

CITY OF KEY WEST APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Marques Butler Memorial Softball ^{Inc} Tournament
Address of Applicant(s) 31 Dondi Road Key West 71 33040
Phone Number of Applicant(s) and emergency number 305-393-7471

Name of Non-Profit(s) Marques Butler Memorial Scholarship
Address of Non-Profit(s) - Same -
Phone Number of Non-Profit(s) 305-393-7471

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

Date(s) of Event February 22-24, 2019

Hours of Operation ~~5pm~~ 5pm - 11pm Friday 7am - 11pm Sat 5am

Estimated/anticipated number of persons per day 400 +

Location of Event Wickers Field

Street Closed - none -

Detailed Description of Event: Two day double elimination - coed softball tournament to support the Marques Butler Memorial Softball

List of Businesses that will participate in Alcohol Exemption:

- Noise exemption required: Yes No
- Alcoholic beverages sold/served at event: Yes No
- Recycle Deposit \$1000.00 Yes No
- Cooking oil recycled Yes No
- Recycled containers Yes No

Accounting of items recycled

* Measures

The applicant does ac knowledge 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 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.

Nicole Butler

Applicant(s) Signature

10/11/18

Date

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

\$50.00

Date 10/1/18

Applicant Name Nicole Butler / Marques Butler Memorial Scholarship
Applicant Address 31 Dondi Road Key West Fl 33040 ^{fund}
Applicant Phone Number 305-393-7471
Event Name Marques Butler Memorial Softball Tournament
Event Address/Location Clayton Sterling Complex
Date of Event February 2018
Nature of Event Two day double elimination - Coed Softball tournament
to support the Marques Butler Memorial Sportsmanship scholar
ship @ Key West High School
Profit Non Profit
Time(s) Request for Exemption 6pm - 11pm on 2/15/19; 10am - 11pm on 2/16 - 2/17 2019
Number of Exemptions at this location this calendar year _____
Date of last exemption _____

#

Revised for
Third Reading
11/19/02

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: ~~FaneyFantasy~~ 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 et 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 NB

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. The Permittee will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.
 - Commercial General Liability with minimum limits of \$1,000,000
 - Business Automobile Liability with minimum limits of 1,000,000
 - Statutory Worker's Compensation Coverage
 - Employers Liability with minimum limits of \$1,000,000 injury by Accident
 - \$1,000,000 injury by Disease
 - Policy Limits and \$1,000,000 injury by Disease - Each Employee

If Alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the Permittee will be required to maintain Full Liquor Liability coverage with minimum limits of \$1,000,000. Host Liquor Liability coverage will not be acceptable. If the Permittee will use the services of a caterer and the caterer will be providing and serving the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

The City of Key West shall be named as an "Additional Insured" on the Permittees' Commercial General Liability policy.

Sponsor's Signature (B)

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 (B)
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 (B)

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

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 (B)

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 (B)

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 (12)

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 (13)

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.


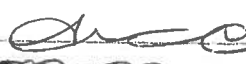
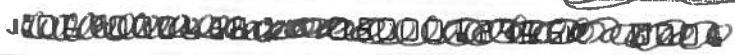
Sponsor's Signature (14)

Complete Checklist for Event Recycling City of Key West




- Identify contact person at the festival responsible for working with recycling.
Name of person: Moale Butler Phone number: 303-393-7471
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum 5 Glass 2 #1 Plastic 5 #2 Plastic 5 Steel 0
Corrugated Cardboard 1 Other: 0
- 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: 45
- 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: Spoke to waste management on 9/11/18 to set up arrangements
- Capacity of containers on grounds: _____
Contact person for containers: _____ Phone #: _____
- 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: Yes
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: Yes
- 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: Using improper containers
 Actions taken: Recycling rangers/committee members/volunteers
help monitor cans and educate fans.
 - View trash barrels and note any recyclables in the trash, Take actions to solve problems.
 Problems: Cans/cups/bottles in trash cans
 Actions taken: Will separate recyclables from trash every evening
 - 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 305 296-2823

Name Marques Butler Scholarship
Account No 0500012965 Date 1-7-19 63-43/670
Pay to the Order of City of KW \$ 1000.00
one thousand 00/100 Dollars  Sec. Fed. Res. Dep.
FIRST STATE BANK OF THE FLORIDA KEYS KEY WEST, FLORIDA 33040
For _____ 


Recycling

Name Marques Butler Scholarship
Account No 0500012965 Date 1-7-19 63-43/670
Pay to the Order of City of Key West \$ 50.00
FREN 00/100 Dollars  Sec. Fed. Res. Dep.
FIRST STATE BANK OF THE FLORIDA KEYS KEY WEST, FLORIDA 33040
For _____ 


Noise



THE CITY OF KEY WEST

Parking Division

1300 White Street
Key West, FL 33040

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

none

Mallory Square Rates: \$4.00 per hour or \$32.00 per day per space

Key West Bight Rates: \$3.50 per hour or \$20.00 per day per space

On-Street Meter Rates: \$3.00 per hour or \$20.00 per day per space.

Modification of rates can only be approved by Commission.

If you have any questions, please contact John Wilkins, Parking Director at (305) 809-3855 or email jwilkins@cityofkeywest-fl.gov

(305) 809-3855 jwilkins@cityofkeywest-fl.gov

Internal	Fiscal Year	Check Date	Check #	Batch	Vendor	Vendor #	Bank	PO #(s)	Type	Created By	Reconciled/Cleared	Voided	Memo	Amount	M/A#	MJ Source & Amount
Yes	2017 - 2018	07/31/2017	16742	2017 Schp #14 A,A	AALIYAH ALLEN	V0000020803	IA-KWH-CHECKING : IBERJA BANK	7451	Printed Check	GALLOWAY, L M	10/17/2017			2,000.00		
Yes	2017 - 2018	07/31/2017	16745	SCHP #14 CS	CORDELL STEVENS	V0000020853	IA-KWH-CHECKING : IBERJA BANK	7457	Printed Check	GALLOWAY, L M	08/04/2017			2,000.00		
Yes	2017 - 2018	10/24/2017	12002	2017 SCHP #14 DTI	DAIJAH BAILEY	V0000020751	IA-KWH-CHECKING : IBERJA BANK	8899	Printed Check	GALLOWAY, L M	11/07/2017			400.00		
Yes	2017 - 2018	06/06/2018	18201	2018 Scholarship EH	ERIC HALL, JR.	V0000021512	IA-KWH-CHECKING : IBERJA BANK	14114	Printed Check	GALLOWAY, L M	06/18/2018			500.00		
													Page Total	\$4,900.00		
													Grand Total	\$4,900.00		

Printed on Friday, December 7 2018 10:48 AM by L Mirc Galloway.

Intental	Fiscal Year	Check Date	Check #	Batch	Vendor	Vendor #	Bank	PO #(s)	Type	Created By	Reconciled/Cleared	Valided	Memo	Amount	MJ #	MJ Source & Amount
Yes	2016 - 2017	08/03/2016	15032	8/2/2016	INDIA WOODS	V0000019989	IA-KWH-CHECKING IBERIA BANK	125	Printed Check	GALLOWAY, L M	08/12/2016			2,500.00		
													Page Tot: l	\$2,500.00		
													Grand T: til	\$2,500.00		

Printed on Friday, December 7 2018 10:50 AM by L Marie Galloway.



Key West High School

2100 Flagler Ave.
Key West, Florida 33040
Tel. 305 293-1549 Ext 303
Fax 305 293-1547

Principal
Amber Archer Boko
Assistant Principal
Kerly Archer
Assistant Principal
Dove Parham
Assistant Principal
Chris Volter

May 31, 2017

Name of Sponsor: Marques Butler Sportsmanship Scholarship (# 14)

Amount: \$2000

Account Number: 6083-6020083

Proof of College Registration: Yes No

claim the award by the date below) 590 81 0863

20808 Dear Aalyah Allen:

330 Avenue B Key West 33040

Congratulations! You are the recipient of the Marques Butler Sportsmanship Scholarship.

If indicated above, to receive the funds you will need to show proof of college registration (list of classes with the name of college on an official document from the college can be used) at the college of your choice. Upon receipt of this proof, which must be given to the Key West High School bookkeeper, Mrs. Galloway, a check will be issued for the amount of the scholarship or award. This award must be claimed by January 31, 2018.

Please be sure to write a formal thank you note to the individuals responsible for the award. Contact information to which to address the thank you is below.

Ms. Fleasher Hall
Key West High School
2100 Flagler Avenue
Key West, FL 33040

Again, congratulations! On behalf of the administration, faculty and staff of Key West High School, we are very proud of you and wish you much continued success.

Sincerely,

Gavin M. Townsend
College Advisor

CC: Accounting

07/04/16
10:34:11

MONROE COUNTY PUBLIC SCHOOLS
KEY WEST HIGH 2015-2016

PAGE 23

GENERAL LEDGER
Accounts from 6-6033.00 to 6-6033.70 and Periods from 1 to 12

Account Code	Date	SC Reference	Offset	Description	Increase	Decrease	Balance
6 6033.39				MARQUES BUTLER SCHOLARSHIP			
	07/01/15			BEGINNING BALANCE			5,400.00
	07/13/15	CD	13082 \$-0010.00	NATHANIEL HAYES-2015 MARQUES BUTL		2,000.00	3,400.00
	08/14/15	CD	13151 \$-0010.00	CHASE RENNER-2015 MARQUES BUTLER		2,000.00	1,400.00
	05/25/16	CR	107753 \$-0010.00	G TOWNSEND-2016 DONATION: M BUTLE	5,000.00		6,400.00
	06/14/16	CD	14950 \$-0010.00	KANEYA MIMS-2015 MARQUES BUTLER S		1,000.00	5,400.00
	06/30/16	CD	15020 \$-0010.00	MSKHI SARGENT-2016 MARQUES BUTLER		2,500.00	2,900.00
				NET ACTIVITY	5,000.00	7,500.00	



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 @ location - outside
- 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 # 1
- Vendor Booths - Total # 0
- Total Number of Booths - 1

> We will be using
Concession stands
as well.

Parade

- Floats - Total # _____



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

**Marques Butler Memorial Scholarship, Inc.
Softball Tournament at Wickers Field
February 22-24, 2019**

I **Nicole Butler** being authorized to act on behalf of and legally bind **Marques Butler Memorial Scholarship, 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.

Maria Ratchiff
Signature of Witness

Maria Ratchiff
Print Name

1/14/2019
Date

Nicole Butler
Signature of Applicant

Nicole Butler
Print Name

1/14/2019
Date

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



THE CITY OF KEY WEST

For Office Use, 1407 N.W. 1st St., P.O. Box 3388, Key West, FL 33040

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.

Nicole Butler 1/14/19

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



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Florida Not For Profit Corporation
MARQUES BUTLER MEMORIAL SCHOLARSHIP, INC

Filing Information

Document Number	N10000010562
FEI/EIN Number	27-3965674
Date Filed	11/12/2010
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	01/02/2013

Principal Address

8411 Arbour Lake Drive
Leesburg, FL 34788

Changed: 12/13/2018

Mailing Address

8411 Arbour Lake Drive
Apt. 104
Leesburg, FL 34788

Changed: 12/13/2018

Registered Agent Name & Address

Butler, Nicole
8411 Arbour Lake Drive
Apt. 104
Leesburg, FL 34788

Name Changed: 12/13/2018

Address Changed: 12/13/2018

Officer/Director Detail

Name & Address

Title Director

Kendall, Theresa

8411 Arbour Lake Drive
 Apt. 104
 Leesburg, FL 34788

Title Director

Butler, Nicole
 8411 Arbour Lake Drive
 Apt. 104
 Leesburg, FL 34788

Annual Reports

Report Year	Filed Date
2017	02/10/2017
2018	04/24/2018
2018	12/13/2018

Document Images

12/13/2018 -- AMENDED ANNUAL REPORT	View image in PDF format
04/24/2018 -- ANNUAL REPORT	View image in PDF format
02/10/2017 -- ANNUAL REPORT	View image in PDF format
02/10/2016 -- ANNUAL REPORT	View image in PDF format
01/14/2015 -- ANNUAL REPORT	View image in PDF format
01/30/2014 -- ANNUAL REPORT	View image in PDF format
02/15/2013 -- AMENDED ANNUAL REPORT	View image in PDF format
01/02/2013 -- REINSTATEMENT	View image in PDF format
11/17/2011 -- REINSTATEMENT	View image in PDF format
11/12/2010 -- Domestic Non-Profit	View image in PDF format

Event Name: Marques Butler Memorial Softball Tournament.

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	
n/a	Signatures of No Objection of Street closure (if applicable)	
	Insurance naming the City as additional insured	awaiting answer from insurance.
✓	Financial of previous event (if applicable)	
✓	Release & Indemnification Form	
✓	Site Map (where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	awaiting to hear back from High School.

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CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: <u>Marques Butler Softball Tournament</u>
DATES: _____

<u>DEPARTMENTS</u>	<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF) <u>Marie Ratzliff</u> <u>11/19</u> 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 <u>Jin Yang</u> <u>Jan 7 Dec 19</u> SIGNATURE DATE	
ENGINEERING SIGNATURE DATE	
UTILITIES SIGNATURE DATE	

SPECIAL EVENT PERMIT HAS BEEN _____ APPROVED _____ DENIED



THE CITY OF KEY WEST

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

To: Marques Butler Memorial Softball Inc.

From: Division Chief/Fire Marshal Danny Blanco

Date: 01/08/2019

Reference: Marques Butler Softball Tournament

This office reviewed the special event application for the Marques Butler Softball Tournament to be held on February 22-24, 2019. There currently are no fire concerns.

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

Danny Blanco, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
305-292-8284 Fax
dblanc@cityofkeywest-fl.gov

Serving the Southernmost City

3266 LS3M 132



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Marquis Butler Softball Tournament
DATES: Feb 22-24, 2019 Wicker Field

DEPARTMENTS **COMMENTS**

EVENTS (INITIAL SIGNOFF)

Maria Rattibb 1/8/19
 SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

Steve Torrence 1/14/19
 SIGNATURE DATE

No extra duty officer required. Road Patrol will increase PC's

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

SIGNATURE DATE

N/A

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



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Marques Butler Softball Tournament
DATES: Feb 22-24, 2019 Wicker Field

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rattisio 1/8/19
 SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

✓ POLICE DEPARTMENT

SIGNATURE DATE

✓ FIRE DEPARTMENT

SIGNATURE DATE

✓ KWDOT

SIGNATURE DATE

N/A

✓ 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