

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Key West Promotions, Inc.

Address of Applicant(s) 424 Greene St, Key West, FL 33040

Phone Number of Applicant(s) and emergency number
Mailing: P.O. Box 305, Key West, FL 33041
(305) 849-2706

Name of Non-Profit(s) Key West High School Scholarship Fund

Address of Non-Profit(s) 2100 Flagler Ave, Key West, FL 33040

Phone Number of Non-Profit(s) (305) 293-1549 Ext: 54307

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

Date(s) of Event August 10, 2019

Hours of Operation 10AM - Midnight

Estimated/anticipated number of persons per day 6,000

Location of Event 100-500 Blocks of Duval Street

Street Closed Duval Street

Detailed Description of Event: Street fair & free concert. Local restaurants prepare various lobster dishes / Arts & Crafts vendors.

List of Businesses that will participate in Alcohol Exemption: See Attached

Noise exemption required: Yes No

Alcoholic beverages sold/served at event: Yes No

Recycle Deposit \$1000.00 Yes No

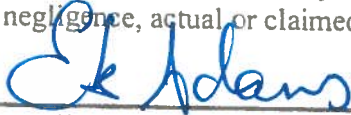
Cooking oil recycled Yes No

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)/permitee 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.



Applicant(s) Signature



Date

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

\$50.00

Date 03/21/19

Applicant Name Key West Promotions, Inc.
Applicant Address 424 Greene St, Key West, FL 33040 Mailing: P.O. Box 305, Key West
Applicant Phone Number (305) 849-2706 FL 33041
Event Name Key West Lobsterfest
Event Address/Location 100-500 Blocks Duval Street, Key West
Date of Event August 10, 2017
Nature of Event Street fair to celebrate the opening of lobster
season.

Profit Non Profit

Time(s) Request for Exemption NOON - 11pm

Number of Exemptions at this location this calendar year _____

Date of last exemption _____

Date: 4/3/2019 2:33:18 PM
Receipt Number: 47614
Amount: \$50.00

✓
FOR DEPOSIT ONLY
ACCOUNT 0100903096
RESERVED FOR DEPOSIT ONLY
SPECIAL EVENTS PAYMENTS - SS
Originator Receipt Number:
0
Originator Payment Date:
Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$50.00
Additional Comments: NOISE EXEMPTION PRMT,
LOBSTERFEST

\$50.00

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

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

Section 6

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

Sec. 6-61. Temporary bathroom facilities.

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

A handwritten signature in blue ink, appearing to be "E. J. Adams", written over a horizontal line.


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 to \$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 servicing 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 

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 38-226.

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 

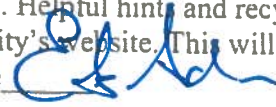
16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

Sponsor's Signature



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



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



Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Erik Adams Phone number: (305) 849-2706
- 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: 40/40
- 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: Erik Adams
- Capacity of containers on grounds: 2500 gal.
Contact person for containers: Erik Adams Phone #: (305) 849-2706
- 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: Erik Adams
- 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: Erik Adams
- 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.

- c Monitor recycling containers for correct usage during the event and take actions to solve problems.
Problems: _____
Actions taken: _____

- o View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____
Actions taken: _____

- o 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: _____

- o Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.

- o At the end of the event, remove signs and arrange for their return to owners.

- o Place recycling containers in the pick-up location, as arranged with the providers of the containers.

- o 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: _____

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

- o Share the results with event organizers.

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

- o Security deposit returned: _____

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

KEY WEST PROMOTIONS, INC.

P. O. BOX 305
KEY WEST, FL 33041

8302

63-751/631 10813

DATE 04/03/19

PAY TO THE ORDER OF

City of Key West

\$ 1,000.00 XX

One thousand and

00/100

DOLLARS



Wells Fargo Bank, N.A.
Florida
wellsfargo.com

FOR KW Lobsterfest Recycle Deposit

J. M. Ad



Date: 4/3/2019 2:31:20 PM
Receipt Number: 47613
Amount: \$1,000.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096

~~RECEIVED - 04/03/2019 2:31:20 PM~~

Originator Receipt Number:

0

Originator Payment Date:

Payment Type:

ALL CASH RECEIPTS

Transaction Amount:

\$1,000.00

Additional Comments: RECYCLING, KW LOBSTER
FEST

\$1,000.00



Key West Promotions

Tours * Events

P.O. Box 305 Key West, FL 33041

Key West Lobsterfest – Recycling Plan

An effective recycle program requires active participation by four groups. Each group and their responsibilities are listed below.

