

JUL 08 2011

CITY MANAGER

**CITY OF KEY WEST  
APPLICATION FOR A SPECIAL EVENT PERMIT**

Name of Applicant(s) AIDS HELP

Address of Applicant(s) 1434 KENNEDY BLVD., KEY WEST, FL 33040

Phone Number of Applicant(s) 305-296-6196 Fax: 305-296-6337 Email pamela.d@aids-help.com

Name of Non-Profit (s) AIDS HELP

Address of Non-Profit(s) 1434 KENNEDY BLVD., KEY WEST, FL 33040

Phone Number of Non-Profit(s) 305-296-6196

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

Date/Dates of Event FRIDAY, OCTOBER 21, 2011

Hours of Operation 9:00 a.m. to 12:00 MIDNIGHT

Estimated/anticipated number of persons per day 200-300

Location of Event SOUTHERNMOST BEACH CAFE, 1319 DUVAL STREET

Street Closed N/A

Detailed description of event CORONATION OF KING + QUEEN OF  
FANTASY FEST 2011

Noise exemption required: Yes  No

Alcoholic beverages sold/served at event: Yes  No

The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/permittee agrees to assume full responsibility and liability for and indemnify and hold the City of Key West harmless from and against all liability, claims for damages, and suits for or by reason of any injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the city their agents or employees.

Pam De Mala

5/27/11

Applicants Signature

Date

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

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

**\$50.00**

Date 5/27/11

Applicant Name AIDS HELP  
 Applicant Address 1434 KENNEDY DRIVE, KEY WEST, FL 33040  
 Applicant Phone Number 305-296-6196  
 Event Name CORONATION OF KING & QUEEN OF FANTASY FEST 2011  
 Event Address/Location SOUTHERNMOST BEACH CAFE, 1319 DUVAL ST.  
 Date of Event FRIDAY, OCTOBER 21, 2011  
 Nature of Event FUNDRAISER FOR AIDS HELP

Profit  Non Profit

Time(s) Request for Exemption 6:00 - 12:00 PM

Number of Exemptions at this location this calendar

Date of last exemption OCTOBER 20, 2010

City of Key West  
 \*\*\* CUSTOMER RECEIPT \*\*\*  
 Oper: KEYWSE      Type: DC    Drawer: 1  
 Date: 7/13/11 45    Receipt no: 84466

Description	Quantity	Amount
SS      SPECIAL EVENTS PAYMENTS	1.00	\$50.00

G/L account number:  
 00100003429300  
 00100001040000

AIDS HELP - KING & QUEEN  
 CORONATION

Tender detail		
CK CHECK	85268	\$50.00
total tendered		\$50.00
total payment		\$50.00

Trans date: 7/13/11    Time: 11:19:01

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.

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\* (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: FancyFantasy 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 16<sup>th</sup> day of October, 2002.

Read and passed on second reading at a regular meeting held this 6<sup>th</sup> day of November, 2002.

Read and passed on final reading at a regular meeting held this 19<sup>th</sup> day of November, 2002.

Authenticated by the presiding officer and Clerk of the Commission on 21<sup>st</sup> day of November, 2002.

Filed with the Clerk November 21, 2002.

Sponsor's Signature 

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

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.  
Sponsor's Signature PSD
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 PSD
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 PSD
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 PSD
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 PSD

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** PSD
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.  
**Sponsor's Signature** PSD
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** PSD
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** PSD
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** PSD
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** PSD
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** PSD
15. Where a person has not applied for a special event permit and an event at its location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.  
**Sponsor's Signature** PSD

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 PSD

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 PSD.

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 PSD.





## THE CITY OF KEY WEST

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

### PUBLIC NOTICE

THIS IS TO NOTIFY YOU THAT AIDS HELP( CORONATION OF KING & QUEEN OF FANTASY FEST HAS APPLIED TO THE KEY WEST CITY COMMISSION FOR A SPECIAL EVENT PERMIT UNDER SECTION 6-86 OF THE CITY'S NOISE CONTROL ORDINANCE. THE APPLICATION IS FOR AN EVENT TO TAKE PLACE ON FRIDAY, OCTOBER 21, 2011 FROM 6:00 P.M. TO 12:00 MIDNIGHT AT THE SOUTHERNMOST BEACH CAFÉ, 1319 DUVAL STREET WHICH IS LOCATED WITHIN 100 FEET OF YOUR PROPERTY. A HEARING ON THE APPLICATION WILL TAKE PLACE AT THE CITY COMMISSION MEETING ON AUGUST 2, 2011, AT 6:00 P.M., OLD CITY HALL, 510 GREENE STREET.

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MARIA RATCLIFF THE CITY MANAGER'S OFFICE AT 809-3881.

