

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s): Sloppy Joe's Bar

Address of Applicant(s): 201 Duval, Key West, FL 33040

Phone Number of Applicant(s): (305) 296-2388, ext. 121

Name of Non-Profit(s): Hemingway Look-Alike Society (donation directly to
Community Foundation of the Florida Keys – CFFK HLAS Scholarship Fund)

Address of Non-Profit(s): c/o Stephen Terry/Treasurer, 1108 W Charter St., Tampa, FL 33602

Phone number of Non-Profit(s): 727/567-5448

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving: 25% Gross
Revenue or \$1,000.00 whichever is greater from event revenue on Greene Street only.
Does not include inside bar/food/merchandise revenue.

Date(s) of Event: Saturday, July 22, 2017

Hours of Operation: Noon– 11:00pm

Estimated/anticipated number of persons per day: _____

Location of Event: Greene Street between Duval Street and Ann Street

Street Closed: 11:00am to Midnight

Detailed Description of Event: Sloppy Joe's 37th Annual Hemingway® Look-Alike
Contest. Photos, rum tasting and Running of the Bulls in the afternoon and outside
seating in the evening. HLAS will sell red berets, all proceeds to scholarship fund

Noise Exemption required: Yes _____ No X_____

Alcoholic beverages sold/served at event: Yes X_____ No _____

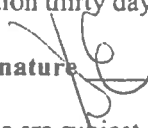
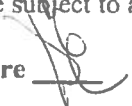
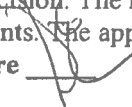





The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s) permittee agrees to assume full responsibility and liability for, and to indemnify and defend the City against all suits for or by reason of any injury to any person or damages to any property of the parties hereto or of 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, agents or employees.

Jonma Edwards
Applicant(s) Signature

2-17-17
Date

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

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. 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: Jerry Henderson Phone number: 305 296 2388 x130
- 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: Single Stream 2 bins
- 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: WM contacted
- Capacity of containers on grounds: Single Stream (2) 46 gal bins
Contact person for containers: Jerry Henderson Phone #: 305 296 2388 x130
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. Recycle signs to be placed on bins
- 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. NO liners, bins emptied & cleaned
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: Task scheduled to be back
- 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: thru Sloppy Joe's account
- 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. NA
- 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. OK
Problems: _____
Actions taken: _____
- View trash barrels and note any recyclables in the trash. Take actions to solve problems. OK
Problems: _____
Actions taken: _____
- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program OK
Comments: _____
- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced. OK
- At the end of the event, remove signs and arrange for their return to owners. OK
- Place recycling containers in the pick-up location, as arranged with the providers of the containers. OK
- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.
Amount of material: _____
Contamination: _____
- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations. X
- Share the results with event organizers.
- Security deposit of \$1000.00 must be submitted prior to the event. OK
- Security deposit returned: _____

*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) 809-3838

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.

Lonna Edwards

Sloppy Joe's
Hemingway Look-Alike Contest/Running of the Bulls
Saturday, July 22, 2017
Noon-11:00pm

Recycle Plan

Recycle Coordinator: Jerry Henderson

Recycle Coordinator will:

- Inform Sloppy Joe's Staff of recycling policy
- Coordinate recycling containers on street (extra bins will be leased if necessary)
- Recycled items will be pickup by Waste Management through our business account
- Report recycled materials to the City of Key West (809-3747)
- Ensure waste containers are placed throughout event area
- Make sure recyclables and trash are separated

Minimum City Requirements:

1. Recycle bins for cans and bottles within 50 feet of all drink/drink sales locations

We'll have Running of the Bulls and Photos with Papa Noon-3pm. No food or bar will be set up on the street during this time.

We'll have one bar set up 5:00pm-11:00pm with recycle containers.

