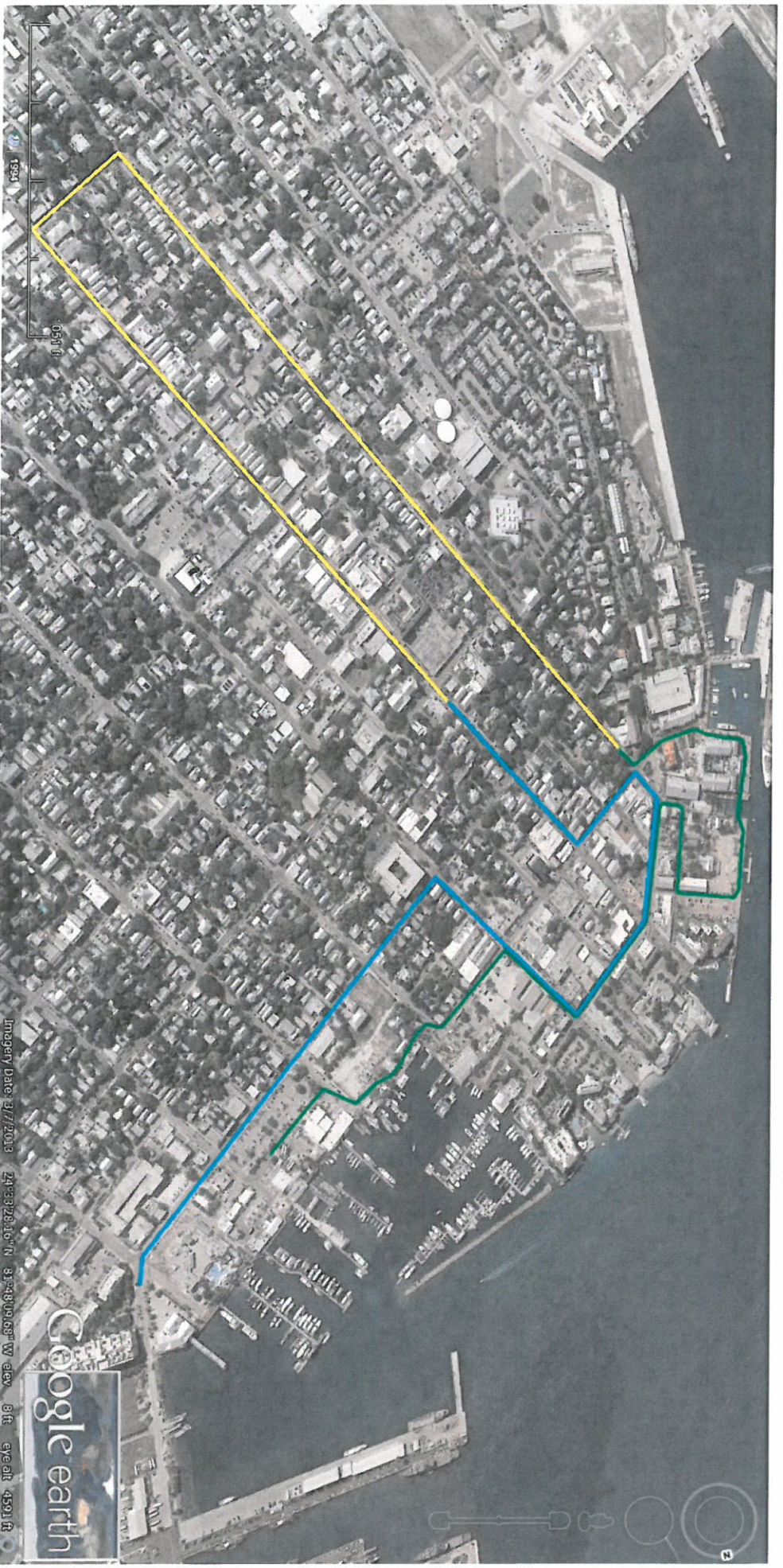
On-Street Meter Rates: \$1.50 per hour or \$20.00 per day per space.

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

Key West Half Marathon 5K Course



BLUE = first mile / Yellow = middle 1.1 miles / Green = final mile

Start 53 yards behind HM start. Caroline > Simonton > Front > Whitehead > Greene > Duval > Olivia

Whitehead > Westin/Mallory/Wreckers Loop > Front > Simonton > Greene > Elizabeth
> Lazy Way > Finish

Key West Half Marathon : 5K January
17:18, 2015

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Manuel Latorre 6/27/14
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

Jim Jones 1/20/14
SIGNATURE DATE

DOUG BRADSHAW/PORT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Key West Herb Navigation : SK January 17, 18, 2015

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Signature: *Maria...*
DATE: 6/27/14

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

Sp...

Requires extra duty officers

FIRE DEPARTMENT

SIGNATURE DATE

KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

DOUG BRADSHAW/PORT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Routing Form 11/10

Key West Half Marathon : 5K

January
17:18, 2015

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

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Maura Patricia 6/27/14
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KEY WEST DOT

May cause bus delays or detours

Rogelio Hernandez 7-8-14
SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

DOUG BRADSHAW/PORT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

16th 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 07/09/2014

SIGNATURE DATE

PORT/KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

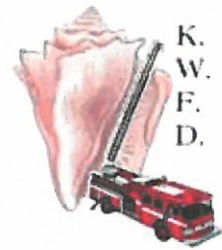
SIGNATURE DATE

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 (bwpromo3@bellsouth.net)

From: Division Chief/Fire Marshal Danny Blanco

Date: 07/09/2014

Reference: 17th Annual KW Half Marathon

This office reviewed the special event application for the 17th Annual KW Half Marathon to be held starting at Margaret and Caroline St. on January 17 & 18, 2015.

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

KEY WEST

Key West Help Marathon '5K

January

17:18, 2015

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Mona...
SIGNATURE DATE 6/27/14

PUBLIC WORKS

[Signature]
SIGNATURE DATE 7/21

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

DOUG BRADSHAW/PORT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Key West Half Marathon : 5K

January
17:18, 2015

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

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Mano Ratnaff 6/27/14
SIGNATURE DATE

✓ **PUBLIC WORKS**

SIGNATURE DATE

✓ **POLICE DEPARTMENT**

SIGNATURE DATE

✓ **FIRE DEPARTMENT**

SIGNATURE DATE

✓ **KEY WEST DOT**

SIGNATURE DATE

✓ **CODE COMPLIANCE**

SIGNATURE DATE

DOUG BRADSHAW/PORT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE