

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Matt Lorraine for Key West Halloween Half Marathon & 5K

Address of Applicant(s) 18 NW 18th Street, Delray Beach, FL 33444

Phone Number of Applicant(s) 561-504-2001 Fax: _____ Email Lorraine@exclusivesports.com

Name of Non-Profit (s) FKCC Swim Youth Program

Address of Non-Profit(s) 5601 College Rd, Key West, FL 33040

Phone Number of Non-Profit(s) (305) 360-2121 | Email: Lori.Bosco@FKCC.edu

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

Date/Dates of Event Sat & Sun, Oct. 15-16, 2016

Hours of Operation Sat: 12pm - 6pm; Sunday 6am - 11am

Estimated/anticipated number of persons per day 700

Location of Event Schooner Wharf, 202 William St, Key West, FL 33040

Street Closed See Attached course map

Detailed description of event Costume & Halloween themed Running event with a 13.1 mile course or 5K (3.1 mile) course

Noise exemption required: Yes _____ No

Alcoholic beverages sold/served at event: Yes No _____

Beer Sampling in Schooner Wharf

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.

Matt Lorraine

7/19/16

Applicants Signature

Date

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

Revised for
Third Reading
11/19/02

ORDINANCE NO. 02-29

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 provision 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

*(Coding: Added language is underlined; deleted language is struck through.)

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 (1-1/2%) 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.

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 person 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 percentage of the revenues of a special event that causes the closing of a city street must be donated to the nonprofit organization and, at the sponsor's option, to additional charities. On the application form issued by the city manager, the nonprofit must state the amount or percentage of revenues it anticipates to receive from the special event.~~ 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 twenty-five percent (25%) of the sponsor's gross revenues or \$1,000.00, 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 manager with a letter of assent.

Section 5. That section 6-58 of the Code of Ordinances is hereby amended as follows:

Sec. 6-58. Major festival.

(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 with 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

therefrom 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.

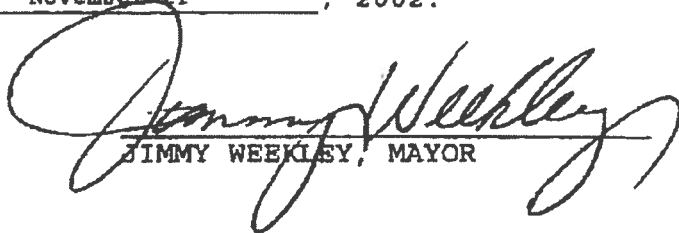
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

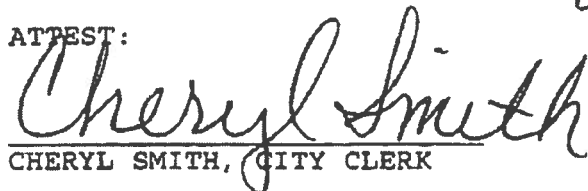
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

Filed with the Clerk November 21, 2002.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK



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 Martín Hernández
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 Martín Hernández
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 Martín Hernández
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 Martín Hernández
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 Martín Hernández

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 N/A *ML*
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature M. J. Heard
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 M. J. Heard
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 M. J. Heard
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 38-229.
Sponsor's Signature M. J. Heard N/A - For profit
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 N/A *ML*
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 M. J. Heard
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 M. J. Heard

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 Mart J. Humel

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 Mart J. Humel

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 Mart J. Humel

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Matt Lorraine Phone number: 561-504-2001
- 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: 6 of each
- 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: We make arrangement & pay Waste Management
- Capacity of containers on grounds: 65 gallons each
Contact person for containers: Matt Lorraine Phone #: 561-504-2001
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. Signs are made and displayed
- 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. ML
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: Staff will be assigned to recycle bins
- 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: Waste Management will pick up recycling bins
- 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. ML
- Oversee the delivery of containers and placement of signs. MLK
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling MLK

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

- Monitor recycling containers for correct usage during the event and take actions to solve problems.
Problems: Garbage mixed with recycling
Actions taken: Assign volunteers to monitor trash and recycling
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: Separate trash from Recyclables
Actions taken: Volunteers & Staff to oversee trash & recycling, and separate as needed
- 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: Proper plans and communication are in place to ensure compliance.
- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced. *MR*
- At the end of the event, remove signs and arrange for their return to owners. *MR*
- Place recycling containers in the pick-up location, as arranged with the providers of the containers. *MR*
- 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: 50 lbs
Contamination: 0
- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations. *MR*
- Share the results with event organizers. *MR*
- Security deposit of \$1000.00 must be submitted prior to the event. ✓
- Security deposit returned: TBD

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



THE CITY OF KEY WEST

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

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

Martin J. [Signature]

26194

Exclusive Sports Marketing

18 NW 18th St
Delray Beach, FL 33444

REGIONS BANK

63-841/670

7/19/2016

PAY TO THE
ORDER OF City of Key West

\$ **1,000.00

One Thousand and 00/100*****

DOLLARS

City of Key West
PO Box 1409
Key West, FL 33041-1409

MEMO



APPROXIMATED SIGNATURE

City of Key West 7/27/2016 11:36:45 AM

CUSTOMER RECEIPT

Tender Details:

Tender Type: CK
Tender Amount: \$1,000.00

Receipt Header:

Cashier Id: KEYMEST1\ssealey
Receipt Date: 7/27/2016 11:36:45 AM
Receipt Number: 16346

Receipt Details:

Reference ID:
20117
Fee Code Version:
UNUSUAL PAYMENTS - ZZ
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$1,000.00

Additional Comments: RECYCLING KEY WEST HALLOWE

\$1,000.00

VOID TO LIGHT TO VIEW WATERMARK IN PAPER. HEAT SENSITIVE RED IMAGE COMPEARS WITH HEAT. DETECTION CIRCLES REVEALS A LOCK WHEN TESTED

Security features. Details on back.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/19/2016

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 License # * Insurance Office of America, Inc. 1855 West State Road 434 Longwood, FL 32750 | CONTACT NAME: Shelley Doyle |
| | PHONE (A/C, No, Ext): (407) 788-3000 FAX (A/C, No): (407) 788-7933 E-MAIL ADDRESS: Shelley.Doyle@ioausa.com |
| | INSURER(S) AFFORDING COVERAGE NAIC # |
| | INSURER A : Lexington Insurance Company 19437 |
| INSURED Exclusive Sports Marketing, Inc. 18 NW 18th Street Delray Beach, FL 33444 | INSURER B : Progressive Express Insurance Company 10193 INSURER C : United States Fire Insurance Company 21113 INSURER D : INSURER E : INSURER F : |

COVERAGES

CERTIFICATE NUMBER:

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 INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|--|-----------|------------|---------------|-------------------------|-------------------------|--|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> AI <input checked="" type="checkbox"/> Host Liquor GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER | X | | 155001615 | 02/12/2016 | 02/12/2017 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$ |
| B | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS | | | 03209042-2 | 07/09/2016 | 07/09/2017 | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB EXCESS LIAB DED RETENTION \$ | | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | Y/N N/A | | | | PER STATUTE OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |
| C | Participant Exc Med | | | US570871 | 02/12/2016 | 02/12/2017 | ADD 5,000 Ded 100 10,000 |
| C | Spectator Exc Med | | | US570870 | 02/12/2016 | 02/12/2017 | ADD 5,000 ded 100 5,000 |

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

Sunday, October 16, 2016

Certificate holder is hereby included as additional insured as respects to liability claims arising out of the operations of the Named Insured. Primary & Non-Contributory endorsement applied as per written contract.

