

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Multirace, LLC
Address of Applicant(s) 4081 SW 47th Ave, Suite #7 Davie, FL 33314
Phone Number of Applicant(s) 954-213-6699 Fax: _____ Email dougtr:kw@gmail.com
Local 305-797-8361 - Doug Bradshaw
Name of Non-Profit(s) Montessori Charter School, KW Police Explorers, Bone
Island Swim Club, Southernmost Runners, Womankind
Address of Non-Profit(s) Key West, FL
Phone Number of Non-Profit(s) 305-2934400, 305-809-3562, 305-304-0091, 305-294-4004

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 25%

Date/Dates of Event 12-3-16

Hours of Operation 4:00 AM - 12:00 PM Event 4:00 PM - 8:00 PM Awards

Estimated/anticipated number of persons per day 800

Location of Event Higgs Beach, Atlantic Blvd, South Roosevelt, Southard St

Street Closed Partial Closures of Atlantic Blvd (Event) and 400 Block
of Southard St (Awards)

Detailed description of event 7th Annual Key West
Triathlon

Noise exemption required: Yes No

Alcoholic beverages sold/served at event: Yes No

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


Applicants Signature

7-21-16
Date

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

DMB
7-21-16

Revised for
Third Reading
11/19/02

ORDINANCE NO. 02-29

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES ENTITLED "AMUSEMENTS AND ENTERTAINMENT" BY AMENDING ARTICLE II PERTAINING TO SPECIAL EVENTS; AMENDING SECTION 6-26 TO REQUIRE A DOWN PAYMENT ON THE COST OF CITY SERVICES, TO ALLOW FOR INTEREST ON LATE PAYMENTS, AND TO INCREASE THE COST WAIVER TO \$1,000.00; ADDING SECTION 6-27 TO RESTRICT PLACEMENT OF FOOD, BEVERAGE AND MERCHANDISE BOOTHS; AMENDING SECTION 6-56 TO REQUIRE THE APPLICATION TO LIST AN EMERGENCY CONTACT PERSON; AMENDING SECTION 6-57 TO ESTABLISH A MINIMUM NON-PROFIT SHARE FOR SPECIAL EVENTS IN WHICH A STREET IS CLOSED; AMENDING SECTION 6-58 TO PROVIDE THAT MAJOR FESTIVAL SPONSORS MAKE APPLICATION SIX MONTHS IN ADVANCE AND APPROVE CERTAIN SALES OF ALCOHOLIC BEVERAGES; ADDING SECTION 6-61 PERTAINING TO HANDICAP-ACCESSIBLE BATHROOM FACILITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission finds that a revision to the regulations governing special events and street closures would promote the health, safety and welfare of the citizens of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

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 DMB
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 DMB
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 DMB
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 DMB
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 DMB

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

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 DMB
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 DMB
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 DMB

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Doug Bradshaw Phone number: 305-797-8361
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum ___ Glass ___ #1 Plastic X #2 Plastic ___ Steel ___
Corrugated Cardboard X 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: 8 each
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.
Arrangements made: will be made prior to event w/ WM
- Capacity of containers on grounds: 65 gal
Contact person for containers: Margret Lara Phone #: 305-797-3312
- 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: Volunteers will empty as necessary
- 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: with 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: None
Actions taken: _____

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: None
Actions taken: _____

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

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



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.

A handwritten signature in blue ink, consisting of a large, stylized 'O' followed by a long horizontal line and a 'K'.

City of 0806035001000000256621 AM

CUSTOMER RECEIPT

Tender Details:

Tender Type: CK
Tender Amount: \$1,000.00

Receipt Header:

Cashier Id: KEYWEST1\Awoods
Receipt Date: 8/18/2016 9:56:21 AM
Receipt Number: 17516

Receipt Details:

Reference ID:
21707
Fee Code Version:
UNUSUAL PAYMENTS - ZZ
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$1,000.00
Additional Comments: Multi Race

\$1,000.00

CITY NATIONAL BANK
Bci FINANCIAL GROUP

11570

63-436/660



7/25/2016

Multirace LLC
4081 SW 47TH AVENUE SUITE 7
DAVIE, FL 33314

PAY TO THE ORDER OF City of Key West \$ **1,000.00 DOLLARS
One Thousand and 00/100*****