*Key to the Caribbean – Average yearly temperature 77° F.*

CORONATION 2011  
**Complete Checklist for Event Recycling**  
**City of Key West**

- Identify contact person at the festival responsible for working with recycling.  
 Name of person: CARRIE BABICH Phone number: 295-5201  
PAM DEMALA 296-6196
- 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: SEE ATTACHED DIAGRAM
- 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: By SOUTHERNMOST BEACH CAFE'
- Capacity of containers on grounds: SOUTHERNMOST BEACH CAFE' AS PART OF REGULAR RECYCLE PROGRAM  
 Contact person for containers: CARRIE BABICH Phone #: 295-5201
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. WILL BE DONE
- 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. WILL BE DONE
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.  
 Arrangements made: SOUTHERNMOST BEACH CAFE'
- 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: SOUTHERNMOST BEACH CAFE'
- 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. N/A
- Oversee the delivery of containers and placement of signs. SOUTHERNMOST BEACH CAFE'
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

containers must be adjacent to trash barrels in order to reduce contamination problems.

- Monitor recycling containers for correct usage during the event and take actions to solve problems.  
Problems: \_\_\_\_\_  
Actions taken: \_\_\_\_\_  
\_\_\_\_\_
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.  
Problems: \_\_\_\_\_  
\_\_\_\_\_  
Actions taken: \_\_\_\_\_  
\_\_\_\_\_
- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program  
Comments: \_\_\_\_\_  
\_\_\_\_\_
- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- At the end of the event, remove signs and arrange for their return to owners.
- Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.  
Amount of material: \_\_\_\_\_  
  
Contamination: \_\_\_\_\_
- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- Share the results with event organizers.
- Security deposit of \$1000.00 must be submitted prior to the event.
- Security deposit returned: \_\_\_\_\_

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

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

**AHI Private Account**  
1434 Kennedy Drive  
Key West, FL 33040

IBERIABANK  
Key West, FL 33040

CHECK DATE	CHECK NO.
6/1/2011	85299
CHECK AMOUNT	

PAY **\*\*One thousand and 00/100 Dollars\*\***

**\$\*\* 1,000.00**

TO  
THE  
ORDER  
OF

CITY OF KEY WEST  
PO BOX 1359  
KEY WEST, FL 33040-1359

This check is void after 120 days

*[Handwritten Signature]*  
AUTHORIZED SIGNATURE

SECURITY FEATURES INCLUDED. DETAILS ON BACK

⑆085299⑈ 1067010169⑈ 8000001438⑈



THE CITY OF KEY WEST

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

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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.

Sam DeHala

AIDS HELP

CORONATION BALL 2011

SOUTHERN MOST BEACH CAFE

10/21/11



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/1/2011

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER <b>Colburn Colburn</b> 121 W. Long Lake Road Second Floor - Suite 220 Bloomfield Hills MI 48304	CONTACT NAME: <b>Cathy Weil</b>	
	PHONE (A/C, No, Ext): (248) 594-6444 FAX (A/C, No): (248) 594-6445 E-MAIL ADDRESS: cweil@colburncolburn.com PRODUCER CUSTOMER ID#: 00000031	
INSURED <b>SMB Restaaurant LLC</b> dba: <b>Southernmost Beach Cafe</b> 1405 Duval Street Key West FL 33040-3131	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: <b>Fireman's Fund Insurance Co.</b>	21873
	INSURER B: <b>Associated Indemnity Corp.</b>	21865
	INSURER C: <b>Capitol Specialty Insurance</b>	
	INSURER D:	
	INSURER E:	

COVERAGES CERTIFICATE NUMBER: 11/12 GL WC LIQUOR REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	<input checked="" type="checkbox"/>		DXX80920033	5/14/2011	5/14/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC						
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DEDUCTIBLE RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		<input type="checkbox"/> Y <input type="checkbox"/> N	N/A WC80984333	5/14/2011	5/14/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
C	Liquor Liability			CS01249767	5/14/2011	5/14/2012	Each Common Cause \$ 1,000,000 Annual Aggregate \$ 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

\*Except 10 Day Notice of Cancellation for Non Payment of Premium

The Certificate Holder is an additional insured with respects to the Coronation Ball on October 21, 2011 on South Beach.

