

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

Name of Applicant(s) Wesley House Family Services

Address of Applicant(s) 1304 Truman Avenue

Phone Number of Applicant(s) 305-809-5000 Fax: 809-5010 Email lisette.cuervo@

Name of Non-Profit (s) Wesley House Family Services

Address of Non-Profit(s) 1304 Truman Avenue

Phone Number of Non-Profit(s) 305-809-5000

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

Date/Dates of Event February 14, 2011

Hours of Operation 9am - 11:30pm

Estimated/anticipated number of persons per day 500

Location of Event The Curry Mansion 511 Caroline Street

Street Closed Caroline St (between Duval & Simonton) Ann St (between

Detailed description of event Annual fundraising event for ^{Green: Caroline}

Wesley House Family Services - Street party, music, food
beverages & silent auction

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.

[Signature]
Applicants Signature

Date 11/30/2010

(Financial statements of the event from the previous year must be attached and submitted along with special event application)

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

\$50.00

Date 11/30/2010

Applicant Name Wesley House Family Services
 Applicant Address 1304 Truman Ave. Key West FL 33040
 Applicant Phone Number 305-809-5000

Event Name 28th Annual Valentine's Day Party
 Event Address/Location Curry Mansion, 511 Caroline St. Key West, FL 33040
 Date of Event February 14, 2011

Nature of Event Annual fundraising event for Wesley House Family Services - street party, music, food, beverages, silent auction

Profit Non Profit

Time(s) Request for Exemption 9am-1

Number of Exemptions at this location this calendar year

Date of last exemption 2/14/10

City of Key West
 *** CUSTOMER RECEIPT ***
 Oper: KEYWMSM Type: DC Drawer: 1
 Date: 12/01/10 45 Receipt no: 17997

Description	Quantity	Amount
SS SPECIAL EVENTS PAYMENTS	1.00	\$50.00

G/L account number:
 00100003429300
 00100001040000

WESLEY HOUSE VALENTINES DAY
 CURRY MANSION NOISE EXEMPT

Tender detail		
CK CHECK	15644	\$50.00
Total tendered		\$50.00
Total payment		\$50.00

Trans date: 12/01/10 Time: 10:24:29

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: ~~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 ~~Mange'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.



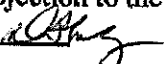

Filed with the Clerk November 21, 2002.


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 
4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.
Sponsor's Signature 
6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*
Sponsor's Signature _____
7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.
Sponsor's Signature 

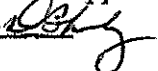
8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.

Sponsor's Signature 

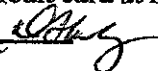
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.

Sponsor's Signature 

10. Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.

Sponsor's Signature 

11. The organizer or sponsor of any special event, which requires the provision of additional or extraordinary support services by police, fire, administration, or other city departments shall pay to the city the cost of such services. A down payment of 10 percent of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten days prior to the special event.

Sponsor's Signature 

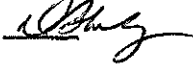
12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation subject to the human rights provision of the section 38-225.

Sponsor's Signature 


13. Any nonprofit organization accepting the waiver provided for by subsection (d) of the ordinance shall, within 90 days following the special event, submitted to the city commission an accounting of expenses and revenues incurred and generated during the special event.

Sponsor's Signature 


14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

Sponsor's Signature 

15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.

Sponsor's Signature 

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

Sponsor's Signature 

17. Special Events organizers must submit a adequate recycle plan for the size of the event being requested. Helpful hints and recycling requirements for special events can be found on the city's website. This will help you develop your plan.

Sponsor's Signature 

18. All special events are required to comply with the Federal Americans with Disability's Act which requires access to all areas and services provided by the special events. Organizers must insure that all aspects of their event meet the requirements.

Sponsor's Signature 

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Lissette Cueno Phone number: 305-809-5000 x228
- 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 event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every three trash barrels may be used)
Amount of recycling containers needed: 4
- 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: 95 gallon (4 total = 380 gallons)
Contact person for containers: Margaret E. Waste Management Phone #: 747-3312
- 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: see contract attached. WM
- 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: see contract attached. WM
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

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

○ Monitor recycling containers for correct usage during the event and take actions to solve problems.
Problems: none
Actions taken: none

○ View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: none
Actions taken: none

○ 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: This will be done during event on Feb 14th 2011

○ 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: This will be done after event

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 prior to event _____

Security deposit returned _____

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



Commercial SERVICE AGREEMENT
NON HAZARDOUS WASTES

Renewal Contract
SIC Code 7389
Type of Business Business Services, NEC

WM of the Florida Keys
125 Toppino Industrial Rd.

RocklandKey, FL 33040
Phone: (305) 296-8297
Fax:

WM 76433009

Customer Account No _____
Reason Code NBT
Effective Date 02/14/2011

Account Name: 28th Annual Valentines Day (Y) (In Kind)
Service Address: 511 Caroline St

City, Zip: Key West, FL 33040
County/Parish: Monroe
Tel #: 305-809-5000 Fax #: 305-809-5010
Contact: Lissette Cuervo 797-6800 E-Mail:

Billing Name: 28th Annual Valentines Day (Y) (In Kind)
Billing Address: 1304 Truman Ave

City, Zip: Key West, FL 33040
County/Parish: Monroe
Tel #: 305-809-5000 Fax #: 305-809-5010
Contact: Lissette Cuervo 797-6800 E-Mail:

EQUIPMENT/SERVICE SPECIFICATIONS

Qty	Freq	Occurs	On Call	Size	Equip	Recy	Temp	Lids	Wheels	Locks	Schedule & Route No:	Charge(s)
4	1	9	Yes	95.00	RLY-PRY	Yes	No	Yes	Yes	No	Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun <input type="checkbox"/>	\$30.72 RatePer

Map Code / Cross Street: PG1 A29

To be completed, if applicable. Any blanks or unfilled or unmarked boxes or spaces shall be deemed to be inapplicable and not affect the validity of this agreement:		* A fuel surcharge and environmental cost recovery charge, calculated as a percentage of the Charge(s), will be included on your invoice. Information about the Fuel/Environmental Charge can be found on our website at www.wm.com under billing inquiry. State and Local taxes, if applicable, will also be added to the Charges. If applicable to your account the Recycle Material Offset fee(RMO/RML) may vary from month to month based on the recyclable material commodity market conditions. The charge printed on this agreement represents the current fee and market conditions.
Container pull/push out required?	No	
Container behind gate or enclosure?	No	
Customer's Waste Materials does not exceed an average weight of		

SPECIAL INSTRUCTIONS
RESUME ACCT#990-16284/IN KIND/RECYCLE/SALES ID 111/DELIVER (4) 95 GALLON TUBS WITH LIDS PAINTED WHITE FOR RECYCLE ON 02-14-11/DELIVER IN AM/SEE LISSETTE FOR PLACEMENT INSTRUCTIONS HER CELL IS 305-797-6800/DNR 02-15-11/IN KIND DONATION PER GREG/VALUE \$30.72

CUSTOMER DEPOSIT _____ TERM 1 month _____
P.O. NUMBER _____
JOB NUMBER _____
RECEIPT REQUIRED? No BILL TO ACCT # _____
TAXABLE No DISPOSAL SITE SWE

SCHEDULE OF CHARGES

Service Charge per Month	\$30.72
Casters/Locks	
Administrative Fee	
Extra Pick-up Charges Per Lift	
Extra Pick-up Charges Per Yard	
Extra Pick-up Charges Per Ton	
Hauling per Load	
Disposal per Ton	
Disposal per Load	
Total per Load	
Delivery Charge	\$0.00
Scheduled Charge	\$0.00
Removal Charge	\$0.00
Container Exchange Charge	\$0.00
Trip Charge	\$0.00
Franchise Fees	
Minimum Charge per Month	

THE UNDERSIGNED INDIVIDUAL SIGNING THIS AGREEMENT ON BEHALF OF CUSTOMER ACKNOWLEDGES THAT HE/SHE HAS READ AND UNDERSTANDS THE TERMS AND CONDITIONS OF THIS AGREEMENT, ON THE SECOND PAGE, AND THAT HE/SHE HAS THE AUTHORITY TO SIGN ON BEHALF OF THE CUSTOMER.

TERMS: DUE UPON RECEIPT

CUSTOMER [Signature] 9/21/2010
(AUTHORIZED SIGNATURE) (DATE)
NAME (PRINT OR TYPE) Lissette Cuervo, Media Events (TITLE) Coordinator

COMPANY [Signature] 9/21/10
(AUTHORIZED SIGNATURE) (DATE)
TERRITORY NUMBER 1018



SERVICE AGREEMENT NON-HAZARDOUS WASTES

Collection Service Agreement Terms And Conditions

1. **SERVICES RENDERED; WASTE MATERIALS.** Customer grants to Company the exclusive right, and Company shall furnish equipment and services, to collect and dispose of and/or recycle all of Customer's Waste Materials. Customer represents and warrants that the materials to be collected under this Agreement shall be only "Waste Materials" as defined herein. For purposes of this Agreement, "Waste Materials" means all non-hazardous putrescible and non-putrescible solid waste and recyclable materials generated by Customer or at Customer's Service Address. Waste Materials includes Special Waste, such as Industrial process wastes, asbestos containing material, petroleum contaminated soils, treated/de-characterized wastes, and demolition debris, provided that Customer has completed a Waste Profile for such Special Waste which has been approved by Company in writing. Waste Materials specifically excludes, and Customer agrees not to deposit or permit the deposit for collection of, any radioactive, volatile, corrosive, flammable, explosive, biomedical, infectious, biohazardous, regulated medical or hazardous waste, toxic substance or material, as defined by, characterized or listed under applicable federal, state, or local laws or regulations, or Special Waste not approved in writing by Company (collectively, "Excluded Materials"). Title to and liability for Excluded Material shall remain with Customer at all times.

2. **TERM.** The initial term ("Term") of this Agreement is thirty-six (36) months from the Effective Date set forth above ("Initial Term"). This Agreement shall automatically renew thereafter for additional terms of twelve (12) months each ("Renewal Term") unless either party gives to the other party written notice (See Section 10) of termination at least ninety (90) days, but not more than one hundred eighty (180) days, prior to the termination of the then-existing term.

3. **SERVICES GUARANTY.** If the Company fails to perform the services described within five business days of its receipt of a written demand from Customer (See Section 10), Customer may terminate this Agreement with the payment of all monies due through the termination date.

4. **CHARGES; PAYMENTS; ADJUSTMENTS.** Customer shall pay for the services and/or equipment (including repair and maintenance) furnished by Company in accordance with the charges on the reverse side, as adjusted hereunder, within ten (10) days of the date of Company's invoice. Customer shall pay a service charge on all past due amounts accruing from the date of the invoice at a rate of eighteen percent (18%) per annum or, if less, the maximum rate allowed by law. Company may increase the charges to account for: any increase in disposal, fuel or transportation costs; any change in the composition of the Waste Materials or increases in the average weight per container of Waste Materials; increased costs due to uncontrollable circumstances, including, without limitation, changes in local, state or federal laws or regulations, imposition of taxes, fees or surcharges and acts of God such as floods, fires, etc. Company may also increase the charges to reflect increases in the Consumer Price Index for the municipal or regional area in which the Service Address is located. Increases in charges for reasons other than as provided above require the consent of Customer which may be evidenced verbally, in writing or by the actions and practices of the parties.

5. **CHANGES.** Changes in the frequency of collection service, schedule, number, capacity and/or type of equipment may be agreed to orally, in writing, or by the actions and practices of the parties.

6. **EQUIPMENT, ACCESS.** All equipment furnished by Company shall remain the property of Company; however, Customer shall have care, custody and control of the equipment and shall bear responsibility and liability for all loss or damage to the equipment and for its contents while at Customer's location. Customer shall not overload, move or alter the equipment and shall use the equipment only for its intended purpose. At the termination of this Agreement, Customer shall return the equipment to Company in the condition in which it was provided, normal wear and tear excepted. Customer shall provide unobstructed access to the equipment on the scheduled collection day. Customer shall pay, if charged by Company, an additional fee for any service modifications caused by or resulting from Customer's failure to provide access. Company shall not be responsible for any damage to Customer's property, including pavement, subsurface or curbing, resulting from Company's provision of services hereunder. Customer warrants that Customer's right of way is sufficient to bear the weight of Company's equipment and vehicles.