City of Key West
201 William Street
Key West, FL 33040

Peter R. Patraia, CEO
Multirace, LLC

AUTHORIZED SIGNATURE

MEMO Trikw 2016 - Recycling Permit Deposit





THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

**MultiRace, LLC
Key West Triathlon
December 3, 2016**

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

B. Huether
Signature of Witness

BRIAN HUETHER - EXEC. VICEPRESIDENT
Print Name MULTIRACE, LLC

7/21/16
Date

Peter R. Patra
Signature of Applicant

PETER R. PATRAKA
Print Name Peter R. Patra, CEO
MultiRace, LLC

July 21, 2016
Date



KEY WEST TRIATHLON

MULTIRACE, LLC
4081 SW 47TH AVENUE, SUITE # 7, DAVIE, FL 33314
WWW.TRIKW.COM

July 21, 2016

City of Key West
3132 Flagler Ave
Key West, FL 33040

RE: Donations

Dear Madam or Sir,

As part of the City of Key West Special Event Permit it is required to identify the non-profits that will receive donations from the event. This year, MULTIRACE, LLC will donate to the following groups:

- Bone Island Swim Club
- Southernmost Runners
- Montessori Charter School
- Womankind
- Key West Police Explorers

Follow up letters indicating the non-profits received their donation will be submitted post-race. If you have further questions or need additional information, please do not hesitate to call me at 305-797-8361.

Sincerely,

Doug Bradshaw
Race Director

**UPDATED INSURANCE FORM WILL
BE SUBMITTED PRIOR TO EVENT
AND PRIOR TO EXPIRATION OF THE
EXISTING**

CERTIFICATE OF INSURANCE

DATE: 11/25/2015

CERTIFICATE NUMBER: 20151123388913

AGENCY:

ESIX 3 LLC
d/b/a Entertainment & Sports Insurance eXperts (ESIX)
d/b/a Entertainment and Sports Insurance Agency (California)
2727 Paces Ferry Road, Building Two, Suite 1500
Atlanta, GA 30339
678-324-3300 (Telephone)
678-324-3303 (Facsimile)

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Triathlon of Colorado
5825 Delmonico Drive
Colorado Springs CO 80919-2401

MultiRace, LLC

INSURERS AFFORDING COVERAGE:

INSURER A: Everest National Insurance Company
INSURER B: Everest National Insurance Company

EVENT INFORMATION:

Key West Triathlon (12/5/2015 - 12/5/2015)

POLICY/COVERAGE INFORMATION:

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INS | TYPE OF INSURANCE: | POLICY NUMBER(S): | EFFECTIVE: | EXPIRES: | LIMITS: |
|-----|---|-------------------|-----------------------|-----------------------|---|
| A | GENERAL LIABILITY | | | | |
| | <input checked="" type="checkbox"/> Occurrence | SI8ML00212-151 | 12/1/2015 12:01 AM | 12/1/2016 12:01 AM | GENERAL AGGREGATE (Applies Per Event) \$2,000,000 |
| | <input checked="" type="checkbox"/> Participant Legal Liability | | | | EACH OCCURRENCE \$1,000,000 |
| | | | | | DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000 |
| | | | | | MEDICAL EXPENSE (Any one person) EXCLUDED |
| | | | | | PERSONAL & ADV INJURY \$1,000,000 |
| | | | | | PRODUCTS-COMP/OP AGG \$2,000,000 |
| B | UMBRELLA/EXCESS LIABILITY | | | | |
| | <input checked="" type="checkbox"/> Occurrence | SI8EX00179-151 | 12/1/2015 12:01 AM | 12/1/2016 12:01 AM | EACH OCCURRENCE \$10,000,000 |
| | | | | | AGGREGATE (Applies Per Event) \$10,000,000 |
| | | | | | AGGREGATE (Policy) \$40,000,000 |

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

Coverage applies to the USA Triathlon sanctioned or approved event specified on this certificate.

The certificate holder is an additional insured as per form ECG20600: Additional Insured - Automatic Status When Required in a Written Agreement.

The General Liability policy is primary as per Form CG0001.

The General Liability policy contains a Waiver of Subrogation provision as required by written agreement per Form ECG24522.

CERTIFICATE HOLDER:

City of Key West
3132 Flagler Ave
Key West FL 33040

NOTICE OF CANCELLATION:

Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:

Womankind

Health care for everyone

Board of Directors

Colleen Quirk
President

Kristina Welburn
Vice President

Peter Moorcroft
Treasurer

Lea Moeller
Secretary

Mona Clark

Claude Gardner

Michelle Maxwell

Key West Tri Club c/o
Amy Bradshaw
1107 Windsor Lane
Key West, FL 33040

April 30, 2016

Dear Amy and members of the Key West Tri Club:

On behalf of our board of directors, our staff and our patients, I would like to thank all of you for your hard-earned donation of \$1500 to our medical and wellness center. We can only imagine the kind of physical strength and determination that is required to complete a triathlon and we are very grateful that you chose our organization as the beneficiary this year.

Our agency provides health care for women (and now men too) of all income levels. With a board-certified gynecologist, two physician assistants, and an ARNP, Womankind is able to care for close to 3,000 residents per year, 60% of whom receive free or lower-cost medical services.

Although Womankind also receives grants and foundation awards, we rely upon the generosity of our community to provide quality services. The Key West Tri Club has gone above and beyond to make this possible this year and we are very grateful.

With appreciation,



REGISTRATION # CH12731 A COPY OF WOMANKIND'S OFFICIAL REGISTRATION AND FINANCIAL INFORMATION MAY BE OBTAINED FROM THE DIVISION OF CONSUMER SERVICES BY CALLING TOLL-FREE (800-435-7352) WITHIN THE STATE. REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL, OR RECOMMENDATION BY THE STATE.

KEY WEST POLICE EXPLORERS

June 2, 2016

Multirace LLC
8892 Southern Orchard Road North
Davie, FL 33328

Dear Multirace,

On behalf of the Key West Police Explorers, thank you very much for supporting us through the 2015 Key West Triathlon. Your donation of \$ 1,200 will go a long way in helping sustain our organization.

Sincerely,

Key West Police Explorers

OFF. D. CHAVARRIA



2973



Key West Montessori Charter School

1400 United Street, #110 Key West, Florida 33040
Phone: 305-29-1400, ext. 53418 Fax: 305-328-9005

June 2, 2016

Multirace LLC
8892 Southern Orchard Road North
Davie, FL 33328

Dear Multirace,

On behalf of the Key West Montessori Charter School, thank you very much for supporting us through the 2015 Key West Triathlon. Your donation of \$500 will go a long way in helping sustain our organization.

Sincerely,

A handwritten signature in black ink that reads "Lynn Marie Barras".

Lynn Marie Barras, Ed.M.
Principal, Key West Montessori Charter School



Key West Southernmost Runners, Inc.

P.O. Box 5923
Key West, FL. 33045

June 2, 2016

To:
Multirace LLC
8892 Southern Orchard Road North
Davie, FL 33328

Dear Multirace,

On behalf of the Key West Southernmost Runners, thank you very much for supporting us through the 2015 Key West Triathlon.

Your donation of \$ 1000.00 will go a long way in helping sustain our support of the Key West High School Running teams.

Sincerely,

Key West Southernmost Runners,

Donald J Nelson
Treasurer, Key West Southernmost Runners Inc.
23059 Redfish Lane
Cudjoe Key, FL 33042

Cell: 305-304-0091, E-mail: Don.N@juno.com



June 16, 2016

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 Key West Triathlon held December 5, 2015.

Sincerely,

Lori Bosco

Lori Bosco, Aquatic Director, Florida Keys Community College
Head Swim Coach
Bone Island Swim Club and FKCC Youth Swim Program

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS



Detail by Entity Name

Foreign Limited Liability Company

MULTIRACE LLC

Filing Information

Document Number M13000007421
FEI/EIN Number 46-4127546
Date Filed 11/22/2013
State DE
Status ACTIVE

Principal Address

4081 SW 47TH AVE., SUITES 6-7
DAVIE, FL 33314

Changed: 07/24/2014

Mailing Address

4081 SW 47th Avenue
Suites 6-7
Davie, FL 33314

Changed: 03/09/2016

Registered Agent Name & Address

NRAI SERVICES, INC
1200 SOUTH PINE ISLAND ROAD
PLANTATION, FL 33324

Name Changed: 07/24/2014

Address Changed: 07/24/2014

Authorized Person(s) Detail

Name & Address

Title MGR

DAGROSA, JOSEPH E, JR
C/O General American Capital Partners LLC
2333 Ponce de Leon Blvd.
Suite R-240
Coral Gables, FL 33134

Title MGR

PATRAKA, PETER
4081 SW 47th Avenue
Suites 6-7
Davie, FL 33314

Annual Reports

| Report Year | Filed Date |
|-------------|------------|
| 2014 | 07/24/2014 |
| 2015 | 01/29/2015 |
| 2016 | 03/09/2016 |

Event Name: Key West Triathlon

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 | |
| ✓ | Ordinance initialed | |
| ✓ | Recycling checklist completed | |
| ✓ | Recycling deposit \$1,000.00 | |
| ✓ | Recycling Plan | |
| ✓ | Authorization Letter for continuous cleaning of recycled area | |
| ✓ | Signatures of No Objection of Street closure (If applicable) | N/A |
| ✓ | Insurance naming the City as additional insured | forthcoming |
| ✓ | Financial of previous event (If applicable) | not required |
| ✓ | Release & Idemnification Form | |
| ✓ | Site Map (where barricades, stages, etc are to go) | |
| ✓ | Letter from non profit that states they will be receiving the funds | |



**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 - Partial

- 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) *Higgs Beach 20' x 40'*

Food Booths

- Food Booths - Total # _____
- Vendor Booths - Total # _____
- Total Number of Booths - _____

Parade

- Floats - Total # _____

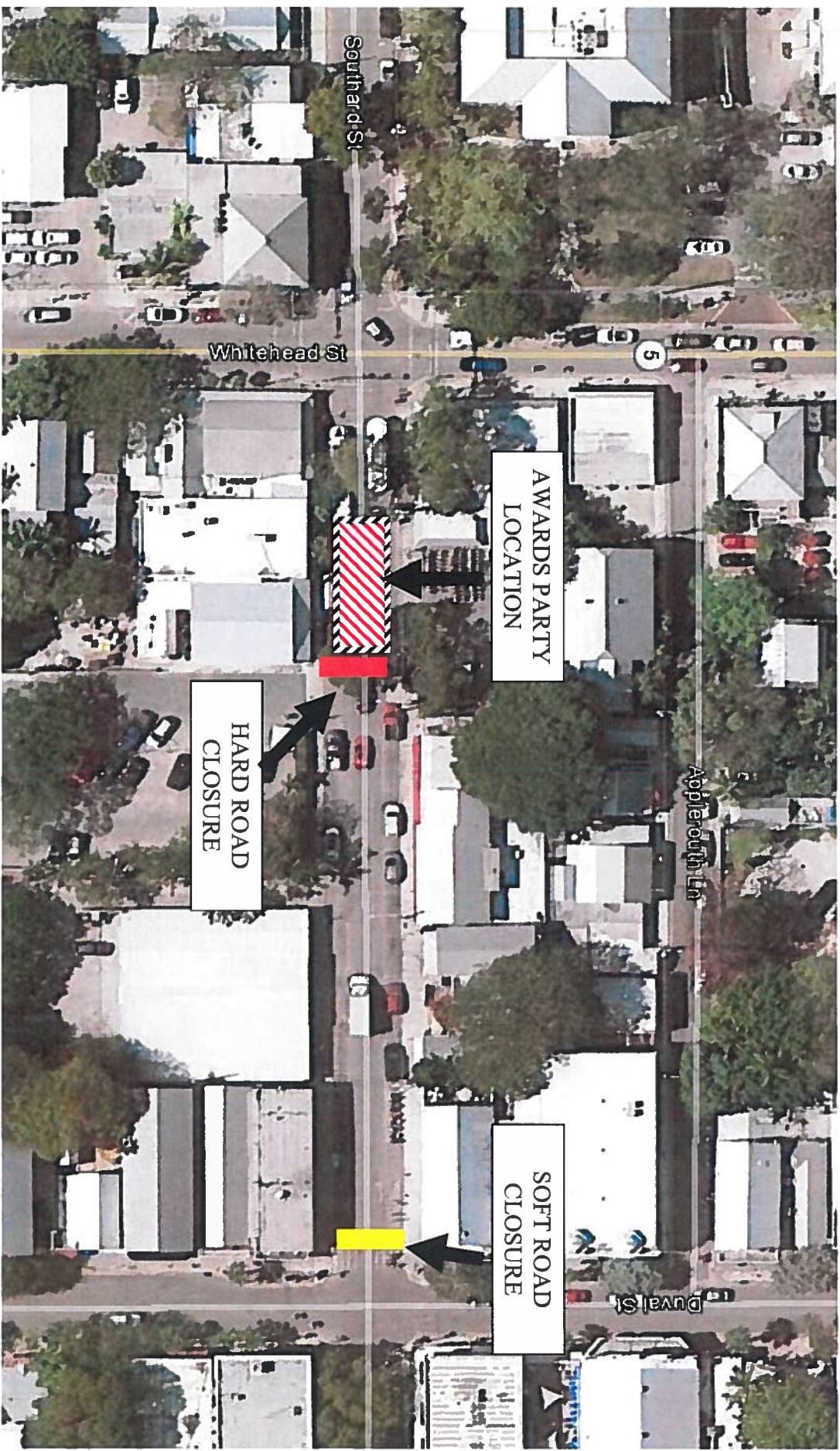
KEY WEST TRIATHLON EVENT ATLANTIC BLVD/CASA MARINA COURT/SOUTH WHITE STREET

RACE ORGANIZERS WILL LIMIT TRAFFIC ON ATLANTIC BLVD/CASA MARINA COURT/SOUTH WHITE STREET TO RESIDENTS/EMERGENCY VEHICLES/BEACH TRAFFIC ONLY FROM 7:30 AM -NOON ON DEC 3. TRAFFIC WILL BE DIVERTED DOWN SIDE STREETS DURING THE EVENT. POLICE OFFICERS AND/OR VOLUNTEERS WILL BE AT ALL INTERSECTIONS.



KEY WEST TRIATHLON AWARDS PARTY SOUTHARD STREET

AWARDS PARTY WILL BE HELD ON SOUTHARD STREET OUT SIDE OF CHARLIE MACS/GREEN PARROT. RACE ORGANIZERS WILL LIMIT TRAFFIC ON SOUTHARD STREET TO BUSINESS/EMERGENCY VEHICLES ONLY FROM 4:00 PM -8:00 PM ON DEC 3. TRAFFIC WILL BE DIVERTED DOWN DUVAL STREET DURING THE EVENT. POLICE OFFICERS WILL BE AT INTERSECTIONS.



Maria Ratcliff

From: Doug Bradshaw
Sent: Friday, September 02, 2016 2:24 PM
To: Maria Ratcliff
Subject: RE: MultiRace Triathlon December 3, 2016

No issues