<b>CERTIFICATE HOLDER</b>  tross@southernmostresorts.  City of Key West 525 Angela Street Key West, FL 33040	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  Robert Colburn/CATHY

**Pamela DeMala**

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**From:** Carrie Babich <clbabich@southernmostresorts.com>  
**Sent:** Friday, July 01, 2011 9:31 AM  
**To:** Pamela DeMala; John Mumford  
**Cc:** Melissa Shaffer ; sross@southernmostresorts.com  
**Subject:** Coronation Recycle and COI  
**Attachments:** Recycle Plan 2011 Coronation Ball.pdf; Certificate of Insurance.pdf

To: Pam DeMala – John Mumford

FROM: Carrie Babich

Date: July 1, 2011

RE: Southernmost Hotel Collection and Coronation Ball recycle plan

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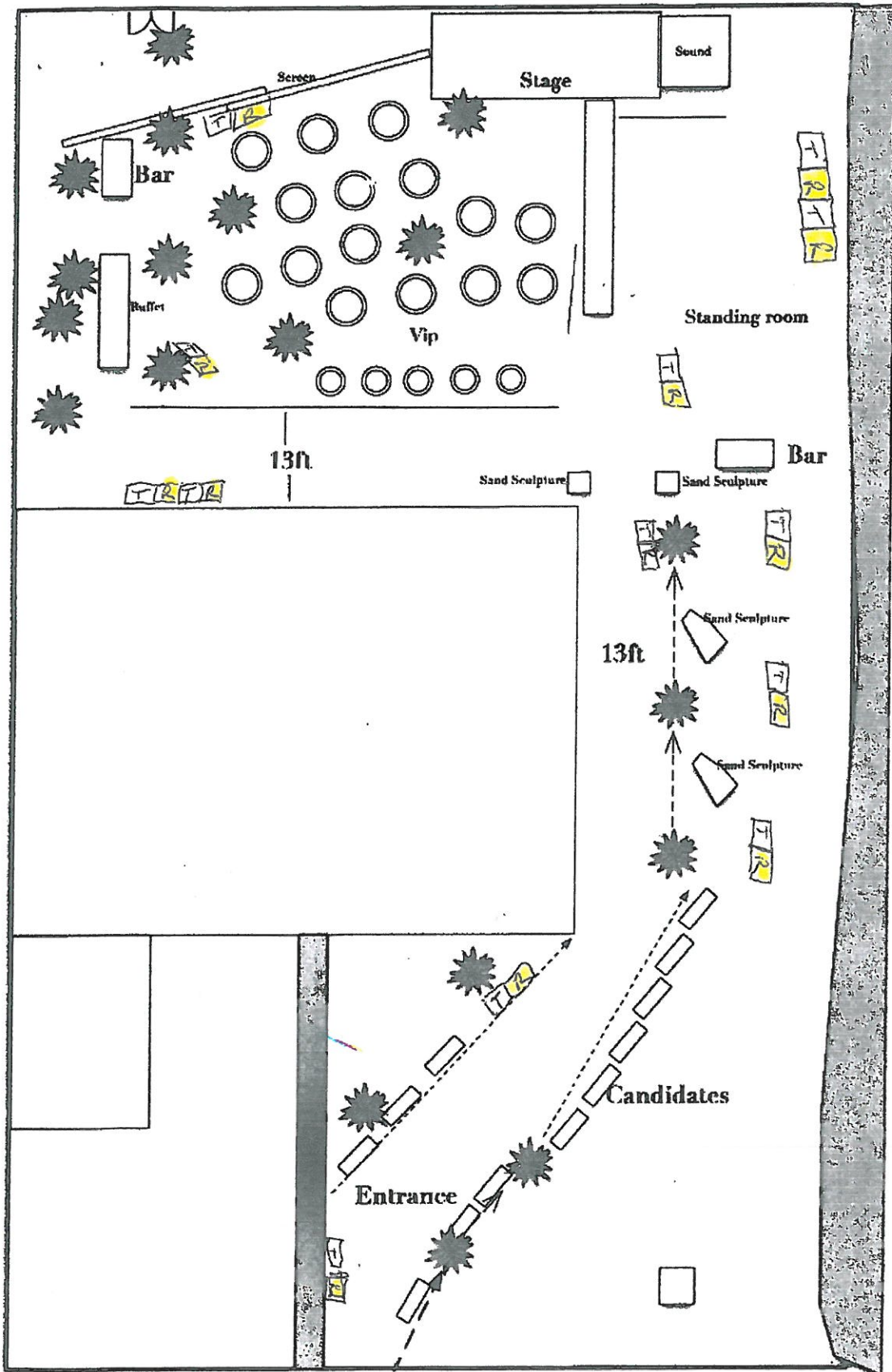
Waste Management is providing us with 12 trash cans and 12 recycle bins for the Coronation Ball on Friday, October 21, 2011 at 1405 Duval Street. We will have two houseman employed by the Southernmost Hotel Collection monitoring and emptying the trash and recycle throughout the event.

The recycle is distributed to our in-house recycle center on property at the Southernmost Hotel. We have assigned a special recycle pickup from Waste Management on Monday, October 24, 2011.