7. **LIQUIDATED DAMAGES.** In the event Customer terminates this Agreement prior to the expiration of any term for any reason other than a default by Company, or in the event Company terminates this Agreement for Customer's default, Customer shall pay the following liquidated damages in addition to the Company's legal fees: 1) if the remaining Initial Term under this Agreement is six or more months, Customer shall pay its most recent monthly charges multiplied by six; 2) if the remaining Initial Term under this Agreement is less than six months, Customer shall pay its most recent monthly charges multiplied by the number of months remaining in the Term; 3) if the remaining Renewal Term under this Agreement is three or more months, Customer shall pay its most recent monthly charges multiplied by three; or 4) if the remaining Renewal Term under this Agreement is less than three months, Customer shall pay its most recent monthly charges multiplied by the number of months remaining in the Renewal Term. Customer acknowledges that the actual damage to Company in the event of termination is difficult to fix or prove, and the foregoing liquidated damages amount is reasonable and commensurate with the anticipated loss to Company resulting from such termination and is an agreed upon fee and is not imposed as a penalty. Company shall not be liable under any circumstances for any special, incidental or consequential damages arising out of or in connection with performance of this Agreement.

8. **INDEMNITY.** The Company agrees to indemnify, defend and save Customer harmless from and against any and all liability which Customer may be responsible for or pay out as a result of bodily injuries (including death), property damage, or any violation or alleged violation of law, to the extent caused by any negligent act, negligent omission or willful misconduct of the Company or its employees, which occurs (1) during the collection or transportation of Customer's Waste Materials, or (2) as a result of the disposal of Customer's Waste Materials, after the date of this Agreement, in a facility owned by a subsidiary of Waste Management, Inc. provided that the Company's indemnification obligations will not apply to occurrences involving Excluded Materials.

Customer agrees to indemnify, defend and save the Company harmless from and against any and all liability which the Company may be responsible for or pay out as a result of bodily injuries (including death), property damage, or any violation or alleged violation of law to the extent caused by Customer's breach of this Agreement or by any negligent act, negligent omission or willful misconduct of the Customer or its employees, agents or contractors in the performance of this Agreement or Customer's use, operation or possession of any equipment furnished by the Company. Neither party shall be liable to the other for consequential, incidental or punitive damages arising out of the performance of this Agreement.

9. **RIGHT OF FIRST REFUSAL.** Customer grants to Company a right of first refusal to match any offer relating to services similar to those provided hereunder which Customer receives (or intends to make) upon termination of this Agreement for any reason and Customer shall give Company prompt written notice of any such offer and a reasonable opportunity to respond to it.

10. **MISCELLANEOUS.** (a) Except for the obligation to make payments hereunder, neither party shall be in default for its failure to perform or delay in performance caused by events beyond its reasonable control, including, but not limited to, strikes, riots, imposition of laws or governmental orders, fires, acts of God, and inability to obtain equipment, and the affected party shall be excused from performance during the occurrence of such events; (b) This Agreement shall be binding on and shall inure to the benefit of the parties hereto and their respective successors and assigns; (c) This Agreement represents the entire agreement between the parties and supersedes any and all other agreements, whether written or oral, that may exist between the parties; (d) This Agreement shall be construed in accordance with the law of the state in which the services are provided; and (e) All written notification required by this Agreement shall be by Certified Mail, Return Receipt Requested. If any provision of this Agreement is declared invalid or unenforceable, then such provision shall be severed from and shall not affect the remainder of this Agreement; however, the parties shall amend this Agreement to give effect, to the maximum extent allowed, to the intent and meaning of the severed provision. In the event the Company successfully enforces its rights against Customer hereunder, the Customer shall be required to pay the Company's attorneys' fees and court costs.

CUSTOMER

(AUTHORIZED SIGNATURE)

Media & Events Coordinator 9/21/2010

(TITLE)

(DATE)

CONTRACTOR

(AUTHORIZED SIGNATURE)

1098

TERRITORY NUMBER

(DATE)

15645

WESLEY HOUSE FAMILY SERVICES, INC.

11/12/2010

To: City of Key West
 P.O. Box 1359
 Revenue Customer Service
 Key West, FL 33041-1409

Vendor ID: 5108

INVOICE NUMBER	DATE	DESCRIPTION	AMOUNT	DISCOUNT	NET AMOUNT
110510B	11/5/2010	DEPOSIT FOR RECYCLING (2/14/2011)	\$1,000.00	\$0.00	\$1,000.00
Totals:			\$1,000.00	\$0.00	\$1,000.00



WESLEY HOUSE FAMILY SERVICES, INC.
 1304 TRUMAN AVE.
 KEY WEST, FL 33040
 PHONE (305) 809-5000

CENTENNIAL BANK
 81-275/829

15645

CHECK DATE: 11/12/2010
 CHECK NO.: 15645

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

CHECK AMOUNT

\$ 1,000.00**

PAY

TO THE ORDER OF

City of Key West
 P.O. Box 1359
 Revenue Customer Service
 Key West, FL 33041-1409

VOID AFTER 90 DAYS
 TWO SIGNATURES REQUIRED

[Handwritten Signature]

[Handwritten Signature]

 AUTHORIZED SIGNATURE



FD Printed on Back

Recycling Checklist and Final Report

~~Contact person in your group responsible for recycling~~ Lisette Cuervo phone 809-5000 ext 228

Waste hauling contact person to call to arrange for trash and recycling cans Margaret @ Waste Management
phone 797-3312. Call two weeks prior to event to order cans.

Ask waste hauling company WHAT SIZE BAGS you need for the trash and recycling containers.

Discuss with your group what products you will be using and recycling: aluminum, glass, #1, 2, or 3 plastics, tin, corrugated and regular cardboard. Educate your members working the event WHAT is recyclable so they can monitor.

Have signs printed educating public that this event is RECYCLING and post signs in food and drink areas as well as trash areas.

Appoint and train members of your group to monitor trash and recycling containers for compliance.

Develop PSA's (public service announcements) to be announced during your event so public is aware they are expected to recycle, and to educate them HOW to recycle (see attached city info sheet on recycling to be attached). As announcements are made applaud the crowd and tell them what a good job they are doing (hopefully they are doing a good job!)

Arrange for pick up of trash and recyclables AND to have each weighed, with stats given you your contact for the final report. Ask also for contamination IF trash and recyclables had not been properly separated.

Develop site plan and layout for your event showing where trash and recycling containers will be located. These should be at food and beverage stations, table and sitting areas, as well as areas of other activities.

Confirm delivery of containers day before your event and oversee delivery of containers and placement of signs.

Gather all containers at end of your event grouping trash containers separate from the recyclable containers.

Designate someone to take photographs of the events recycling efforts and results.

Final Report

Your written report should contain the following:

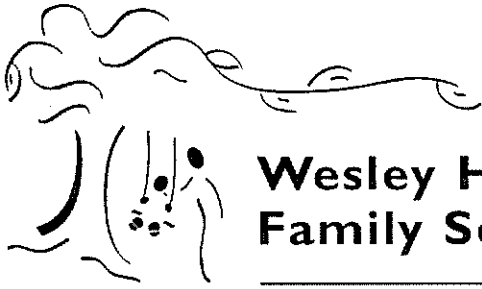
Strategies used during your event to promote recycling (provide examples of signage etc if possible)

Amount (weight) lbs of trash and recyclables which waste company will provide (you needed to request this prior)

Comments and Suggestions of what you would do different next time to achieve better results and suggestions to the city and waste hauling company for a smoother, easier more successful process and results.

PICTURES of your events recycling.

Educational recycling information delivered during your event and method of delivery.



Wesley House Family Services

1304 Truman Ave Key West, FL 33040 Office 305.809.5000 Fax 305.809.5010
www.wesleyhouse.org

November 8, 2010

Maria Ratcliff
City Manager's Office
525 Angela Street
Key West, FL 33040

Dear Maria,

I am preparing for the Wesley House Family Services' 28th Annual Valentine's Party, which will take place on Monday, February 14th, 2011 at the Curry Mansion Inn. I have enclosed the following:

1. Application for Special Event Permit
2. Application for Noise Control Exemption
3. \$50 Noise Exemption fee
4. A Certificate of Liability Insurance insuring Curry Mansion Inn and the City of Key West, naming the City as an additional insured.
5. Recycling Plan and Recycling Checklist
6. \$1,000 Recycling Deposit

If you have any questions or for more information, please call me at 809-5000 ext. 228.

Thank you for your attention.

Sincerely,

Lissette Cuervo
Event and Media Coordinator

enclosures



THE CITY OF KEY WEST

Post Office Box 1402 Key West, FL 33041-1402 (305) 809-5688

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.

[Handwritten Signature] CEO



28th Annual Wesley House Valentine's Day Party

Monday, February 14, 2011

The Curry Mansion Inn

The Valentine's Day Party is the largest annual fundraising event for Wesley House Family Services, Inc., a 501 (c)(3) non-profit organization serving the children and families of Monroe County. The event generates much-needed revenue to support child care subsidies to low-income working families of the County, as well as services to families that help prevent child abuse and promote preservation of the family unit.

The event draws approximately 500 guests to a buffet dinner, dancing and a silent auction on the grounds of The Curry Mansion Inn, 511 Caroline Street, and the surrounding streets: Caroline Street between Duval and Simonton and Ann Street between Greene and Caroline. Alcohol is served at the event.

Tickets are sold prior to the event as well as at the door, tables are set on Caroline to Simonton Street, and caterers set up on Anne Street to Greene Street.

We request street closure from 9:00 am until 11:30 pm to allow for:

1. placement of dining tables in the street as well as the set-up of a stage system for the musicians – 9:00 am until 5:00 pm
2. the party – 6 pm until 9:30 pm; and
3. clean-up – 9:30 pm until 11:30 pm

***For further information, please contact Lissette Cuervo, Events Coordinator,
Wesley House Family Services, (305)809-5000 x 228.
email: Lissette.cuervo@wesleyhouse.org***



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/2/2010

PRODUCER (305)294-4494 FAX: (305)743-0582
Keys Insurance Services, Inc.
805 Peacock Plaza

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

Key West FL 33040

INSURERS AFFORDING COVERAGE

NAIC #

INSURED

INSURER A: Lloyds of London

Curry Mansion Inn, Inc., DBA: Curry Mansion
511 Caroline Street

INSURER B:

INSURER C:

INSURER D:

INSURER E:

Key West FL 33040

COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INDR ADDL LTR INDR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR	CNE006463	4/1/2010	4/1/2011	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				MED EXP (Any one person) \$ 5,000
	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) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC AGG \$
	EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below OTHER				WC STATUTORY LIMITS E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS
Certificate holder is also added as an additional insured as respects to the Annual Valentine Day Charity event to be held on the premises of The Curry Mansion, February 14, 2011.

CERTIFICATE HOLDER

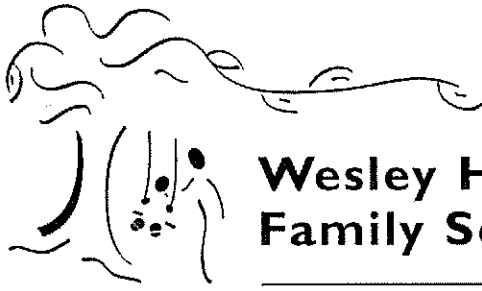
809-5010
Wesley House Family Services
1304 Truman Avenue
Key West, FL 33040

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

F Hager



Wesley House Family Services

1304 Truman Ave Key West, FL 33040 Office 305.809.5000 Fax 305.809.5010
www.wesleyhouse.org

WESLEY HOUSE FAMILY SERVICES 28TH ANNUAL VALENTINE'S PARTY MONDAY, FEBRUARY 14, 2011, 6 – 9:30 PM

RECYCLING PLAN

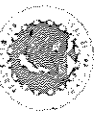
Recycle Coordinator: Lissette Cuervo (event coordinator)

Recycle Coordinator will:

- ★ Educate recycling and clean-up volunteers, vendors and attendees of event policies;
- ★ Coordinate the lease of recycling bins and the pick up of recyclables;
- ★ Ensure recycle bins are adjacent to trash cans;
- ★ Station volunteers to ensure comingling of recyclables and trash; and
- ★ Locate public recycling areas with trash receptacles near food and beverage stations, bathrooms and at event entrance/exit.

Minimum City Requirements:

1. Recycle bins for cans and bottles within 50 feet of all drink/drink sales locations. *We will have two bars, therefore we will have two recycle bins; one near each bar.*
2. Recycle bins for cans and bottles will be placed behind each drink or sales location. *We will need two recycle bins—one for behind each bar.*
3. Delivery of recyclables to the recycle center shall be by the event or by waste management of other licensed vendor. *Wesley House will have Waste Management pick up recyclables.*
4. Place recycle bins throughout event area whether or not drinks are sold at the event. *We will need two additional recycling bins: one near the buffet area and one near the entrance to Curry Mansion.*
5. Cardboard from event vendors/organizers must be recycled. *We will instruct caterer and liquor provider to recycle all cardboard.*
6. Recycle bins must be properly marked and monitored to ensure the recyclables are not contaminated by waste. *We will station volunteers by each recycling/trash area to assist with proper elimination, and will post large signs on recycling bins.*



Event Name:

Valentine's Day

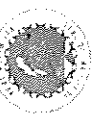
City of Key West Billing Sheet

Date of Event:

2/14/2011

Prepared By:

Rearrow



Employee	Hours Worked Code 44	Hours Worked Overtime 44	Call-out straight Code 30	Call-out overtime Code 31	How many days	Hourly wages	Hourly Wages Overtime	Benefits & Wages	Benefits & Wages with Overtime	Sub-Total
----------	----------------------	--------------------------	---------------------------	---------------------------	---------------	--------------	-----------------------	------------------	--------------------------------	-----------

Bacon, Mark	0.00	0.00	0.00	0.00	0.00	\$ 10.36	\$ 15.54	\$ 15.59	\$ 21.78	\$ -
Bakula, Arthur	0.00	0.00	0.00	0.00	0.00	\$ 14.79	\$ 22.18	\$ 20.88	\$ 29.73	\$ -
Biss, Thomas	0.00	0.00	0.00	0.00	0.00	\$ 14.18	\$ 21.28	\$ 20.10	\$ 28.65	\$ -
Bridger, Shannon	0.00	0.00	0.00	0.00	0.00	\$ 18.03	\$ 26.04	\$ 24.04	\$ 31.96	\$ -
Cassidy, Paul Jr.	2.00	0.00	0.00	0.00	0.25	\$ 11.34	\$ 17.02	\$ 16.76	\$ 23.55	\$ 31.20
Charles, Jean	0.00	0.00	0.00	0.00	0.00	\$ 10.37	\$ 15.55	\$ 15.60	\$ 21.80	\$ -
Chevez, Roy	0.00	0.00	0.00	0.00	0.00	\$ 18.26	\$ 24.39	\$ 22.65	\$ 32.37	\$ 45.29
Cine, Jean	0.00	0.00	0.00	0.00	0.00	\$ 19.23	\$ 28.84	\$ 28.20	\$ 37.70	\$ -
Cokstinas, Rodrigo Jr.	0.00	0.00	0.00	0.00	0.00	\$ 11.88	\$ 17.81	\$ 17.40	\$ 24.51	\$ -
Dayto, Sakelove	0.00	0.00	0.00	0.00	0.00	\$ 32.69	\$ 49.04	\$ 42.31	\$ 61.87	\$ -
Dunn, Ebert	0.00	0.00	0.00	0.00	0.00	\$ 12.27	\$ 18.41	\$ 17.87	\$ 25.21	\$ -
Farrill, Jerry	0.00	0.00	0.00	0.00	0.00	\$ 10.36	\$ 15.54	\$ 15.59	\$ 21.78	\$ -
Garcia, Biarda	0.00	0.00	0.00	0.00	0.00	\$ 14.78	\$ 22.17	\$ 20.88	\$ 29.72	\$ -
Glavin, John	0.00	0.00	0.00	0.00	0.00	\$ 12.40	\$ 18.60	\$ 18.03	\$ 25.44	\$ -
Hypolite, Sanficht	0.00	0.00	0.00	0.00	0.00	\$ 12.00	\$ 18.00	\$ 17.35	\$ 24.73	\$ -
Jefferson, Emmanuel	0.00	0.00	0.00	0.00	0.00	\$ 13.48	\$ 20.19	\$ 19.30	\$ 27.35	\$ -
Jordan, Oscar	0.00	0.00	0.00	0.00	0.00	\$ 10.36	\$ 15.54	\$ 15.59	\$ 21.78	\$ -
Larino, Oscar	0.00	0.00	0.00	0.00	0.00	\$ 17.85	\$ 26.77	\$ 24.55	\$ 35.23	\$ -
Louis, St. Thien	0.00	0.00	0.00	0.00	0.00	\$ 12.40	\$ 18.60	\$ 18.03	\$ 25.44	\$ 77.56
Major, Sr. Ralph	0.00	0.00	0.00	0.00	0.38	\$ 12.63	\$ 18.94	\$ 18.30	\$ 25.85	\$ -
McLeod, Keith	0.00	0.00	0.00	0.00	0.00	\$ 10.37	\$ 15.55	\$ 15.60	\$ 21.80	\$ -
Mendez, Jesus	0.00	0.00	0.00	0.00	0.00	\$ 11.88	\$ 17.81	\$ 17.40	\$ 24.51	\$ -
Melikes, Jean	0.00	0.00	0.00	0.00	0.00	\$ 11.88	\$ 17.81	\$ 17.40	\$ 24.51	\$ -
Montshavaga, Steven	0.00	0.00	0.00	0.00	0.00	\$ 10.37	\$ 15.55	\$ 15.60	\$ 21.80	\$ -
Morales, Lidemza, Sandi	0.00	0.00	0.00	0.00	0.38	\$ 10.37	\$ 15.55	\$ 15.60	\$ 21.80	\$ 85.40
Northrup, Jans	0.00	0.00	0.00	0.00	0.00	\$ 15.00	\$ 22.50	\$ 21.14	\$ 30.11	\$ -
Olson, Rudy	0.00	0.00	0.00	0.00	0.00	\$ 14.18	\$ 21.27	\$ 20.18	\$ 28.64	\$ -
Pera, Charles	0.00	0.00	0.00	0.00	0.00	\$ 13.04	\$ 19.56	\$ 18.79	\$ 26.59	\$ -
Richardson, Trenon	0.00	0.00	0.00	0.00	0.00	\$ 10.36	\$ 15.54	\$ 15.59	\$ 21.78	\$ -
Richs, Jean	0.00	0.00	0.00	0.00	0.00	\$ 14.79	\$ 22.18	\$ 20.89	\$ 29.73	\$ -
Richa, Rick	0.00	0.00	0.00	0.00	0.00	\$ 13.02	\$ 19.53	\$ 18.77	\$ 26.56	\$ -
Sabido, Jean	0.00	0.00	0.00	0.00	0.00	\$ 14.18	\$ 21.28	\$ 20.16	\$ 28.65	\$ -
Sanchez, Mabel	0.00	0.00	0.00	0.00	0.00	\$ 10.80	\$ 16.21	\$ 16.12	\$ 22.58	\$ -
Stensbury, Tera	0.00	0.00	0.00	0.00	0.00	\$ 18.05	\$ 24.08	\$ 22.40	\$ 32.00	\$ -
Stensbury, Tera	0.00	0.00	0.00	0.00	0.00	\$ 10.37	\$ 15.55	\$ 15.60	\$ 21.80	\$ -
Vasquez Sr., Alberto	0.00	0.00	0.00	0.00	0.00	\$ 13.03	\$ 19.54	\$ 18.76	\$ 26.57	\$ -

Tools & Rental Equipment	Number of Items Used	Rental Period in Per day)	Daily rental rate	Sub-Total
Barricades Woodon	0	0	\$ 3.00	\$ -
Barricades Steel	1	1	\$ 10.00	\$ 10.00
Trash Cans	60	1	\$ 2.00	\$ 120.00
Cones	0	0	\$ 1.00	\$ -
ceas in road closed	0	0	\$ 10.00	\$ -
Type two barricade	0	0	\$ 3.00	\$ -
clips in road closed	4	1	\$ 5.00	\$ 20.00
Type II Barricade colour	0	0	\$ 5.00	\$ -
Parking meters (Last Per Day)	5	1	\$ 20.00	\$ 100.00
TOTAL	4.06	6.90	0.00	9.06

Materials	Quantity of Items	cost per item	Sub-Total	Account Number	Inv Number
TOTAL	3	\$	\$ 720.00		

Sales Tax	Rental Equipment	Materials	Vehicles	Other Total	TOTAL COST
\$ 219.45	\$ 720.00	\$ 10.00	\$ -	\$ 949.45	\$ 219.45

Pulse bag/Liner ea.	0	\$	1.00	\$	-	-
Trawl Railing 20 yards	0	\$	145.00	\$	-	-
Trawl disposal seal per yd	0	\$	12.18	\$	-	-
Orange safety fencing a rd	0	\$	25.00	\$	-	-
20 Tires per bag 10"	0	\$	10.00	\$	-	-
20 Tires per bag 48"	0	\$	12.18	\$	-	-
160 Picking rock signs	3	\$	12.00	\$	3.00	-
2x11 bags by sack	1	\$	5.00	\$	3.00	-
16x12 paper by the case	0	\$	50.00	\$	-	-
Bags Concrete bags	0	\$	20.00	\$	-	-
Wire mesh	0	\$	3.89	\$	-	-
Paint and glass beads	0	\$	50.00	\$	-	-
Chemicals for residue washing	0	\$	3,000.00	\$	-	-
	0	\$	100.00	\$	-	-
	0	\$	-	\$	-	-
	0	\$	-	\$	-	-
	0	\$	-	\$	-	-
	0	\$	-	\$	-	-
	0	\$	-	\$	-	-
	0	\$	-	\$	-	-
	0	\$	-	\$	-	-
	0	\$	-	\$	-	-
TOTAL	6	\$	10.99	\$	-	-

Vehicles & Equipment

	Number of Vehicles Used	Hourly rental rate	Rental Period in (Hours)	Sub-Total	
Trench & Vans	0	\$	16.50	\$	-
Forklift	0	\$	9.90	\$	-
Bobcat	0	\$	13.25	\$	-
Komatsu wheel loader	0	\$	34.00	\$	-
Case Wheel Loader	0	\$	53.00	\$	-
Boom Truck	0	\$	22.50	\$	-
Dump Truck	0	\$	31.00	\$	-
Flat Bed Truck	0	\$	26.50	\$	-
Backhoe	0	\$	28.50	\$	-
Skidsteer/compact loader	0	\$	62.50	\$	-
Wheel Loader	0	\$	10.50	\$	-
Pressure Washer	0	\$	22.00	\$	-
Bobcat Trailer	0	\$	11.45	\$	-
Slipper, Walk-behind	0	\$	3.25	\$	-
	0	\$	-	\$	-
	0	\$	-	\$	-
	0	\$	-	\$	-
	0	\$	-	\$	-
	0	\$	-	\$	-
	0	\$	-	\$	-
	0	\$	-	\$	-
	0	\$	-	\$	-
	0	\$	-	\$	-
	0	\$	-	\$	-
TOTAL	0	\$	-	\$	-

Wesley House Family Services, Inc.
Valentine's Day Fundraiser

	Actuals 2008	Actuals 2009	Actuals 2010
Revenues			
Tickets VIP	16,425.00	13,260.00	
Tickets GA and Volunteer	14,490.00	10,360.00	\$12,970.00
Sponsors	12,750.00	11,550.00	\$7,950.00
Auction	27,240.00	25,378.00	\$20,947.00
Raffle		614.00	\$220.00
Photo		290.00	
Tips		315.61	\$370.00
Donations	3,515.00	3,233.00	\$2,116.00
Curry Mansion - Band Reimbursement	1,200.00	2,000.00	\$2,000.00
Prudential Knight - Adv, Print, Security	3,576.06	2,421.00	\$2,226.70
GROSS Revenue	79,196.06	69,421.61	\$48,799.70
Postage	303.98	244.00	\$66.03
Operating Supplies (Bank Card Fees)	1,249.80	1,500.00	\$200.00
Printing Costs	2,290.56	1,013.00	\$381.26
Advertising	3,703.82	1,408.00	\$1,485.44
Catering	7,440.00	8,090.00	\$6,000.00
Equipment Rental	5,096.00	4,462.00	\$3,458.00
Other Fundraising Event Expenses	1,367.00	4,370.00	\$3,208.29
TOTAL Expense	21,451.16	21,087.00	\$14,799.02
NET Revenue	57,744.90	48,334.61	\$34,000.68

SILENT AUCTION TENT

CURRY MANSION

HONEY MOUTH PERFORMANCE AREA

BAR

BAR

SIDEWALK

CHECK IN



PERFORMANCE AREA
MC STAGE
& OTHER PERFORMANCES

CAROLINE STREET

8 TOPS

10 TOPS

8 TOPS

10 TOPS

ANN STREET

FOOD STATION

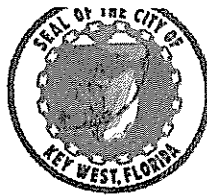
CHECK IN

Event Name: Wosley House Valentines

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	
✓	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



THE CITY OF KEY WEST

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

PUBLIC NOTICE

THIS IS TO NOTIFY YOU THAT WESLEY HOUSE FAMILY SERVICES 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 MONDAY, FEBRUARY 14, 2011 FROM 9:00 A.M. TO 11:30 P.M. FOR THE VALENTINES PARTY AT THE CURRY MANSION WHICH IS LOCATED WITHIN 100 FEET OF YOUR PROPERTY. A HEARING ON THE APPLICATION WILL TAKE PLACE AT THE CITY COMMISSION MEETING ON JANUARY 4, 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.



Wesley House Family Services

1304 Truman Ave Key West, FL 33040 Office 305.809.5000 Fax 305.809.5010
www.wesleyhouse.org

November 17, 2010

I have no objection to the street closure of Caroline Street for the 28th Annual Valentine's Day Party to benefit Wesley House Family Services on Monday, February 14th, 2011.

Name

Fogarty's 227 Duval St.
Business

11-20-2010
Date

Name

Joseph Walsh
[Signature]

NEPTUNE 301 Duval
Business

12/8/2010
Date

*Keep Access to Parking lot in back
cleared for employees-*

Woskey House Valentine

CITY OF KEY WEST SPECIAL EVENTS - DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Mania Ratchford 11/23/2010
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Wesley House Valentines

CITY OF KEY WEST SPECIAL EVENTS - DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Rattini 11/23/2010
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

[Signature] _____
SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Woskey House Valentine

CITY OF KEY WEST SPECIAL EVENTS - DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Ratchford 11/23/2010
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

[Signature] 12-2-2010
SIGNATURE DATE

See Attached Sheet.

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

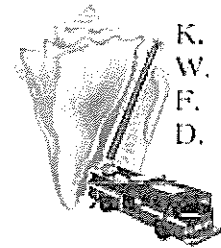
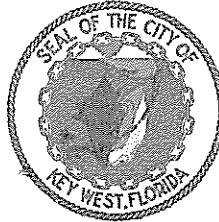
**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

N/A

PARKING DEPARTMENT

SIGNATURE DATE



THE CITY OF KEY WEST

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

To: Wesley House Family services

From: Division Chief/Fire Marshal Marcus del Valle

Date: 12/02/10

Reference: Wesley House Valentine

This office reviewed the special event application for the Wesley House Valentine Party to be held at The Curry Mansion on February 4, 2011.

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.
- The Caroline Street closure needs to allow for emergency vehicle passage.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Serving the Southernmost City

KEY WEST FIRE



Key West Fire Department

Office of the Fire Marshal

Marcus del Valle , Fire Marshal
Peter Malott, Capt. / Fire Inspector
Danny Blanco, Lt. / Fire Inspector
Alan Averette, Lt. / Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 292-8179
Fax: (305) 293-8399

Food Booth and Vendor Regulations

Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.

Butane or Propane equipment:

1. Shut-off valves must be provided at each fuel source.
2. Tanks must be protected from damage and secured in an upright position and must be located at least 5 feet apart from each other.
3. No storage of extra butane or propane tanks in booth.
4. Tanks not in use must be turned **OFF**.
5. Unused fuel cylinders shall be stored in a secured position. Unused cylinders must be located 50 feet away from all combustibles.

All compressed gas bottles, flammable or non-flammable shall be properly secured to prevent accidental tipping over.

Electrical Power:

1. Generators shall be placed in locations approved by the Fire Marshal's Office for "special events" use.
2. Refueling of generators is prohibited during event hours. No extra fuel shall be stored during event hours.
3. During approved refueling times, no smoking or open flames are allowed within 25 feet.
4. Extension cords shall be of grounded type and approved for exterior use. Extension cords shall be placed so as not to create a hazard.

Charcoal Cooking:

1. Charcoal cooking must be located in areas away from public access.

2. Charcoal cooking must be 10 feet away from combustible structures and parked vehicles.
3. Coals shall be disposed in metal containers

Deep Fat Frying/Flambé/Open Flame Cooking:

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. The cook area must not be accessible by the general public.
3. Deep fat frying equipment must be equipped with a temperature regulating device.
4. Separation must be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.

Fire Extinguishers:

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of **3A:40B:C**. (dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of **2A:10B:C** must not exceed 75 feet.
3. Fire extinguishers must be serviced annually and be tagged accordingly.
4. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.
5. Each cooking booth that is using deep fat fryers must have a **6 Liter Type K** (wet chemical fire extinguisher).

Miscellaneous:

Fire Hydrants – Fire Hydrants must not be obstructed at any time for any reason.

Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

The above regulations are not inclusive of other general fire safety provisions that may be imposed upon inspection.

Any booth not in compliance will be immediately closed.

Fire Safety Tips

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. Do not spray lighter fluid on briquettes that have been previously ignited.
7. In case of emergency, **DIAL 9-1-1**.

RECEIVED

Wosley House Valentine

DEC 01 2010

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS

CITY MANAGER

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Maria Ratchford 11/23/2010
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

no objections

[Signature] 11/30
SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

RECEIVED:

Wesley House Valentine

NOV 29 2010

CITY MANAGER

CITY OF KEY WEST SPECIAL EVENTS
- DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Maria Ratchford 11/23/2010
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

Jim Long 24 Nov 10
SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



THE CITY OF KEY WEST

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

**RELEASE AND INDEMNIFICATION
Wesley House Valentines Party
At the Curry Mansion
February 14, 2011**

I **Lisette Cuervo** being authorized to act on behalf of and legally bind **Wesley House Family Services** doing business as the legal entity or association on whose behalf this application is made, do hereby release the City of Key West, its officers, agents and employees from any and all liability for damages arising out of, or related to the activities for which application for leave to use City property has been submitted; and do hereby further agree, on behalf of said entity or association to indemnify, and hold harmless the City of Key West, its officers, agents, and employees from and against any and all damages to personnel or property of the City, and against all claims for damages or injuries to other persons or property of any nature whatsoever, and for defense costs, including attorneys' fees at both trial and appellate levels, arising from the actions or omissions of the person(s) or legal entity(ies) on whose behalf the application is submitted, including, but not limited to, the sale and dispensing of alcoholic beverages, or otherwise arising from the actions of their members, licensees, customers, guests, invitees, or participants in the related activities permitted. The foregoing Release and Indemnification agreement does not apply to those claims for damages or injuries which result from the negligent actions or omissions of the City of Key West, its officers, agents, and employees.

Maria Ratchoff
Signature of Witness

MARIA Ratchoff
Print Name

12/10/2010
Date

Lisette Cuervo
Signature of Applicant

Lisette Cuervo
Print Name

12/10/2010
Date

DBPR ABT-6003 – Division Of Alcoholic Beverages and Tobacco Application for One/Two/Three Day Permits or Special Sales License

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL
REGULATION
1940 North Monroe Street
Tallahassee, FL 32399-0783**

If you have any questions or need assistance in completing this application, please contact the Department of Business and Professional Regulation or your local district office. Please submit your completed application to your local district office. This application may be submitted by mail, through appointment, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T's page of the DBPR web site at the link provided below.

http://www.myflorida.com/dbpr/abt/district_offices/licensing.html

SECTION 1 -- CHECK TRANSACTION REQUESTED	
Transaction Type:	
<input checked="" type="checkbox"/> One/Two/Three Day Permit	<input type="checkbox"/> Special Sales License

SECTION 2 -- LICENSE INFORMATION			
Full Name of Entity or Organization (If this is a corporation or other legal entity, enter the name as registered with the Secretary of State)			
Wesley House Family Services, Inc.			
Corporation Charter Number (if applicable)		FEI Number (if applicable)	
731600		59-0624461	
Business Name or Name of Event			
Wesley House Valentines Party			
Location of Event (Street and Number)			
Cunny Mansion Inn, 511 Caroline Street			
City	County	State	Zip Code
Key West		FL	
Mailing Address (Street or P.O. Box)			
1304 Truman Ave			
City	State	Zip Code	
Key West	FL	33040	
Contact Person	Phone Number		
Lissette Cueno	305-809-5000		
Date(s) Permit Desired			
February 14th, 2011	ext 228		

**SECTION 3 - SALES TAX
TO BE COMPLETED BY THE DEPARTMENT OF REVENUE**

Name of Entity or Organization _____

The named applicant for a license/permit has complied with the Florida Statutes concerning registration for Sales and Use Tax and has agreed to pay any applicable taxes due.

Signed _____ Date _____

Title _____

Department of Revenue Stamp:

**SECTION 4 - ZONING
TO BE COMPLETED BY THE ZONING AUTHORITY GOVERNING YOUR BUSINESS LOCATION**

Organization Name/Name of Event _____

Location of Event (Street and Number) _____

City _____

County _____

The location complies with zoning requirements for the temporary sale of alcoholic beverages pursuant to this application for a One/Two/Three Day permit, or Special Sales License.

Signed _____ Date _____

Title _____

(g) Manufacturers and distributors of beer shall not engage in cooperative advertising with vendors.

(h) Distributors of beer may sell to vendors draft equipment and tapping accessories at a price not less than the cost to the industry member who initially purchased them, except there is no required charge, and a distributor may exchange any parts which are not compatible with a competitor's system and are necessary to dispense the distributor's brands. A distributor of beer may furnish to a vendor at no charge replacement parts of nominal intrinsic value, including, but not limited to, washers, gaskets, tail pieces, hoses, hose connections, clamps, plungers, and tap markers.

History.—s. 4, ch. 16774, 1935; CGL 1936 Supp. 4151(230); s. 1, ch. 22078, 1943; s. 6, ch. 23746, 1947; s. 1, ch. 25260, 1949; s. 1, ch. 25340, 1949; s. 10, ch. 26484, 1951; s. 28, ch. 57-420; ss. 16, 35, ch. 69-106; s. 208, ch. 71-377; s. 1, ch. 72-230; s. 1, ch. 75-97; s. 9, ch. 78-95; s. 30, ch. 79-4; s. 3, ch. 84-142; s. 10, ch. 84-262; s. 1, ch. 85-166; s. 1, ch. 87-226; s. 217, ch. 94-218; s. 34, ch. 97-98; s. 849, ch. 97-103.

561.421 Temporary convention permits.—In convention halls, coliseums, and similar type buildings where there is an existing beverage license, upon the approval of the incorporated city, town, or board of county commissioners, the director may, in his or her discretion, issue a permit for not more than 5 calendar days for the display by manufacturers or distributors of products licensed under the Beverage Law; and may authorize consumption of such beverages on the premises only.

History.—s. 1, ch. 71-100; s. 1, ch. 72-230; s. 850, ch. 97-103.

561.422 Nonprofit civic organizations; temporary permits.—Upon the filing of an application, presentation of a local building and zoning permit, and payment of a fee of \$25 per permit, the director of the division may issue a permit authorizing a bona fide nonprofit civic organization to sell alcoholic beverages for consumption on the premises only, for a period not to exceed 3 days, subject to any state law or municipal or county ordinance regulating the time for selling such beverages. All net profits from sales of alcoholic beverages collected during the permit period must be retained by the nonprofit civic organization. Any such civic organization may be issued only three such permits per calendar year. Notwithstanding other provisions of the Beverage Law, any civic organization licensed under this section may purchase alcoholic beverages from a distributor or vendor licensed under the Beverage Law.

History.—s. 1, ch. 72-380; s. 1, ch. 83-79; s. 5, ch. 84-262; s. 2, ch. 2003-20.

561.423 Beer and malt beverages; in-store servicing authorized.—Nothing in s. 561.42 or any other provision of the Beverage Law shall prohibit a distributor of beer or malt beverages from providing in-store servicing of beer or malt beverages. "In-store servicing" as used herein means quality control procedures which include, but are not limited to: rotation of malt beverages on the vendor's shelves, rotation and placing of malt beverages in vendor's coolers, proper stacking and maintenance of appearance and display of malt beverages on vendor's shelves, price-stamping of malt beverages in vendor's licensed premises, and moving or resetting any product or display in order to display a distributor's own product when authorized by the vendor.

History.—s. 1, ch. 75-143; s. 2, ch. 85-166.



THE CITY OF KEY WEST

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

SPECIAL EVENT (Exemption from Noise Ordinance)

STREET CLOSURE APPLICATIONS

The following applications for Special Events/Street closures will be considered at the city commission meeting of January 4, 2011, 6:00 p.m. Old City Hall

A copy of each application is on file at the City Clerks Office for public inspection.

2nd Annual Co-Ed Softball Tournament to
Benefit the Marques Butler Memorial Scholarship
At Key West High School
Saturday, January 29, 2011
And Sunday, January 30, 2011
From 8:00 a.m. to 9:00 p.m.
At Bayview Park, Pepe Hernandez Field & Wickers Field
Contact: Tony Yaniz 305 587-5396

Wesley House Family Services
Valentines Event at the Curry Mansion
511 Caroline Street
Monday, February 14, 2011
9:00 a.m. to 11:30 p.m.
Street Closed
Caroline Street from Duval to Simonton
Ann Street between Greene & Caroline Streets
Contact Lissette Cuervo 305 809-5000 X 228

Key West Art Center
Craft Show
Street Closure
Saturday, January 29, 2011
Sunday, January 30, 2011
8:00 a.m. to 8:00 p.m.
Whitehead Street Between Greene Street & Eaton Street
Including Caroline Street
Contact: Lois Songer 305 294-1243