

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

Name of Applicant(s) Rotary Club of Key West
 Address of Applicant(s) 819 Peacock Plaza # 116
 Phone Number of Applicant(s) 304-4912 Fax: 296-6962 Email: Karen.Thurman@hilton.com
 Name of Non-Profit (s) Rotary Club of Key West
 Address of Non-Profit(s) 819 Peacock Plaza # 116
 Phone Number of Non-Profit(s) 305-304-4912

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 100%
 Date/Dates of Event July 4, 2012

Hours of Operation setup to begin 7AM July 2
 Estimated/anticipated number of persons per day 10 for setup / 5000 for 3/4 event
 Location of Event White Street Pier / Atlantic + White St
 Street Closed NA

Detailed description of event Fireworks Display - setup 7AM-8PM 7/2-7/4
Display + cleanup 8PM - Midnite July 4

Noise exemption required: Yes No
 Alcoholic beverages sold/served at event: Yes No McGy Park July 4 only
5PM - 10PM

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.

K. Thurman for the
Rotary Club of Key West
 Applicants Signature

4-19-12
 Date

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

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

\$50.00

Date 7-19-12

Applicant Name Rotary Club of Key West

Applicant Address 819 Peacock Plaza #116

Applicant Phone Number 305-304-4912

Event Name July 4th Celebration

Event Address/Location White Street Pier / Atlantic + White St

Date of Event July 4th, 2012

Nature of Event Independence Day Fireworks
Celebration

Profit Non Profit

Time(s) Request for Exemption July 4 - 9 to 10PM

Number of Exemptions at this location this calendar year 1

Date of last exemption 7-4-10
7-4-11

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
 Name of person: Maggie Gutierrez Phone number: 305-394-7100
- 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: 2 @ White Atlantic July 4
2 @ White St Pier - July 2-4
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.
 Arrangements made: Yes - Annual Agreement w/ Waste Management
- Capacity of containers on grounds:
 Contact person for containers: Maggie Gutierrez Phone #: 305-394-4992 7100
Karen Thurman 305-304-4912
- 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: Rotary members will monitor + empty as needed
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
 Arrangements made: Yes - Waste Management
- 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: _____

Actions taken: _____

Rotary members will monitor

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

Problems: _____

Actions taken: _____

Rotary members will monitor

- 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: _____

Rotary members will take photos

- 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. Will supply post event

Amount of material: _____

Contamination: _____

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

- Share the results with event organizers.

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

- Security deposit returned: _____

Requested see attached

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

Small Special Event Recycle Plan
Rotary Club of Key West – Annual Fireworks Display - Monday, July 4th

Recycle Coordinator Beer Booth – Maggie Guittierez
Recycle Coordinator Pier – Dan McMahon

Recycle Coordinator Will:

- Educate and/or train recycle staff, vendors, attendees and participants of event polices.
- Coordinate recycle bins and the pick up of recyclables
- Report the volume recycled to the City of Key West
- Ensure food waste containers are adjacent to recycle bins
- Stage volunteer to ensure no comingling of recycleables & trash
- Locate public recycling areas w/ trash receptacles near drink location
- Confirm delivery & placement of recycle bins by Waste Management
- Monitor recycle bins for overflow during event
- Confirm pickup of recycle bins and waste containers by Waste Management after the event.

Minimum City Requirements:

- Recycle bins for cans & bottles within 50 feet of all drink / drink sales locations.

Rotary will have 1 drink sales location and a minimum of 3 recycle bins at the McCoy Park area and 2 recycle bins for bottles and cans plus 1 large recycle bin for cardboard on White Street Pier.

- Recycle bins for cans and bottles will be placed behind each Drink / drink sales location

Rotary will have 2 recycle bins & 1 waste bin located in the McCoy Park parking area. Cans, bottles and food waste will be carried from the pier to the parking area bins as needed.

- Delivery of recyclables to the recycle center shall be by the event, by Waste Management or by other licensed vendor

Rotary has requested pick up of all recyclables by Waste Management

- Place recycle bins throughout event area

Rotary will place recycle bins around area of White Street & Atlantic as needed



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

**Rotary Club of Key West
4th of July Fireworks**

I Karen Thurman being authorized to act on behalf of and legally bind The Rotary Club of Key West 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.