Event Organizers

- Establish recycle rules for participating venues and vendors
- Production of signage to encourage attendees to actively assist with recycling
- Arrange for recycle containers to be placed throughout the festival zone
- Provide staff to empty containers during festival
- Arrange for collection of containers upon completion of event
- Arrange for removal of containers and contents

Participating Restaurants

- Follow the rules established by City of Key West for their daily operation during the festival

Arts/Crafts Vendors

- Follow the guidelines established by the Festival Committee regarding trash and recycle disposal
- Making use of appropriate containers provided by the show committee

Festival Attendees

- Use of the proper container for trash and recyclables

Strategies “Recycle Only” receptacles will be placed next to trash receptacles throughout the festival zone. Participating Vendors and Venues will be instructed in proper recycling techniques. Signs will be posted throughout the festival encouraging attendees to make use of the recycle containers.

Photos








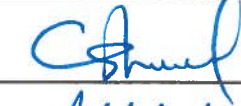

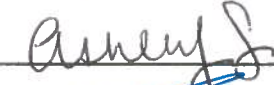













THE CITY OF KEY WEST

City Office No. 1419 Key West, Florida 33549-4000 (305) 850-2000


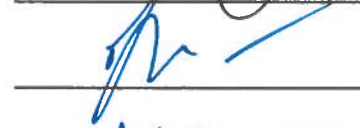


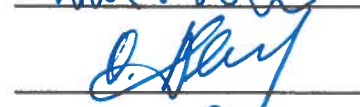
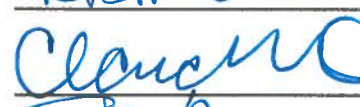
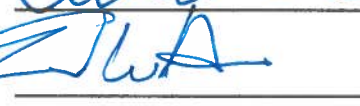
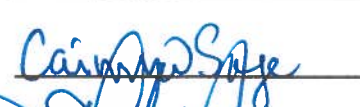
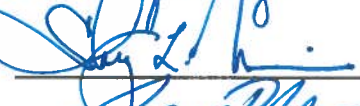
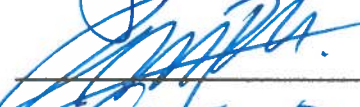
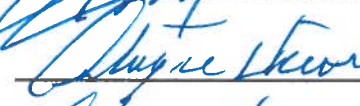
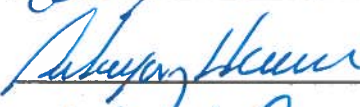






Pursuant to my request to conduct a special event requiring authorization by the City Commission, I agree that throughout the event I will keep the premises clear of accumulated recyclables, trash and debris. This includes emptying trash and recycle cans on a regular basis for the duration of the event.

A handwritten signature in blue ink, appearing to be "E. L. ...", is written over a horizontal line.



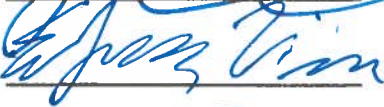




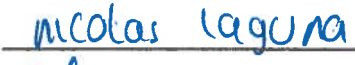
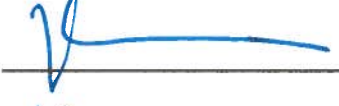










Petition of No Objection to Street Closure
100, 200, 300, 400 and 500 Blocks of Duval St.
Saturday August 10, 2019 from 10am until 12 Midnight

Printed Name	Signature	Address
LORETTA MARTINEZ		335 E
John Long		335 F
Andrei Nikolenko		329 Duval
Shaded Cohen		327 Duval
RUBY HERDAN		322 Duval.
Ashley Sabourin		305 Duval.
Ken Green		223 Duval
Tijana Brantly		227 Duval
Jorge Bortol		221 Duval
BOBBI R		215 Duval
Ryan K.		211 Duval.
Grace V		211 B Duval
Jeff Victor		203 Duval
Reta Mae Mackie		201 Duval St.
Justin Holt		133 Duval st.
Trina Jordan		129 Duval St.
Brian Vagell		125 Duval St. / Pacific Jewelry
Tammy Ferrell		121 Duval / Harley Davidson
Justin Karp		115 Duval (Bagatelle)

**Petition of No Objection to Street Closure
 100, 200, 300, 400 and 500 Blocks of Duval St.
 Saturday August 10, 2019 from 10am until 12 Midnight**

Printed Name	Signature	Address
Rachel Garrison		534 Duval St-
Island Reef		519 Duval ST
Syland Stye		512 Duval st
Michael Mavic		500 Duval St.
Olena Avramene		430 Duval St.
Lisa Boggs	LISA BOGGS	408 Duval St.
Clarence		404 Duval St
Erik Adams		402 Duval st
Caimyn Sage		400 B Duval st
Shelly L. NINE		400A Duval St.
PABLO MAPA		326 B Duval ST.
SALUNUAR		310 Duval ST
Sal UNUAR		320 Duval st
KAT ANTULIC		234 Duval St.
SHLOMI KOHEN		222 Duval
MAUREN MCCARTHY		210 Duval
VINCE WATSON		208 Duval
ROBERT BRATTON		432 GREENE
Jack Zerbeide		425 Greene St

**Petition of No Objection to Street Closure
100, 200, 300, 400 and 500 Blocks of Duval St.
Saturday August 10, 2019 from 10am until 12 Midnight**

Printed Name	Signature	Address
P. Moun		537 Duval St.
Junior Zand		7535 Duval
EDGARD V.		525 Duval
Quiana J.		517 Duval
M. M. F. MARENE FRANCIS		513 Duval
Edward Leahy		511 Duval
ALEXANDRA		509 Duval
Nicolas Laguna		507 Duval
Michelle Ramsey		503 Duval
Kimberly Rasmussen		501 Duval
Andrew Shewbridge		431 Duval
Atalia Wallace		423 Duval (go region)
Waldy Steen		423 B Duval Street
Sarah Both		423A Duval St
JUAN PISANI		419C Duval St
BUNT MATHEESSEN		419 D Duval St
Swan C. Britago		419B Duval St.
Heather Harkins		419A Duval
Bashit Koshanov		335 D# Duval



KEY WEST HIGH SCHOOL

2100 Flagler Avenue, Key West, FL 33040 • 305-293-1549, ext. 45307 fax: 305-293-1547
Lydia Estenoz, College & Career Counselor | Lydia.estenoz@keysschools.com

Principal
Amber Archer Bosco

Assistant Principal
Dave Perkins

Assistant Principal
Tara Whitehead

March 29, 2019

The City of Key West
1300 White Street
Key West, FL 33040

To whom it may concern;

The faculty, staff and students at Key West High School are so very grateful to be the recipient of the charitable funds generated by the annual Key West Lobster Fest. For many years, graduating KWHS students have benefited from the financial support they provided by way of the Lower Duval Merchants Hospitality & Business Scholarships. In May of this year, we will award near \$7000 in scholarships to students pursuing college studies in Hospitality and/or Business, many of whom plan to return to the Florida Keys after finishing their college education. This investment in our students will undoubtedly payoff in our future workforce and economy.

Here are the student recipients from Class of 2018: **(Total \$9,000)**

\$2000 each to Laura Lamberty (UCF- Hospitality) and Kody Tomita (FKCC- Business)

\$1000 each to Brian Mendoza (FKCC- Business); Vivian McGill (UF- Business), Ashley Sajor (Michigan State- Business), Alexis Sharpe (Stetson- Business) and Zachary Wilson (UF- Accounting)

We are truly grateful for our continued partnership with Key West Lobster Fest and the generosity extended to our students on behalf of the sponsoring organizations and businesses.