We are a green hotel and are very conscientious of our carbon imprint on this earth's fragile environment.

Attached is the trash and recycle layout plan in addition to our Certificate of Insurance.

*Carrie Lynn Babich*  
Director of Sales and Marketing  
**Southernmost Hotel Collection**  
Southernmost on the Beach  
Southernmost Hotel  
La Mer Hotel and Dewey House  
Southernmost Beach Cafe  
1319 Duval Street Key West, FL 33040  
305.295.5201





A.H. of Monroe County, Inc.  
AIDS Help  
Financial Report for Coronation of King and Queen of Fantasy Fest  
October 22, 2010

Gross Revenue:		
Donations	\$	24,616
Expenses:		
Advertising		1,602
Equipment Rental, Event Supplies		5,258
Event Security		<u>480</u>
Net Proceeds to AIDS Help	\$	<u><u>17,276</u></u>



**THE CITY OF KEY WEST**

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

**RELEASE AND INDEMNIFICATION  
AIDS Help  
Coronation of King & Queen  
Friday, October 21, 2011**

I Pam DeMala being authorized to act on behalf of and legally bind AIDS Help 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.

Veron Vooge Davis  
Signature of Witness

VERON VOOGIE DAVIS  
Print Name

7/11/11  
Date

Pamela S. DeMala  
Signature of Applicant

PAMELA S. DEMALA  
Print Name

7/11/11  
Date

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

Event Name: AIDS Help - Coronation King: Queen

Oct 21, 2011

## 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	
✓	Financial of previous event (If applicable)	
	Release & Idemnification Form	
✓	Site Map ( where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	They are the non-profit

Aug 21, 2011

AIDS Help - Coronation of King: Queen  
Oct 21, 2011

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

**EVENT (INITIAL SIGNOFF):**

*Mama Ratzoff* 7/11/2011  
SIGNATURE      DATE

**CONDITIONS/RESTRICTIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC WORKS**

✓ \_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**POLICE DEPARTMENT**

*[Signature]* 7-13-11  
SIGNATURE      DATE

*same number of  
officers as last year.*  
\_\_\_\_\_  
\_\_\_\_\_

**FIRE DEPARTMENT**

✓ \_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PORT/ Key West DOT**

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
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**CODE COMPLIANCE**

\_\_\_\_\_  
SIGNATURE      DATE

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\_\_\_\_\_  
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**KEY WEST PROPERTY  
MANAGEMENT**

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PARKING DEPARTMENT**

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Aug 2, 2011

AIDS Help - Coronation of King: Queen  
Oct 21, 2011

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

**EVENT (INITIAL SIGNOFF):**  
Mama Rakuffi 7/11/2011  
SIGNATURE      DATE

**CONDITIONS/RESTRICTIONS:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PUBLIC WORKS**

\_\_\_\_\_  
SIGNATURE      DATE

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**POLICE DEPARTMENT**

\_\_\_\_\_  
SIGNATURE      DATE

\_\_\_\_\_  
\_\_\_\_\_  
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**FIRE DEPARTMENT**

M. J. Vell 7-11-11  
SIGNATURE      DATE

SEE ATTACHED LETTER.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PORT/ Key West DOT**

\_\_\_\_\_  
SIGNATURE      DATE

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**CODE COMPLIANCE**

\_\_\_\_\_  
SIGNATURE      DATE

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**KEY WEST PROPERTY  
MANAGEMENT**

\_\_\_\_\_  
SIGNATURE      DATE

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**PARKING DEPARTMENT**

\_\_\_\_\_  
SIGNATURE      DATE

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## THE CITY OF KEY WEST

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

To: AID's Help, Pamela Demala

From: Division Chief/Fire Marshal Marcus del Valle

Date: 07-11-2011

Reference:

This office reviewed the special event application for the AID's Help Coronation Ball to be held at the Southernmost Beach Café on October 21, 2011.

After reviewing the application and site map provided, there are no concerns at this time.

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

**Marcus del Valle**, Fire Marshal

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

*Serving the Southernmost City*

KEY WEST FIRE

Aug 21, 2011

AIDS Help - Coronation of King: Queen  
Oct 21, 2011

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Mama Rotuff 9/11/2011  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS

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SIGNATURE DATE

POLICE DEPARTMENT

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SIGNATURE DATE

FIRE DEPARTMENT

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE

PORT/ Key West DOT

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\_\_\_\_\_  
SIGNATURE DATE

CODE COMPLIANCE

\_\_\_\_\_  
\_\_\_\_\_

Jim Young 11/30/11  
SIGNATURE DATE

KEY WEST PROPERTY  
MANAGEMENT

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE

PARKING DEPARTMENT

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE