

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Southernmost Beach Café

Address of Applicant(s) 1405 Duval Street

Phone Number of Applicant(s) 305 296-6577 *2510 Fax: _____ Email mpbabich@southernmostresorts.com

Name of Non-Profit (s) Key West Sunrise Rotary

Address of Non-Profit(s) P.O. Box 2354 Key West, FL 33040

Phone Number of Non-Profit(s) 305 295-5200

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving All Profits - 40% of Revenue at Least.

Date/Dates of Event Saturday, September 3, 2011 with rain date of Sunday, September 4th, 2011

Hours of Operation 4:00pm - 8:00pm

Estimated/anticipated number of persons per day 800

Location of Event 1405 Duval Street

Street Closed N

Detailed description of event Brewfest Key West -

Noise exemption required: Yes _____ No X

Alcoholic beverages sold/served at event: Yes X 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.

[Signature]

4/28/2011

Applicants Signature

Date

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

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 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.

* (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: FanevFantasy 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 which 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

Wm F Bobel Committee Chair
for Key West Sunrise Rotary.

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 _____ *Man P Bell* *EVENT CHAIR
for Key West Sunrise
Retreat*

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 _____ *Man P Bell*

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 _____ *Man P Bell*

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 _____ *Man P Bell*

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 _____ *Man P Bell*

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 W. M. Bell

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

Sponsor's Signature W. M. Bell

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 W. M. Bell

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 W. M. Bell

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 W. M. Bell

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 W. M. Bell

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 W. M. Bell

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

Sponsor's Signature W. M. Bell

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 Mark Bell

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 Mark Bell

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 Mark Bell EVENT / COMMITTEE CHAIR

Key West Seniors
Rotary

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Matthew Babich Phone number: 305-295-5200
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum X Glass X #1 Plastic X #2 Plastic X 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: 15
- 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 - Greg Sullivan - Waste Management *Event Committee City of Key West Sunrise Rotary*
- Capacity of containers on grounds: _____
Contact person for containers: Margaret Lana Phone #: _____
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. John P. Bell
- 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: yes, Rotarians will be monitoring - John P. Bell *Event Committee City of Key West Sunrise Rotary*
- 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 - Greg Sullivan
- 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: _____
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____
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

X READ by MATTHEW P. BASKET
EVENT/Committee CHAIR,
Key West Sunrise Rotary
W. Campbell

April 2011

Abrewfest Key West Festival
at Southernmost Beach Café, 1405 Duval Street
September 3, 2011
4pm-8pm

Recycle Plan

Recycle Coordinator: Greg Sullivan

Recycle Coordinator will:

- Inform Sunrise Rotary Staff of recycling policy
- Coordinate recycling containers on street (extra bins will be leased if necessary)
- Recycled items will be pickup by Waste Management through our business account
- Report recycled materials to the City of Key West (Annalise Mannix 809-3747)
- ensure waste containers are placed throughout event area
- Make sure recyclables and trash are separated.

Minimum City Requirements:

1. Recycle bins for cans and bottles within 50 feet of all drink/drink sales locations
2. Sunset Rotary's staff will separate bottles, cans and cardboard into businesses appropriate sorting area.
3. Recyclables will be picked up by Waste Management
4. Cardboard will be recycled through Southernmost Cafe's business Waste Management account
5. Recycle bins will be clearly marked to reduce sorting time.

SOUTHERNMOST HOTEL COLLECTION

SOUTHERNMOST HOTEL
SOUTHERNMOST ON THE BEACH
LA MER & DEWEY HOUSE
1319 DUVAL ST
KEY WEST, FL 33040

BB&T
KEY WEST, FL 33040
68-9138/2631

036442

4/25/2011

PAY TO THE ORDER OF City Of Key West

\$ **1,000.00

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

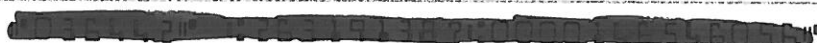
City Of Key West
P.O. Box 1359
Key West, FL. 33040-1359

VOID AFTER 90 DAYS

[Handwritten Signature]
PETTY CASH



MEMO





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.

Wanda Bell EVENT/COMMITTEE CHAIR
Key West Sunrise Rotary
April 2011

Conch Color	Publishing Date	RESERVE DATE	Art Due by	size of ad	SPECS	TOTAL PRICE	NOTES	RESSELL VALUE
Sue Collins	Thursday, August 19, 2010	Friday, August 13, 2010	Friday, August 13, 2010	1/4 page	4.75 X 6 or 2.29 X 13	\$ 285.00	22,731 Conch Color	
305,294,7565	Thursday, August 26, 2010	Friday, August 20, 2010	Friday, August 20, 2010	1/4 page	4.75 X 6 or 2.29 X 14	\$ 285.00	22,731 profit	
	Thursday, September 02, 2010	Friday, August 27, 2010	Friday, August 27, 2010	1/4 page	5.04 X 10 inches	\$ 585.00	22,786 Conch Color	
	Friday, September 3, 2010	Spm Monday, August 23, 2010	Spm Monday, August 23, 2010	1/4 page	5.04 X 10 inches	\$ 585.00	22,786 The Reporter	
Josie Koier	Friday, September 3, 2010	Spm Monday, August 30, 2010	Spm Monday, August 30, 2010	1/4 page	5.04 X 10 inches	\$ 585.00	22,898 The Reporter	
KONK FM	Saturday, August 21, 2010	Friday, August 06, 2010	Noon, August 9, 2010	Half Page	8 X 4.9 inches	\$ 420.00	22,774 The Weekly	
BIG 105.9 FM	August 1 - August 30, 2010	40 spots per week	\$100 per week	RADIO		\$ 420.00	Signed Contract	
Romaneill Advertising	August 23 - September 4, 2010	16 - 30 second spots	Trade for 8 room giveaways	RADIO		\$ 1,500.00	Trade out 8 2-night stays	
Supplies	Office Max	Various Supplies				\$ 92.73	Jenna Rose	
Phenoclass	16oz Mixing Glass - Clear	Customlink.com				\$ 1,775.00	American Express	
Entry Ticket	280 sold, 120 sold to cater at cost	Ticketprinting.com				\$ (426.00)	Inventory	
Raffle Ticket	Bright White #100 Color					\$ 139.85	American Express	\$ 5,000.00
Tea Shirt	400 to sell, 40 for Crew	Goal Line Printing				\$ 59.95	American Express	\$ 16,000.00
Programs	235 sold					\$ 3,946.25	pd 34863	
Police	Office max	400 programs				\$ (1,628.59)	Inventory	
Prestige Party Rentals	Kino Cohnane and Biskup 1929	80 X 20 tent				\$ 440.00	American Express 2103.01	\$ 800.00
Key West party rentals	tables	on quote				\$ (440.00)	paid cash	\$ 6,000.00
Insurance	Colum and Colburn	Insurance Rider Liquor Liability				\$ 422.00	cash paid out	
Key West party rentals	Soup mugs, salad plates soup bowl on quote	one Day Special Event				\$ 1,204.24	35,005 paid	\$ 7,565.00
Waste management	3 port a potties and recycle bins					\$ 653.06	35,177 Melissa	\$ 4,440.00
PCs in Paradise						\$ 538.28	22,879	\$ 130.00
Melvin Newton						\$ 545.00	34,936	\$ 360.00
Albert Kelley	Trademark Brewfest					\$ 400.00	34,923	\$ 1,038.00
Gordon Food Service						\$ 612.50	34,947	\$ 380.00
Gordon Food Service						\$ 85.12	22,803	\$ 13,892.00
Upriting	Online sign purchase - Banners	200 posters				\$ 17.27	22,803	
BB&T Merchant Services	credit card discount fee					\$ 169.31	ae	
BB&T	Total cost split with Headress ball					\$ 232.00	ae	
						\$ 16,749.31	split	

71 dinners sold at \$35 = \$4,515.	20 dinners comped = \$1,300.							
Actual sales \$4,592.49		2686.78	cost per meal	17.91		\$ 1,629.88		
						\$ 2,225.00		
						\$ 150.00	café	
						\$ 280.20	café	
						\$ 290.20	CK 5117	
						\$ 57.16		
						\$ 293.06		
						\$ 4,935.59	TOTAL CAFÉ COSTS	
						\$ 21,684.90	TOTAL COST	
						\$ 5,740.10	NET INCOME	

ADVERTISING COSTS	\$ 6,622.88							
PRODUCT FOR RESAL	\$ 5,721.25							
SUPPLIES/RENTALS	\$ 1,948.91							
FOOD / GRATUITIES	\$ 3,854.98							
ENTERTAINMENT	\$ 550.00							
Insurance	\$ 1,204.24							
Police	\$ -							
Legal	\$ 612.50							\$440.00 cash
Credit card machines	\$ 876.99							
Sales tax	\$ 283.05							
	\$ 21,684.90							

10/22 check 35194	\$ 3,654.27							
11/30 check	\$ 528.91							
remaining balance of net income	\$ 1,555.92							
Checks written to Rolay	\$ 3,100.00							
Check from Eagle Brands	\$ 100.00							
total to rotary	\$ 8,940.10							

7,565.00	credit cards	
4,440.00	event tickets roommaster	
130.00	event tickets roommaster	
360.00	roommaster	
1,038.00	cash	
13,892.00	cash	
\$ 27,425.00	Total receipts of hotel	



Jim Scholl
City Manager
City of Key West

THE CITY OF KEY WEST

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

525 Angela Street
(305) 809-3888
FAX 809-3886
jscholl@keywestcity.com

RELEASE AND INDEMNIFICATION

*Key West Sunrise Rotary Beach
& Southernmost Beach
Cafe*

I, Matt Babich being authorized to act on behalf of and legally bind the Brewery of Key West 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 compensate, 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(is) 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, invitee, or participants in the related activities permitted.

Maria Patuzzi
Signature of Witness

W. P. Babich
Signature of Applicant

Maria Patuzzi
(Print Name)

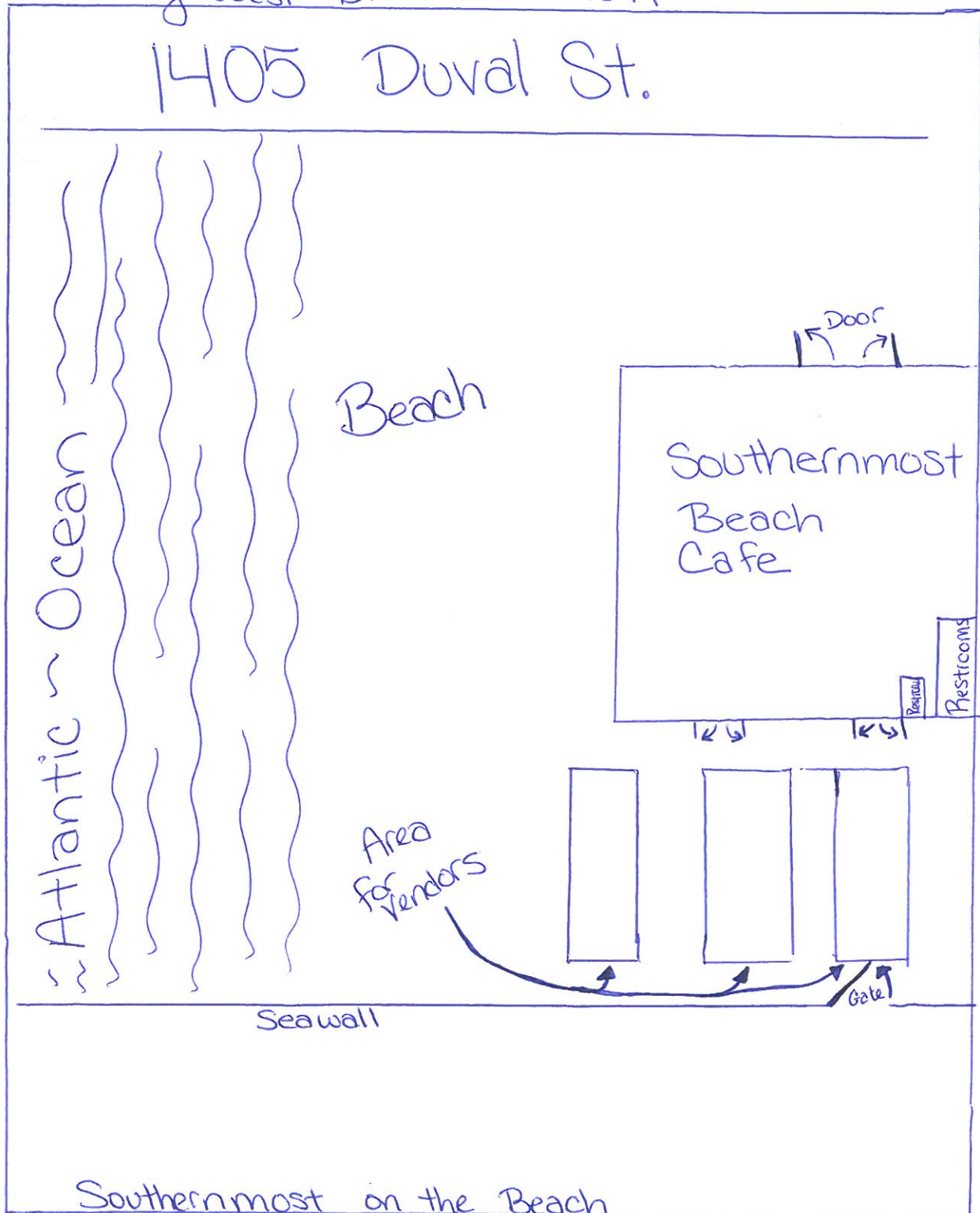
Matthew P. Babich
(Print Name)

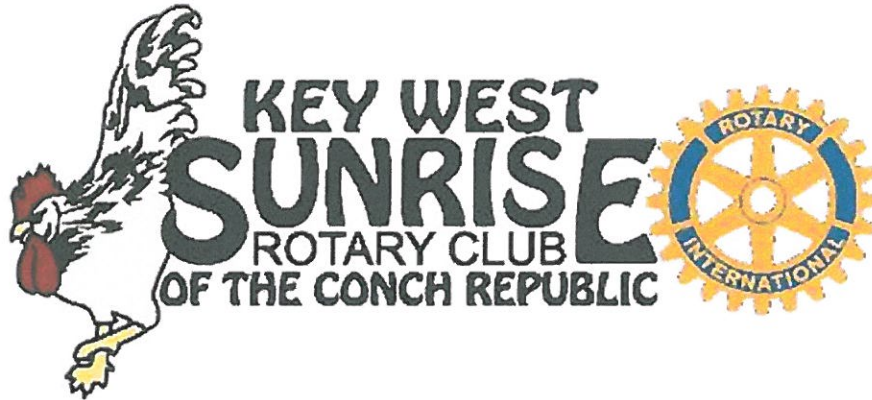
4/29/2011
Date

4/29/2011
Date

Key West Brewfest 2011

1405 Duval St.





To Whom It May Concern:

We are working together with the Southernmost Hotel Collection and Southernmost Beach Café on the second annual BrewFest Key West.

We believe this is an exciting new festival on Labor Day weekend, which is traditionally a slow time for our destination, which will draw people to Key West, entertain them while they are here and raise thousands of dollars for Key West Sunrise Rotary.

This letter is on behalf of the Key West Sunrise Rotary states that we will be receiving funds from this special event.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Matthew P. Babich'. The signature is fluid and cursive.

Matthew P. Babich
President
Brewfest Event/Committee Chair

Key West Brewfest
Sept 3, 2011

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

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Mania Ratueji 4/29/2011
SIGNATURE DATE

✓ **PUBLIC WORKS**

SIGNATURE DATE

✓ **POLICE DEPARTMENT**

SIGNATURE DATE

✓ **FIRE DEPARTMENT**

SIGNATURE DATE

✓ **PORT/ Key West DOT**

SIGNATURE DATE

✓ **CODE COMPLIANCE**

SIGNATURE DATE

✓ **KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Key West Brewfest
Sept 3, 2011

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Maria Rotuzzi 4/29/2011
SIGNATURE DATE

PUBLIC WORKS

[Signature] 5-2011
SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

✓

SIGNATURE DATE

Attached

PORT/ Key West DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

no they didn't ask for that. They might at the last minute but they haven't yet. City Manager has authority to close 1 block without going to City Commission. Thanks

[Quoted text hidden]

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

Mon, May 2, 2011 at 8:21 AM

Port and Transit concurs

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

From: Maria Ratcliff
Sent: Friday, April 29, 2011 1:01 PM
To: Richard Sarver; Steve Torrence; Jim J. Young; Jim Fitton; Myra Wittenberg; Diane Nicklaus; Alyson Crean; Marcus Delvalle; Marilyn Wilbarger; John Wilkins
Subject: Key West Brewfest Sept 3, 2011

[Quoted text hidden]

Key West Brewfest
Sept 3, 2011

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):
Mania Ratuski 4/9/2011
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT/ Key West DOT

SIGNATURE DATE

CODE COMPLIANCE

J. J. 29 Apr 11
SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Key West Brew test
Sept 3, 2011

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

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POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT/ Key West DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

[Signature] 5-2-11
SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Key West Brewfest
Sept 3, 2011

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

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Maria Rotelli 4/29/2011
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

[Signature] 5/2/11
SIGNATURE DATE

- ① Will require EARA Duty Officers
- ② Will require ABT Extension PERMIT
- ③ Will Need Noise Exemption

FIRE DEPARTMENT

SIGNATURE DATE

PORT/ Key West DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Key West Brewfest
Sept 3, 2011

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Maria Ratazzi 4/29/2011
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SEE ATTACHED MEMO

M. J. Vella 5-2-2011
SIGNATURE DATE

PORT/ Key West DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



**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)

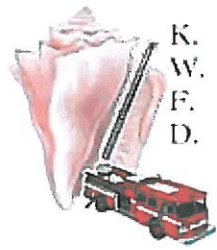
Food Booths

- Food Booths – Total # _____
- Vendor Booths – Total # 26
- Total Number of Booths - _____

Parade

- Floats – Total # _____

X *Mark Phelan*
Brewfest EVENT/Committee Chair
April 2011



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3933

To: Southernmost Beach Cafe

From: Division Chief/Fire Marshal Marcus del Valle

Date: 05/01/2011

Reference: Brew fest Key West

This office reviewed the special event application for the Southernmost Beach Café Brew fest Key West Party to be held at The Southernmost Beach Café on September 3, 2011.

Based on the application the following conditions apply:

There are no concerns at this time.

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

Marcus del Valle, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Blvd.
Key West, Florida 33040
305-292-8179 Office
305-293-8399 Fax
mdelvalle@keywestcity.com

Serving the Southernmost City

KEY WEST FIRE



Key West Fire Department

Office of the Fire Marshal

Marcus del Valle , Fire Marshal
Peter Malott, Capt. / Fire Inspector
Danny Blanco, Lt. / Fire Inspector
Alan Averette, Lt. / Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 292-8179
Fax: (305) 293-8399

Food Booth and Vendor Regulations

Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.

Butane or Propane equipment:

1. Shut-off valves must be provided at each fuel source.
2. Tanks must be protected from damage and secured in an upright position and must be located at least 5 feet apart from each other.
3. No storage of extra butane or propane tanks in booth.
4. Tanks not in use must be turned **OFF**.
5. Unused fuel cylinders shall be stored in a secured position. Unused cylinders must be located 50 feet away from all combustibles.

All compressed gas bottles, flammable or non-flammable shall be properly secured to prevent accidental tipping over.

Electrical Power:

1. Generators shall be placed in locations approved by the Fire Marshal's Office for "special events" use.
2. Refueling of generators is prohibited during event hours. No extra fuel shall be stored during event hours.
3. During approved refueling times, no smoking or open flames are allowed within 25 feet.
4. Extension cords shall be of grounded type and approved for exterior use. Extension cords shall be placed so as not to create a hazard.

Charcoal Cooking:

1. Charcoal cooking must be located in areas away from public access.

2. Charcoal cooking must be 10 feet away from combustible structures and parked vehicles.
3. Coals shall be disposed in metal containers

Deep Fat Frying/Flambé/Open Flame Cooking:

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. The cook area must not be accessible by the general public.
3. Deep fat frying equipment must be equipped with a temperature regulating device.
4. Separation must be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.

Fire Extinguishers:

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of **3A:40B:C**. (dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of **2A:10B:C** must not exceed 75 feet.
3. Fire extinguishers must be serviced annually and be tagged accordingly.
4. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.
5. Each cooking booth that is using deep fat fryers must have a **6 Liter Type K** (wet chemical fire extinguisher).

Miscellaneous:

Fire Hydrants – Fire Hydrants must not be obstructed at any time for any reason.

Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

The above regulations are not inclusive of other general fire safety provisions that may be imposed upon inspection.

Any booth not in compliance will be immediately closed.

Fire Safety Tips

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. Do not spray lighter fluid on briquettes that have been previously ignited.
7. In case of emergency, **DIAL 9-1-1.**

Event Name: KeyWest Brewfest

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

X	TITLE	COMMENTS
✓	Special Event Application	
✓	Noise Exemption (If applicable)	N/A
✓	\$50.00 for Noise	N/A
✓	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	
✓	<u>Recycling Plan</u>	
✓	Authorization Letter for continuous cleaning of recycled area	
✓	Signatures of No Objection of Street closure (If applicable)	N/A
	<u>Insurance naming the City as additional insured</u>	requested
✓	Financial of previous event (If applicable)	
✓	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	



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3388

SPECIAL EVENT
(Exemption from Noise Ordinance)

STREET CLOSURE APPLICATIONS

The following applications for Special Events/Street closures will be considered at the city commission meeting of May 17, 2011, 6:00 p.m. Old City Hall

A copy of each application is on file at the City Clerks Office for public inspection.

Southernmost Mansion
Noise Exemption
Faulds/Shaw Wedding
Friday, June 24, 2011
5:00 p.m. to 10:00 p.m.
Contact John Faulds 904-304-1199

Sloppy's Joes
Hemingway Days Look-a-like contest
Street Closure & Alcohol permit
Saturday, July 23, 2011
From 11:00 a.m. to 12:00 midnight
Greene Street between Duval and Ann Streets
Contact: Donna Edwards – 305 296-2388 X 121

Brewfest Key West Festival
At the Southernmost Beach Café
Use of the Property
1405 Duval Street
Saturday, September 3, 2011
4:00 p.m. to 8:00 p.m.
Contact Matt Babich – 305 296-6577

Sunrise Rotary Club
Poker Run
Noise Exemption
Street Closure
Duval Street between Duval and Southard Street
Greene Street from Whitehead and Elizabeth Streets
Friday & Saturday, September 16 & 17, 2011
From 10:00 a.m. to 12:00 midnight
Contact: Jerry Sanders 305 294-7050



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3888

Southernmost Mansion
Noise Exemption
Rondinone/Worley Wedding
Saturday, November 19, 2011
5:00 p.m. to 10:00 p.m.
Contact: Gail Paul 908-295-4590