CERTIFICATE HOLDER

CANCELLATION

| | |
|---|---|
| City of Key West Attn: Maria Ratcliff 3132 Flagler Avenue Key West, FL 33040 | 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 |
|---|---|

2015 Key West Halloween Half Marathon & 5K - P&L Statement

Revenues:

| | |
|--------------------------|----------|
| Runner Registrations: | \$18,000 |
| Sponsor - Barefoot Wine: | \$500 |

| | |
|----------------------|------------------------|
| <u>Total:</u> | <u>\$18,500</u> |
|----------------------|------------------------|

Expenses:

| | |
|---------------------------|---------|
| City of Key West Permit | \$100 |
| City of Key West Deposit: | \$1,000 |
| Event Marketing | \$9,000 |
| Finisher Medals | \$1,338 |
| Event Shirts | \$4,550 |
| Event Shirt Printing | \$924 |
| Event Printing: | \$645 |
| Event Signage: | \$965 |
| Event Awards: | \$987 |
| Event Travel: | \$300 |
| Event Timer: | \$675 |
| Medical Services: | \$320 |
| Event Police: | \$900 |
| Photographer: | \$250 |
| Charitable Donations: | \$2,256 |
| Work Crew: | \$2,334 |

| | |
|-------------------------------|------------------------|
| <u>Total Expenses:</u> | <u>\$26,544</u> |
|-------------------------------|------------------------|

| | |
|---------------------|-------------------------|
| <u>Loss:</u> | <u>(\$8,044)</u> |
|---------------------|-------------------------|



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KEY WEST - OCT. 16, 2016

- [REGISTER NOW](#)
- [EVENT DETAILS](#)
- [COURSE INFO](#)
- [FAQ](#)
- [PACKET-PICKUP](#)
- [TRAVEL](#)
- [PROMOTIONS](#)
- [RACE RESULTS](#)
- [SPONSORS](#)
- [PHOTOS](#)
- [VIDEOS](#)
- [VOLUNTEERS](#)



The concept for our Halloween running events were born in early 2009. We were looking for a unique "hook" to add into a traditional running event. We figured there were plenty of running events out there so we wanted to create a unique experience for the runners. The light bulb in our heads lit up once the October timeframe came into play.... Halloween! Even as adults, when the calendar turns the page to October, Halloween comes to mind. The marriage of Halloween, costume themes, and a running event quickly came together! From the outset we decided that each year would feature a different traditional Halloween character. The artwork for the event, the medals, and the shirt would incorporate the Halloween character. To date we have used bats, vampires, skeletons, zombies, and werewolves. We are starting to run out of traditional Halloween characters!

Register now to run in the **Key West Half Marathon & 5K!** The new destination in our Halloween Half Marathon Series!!
Sunday, October 16, 2016

[Register Now](#)

[Awards Party](#)

 S

FOLLOW US!



Join us for the Awards Party at Schooner Wharf Bar, 202 Willaim Street, Key West, Florida 33040, with music by Chris Case, Barefoot Wine/Bubbly samples, Beer and Raffles!Schooner Wharf will be offering a delicious Breakfast Menu & Specially Priced Mimosa's for Participants.Grand Raffle Prize: Elite Caribbean 7 Day Accommodations for up to four in Barbados!

Key West is the perfect location for a Halloween themed running event! We can't think of a better marriage than Key West & Halloween! We've had our eye set on this location for a while as an ideal spot for a costume themed event. The Key West Halloween Half Marathon & 5K offers a scenic running tour of the island as well as an ideal destination for a getaway weekend. Participants can feel good about any partying they do knwoing that they have bundled in a run with their fun! We encourage our participants

to run in a costume of their choice! While this is not mandatory, judging from the smiling faces of [translate](#) costumed runners at our other Halloween events, people seem to have more fun getting into the spirit of Halloween! We are proud to add a new destination to our Halloween Half Marathon Series – **Key West, Florida!** Our goal is to provide all of our participants with an experience to remember! Runners and Walkers of all ability are welcomed at this event. The goal is simply to finish, get that Halloween medal around your neck, and have a good time! All finishers in both the Half Marathon & 5K will receive a medal!

Costumes are optional, but a fun & memorable time is mandatory!

As you browse Halloween Half Marathon, advertising cookies will be placed on your computer so that we can understand what you are interested in. Our display advertising partner, AdRoll, then enables us to present you with retargeting advertising on other sites based on your previous interaction with www.halloweenhalfmarathon.com. The techniques our partners employ do not collect personal information such as your name, email address, postal address or telephone number. You can visit this [page](#) to opt out of AdRoll and their partners' targeted advertising.