Thank you,

Lydia Estenoz
College & Career Counselor
Key West High School



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

Key West Promotions, Inc.

Lobsterfest

Saturday, August 10, 2019

I **Erik Adams** being authorized to act on behalf of and legally bind the **Key West Promotions, 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

4-3-19

Date

Erik Adams

Signature of Applicant

Erik Adams

Print Name

4-3-19

Date

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

Key West Lobsterfest 2019 Eligible Venues

Rick's & Durty Harry's, Bagatelle, Hog's Breath, Conch Shack, Amigo's, Captain Tony's, Tiki House, The Green Room, Sand Bar, Scars & Tattoos, Sloppy Joe's, I C Doubles, Irish Kevin's, Lucy's Retired Surfer's Bar, Fogarty's, Smokin Tuna Saloon, Teasers, The Bull, Caroline's, The Grand, Fat Tuesday, Hard Rock Café, The La Concha Hotel, Jack Flats, Willie T's, La Trattoria, Margaritaville



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 # 20
- Vendor Booths - Total # 70
- Total Number of Booths - _____

Parade

- Floats - Total # N/A

100 Block of Duval St

Legend



Trash Receptacle (white circle)



Fire lane

Hog's Breath

Bagatelle

Fire lane

Conch Shack

Sand Bar

Greene St.



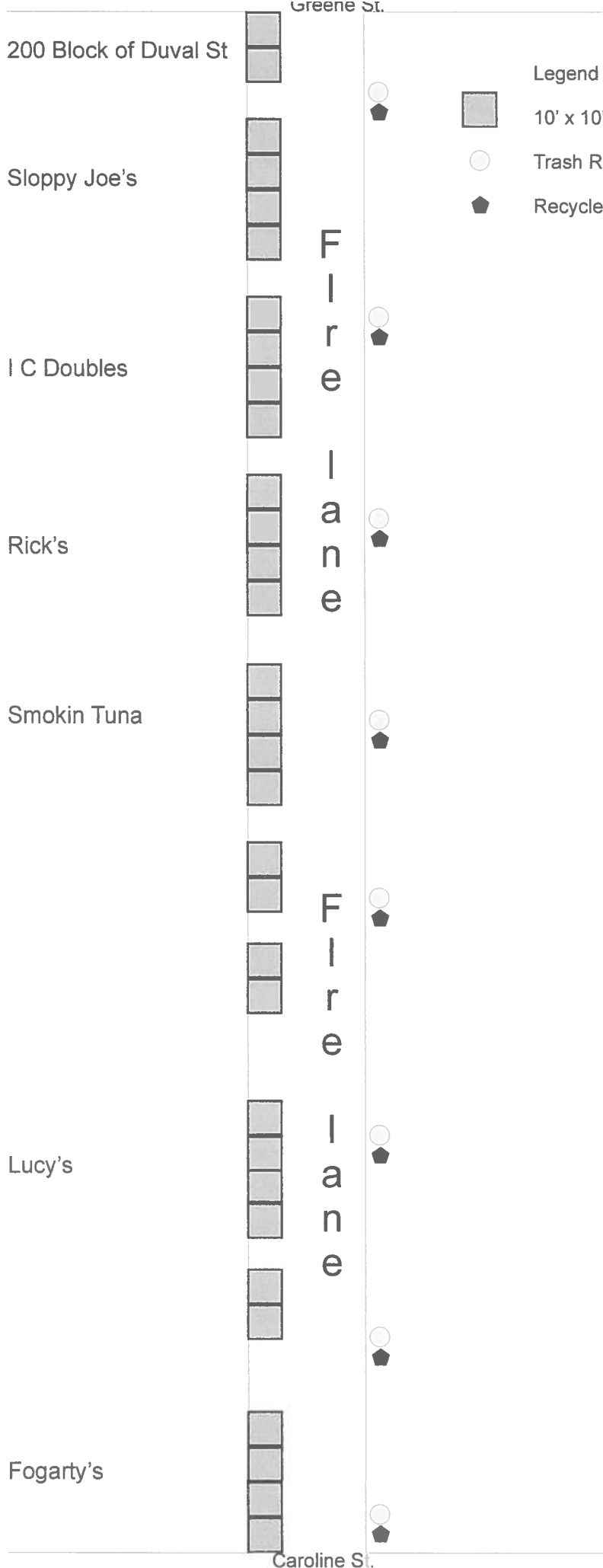
Ameigos

Corona Tent

Stage

Duval St.





