

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s)

City of Key West

Address of Applicant(s)

1300 White Street

Phone Number of

Applicant(s) and emergency
number

305-809-3881

Name of Non-Profit(s)

N/A

Address of Non-Profit(s)

Phone Number of Non-Profit(s)

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

N/A

Date(s) of Event

January 15, 2018

Hours of Operation

4-6 pm

Estimated/anticipated number of persons per day

Location of Event

Street Closed

N/A

Detailed Description of Event:

MARTIN LUTHER KING MARCH celebration

March will begin from Coleman & Thomas to Andra to Duval to Seaw to Whitehall

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required:

Yes ☐

No ☒

Alcoholic beverages sold/served at event:

Yes ☐

No ☒

Recycle Deposit \$1000.00

Yes ☐

No ☒

Cooking oil recycled

Yes ☐

No ☒

Recycled containers

Yes ☐

No ☒

Accounting of items recycled

* Measures

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

Portia Lawrence for CKU
Applicant(s) Signature

10/19/17
Date



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Martin Luther King March

DATES: January 15, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Pate

10/17/17

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

[Signature]

17 Oct 17

SIGNATURE

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN ☐ APPROVED ☐ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

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Manu Lately

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10/17/17

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

Rosalia Hernandez / R.S.

SIGNATURE

DATE

10-17-17

May cause bus delay

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

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SPECIAL EVENT PERMIT HAS BEEN

APPROVED

DENIED

Martin Luther King Parade

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRUCTIONS

SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE

SIGNATURE DATE

FIRE DEPARTMENT

SEE ATTACHED MEMO

Alan Averette 10/19/17

SIGNATURE DATE

PORT/KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



THE CITY OF KEY WEST

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

To: City of Key West

From: Division Chief/Alan Averette

Date: 10/19/17

Reference: Martin Luther King March

This office reviewed the special event application for the Martin Luther King March to be held on Whitehead and Duval Streets January 15, 2018.

The following conditions apply:

- All non walking floats need to have a Fire Safety Inspection before parade.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Alan Averette, Fire Marshal

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

3266 LSN 113X
KEY WEST



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

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Maria Roney 10/17/17

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COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

Steve Torrence 10/24/17

SIGNATURE

DATE

requires traffic officers
city overtime detail

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

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