Bonita Marburg
Signature of Witness

Bonita Marburg
Print Name

4-19-12
Date

K Thurman
Signature of Applicant

Karen Thurman
Print Name

4-19-12
Date

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



THE CITY OF KEY WEST

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

PUBLIC NOTICE

THIS IS TO NOTIFY YOU THAT **ROTARY CLUB OF KEY WEST** HAS APPLIED TO THE KEY WEST CITY COMMISSION FOR A SPECIAL EVENT PERMIT UNDER SECTION 6-86 OF THE CITY'S NOISE CONTROL ORDINANCE. THE APPLICATION IS FOR AN EVENT TO TAKE PLACE ON **WEDNESDAY, JULY 4, 2012 FROM 7:00 A.M. TO 8:00 P.M. (SET UP FOR FIREWORKS) AND 8:00 P.M. TO MIDNIGHT (FIREWORKS DISPLAY & CLEANUP) AT WHITE STREET PIER & WHITE & ATLANTIC** WHICH IS LOCATED WITHIN 100 FEET OF YOUR PROPERTY. A HEARING ON THE APPLICATION WILL TAKE PLACE AT THE CITY COMMISSION MEETING ON **MAY 15, 2012, AT 6:00 P.M., OLD CITY HALL, 510 GREENE STREET.**

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MARIA RATCLIFF THE CITY MANAGER'S OFFICE AT 809-3881.



**KEY 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

No 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 # 1
- Total Number of Booths - _____

Parade

- Floats - Total # No Floats



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:

No special requests

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.

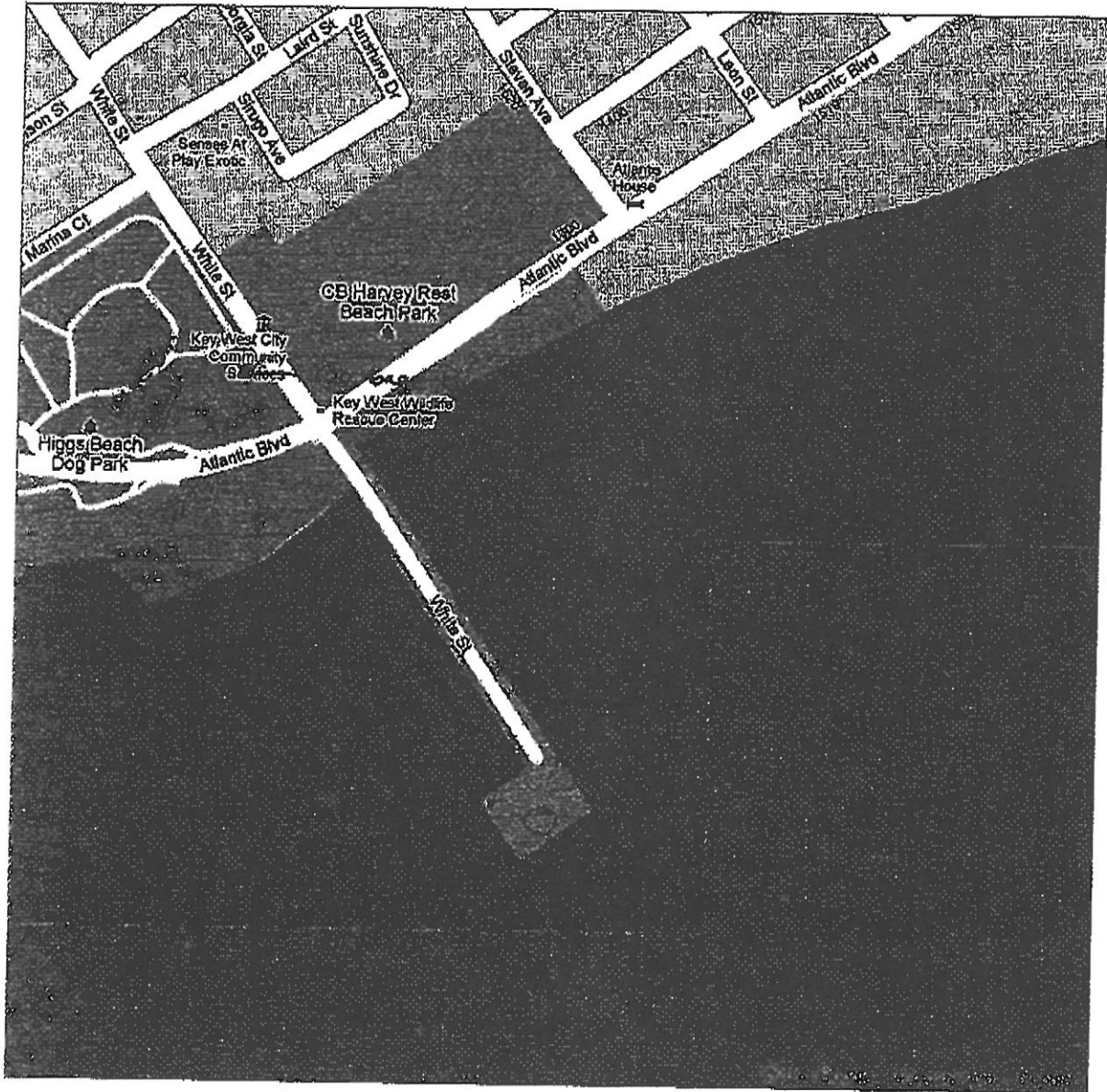

Modification of rates or parking waivers can only be approved by City Commission.

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

(305) 809-3855 jwilkins@keywestcity.com

Google maps

Get Google Maps on your phone
Text the word "GMAPS" to 466453





ROTARY CLUB OF KEY WEST
CHECK REQUISITION

Date: April 19, 2017

Check requested for: Special Event Permit

Check Amount: \$ 50.00

Check payable to: City of Key West

Address: 525 Angela Street

City, State, Zip: Key West, FL 33040

Social Security No. (if applicable): NA

Code to General Ledger Account No.: Fireworks Account #6320

Fundraising Event: July 4th Fireworks

Check needed by: ASAP

Mail Check or to be picked up at O & P Office: Pls Mail

Approved by: Karen Thurman, Committee Chairperson
Officer, Board Member or Committee Chairperson

Approved by: _____
Treasurer

submitted to Ferrada + O+P 4-19-17

ORDINANCE NO. 02-09

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 provisions 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 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 (1½%) 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 of 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.

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

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 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) A major festival is a special event of regional impact. Major festivals are: Fancy Fantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at Mango's Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. Have a non-profit coapplicant or to provide a percentage of revenues to a charitable cause.

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

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

Sec. 6-61. Temporary bathroom facilities.

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

Section 7.

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

Sponsor's Signature R. Thurman for
The Rotary Club of Key West

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

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.

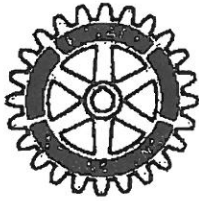
Sponsor's Signature KT

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 KT

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 KT



ROTARY CLUB OF KEY WEST

P. O. Box 469
Key West, FL 33041

JULY 4, 2011 EVENT INCOME AND EXPENSE

Income	
Booth Income	\$4,787.60
Total Income	\$4,787.60
Expenses	
Start-Up	\$600.00
Permit	\$ 50.00
Food	\$457.60
Cokes/Beer	\$818.95
Sales Tax	\$308.40
Total Expenses	\$2,234.95
Net After Expenses	\$2,552.65

ROTARY FOUR-WAY TEST

"Of the things we Think, Say or Do"

1. Is it the TRUTH? 2. Is it FAIR to all concerned? 3. Will it build GOODWILL and BETTER FRIENDSHIPS? 4. Will it be BENEFICIAL to all concerned?

KEY WEST ROTARY CLUB FOUNDATION INC
FIREWORKS ACCOUNT
819 PEACOCK PLAZA #822
KEY WEST, FL 33040

4/30/2012

PAY TO THE
ORDER OF City of Key West

\$ **1,000.00

One Thousand and 00/100***** DOLLARS (

City of Key West
525 Angela Street
Key West, FL 33040

MEMO

July 4th - Public Works Deposit

AUTHORIZED SIGNATURE

KEY WEST ROTARY CLUB FOUNDATION INC

FIREWORKS ACCOUNT

1004

City of Key West					4/30/2012	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
4/30/2012	Bill	Check Req	1,000.00	1,000.00		1,000.00
					Check Amount	1,000.00

First State Bank - Fire July 4th - Public Works Deposit 1,000.00

KEY WEST ROTARY CLUB FOUNDATION INC

FIREWORKS ACCOUNT

1004

City of Key West					4/30/2012	
Date	Type	Reference	Original Amt.	Balance Due	Discount	Payment
4/30/2012	Bill	Check Req	1,000.00	1,000.00		1,000.00
					Check Amount	1,000.00

First State Bank - Fire July 4th - Public Works Deposit 1,000.00



ROTARY CLUB OF KEY WEST

CHECK REQUISITION

Date: April 19, 2012

Check requested for: Public Works Deposit

Check Amount: \$ 1000.00

Check payable to: City of Key West

Address: 525 Angela Street

City, State, Zip: Key West, FL 33040

Social Security No. (if applicable): NA

Code to General Ledger Account No.: Fireworks Account #6320

Fundraising Event: July 4th Fireworks

Check needed by: ASAP – please fax to copy to Maria prior to mailing
FAX#809-3886 . Must be individual check, amount must be \$1000 exactly

Mail Check or to be picked up at O & P Office: Pls Mail

Approved by: Karen Thurman, Committee Chairperson
Officer, Board Member or Committee Chairperson

Approved by: _____
Treasurer

Submitted for payment to Ferrarash & O+P
4-19-12



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.

R. Thurman for the Rotary Club of Key West

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/25/2012

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

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

PRODUCER
MCGRUFF, SEIBELS & WILLIAMS, INC.
P.O. Box 10265
Birmingham, AL 35202

CONTACT NAME: Melanie Allen
PHONE (A/C, No, Ext): 800-476-2211 **FAX (A/C, No):**
E-MAIL ADDRESS: mall@mcgriff.com

INSURED
Pyrotechnico of Florida, LLC
P.O. Box 310
New Castle, PA 16103

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A :United States Fire Insurance Company	21113
INSURER B :James River Insurance Company	12203
INSURER C :Catlin Specialty Insurance Company	15989
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** GPE3FNC6 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			000292604	01/14/2012	01/14/2013	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 Policy Aggregate: \$ 5,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input checked="" type="checkbox"/> Triir InterChg \$1mil			1337318064	01/14/2012	01/14/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Comp. \$1000 deductible Coll. \$1000 deductible
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			000292624	01/14/2012	01/14/2013	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			N/A			WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	EXCESS UMBRELLA COVERAGE			XSA2002600113	01/14/2012	01/14/2013	XS Underlying \$4, Mil \$ 5,000,000 \$ \$ \$

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

Fireworks Display Date: July 4, 2012
Location: White Street Pier, Key West, FL
The Rotary Club of Key West; City of Key West
The above listed are Additional Insured respects to General Liability policy as required by written contract subject to policy terms, conditions and exclusions. The Certificate Holder is named as Additional Insured with respect to General Liability as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

City of Key West
3132 Flager Avenue
Key West, FL 33040

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



DOUBLETREE
BY HILTON

FACSIMILE TRANSMITTAL SHEET

TO: Maria FROM: Karen

COMPANY: City of KW DATE: _____

FAX NUMBER: 809-3886 TOTAL NO. OF PAGES INCLUDING COVER: _____

PHONE NUMBER: _____ SENDER'S REFERENCE NUMBER: Phone 305/293.1818 Fax 305/296.6962

RE: _____

- URGENT FOR REVIEW PLEASE COMMENT PLEASE REPLY

NOTES/COMMENTS:

Check requests have been submitted
 Working on KWFD ad nowd will
 submit today or tomorrow

Waiting on ATB appraisal. Will
 send to you ASAP

Thank you

Event Name: Rotary Club of Key West 4th of July

Special Event Checklist

Everything must be checked off before submitting the special event application

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

Rotary Club 4th of July, 2012

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

EVENTS (INITIAL SIGNOFF):

Maria Ratush 4/24/12
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓
PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓
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)



Maria Ratcliff <mratclif@keywestcity.com>

4th of July Event

2 messages

Maria Ratcliff <mratclif@keywestcity.com>

Wed, Apr 25, 2012 at 8:43 AM

To: Richard Sarver <rsarver@keywestcity.com>, Steve Torrence <storrenc@keywestcity.com>, Danny Blanco <dblanco@keywestcity.com>, Jim Fitton <jfitton@keywestcity.com>, Myra Wittenberg <mwittenb@keywestcity.com>, Jim Young <jjyoung@keywestcity.com>

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*Maria Ratcliff
Executive Administrator to City Manager
and Special Events Coordinator
3132 Flagler Avenue
PH (305) 809-3881
Fax (305) 809-3886*

 SKMBT_C36012042508370.pdf
3318K

Jim Fitton <jfitton@keywestcity.com>
To: Maria Ratcliff <mratclif@keywestcity.com>

Wed, Apr 25, 2012 at 9:11 AM

[Port and Transit have no objection](#)

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

From: Maria Ratcliff [mailto:mratclif@keywestcity.com]
Sent: Wednesday, April 25, 2012 8:43 AM
To: Richard Sarver; Steve Torrence; Danny Blanco; Jim Fitton; Myra Wittenberg; Jim Young
Subject: 4th of July Event

[Quoted text hidden]

RECEIVED

APR 27 2012

CITY MANAGER

Rotary Club 4th of July, 2012

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

EVENTS (INITIAL SIGNOFF):

Maria Raveus 4/24/12
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:

Myra Witterburg / R.L.
SIGNATURE DATE

No Impact

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Rotary Club 4th of July, 2012

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

EVENTS (INITIAL SIGNOFF):

Maria Raterus 4/24/12
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

[Signature]
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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)

Rotary Club 4th of July, 2012

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

EVENTS (INITIAL SIGNOFF):

Maria Raterus 4/24/12
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:

J. Young 26 Apr 12
SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____ (if denied attach explanation)

Rotary Club 4th of July, 2012

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

EVENTS (INITIAL SIGNOFF):

Maria Ravello 4/24/12
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

John 28 April
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

① ~~No~~ No Exception Needed
② ABT Permits Required

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)