200 Block of Duval St

Sloppy Joe's

I C Doubles

Rick's

Smokin Tuna

Lucy's

Fogarty's

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Legend



10' x 10' Booth

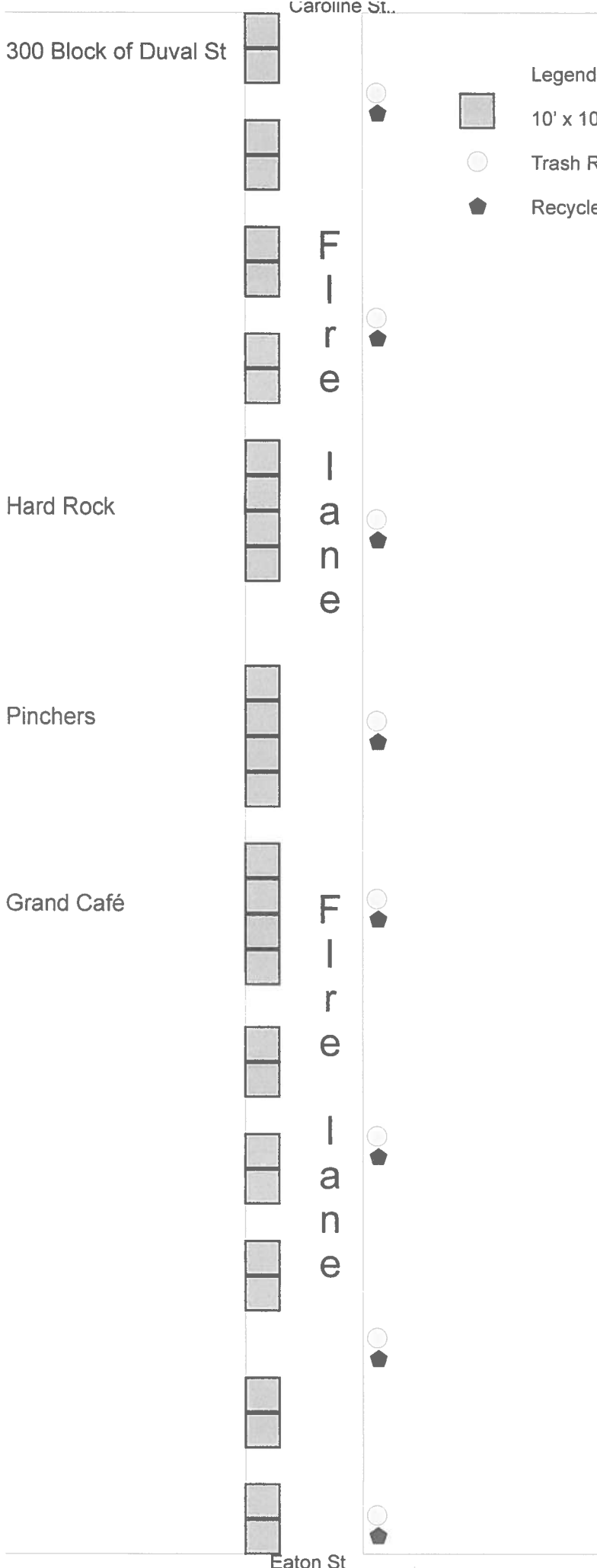


Trash Receptacle






Recycle Receptacle

Caroline St.



Legend

-  10' x 10' Booth
-  Trash Receptacle
-  Recycle Receptacle

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400 Block of Duval St

Eaton St.