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

Exclusive Sports Marketing, Inc.

Key West Halloween Half Marathon & 5K

October 15, 2016 12:00 noon to 6:00 p

Sunday, October 16, 2016 6:00 am to 11:00 am

I **Matt Lorraine** being authorized to act on behalf of and legally bind **Exclusive Sports Marketing, 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.

Diogo Sousa
Signature of Witness

Matthew Lorraine
Signature of Applicant

Diogo Sousa
Print Name

Matthew Lorraine
Print Name

8/19/16
Date

8/19/16
Date

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

Event Name: Key West Halloween Half Marathon & 5K

Special Event Checklist

Everything must be checked off before submitting the special event application

| X | TITLE | COMMENTS |
|-----|---|-------------------------------------|
| ✓ | Special Event Application | |
| N/A | Noise Exemption (If applicable) | |
| N/A | \$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) | Cowe map included |
| | Letter from non profit that states they will be receiving the funds | Pending via FKCC Youth Swim Program |

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS



Detail by Entity Name

Florida Profit Corporation

EXCLUSIVE SPORTS MARKETING, INC. OF FLORIDA

Filing Information

Document Number M40700
FEI/EIN Number 59-2743367
Date Filed 10/27/1986
State FL
Status ACTIVE

Principal Address

18 NW 18th St
 Delray Beach, FL 33444

Changed: 01/29/2013

Mailing Address

18 NW 18th St
 Delray Beach, FL 33444

Changed: 01/29/2013

Registered Agent Name & Address

LORRAINE, MATTHEW
 18 NW 18th St
 Delray Beach, FL 33444

Name Changed: 12/12/2011

Address Changed: 01/29/2013

Officer/Director Detail

Name & Address

Title CEO

LORRAINE, MATTHEW
 18 NW 18th St
 Delray Beach, FL 33444

Annual Reports

| Report Year | Filed Date |
|-------------|------------|
| 2014 | 01/13/2014 |
| 2015 | 01/23/2015 |
| 2016 | 01/29/2016 |

Document Images

01/29/2016 -- ANNUAL REPORT

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| 03/24/1999 -- ANNUAL REPORT | View image in PDF format |
| 02/05/1998 -- ANNUAL REPORT | View image in PDF format |
| 03/19/1997 -- ANNUAL REPORT | View image in PDF format |
| 02/09/1996 -- ANNUAL REPORT | View image in PDF format |
| 05/10/1995 -- ANNUAL REPORT | View image in PDF format |



THE CITY OF KEY WEST

Parking Division

P.O.Box 1409, Key West, FL 33040

Parking Requests for Special Events

Please describe any Special Event Parking requests below:

TBD - possible pre-purchase of spots in Key West Bight parking lot.

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

Key West Bight Rates: \$2.00 per hour or \$16.25 per day per space

On-Street Meter Rates: \$1.50 per hour or \$20.00 per day per space.

Vendors and Event Organizers must pay for metered parking used outside of Event Zone.

Modification of rates or parking waivers can only be approved by City Commission.

If you have any questions, please contact John Wilkins, Parking Manager at (305) 809-3855 or email jwilkins@keywestcity.com

(305) 809-3855 jwilkins@keywestcity.com



**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)

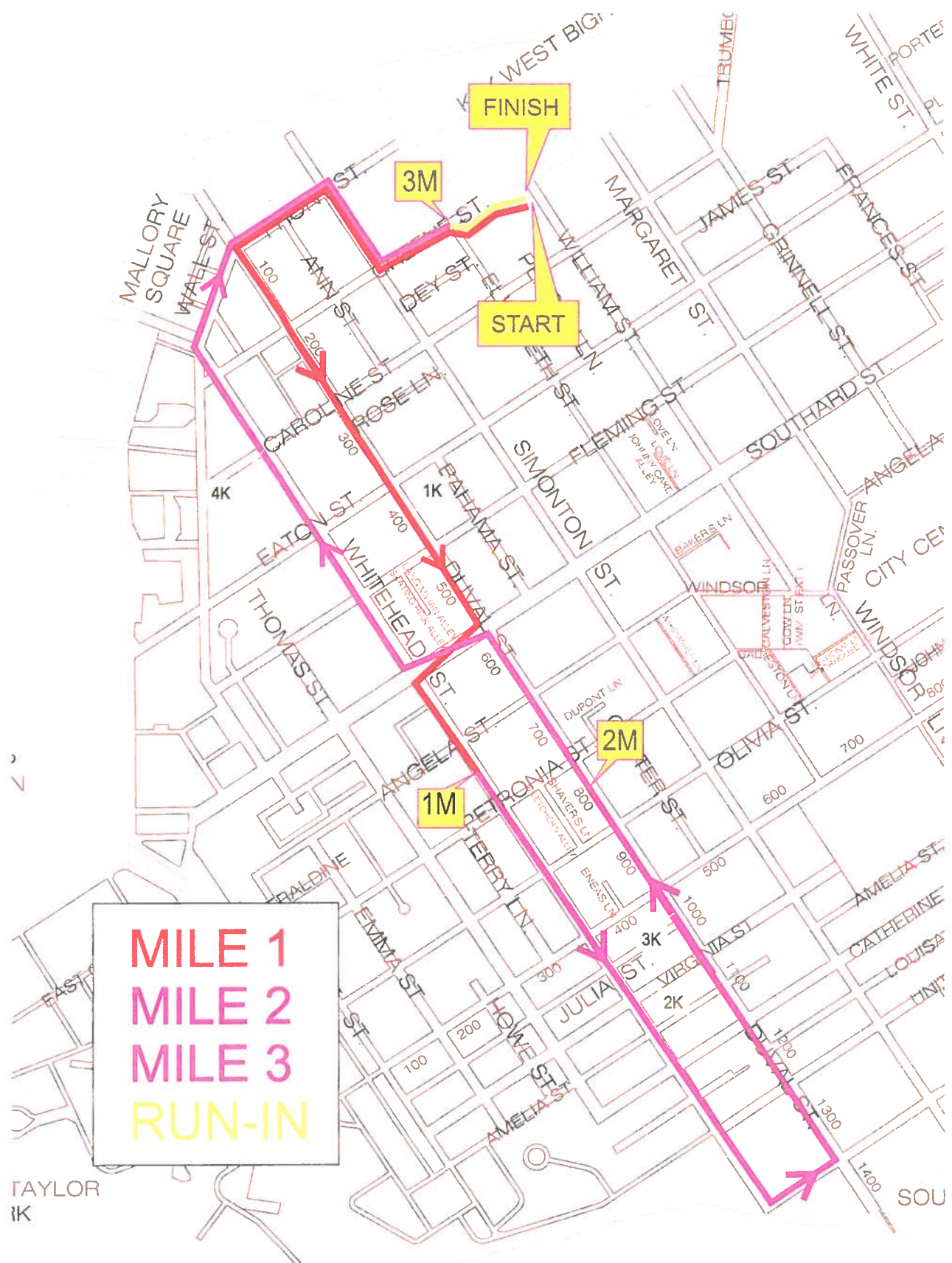
Food Booths

- Food Booths – Total # _____
- Vendor Booths – Total # _____
- Total Number of Booths - _____

Parade

- Floats – Total # _____

HALLOWEEN 5K



MILE 1
MILE 2
MILE 3
RUN-IN



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Key West Halloween Half Marathon = 5K
 DATES: _____

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Marie Latorre 7/26/16
 SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT
Steven Torrence

Digitally signed by Steven Torrence
 DN: cn=Steven Torrence, o=KWPD, ou=KWPD,
 email=sttorrence@cityofkeywest-fl.gov, c=US
 Date: 2016.08.01 16:19:32 -04'00'

Traffic Officers Required

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN _____ APPROVED _____ DENIED



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

EVENT: Key West Halloween Half Marathon - 5K
 DATES: _____

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Lopez 7/26/16
 SIGNATURE DATE

[Empty box for comments]

COMMUNITY SERVICES

SIGNATURE DATE

[Empty box for comments]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty box for comments]

FIRE DEPARTMENT

Alan Avrette 8-1-16
 SIGNATURE DATE

See Attached Memo

KWDOT

SIGNATURE DATE

[Empty box for comments]

PORT AND MARINE SERVICES

[Signature] 8-1-16
 SIGNATURE DATE

They need to change course so it does not run through City Marine parking lot - too much Boat Traffic.

CODE COMPLIANCE

SIGNATURE DATE

[Empty box for comments]

ENGINEERING

SIGNATURE DATE

[Empty box for comments]

UTILITIES

SIGNATURE DATE

[Empty box for comments]

SPECIAL EVENT PERMIT HAS BEEN _____ APPROVED _____ DENIED X w/ changes approved

- Also the Some full and 1/2 marathon is the weekend before

They are re-doing course



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Key West Halloween Half Marathon - 5K
DATES: _____

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Salas 7/26/16
SIGNATURE DATE

[Empty box for comments]

COMMUNITY SERVICES

SIGNATURE DATE

[Empty box for comments]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty box for comments]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty box for comments]

KWDOT

SIGNATURE DATE

[Empty box for comments]

PORT AND MARINE SERVICES

[Signature] 8-1-16
SIGNATURE DATE

They need to change course so it does not run through City Marine Parking lot - too much Boat Traffic.

CODE COMPLIANCE

SIGNATURE DATE

[Empty box for comments]

ENGINEERING

SIGNATURE DATE

[Empty box for comments]

UTILITIES

SIGNATURE DATE

[Empty box for comments]

SPECIAL EVENT PERMIT HAS BEEN _____ APPROVED _____ DENIED X w/ charges approved

- Also the Same full and 1/2 marathon is the weekend before



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

EVENT: Key West Halloween Key Marathon - 5K
DATES: _____

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Laruff 11/26/16
 SIGNATURE DATE

COMMUNITY SERVICES

 SIGNATURE DATE

POLICE DEPARTMENT

 SIGNATURE DATE

FIRE DEPARTMENT

 SIGNATURE DATE

KWDOT

Rosario Hernandez / R.S. 8-7-16
 SIGNATURE DATE

*Bus detours required - no
 service west of Senator
 during half-marathon.*

PORT AND MARINE SERVICES

 SIGNATURE DATE

CODE COMPLIANCE

 SIGNATURE DATE

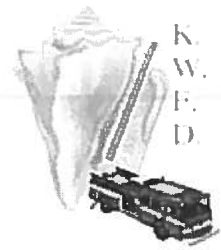
ENGINEERING

 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: Lori Bosco

From: Division Chief/Fire Marshal Alan Averette

Date: 08/01/2016

Reference: Halloween Half Marathon

This office reviewed the special event application for the Halloween Half Marathon to be held down South Roosevelt Blvd to Schooner Wharf on October 15 & 16, 2016.

The following conditions apply:

- **Road closures need to allow one lane open for emergency vehicle.**
- **This year's event will require an EMS crew standing by at the Start / Finish Line for the following reasons listed below.**
 - Closing and/or altering of roads and traffic for the event that may hinder the response of emergency vehicles.
 - High volume of runners participating in a competitive endurance event.
 - High potential for this event to cause strain on Fire and EMS resources due to the participants falling ill or becoming injured while participating.
 - Previous events of this nature have required the emergency response of Fire and Rescue units.
- **Event organizer is responsible for two rescue personnel @ \$40.00 an hour. They will be present for the entire event to monitor all participants of this competitive endurance event.**

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

Alan Averette, Fire Marshal
Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
aaverett@cityofkeywest-fl.gov

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

3266 LSSM 132



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Key West Halloween Key Marathon - 5K
DATES: _____

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

✓ Maria Latorre 7/26/14
SIGNATURE DATE

COMMUNITY SERVICES

✓ Richard Sauer
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