2. Sloppy Joe's staff will separate bottles, cans and cardboard into businesses appropriate sorting area
3. Recyclables will be picked up by Waste Management
4. Cardboard will be recycled through our business Waste Management account
5. Recycle bins will be clearly marked to reduce sorting time

2/17/2017

DOLLARS

PROTECTED AGAINST FRAUD

TWO SIGNATURES REQUIRED

Elizabeth M Buzak NP

MEMO

© 2014 INTEL INC. 1-800-433-8810



A KEY WEST TRADITION

Sloppy Joe's is requesting street closures from the City of Key West
for the following **2017 Street Event**
on Greene Street between Duval and Ann:

**Benefits the Hemingway Look-Alike Society (FL Keys Scholarships)
Sloppy Joe's 37th Annual Hemingway® Look-Alike Contest
Running of the Bulls
Saturday, July 22, 2017 11:00am-Midnight**

[illegible]

PROFIT & LOSS STATEMENT
SLOPPY JOE'S LOOK-ALIKE CONTEST 2016

EVENT DATE: July 23, 2016 Running of the Bulls Greene Street

	<u>INCOME</u>	<u>EXPENSE</u>
Registration Fees (net)	\$5,215.00	
HLASociety Membership Fees Payable:	\$1,665.00	
Sales Tax Liability from entry fees		\$391.13
Contestant Shirts:		\$1,075.81
Liquor License Extension:		\$100.00
Outside bar (did not set up)		\$0.00
City of Key West Print Ad for Street Closure		\$35.76
Police (one officer, one motorcycle officer)		\$720.00
City of Key West Security Deposit:		\$1,000.00
City of Key West refund		(\$1,000.00)
HLAS Membership Fees paid to society		\$1,665.00
Community Foundation of the FL Keys: donation		\$1,000.00
	<u>INCOME</u>	<u>EXPENSE</u>
Totals:	\$6,880.00	\$4,596.57



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Sloppy Joe's Enterprises, Inc.
37th Annual Hemingway's Look-A-Like
Contest
Saturday, July 22, 2017

I **Chris Mullins** being authorized to act on behalf of and legally bind **Sloppy Joe's Enterprises, 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.

Donna Edwards
Signature of Witness

DONNA EDWARDS
Print Name

2/27/17
Date

CLM [Signature]
Signature of Applicant

CHRIS L. MULLINS
Print Name

2/27/17
Date

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



SLOPJOE-01

DKNIGHT

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/23/2017

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 have ADDITIONAL INSURED provisions or 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 Hub International Southeast 1560 Orange Avenue Suite 750 Winter Park, FL 32789	CONTACT NAME:	
	PHONE (A/C, No, Ext): (407) 894-5431	FAX (A/C, No): (407) 629-6378
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Axis Surplus Insurance Company	26620
	INSURER B : The Travelers Indemnity Company of America	25666
	INSURER C : Insurance Company of the West	27847
	INSURER D :	
	INSURER E :	
	INSURER F :	

INSURED

Sloppy Joe's Enterprises Inc.
101 Ann Street
Key West, FL 33040

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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		EAP779951-16	04/01/2016	04/01/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BA-1H985514-16-SEL	04/01/2016	04/01/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$	<input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE		EAU779946012015	04/01/2015	04/01/2016	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	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 <input type="checkbox"/> N/A		WFL 5035082 00	12/21/2016	12/21/2017	<input checked="" type="checkbox"/> PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate holder's interest is reflected as additional insured as respects general liability, if required by written contract.

City of Key West is named as an additional insured on the general liability coverage arising from the operations of the named insured. This is for ALL EVENTS during the policy year. The Policy has been paid in full and cannot/will not be cancelled for non-payment. The policy is in effect until 4/1/17.

Will provide new insurance once renewed in
APRIL - 2017

CERTIFICATE HOLDER

CANCELLATION

City of Key West
PO Box 1409
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

Jam K...

**"PAPA" HEMINGWAY
LOOK-A-LIKE WINNERS**

2016 ~ DAVID HEMINGWAY (NC)
2015 ~ CHARLIE BOICE (FL)
2014 ~ WALLY COLLINS (AZ)
2013 ~ STEPHEN TERRY (FL)
2012 ~ GREG FAWCETT (NC)
2011 ~ MATI' GINEO (FL)
2010 ~ CHARLIE BICHT (FL)
2009 ~ DAVID DOUGLAS (TX)
2008 ~ TOM GRIZZARD (FL)
2007 ~ LARRY AUSTIN (FL)
2006 ~ CHRIS STORM (TX)
2005 ~ BOB DOUGHTY (FL)*
2004 ~ JOHN STUBBINGS (NC)
2003 ~ MIKE STACK (NY)*
2002 ~ RON THOMAS (AZ)
2001 ~ CAPTAIN DENNY WOODS (OH)
2000 ~ CARLIE COLEY (GA)*
1999 ~ RICK KIRVAN (FL)
1998 ~ DON DUNCAN (FL)
1997 ~ BART BARTON (TN)
1996 ~ ROGER HEGEMIER (OH)
1995 ~ BILL FOUNTAIN (FL)
1994 ~ JOHN PETERSEN (FL)*
1993 ~ FRANK MEITZ (FL)*
1991 ~ GEORGE BURLEY (FL)*
1991 ~ BOB ANDERSON (AZ)*
1990 ~ FRED BURNHAM (FL)
1989 ~ DICK ROYSTON (FL)
1988 ~ TOM COSSELMON (FL)
1987 ~ JACK WATERBURY (ME)
1986 ~ FRED JOHNSON (FL)
1985 ~ MICHAEL DALLETT (FL)*
1984 ~ BILL YOUNG (FL)*
1983 ~ LEO ROST (FL)*
1982 ~ DICK PARRISH (FL)*
1981 ~ TOM FEENEY (FL)*

*DECREASED



The Original
HEMINGWAY
LOOK-A-LIKE SOCIETY

February 20, 2017

City Manager
City of Key West
525 Angela Street
Key West, FL 33041

Dear Sir:

Ms. Donna Edwards, Brand Manager of Sloppy Joe's, worked closely with the Hemingway Look-Alike Society during the 2016 events, and is now working diligently to organize the event for 2017. Again this year Sloppy Joe's made its annual contribution of \$1,000 to the Hemingway Look A-Like Society Scholarship fund which is administered for us by the Community Foundation of the Florida Keys.

I am happy to report that over the last 17 years, the Look-Alike Society has awarded more than \$170,000 in scholarships to deserving seniors at Key West High School and the Florida Keys Community College.

I want to thank you, the city of Key West, and Sloppy Joe's for your gracious hospitality during the Hemingway Festival.

Papa Greg 2012
Greg Fawcett, President
Hemingway Look-A-Like Society



**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 - 0 one temporary bar 12

Parade

- ☐ Floats - Total # 0

HEMINGWAY DAYS
(EVENINGS)

GREENE ST.

TABLES

BAR
TREAT

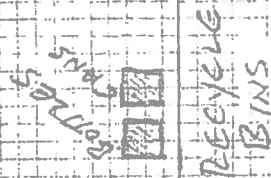
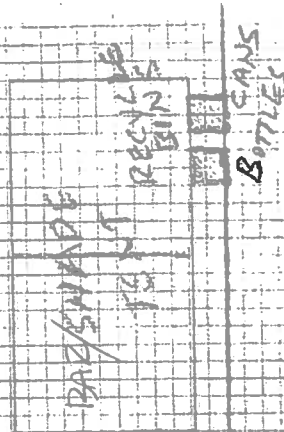
RECYCLE
BINS
TOPES

20' DINNER

1.50 = 1'

HEMMERY DAYS
(DAY)

GREENE ST.



20' DRAIN

105'

Event Name:

Running of the Bulls

July 22, 2017

Special Event Checklist

Everything must be checked off before
submitting the special event application

X	TITLE	COMMENTS
✓	Special Event Application	
NA	Noise Exemption (If applicable)	
NA	\$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	
✓	WA	
✓	Vendor form	



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Sloppy Joe's Hemingway Look Alike
DATES: July 22, 2017

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Manipalattuff
SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

Rogelio Hernandez / R8
SIGNATURE

2-28-17
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: Sloppy Joe's Hemingway look a like
DATES: July 22, 2017

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latorre

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@cityofkeyw
est.fl.gov, c=US
Date: 2017.02.28 11:32:04
+05'00'

requires extra duty officers

requires ABT extension of premise permit

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: Sloppy Joe's Hemingway Look A Like
DATES: July 22, 2017

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Manafatuff

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

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FIRE DEPARTMENT

SIGNATURE

DATE

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DATE

PORT AND MARINE SERVICES

SIGNATURE

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CODE COMPLIANCE

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ENGINEERING

SIGNATURE

DATE

UTILITIES

DeDeughan 3/1/17

SIGNATURE

DATE

- # for reporting recycling
change to 809-3776.

- request they pour garbage cans &
recycle bins.

SPECIAL EVENT PERMIT HAS BEEN ☐ APPROVED ☐ DENIED