Legend



10' x 10' Booth



Trash Receptacle



Recycle Receptacle

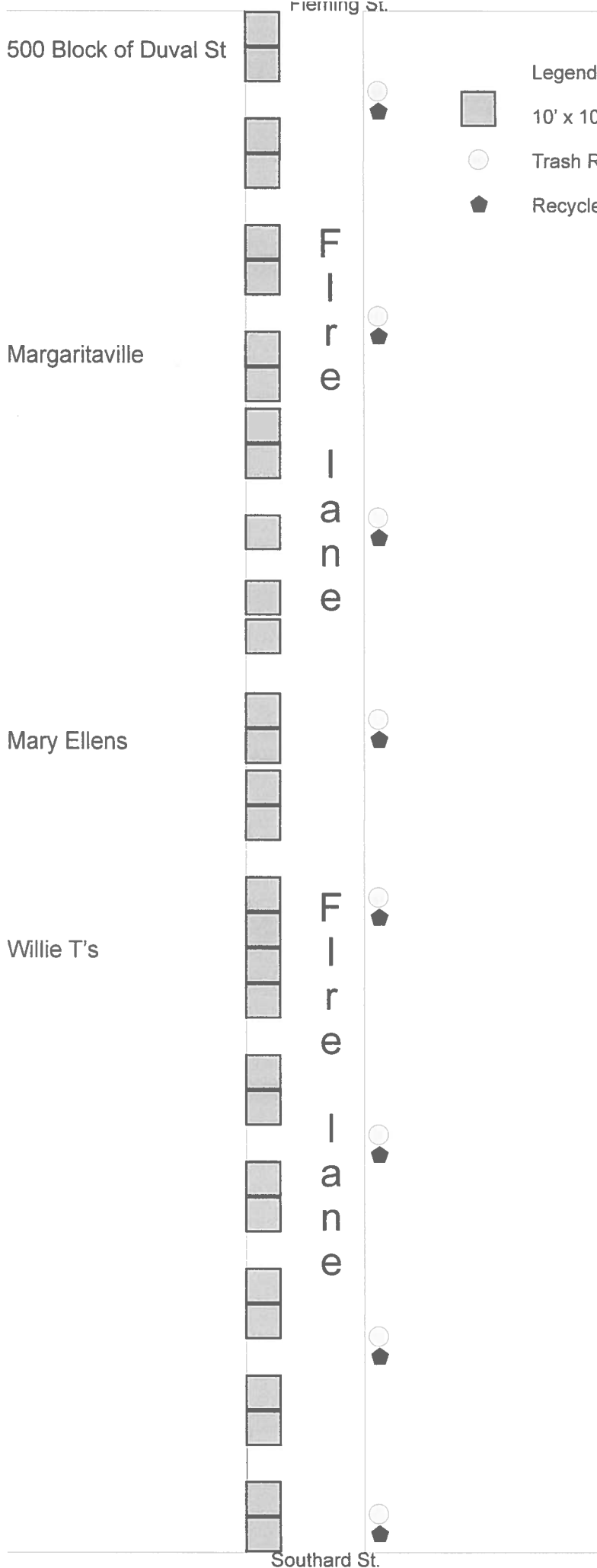
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- Legend
-  10' x 10' Booth
 -  Trash Receptacle
 -  Recycle Receptacle

Event Name: Key West Lobsterfest

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)	
X	Insurance naming the City as additional insured	
X	Financial of previous event (If applicable)	Not receiving non profit Credit - N/A
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	

Maria Ratcliff

From: Jim J. Young
Sent: Wednesday, April 3, 2019 4:47 PM
To: Maria Ratcliff
Subject: Re: Lobster Fest 2019

Looks good to me.
JY

Sent from my iPhone

On Apr 3, 2019, at 3:50 PM, Maria Ratcliff <mratcliff@cityofkeywest-fl.gov> wrote:

<image001.gif>

Respectfully

*Maria Ratcliff
Executive Administrator to the City Manager
& Special Events Coordinator
City of Key West
1300 White Street
Key West, Florida 33040
(305) 809-3881
mratcliff@cityofkeywest-fl.gov*

<DOC030.pdf>



THE CITY OF KEY WEST

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

To: Key West Promotions Inc.

From: Division Chief/Fire Marshal Danny Blanco

Date: 04/03/2019

Reference: Lobster Fest

This office reviewed the special event application for Lobster Fest to be held on August 10, 2019 from the 100 – 500 blocks of Duval Street.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events, it is the responsibility of the event coordinator to provide a copy to each vendor.
- The Duval Street closure needs to allow for emergency vehicle passage.
- Event organizer is responsible for two Fire Inspectors @ \$40.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- It is the event organizers responsibility to assure all fire hydrants are accessible and not blocked during set up.
- Each corner must have a minimum of 10 feet clearance from the corner to the first booth.
- **Event coordinator is responsible for scheduling the inspection with this office.**
-

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

326E LSN 132



THE CITY OF KEY WEST

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

305-809-3933 Office

305-292-8284 Fax

dblanco@cityofkeywest-fl.gov

Serving the Southernmost City

3366 LSN 13X



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Lobsterfest 2019
 DATES: August 10, 2019

DEPARTMENTS	COMMENTS
EVENTS (INITIAL SIGNOFF) SIGNATURE: <u>Maria Raluth</u> DATE: <u>4/3/19</u>	
COMMUNITY SERVICES SIGNATURE: _____ DATE: _____	
POLICE DEPARTMENT SIGNATURE: _____ DATE: _____	
FIRE DEPARTMENT SIGNATURE: _____ DATE: _____	
KWDOT SIGNATURE: _____ DATE: _____	
PORT AND MARINE SERVICES SIGNATURE: _____ DATE: _____	
CODE COMPLIANCE SIGNATURE: <u>Luis Alvarez</u> DATE: <u>4-3-19</u>	
ENGINEERING SIGNATURE: _____ DATE: _____	
UTILITIES SIGNATURE: _____ DATE: _____	

SPECIAL EVENT PERMIT HAS BEEN _____ APPROVED _____ DENIED



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

EVENT: Lobsterfest 2019
DATES: August 10, 2019

<u>DEPARTMENTS</u>	<u>EVENTS (INITIAL SIGNOFF)</u>	<u>COMMENTS</u>
	SIGNATURE: <u>Maria Rabin</u> DATE: <u>8/3/19</u>	
COMMUNITY SERVICES		
	SIGNATURE _____ DATE _____	
POLICE DEPARTMENT		
	SIGNATURE _____ DATE _____	
FIRE DEPARTMENT		
	SIGNATURE _____ DATE _____	
KWDOT	SIGNATURE: <u>Rogelio Hernandez JR</u> DATE: <u>4-3-19</u>	<u>Two Returns Required</u>
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: <u>Lobsterfest 2019</u>
DATES: <u>August 10, 2019</u>

<u>DEPARTMENTS</u>	<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF) <i>Maria Roberto</i> 8/3/19 SIGNATURE DATE	
COMMUNITY SERVICES SIGNATURE DATE	
POLICE DEPARTMENT SIGNATURE DATE	
FIRE DEPARTMENT SIGNATURE DATE	
KWDOT SIGNATURE DATE	
PORT AND MARINE SERVICES SIGNATURE DATE	
CODE COMPLIANCE SIGNATURE DATE	
ENGINEERING SIGNATURE DATE	
UTILITIES SIGNATURE DATE	

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Maria Ratcliff

From: Joseph Tripp
Sent: Friday, April 5, 2019 3:29 PM
To: Maria Ratcliff
Subject: RE: Lobster Fest 2019

KWPD is ok with it

From: Maria Ratcliff
Sent: Wednesday, April 3, 2019 3:50 PM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mtturner@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; JR Torres <jrtorres@cityofkeywest-fl.gov>; Michael Davila <mdavila@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Leo Hernandez <lhernandez@cityofkeywest-fl.gov>
Subject: Lobster Fest 2019

Respectfully

*Maria Ratcliff
Executive Administrator to the City Manager
& Special Events Coordinator
City of Key West
1300 White Street
Key West, Florida 33040
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