Doug Bradshaw
Director Port and Marine Services
City of Key West
201 William Street
Key West, FL 33040
305-809-3792

From: Maria Ratcliff
Sent: Friday, September 02, 2016 2:15 PM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Danyle Gray <dgray@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Cassandra Jackson <cjackson@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Norman Whitaker <nwhitaker@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>
Subject: MultiRace Triathlon December 3, 2016

Maria Ratcliff
Executive Administrator to the City Manager &
Special Events Coordinator
City of Key West
3132 Flagler Avenue
Key West, Florida 33040
Phone: 305 809-3881
Fax: 305 809-3886



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

| |
|--|
| EVENT: <u>MultiFace - Key West TRIATHLON</u> |
| DATES: <u>December 3, 2016</u> |

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

M. L. ... 8/16/16

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

Rogelio Hernandez 9-6-2016

SIGNATURE

DATE

Event should not effect bus service.
SP

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



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

EVENT: Multirace - Key West TRIATHLON
DATES: December 3, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

maria latuff *8/16/16*

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

Jin Yong *7 Sep 16*

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN ___ APPROVED ___ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Multi Race - Key West TRIATHLON
DATES: December 3, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latuff 8/16/16
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

Alex Sorella 9-7-16
SIGNATURE DATE

KWDOT

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Multirace - Key West TRIATHLON
 DATES: December 3, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

maria latuff *8/16/16*
 SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

✓ FIRE DEPARTMENT

SIGNATURE DATE

✓ KWDOT

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

✓ CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED