

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) 12th Annual Florida Keys Seafood Festival (Caitlin Hemphill)

Address of Applicant(s) P.O. Box 501404 Marathon, Fl. 33050

Phone Number of Applicant(s) (813) 362-9555 Fax: _____ Email Caitlin.hemphill@gmail.com

Name of Non-Profit (s) Monroe County Commercial Fishermen

Address of Non-Profit(s) P.O. Box 501404 Marathon, Fl. 33050

Phone Number of Non-Profit(s) (305) 619-0039

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 100%

Date/Dates of Event Jan. 14 & 15th 2017

Hours of Operation 11am to 8pm - Saturday & 11am to 5pm - Sunday

Estimated/anticipated number of persons per day 5,000

Location of Event Bayview Park

Street Closed No

Detailed description of event Family friendly festival showcasing our local seafood and fishing heritage in the Florida Keys

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.

Caitlin Hemphill

Applicants Signature

8/3/16

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 8/3/16

Applicant Name Caitlin Hemphill

Applicant Address P.O. Box 50404 Marathon, Fl. 33050

Applicant Phone Number (813) 362-9555

Event Name 12th Annual Florida Keys Seafood Festival

Event Address/Location Bayview Park

Date of Event Jan. 14th - 15th 2017

Nature of Event Family friendly festival showcasing local seafood and the sustainability of our marine resources

Profit Non Profit






Time(s) Request for Exemption Sat. 11am - 8:00 p.m. Sunday - 11:00am - 5:00 pm









Number of Exemptions at this location this calendar year _____

Date of last exemption _____

✓
1321

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

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.
Sponsor's Signature 
4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.
Sponsor's Signature 
6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*
Sponsor's Signature 
7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.
Sponsor's Signature 

8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.
Sponsor's Signature 
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature 
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 
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 
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 
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 
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 
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 

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 A

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 A.

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 A.

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Caitlin Hemphill Phone number: (813) 362-9555
- 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: 30
- 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: With Waste Management
- Capacity of containers on grounds:
Contact person for containers: Waste Management Phone #: (305) 296-2825
- 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: City workers or youth groups
- 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: _____
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: _____

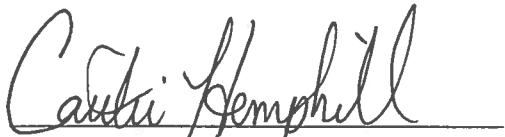
*For more information about event recycling and waste reduction, contact Waste Management at
305 296-2825*



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.


Caitlin Hemphill

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS**Detail by Entity Name****Florida Not For Profit Corporation**

MONROE COUNTY COMMERCIAL FISHERMEN, INC.

Filing Information

Document Number	N39729
FEI/EIN Number	65-0196267
Date Filed	08/14/1990
State	FL
Status	ACTIVE

Principal Address6363 OVERSEAS HIGHWAY
SUITE 4
MARATHON, FL 33050

Changed: 01/23/2010

Mailing AddressP. O. BOX 501404
MARATHON, FL 33050-1404

Changed: 01/30/2012

Registered Agent Name & AddressDANIELS, BETSY
110 SAGUARO LANE
MARATHON, FL 33050-2429

Address Changed: 01/30/2012

Officer/Director Detail**Name & Address**

Title PD

PITON, ERNIE
601 PORTIA CIRCLE
KEY LARGO, FL 33037

Title ST

DANIELS, BETSY

110 SAGUARO LANE
MARATHON, FL 33050-2429

Title VP

GALE, MITCHELL
29467 GERALDINE ST
BIG PINE KEY, FL 33043

Title D, VP

PILLAR, BOBBY
25070 Northside Drive
SUMMERLAND KEY, FL 33042

Title D

NILES, BILLY
PO BOX 420122
SUMMERLAND KEY, FL 33042-0122

Title D

CRAMER, JEFF
34 SEAVIEW AVE
CONCH KEY, FL 33050

Title CEO

KELLY, BILL
129 TEQUESTA STREET
PLANTATION KEY, FL 33070

Title Director

NICKLAUS, JOSH
3735 DUCK AVE
KEY WEST, FL 33040

Title D

YARBROUGH, JASON
1624 JOSEPHINE ST
KEY WEST, FL 33040

Title D

PADRON, DANIEL
406 AVENUE B
KEY WEST, FL 33040

Title Director

BRULAND, JUSTIN

1199 73rd St Ocean
MARATHON, FL 33050

Title Director

Turner, Rick
990 83rd St Ocean
Marathon, FL 33050

Annual Reports

Report Year	Filed Date
2014	01/10/2014
2015	01/13/2015
2016	01/21/2016

Document Images

01/21/2016 -- ANNUAL REPORT	View image in PDF format
01/13/2015 -- ANNUAL REPORT	View image in PDF format
01/10/2014 -- ANNUAL REPORT	View image in PDF format
01/25/2013 -- ANNUAL REPORT	View image in PDF format
01/30/2012 -- ANNUAL REPORT	View image in PDF format
01/05/2011 -- ANNUAL REPORT	View image in PDF format
01/23/2010 -- ANNUAL REPORT	View image in PDF format
02/06/2009 -- ANNUAL REPORT	View image in PDF format
01/09/2008 -- ANNUAL REPORT	View image in PDF format
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01/25/2000 -- ANNUAL REPORT	View image in PDF format
02/27/1999 -- ANNUAL REPORT	View image in PDF format
02/02/1998 -- ANNUAL REPORT	View image in PDF format
01/31/1997 -- ANNUAL REPORT	View image in PDF format
01/31/1996 -- ANNUAL REPORT	View image in PDF format
02/06/1995 -- ANNUAL REPORT	View image in PDF format

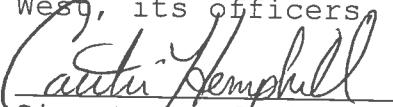


THE CITY OF KEY WEST

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

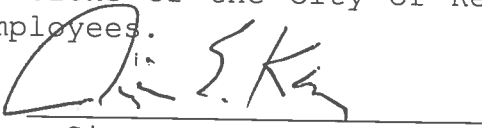
RELEASE AND INDEMNIFICATION Monroe County Commercial Fishermen, Inc. Seafood Festival at Bayview Park January 14 & 15, 2017

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

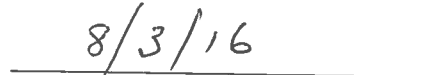

Signature of Witness


Print Name


Date


Signature of Applicant


Print Name


Date

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

Event Name: Fl. Keys Seafood Festival

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

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



**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.)

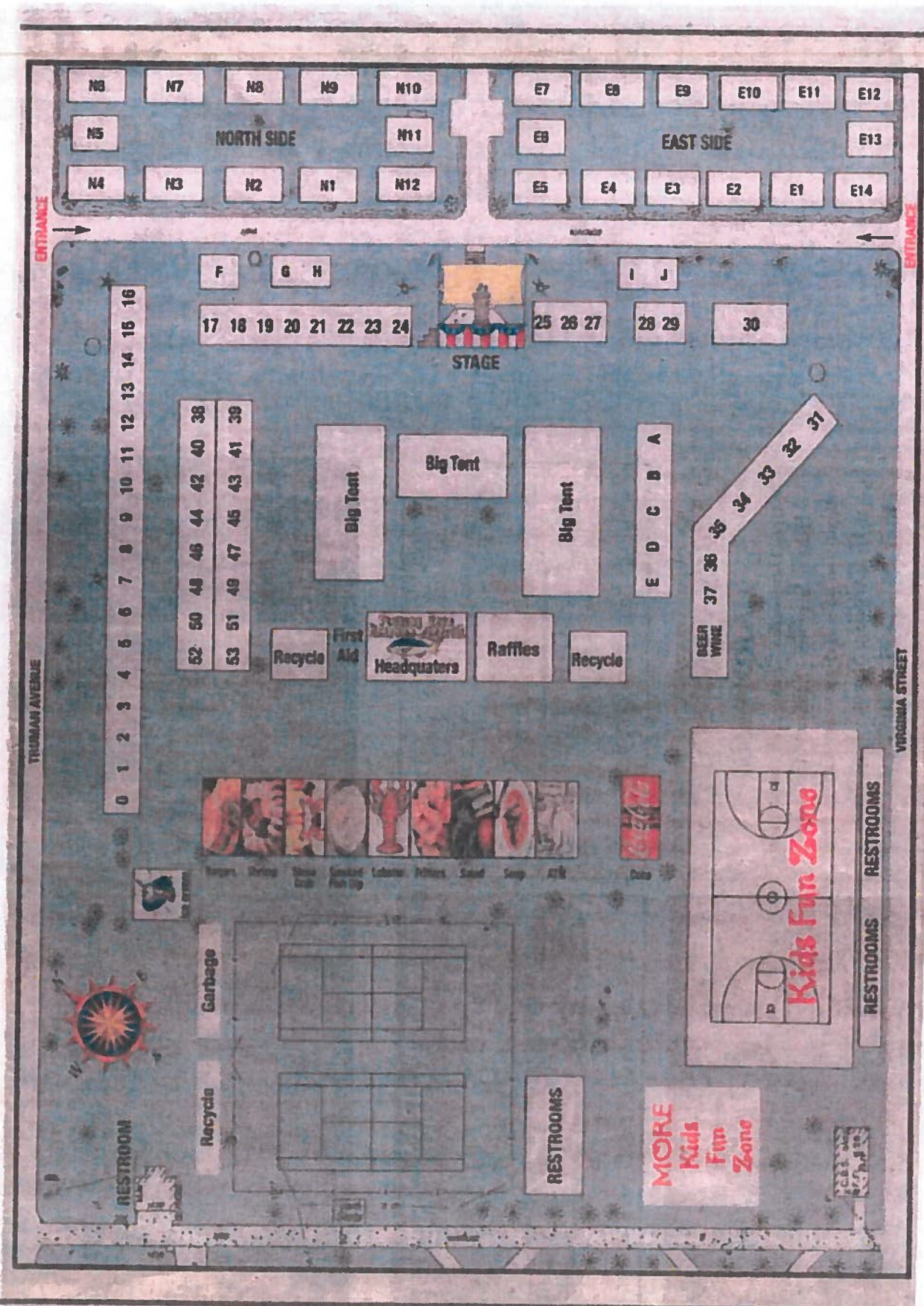
- Flame Resistance Certificate
- Size, Type, Location of Tent(s)

Food Booths

- Food Booths – Total # 13
- Vendor Booths – Total # 85
- Total Number of Booths - 98

Parade

- Floats – Total # _____



ENTRANCE

ENTRANCE

TRUMAN AVENUE

VIRGINIA STREET

NORTH SIDE

EAST SIDE

STAGE

Big Tent

Big Tent

Big Tent

Recycle

First Aid

Headquarters

Raffles

Recycle

BEER WINE

Kids Fun Zone

MORE Kids Fun Zone

RESTROOMS

RESTROOMS

RESTROOMS

RESTROOM

Garbage

Recycle





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

EVENT: Monroe County Commercial Fishermen Seafair Festival
DATES: January 14-15, 2016

<u>DEPARTMENTS</u>	<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF) <i>Manuel Lopez</i> 8/4/16 SIGNATURE DATE	
COMMUNITY SERVICES SIGNATURE DATE	
POLICE DEPARTMENT SIGNATURE DATE	
FIRE DEPARTMENT SIGNATURE DATE	
KWDOT <i>Rogelio Hernandez/R.R.</i> 8-5-16 SIGNATURE DATE	No Impact
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: Monroe County Commercial Fishermen Seafood Festival
 DATES: January 14-15, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Manuel Lopez 8/9/16
 SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT
Steven Torrence

Digitally signed by Steven Torrence
 DN: cn=Steven Torrence, o=KWPD, ou=KWPD,
 email=storrence@cityofkeywest-fl.gov, c=US
 Date: 2016.08.08 09:09:37 -04 00'

Requires ABT Permit
 Requires one Extra Duty Detail Officer

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



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Monroe County Commercial Fishermen Seafood Festival
DATES: January 14-15, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Manalattuff 8/9/16
SIGNATURE DATE

✓ COMMUNITY SERVICES

Richard Samer
SIGNATURE DATE

✓ POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

✓ KWDOT

SIGNATURE DATE

✓ PORT AND MARINE SERVICES

SIGNATURE DATE

N/A

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED