

RESOLUTION NO.

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AUTHORIZING EXCLUSIVE DESTINATION MANAGEMENT, INC. TO CONDUCT A CONCERT AT THE TRUMAN WATERFRONT AMPHITHEATRE ON SATURDAY, AUGUST 24, 2019 FROM 5:00 P.M. TO 9:00 P.M. PURSUANT TO TERMS AND CONDITIONS SET FORTH BY THE CITY MANAGER; AUTHORIZING THE SALE AND CONSUMPTION OF ALCOHOLIC BEVERAGES WITHIN AN ENCLOSED AREA; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, Exclusive Destination Management, Inc. wishes to conduct a concert at the Truman Waterfront Amphitheatre for a private cruise ship passenger group between the hours of 5:00 p.m. to 9:00 p.m. Saturday, August 24, 2019; and

NOW THEREFORE, BE IT RESOLVED, by the City Commission of the City of Key West, Florida;

SECTION 1. That Exclusive Destination Management, Inc. is hereby granted permission to conduct a concert on the date and during the hours stated above; PROVIDED all trash is adequately collected and contained; guarantee indemnifying the City is executed; and provided the organizations meet the terms and conditions set forth by the City Manager.

SECTION 2. That pursuant to Section 18-86 of the Key West Code of Ordinances, Exclusive Destination Management, Inc. is hereby granted permission allowing the sale and consumption of alcoholic beverages within an enclosed area.

SECTION 3. That Exclusive Destination Management, Inc. will adhere to the recycling plan of the City of Key West, that one (1) recycling container for every one (1) trash container will be used and that they will be placed side by side.

SECTION 4. That Exclusive Destination Management, Inc. will be responsible for the rental fee of \$2,500.00 plus tax, as well as any other cost associated with the event including payment to Key West Police Department, Key West Fire Department and Key West Community Services.

SECTION 5. That this Resolution shall go into effect immediately upon its passage and adoption and authentication by the signatures of the presiding officer and Clerk of the Commission.

Passed and adopted by the Commission at a meeting held this ____ day of _____, 2019.

Authenticated by the presiding officer and Clerk of the Commission on _____, 2019.

Filed with the Clerk _____, 2019.

Mayor Teri Johnston	_____
Commissioner Gregory Davila	_____
Commissioner Mary Lou Hoover	_____
Commissioner Sam Kaufman	_____
Commissioner Clayton Lopez	_____
Commissioner Billy Wardlow	_____
Commissioner Jimmy Weekley	_____

TERI JOHNSTON, MAYOR

ATTEST:

CHERYL SMITH, CITY CLERK

CITY OF KEY WEST APPLICATION FOR A SPECIAL EVENT PERMIT

*Free
Concert*

Name of Applicant(s) Richard Q Whiddon
 Address of Applicant(s) 8815 Conroy Road #161 Email: rich@exclusivedm.com
 Phone Number of Applicant(s) and emergency number Orlando, FL 32835
Cell: 407-235-4425

Name of Non-Profit(s) United Way of the Florida Keys

Address of Non-Profit(s) LEAH STOCKTON - PO Box 2143, Key West, FL 33045

Phone Number of Non-Profit(s) (305) 735-1929

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$1,000.00

Date(s) of Event Saturday, August 24th, 2019

Hours of Operation 5:00PM-9:00PM

Estimated/anticipated number of persons per day 750 - 1000

Location of Event Ampitheater

Street Closed _____

Detailed Description of Event:
My Client is hosting a private concert for their Cruise Guests,
there is not enough room on the ship, so they asked me to find
them a private venue to use, and your Ampitheater works great
 List of Businesses that will participate in Alcohol Exemption: Exclusive DM,

Noise exemption required: Yes No Fusion MARKeting

Alcoholic beverages sold/served at event: Yes No *Catering*

Recycle Deposit \$1000.00 Yes No

Cooking oil recycled Yes No

Recycled containers Yes No

*27500.00
Tx 182.50
27682.50*

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.

Richard Q. Whiddon

Applicant(s) Signature

10/1/2018

Date

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 alcoholic 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

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

Sponsor's Signature RQW

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 RQW
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 RQW

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

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 RQW

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 RQW

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 RQW

17. Special Events organizers must submit an 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 RQW

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 RQW .

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 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.

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Rich Whiddon Phone number: 407-235-4425
- 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: 10-20 total depending on our actual number of guests
- 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: _____
- 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: _____
- 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: _____
- 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



THE CITY OF KEY WEST

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

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 and recycle cans on a regular basis for the duration of the event.

Richard Q Whiddon *Richard Q. Whiddon*

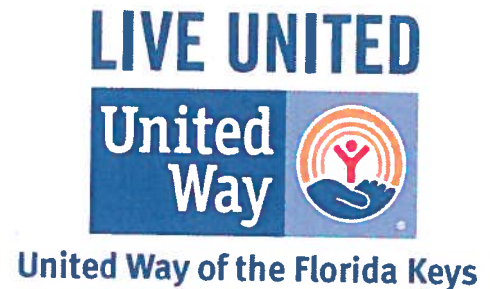
Print Name:

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

PO Box 2143
Key West, Florida 33045
Tel: 305-735-1929 (1WAY)
www.keysunitedway.org

October 24, 2018

Ms. Maria Ratcliff
City of Key West
1300 White St.
Key West, FL 33040



Dear Ms. Ratcliff,

Rich Whiddon of Exclusive Destination Management has approached United Way of the Florida Keys regarding their Client Appreciation event planned for Saturday, August 24, 2019 at the Truman Amphitheater.

United Way of the Florida Keys will be the beneficiary of this event as donations will be collected during the concert, and we are anticipating significant funds to benefit UWFK's work in the Florida Keys. If the minimum \$1,000 donation required by the City is not fulfilled through donations at the event, Exclusive Destination Management will make a donation for the difference in what is collected to meet or exceed the minimum set forth.

It is my understanding that further involvement from UWFK will be limited to either UWFK or EDM representation during the concert to solicit the donations, and no additional responsibility or liabilities pertaining to event logistics will involve UWFK.

Please accept my gratitude that the City has included support of non-profits into the structure for use of the new amphitheater. Hopefully over the years to come this will generate needed funds to benefit a host of nonprofits and further important work serving Monroe County.

If you have any questions, please don't hesitate to contact me on this matter directly at (305) 735-1929 or LStockton@KeysUnitedWay.org. For questions regarding the August 24 event, please contact the event coordinator, Rich Whiddon of Exclusive Destination Management at (407) 235-4425 or Rich@exclusivedm.com.

Sincerely,

A handwritten signature in blue ink that reads "Leah Stockton".

Leah Stockton
President/CEO

United Way of the Florida Keys is a public charity recognized as tax-exempt by the IRS under Section 501(c)(3) and is required to register under s.496.405, F.S. A copy of the official registration and financial information may be obtained from the division of consumer services by calling toll-free within the state. Registration does not imply endorsement, approval, or recommendation by the state. For more information, call 1-800-HELP-FLA (435-7352) or go to www.800helpfla.com.

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND ORIGINAL DOCUMENT SECURITY SCREEN ON BACK WITH PADLOCK SECURITY ICON.

Exclusive
Destination
Management
8815 Conroy Road #161
Orlando, FL 32835

Bank of America
7662 Dr. Phillips Blvd.
Orlando, FL 32819
1-4/630

9781

1/31/2019

PAY TO THE
ORDER OF

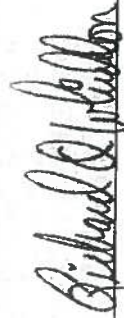
City of Key West

\$ **2,682.50

Two Thousand Six Hundred Eighty-Two and 50/100*****

DOLLARS

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



Memo 8/24 Deposit



Rental plus tax

Security features included. Details on back.



MP



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

Detail by Entity Name

Florida Profit Corporation
EXCLUSIVE DESTINATION MANAGEMENT, INC.

Filing Information

Document Number	P05000053130
FEI/EIN Number	20-2680680
Date Filed	04/06/2005
Effective Date	04/05/2005
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	01/13/2014

Principal Address

9668 Woodmont Place
WINDERMERE, FL 34786

Changed: 01/06/2017

Mailing Address

8815 CONROY WINDERMERE RD.
SUITE 161
ORLANDO, FL 32835

Registered Agent Name & Address

MOSS, THOMAS P
8913 CONROY WINDERMERE RD.
ORLANDO, FL 32835

Officer/Director Detail

Name & Address

Title MR.

WHIDDON, RICHARD Q
8815 CONROY WINDERMERE RD., 161
ORLANDO, FL 32835

Annual Reports

Report Year	Filed Date
2016	01/15/2016
2017	01/06/2017

2018

02/09/2018

Document Images

02/09/2018 -- ANNUAL REPORT	View image in PDF format
01/06/2017 -- ANNUAL REPORT	View image in PDF format
01/15/2016 -- ANNUAL REPORT	View image in PDF format
01/27/2015 -- ANNUAL REPORT	View image in PDF format
01/13/2014 -- REINSTATEMENT	View image in PDF format
01/05/2012 -- ANNUAL REPORT	View image in PDF format
01/24/2011 -- ANNUAL REPORT	View image in PDF format
01/07/2010 -- ANNUAL REPORT	View image in PDF format
01/19/2009 -- ANNUAL REPORT	View image in PDF format
01/05/2008 -- ANNUAL REPORT	View image in PDF format
10/09/2007 -- REINSTATEMENT	View image in PDF format
07/01/2006 -- ANNUAL REPORT	View image in PDF format
04/06/2005 -- Domestic Profit	View image in PDF format

Florida Department of State, Division of Corporations



THE CITY OF KEY WEST

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

**RELEASE AND INDEMNIFICATION
Exclusive Destination Management, Inc.
Private Concert at the Key West Truman
Waterfront Amphitheatre
Saturday, August 24, 2019**

I **Richard Q Whiddon** being authorized to act on behalf of and legally bind **Exclusive Destination Management, 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.

X Suzanne Troutt

Signature of Witness

Suzanne Troutt

Print Name

11/28/2018

Date

Richard Q. Whiddon

Signature of Applicant

Richard Q. Whiddon

Print Name

11/28/2018

Date

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

Memo

Date: 2/1/19

To: Revenue

From: Maria Ratcliff – City Manager’s Office

RE: Amphitheater Rental

Please process the attached payments as noted below.

1050000-3622800 \$ 2500.00

1050000-2080100 \$ 182.50

Description: Exclusive Destinations Management

Thank you,

Maria

2/4/2019 10:23:53 AM
Receipt Number: 45432

Receipt Details:

Reference ID:
60251

Fee Code Version:
UNUSUAL PAYMENTS - ZZ
Originator Receipt Number:
0

Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$2,500.00

Additional Comments: EXEC. DESTINATION MNGT

Reference ID:
60252

Fee Code Version:
UNUSUAL PAYMENTS - ZZ
Originator Receipt Number:
0

Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$182.50

Additional Comments: EXEC. DESTINATION MNGT

\$2,682.50



**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.)

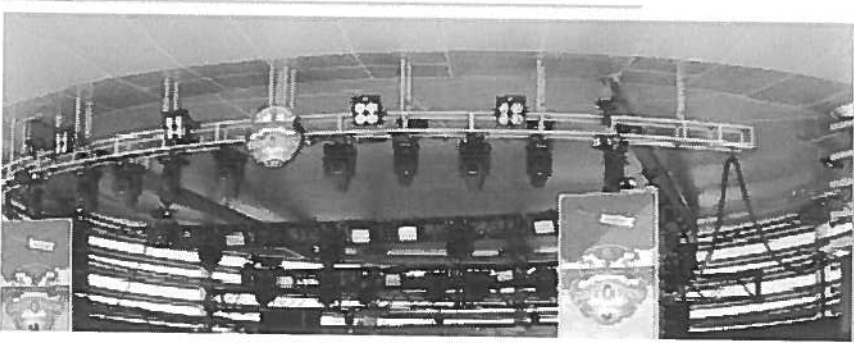
- Flame Resistance Certificate
- Size, Type, Location of Tent(s)

Booths

- Food Booths – Total # ~10
- Vendor Booths – Total # ~10
- Total Number of Booths - ~20

Parade

- Floats – Total #





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:

Coming off A Cruise ship

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

Event Name: Cruise Guest Private Concert

Special Event Checklist

Everything must be checked off before submitting the special event application

X	TITLE	COMMENTS
✓	Special Event Application	
✓	Noise Exemption (If applicable)	N/A
✓	\$50.00 for Noise	N/A
✓	Ordinance initialed	
✓	Recycling checklist completed	
*	Recycling deposit \$1,000.00	
✓	Recycling Plan	Working with Waste Management
✓	Authorization Letter for continuous cleaning of recycled area	
✓	Signatures of No Objection of Street closure (If applicable)	N/A
✓	Insurance naming the City as additional insured	will submit new form, w/ City Additional insured
✓	Financial of previous event (If applicable)	1st time event
✓	Release & Idemnification Form	
✓	Site Map (where barricades, stages, etc are to go)	We will be utilizing the Truman Ampitheater. All seli contained
✓	Letter from non profit that states they will be receiving the funds	

once get permission

Maria Ratcliff

From: Jim J. Young
Sent: Tuesday, February 5, 2019 10:07 AM
To: Maria Ratcliff
Subject: Re: Concert at Amphitheatre for private cruise ship passengers

Maria,

I see no problem with this.

JY

Sent from my iPhone

On Feb 5, 2019, at 10:05 AM, 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*

<DOC049.pdf>

Maria Ratcliff

From: Doug Bradshaw
Sent: Tuesday, February 5, 2019 10:47 AM
To: Maria Ratcliff
Subject: FW: Concert at Amphitheatre for private cruise ship passengers

From: Martha Arencibia
Sent: Tuesday, February 05, 2019 10:26 AM
To: Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>
Subject: RE: Concert at Amphitheatre for private cruise ship passengers

Port sees no conflicts. We have a ship at OM next day at 8 am. Please make sure that trash is picked.

From: Doug Bradshaw
Sent: Tuesday, February 5, 2019 10:11 AM
To: Martha Arencibia <marencibia@cityofkeywest-fl.gov>
Subject: FW: Concert at Amphitheatre for private cruise ship passengers

Any issues with this?

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

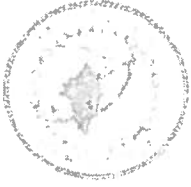
From: Maria Ratcliff
Sent: Tuesday, February 05, 2019 10:06 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Sean Brandenburg <sbrandenburg@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; Michael Davila <mdavila@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Leo Hernandez <lhernandez@cityofkeywest-fl.gov>; Steven P. McAlearney <smcalearney@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>
Subject: Concert at Amphitheatre for private cruise ship passengers

Respectfully

Maria Ratcliff
Executive Administrator to the City Manager
& Special Events Coordinator

Private Letter of Authorization
for Cruiseship PSGRS

Aug. 24, 2019



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

EVENT: <u>Exclusive Destination Management</u>
DATES: <u>August 24, 2019</u>

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Leticia 2/1/19
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] 2/5/19
SIGNATURE DATE

NO ISSUES

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Review Letter at Amphitheatre for Cruiseship PSGRS Aug. 24, 2019



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: <i>Exclusive Destinations Management</i>
DATES: <i>August 24, 2019</i>

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

<i>Mano Latuff</i>	<i>21/1/19</i>	
SIGNATURE	DATE	

COMMUNITY SERVICES

<i>Bob Meyer</i>	<i>2/6/19</i>	-
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



THE CITY OF KEY WEST

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

To: Exclusive Destinations Management (rich@exclusivedm.com)

From: Division Chief/Fire Marshal Danny Blanco

Date: 02/05/2019

Reference: Exclusive Destinations Management Concert

This office reviewed the special event application for the Exclusive Destinations Management Concert to be held at Truman Waterfront Amphitheater on August 24, 2019

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.
- Event organizer is responsible for 1 Fire Inspector @ \$40.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- **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
305-809-3933 Office
305-292-8284 Fax
dblanco@cityofkeywest-fl.gov

Serving the Southernmost City

3266 LSN MBX

Review Concept as Attachment
for Cruiseship PSGRS

Aug. 24, 2019



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: <u>Exclusive Destination Management</u>
DATES: <u>August 24, 2019</u>

DEPARTMENTS	COMMENTS
EVENTS (INITIAL SIGNOFF) <u>Maria Kateriff</u> 2/1/19 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 <u>Luis Hernandez</u> 2/6/19 SIGNATURE DATE	
ENGINEERING SIGNATURE DATE	
UTILITIES SIGNATURE DATE	

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Review Council on Administration for Cruiseship PSGRS Aug. 24, 2019



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Exclusive Destination Management
DATES: August 24, 2019

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latuff 2/1/19
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

✓ CODE COMPLIANCE

SIGNATURE DATE

✓ ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED