

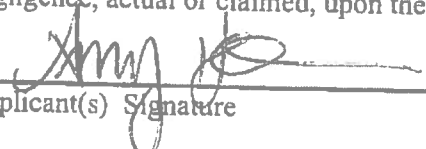
CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Amy HERNDEN / Mote Marine Lab
Address of Applicant(s) 1600 Ken Thompson Pkwy, Sarasota FL Email: a.hernden@mote.org
Phone Number of Applicant(s) and emergency number 941-356-0964 / e: 941-302-4341
Name of Non-Profit(s) MOTE MARINE LABORATORY
Address of Non-Profit(s) 24244 Overseas Hwy Summerland Key 33042
Phone Number of Non-Profit(s) 941-388-4441
Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 100%
Date(s) of Event Setup April 13 8AM - Event conclusion SAT April 14 8PM
Hours of Operation Event Hours: 4/14/18 10AM-6PM
Estimated/anticipated number of persons per day 5,000 +
Location of Event NOAA FL KEYS ECO DISCOVERY + TRUMAN WATERFRONT
Street Closed N/A
Detailed Description of Event: Conservation exhibitors, artisan market, fishing clinic, childrens activities, music, food + beverage. Benefits Mote coral research + restoration. Flyer attached.
List of Businesses that will participate in Alcohol Exemption:

Noise exemption required:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
Alcoholic beverages sold/served at event:	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Recycle Deposit \$1000.00	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
Cooking oil recycled	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Recycled containers	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

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.


Applicant(s) Signature

2/9/18
Date

ORDINANCE NO. 02-09

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES ENTITLED "AMUSEMENTS AND ENTERTAINMENT" BY AMENDING ARTICLE II PERTAINING TO SPECIAL EVENTS; AMENDING SECTION 6-26 TO REQUIRE A DOWN PAYMENT ON THE COST OF CITY SERVICES, TO ALLOW FOR INTEREST ON LATE PAYMENTS, AND TO INCREASE THE COST WAIVER TO \$1,000.00; ADDING SECTION 6-27 TO RESTRICT PLACEMENT OF FOOD, BEVERAGE AND MERCHANDISE BOOTHS; AMENDING SECTION 6-56 TO REQUIRE THE APPLICATION TO LIST AN EMERGENCY CONTACT PERSON; AMENDING SECTION 6-57 TO ESTABLISH A MINIMUM NON-PROFIT SHARE FOR SPECIAL EVENTS IN WHICH A STREET IS CLOSED; AMENDING SECTION 6-58 TO PROVIDE THAT MAJOR FESTIVAL SPONSORS MAKE APPLICATION SIX MONTHS IN ADVANCE AND APPROVE CERTAIN SALES OF ALCOHOLIC BEVERAGES; ADDING SECTION 6-61 PERTAINING TO HANDICAP-ACCESSIBLE BATHROOM FACILITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, The City Commission finds that a revision to the regulations governing special events and street closures would promote the health, safety and welfare of the citizens of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

Section 1: That section 6-26 of the Code of Ordinances is hereby amended as follows*:

Sec. 6-26. Payment for city services.

- (a) The organizer or sponsor of any festival, street fair, fair, carnival, athletic event, contest, competition, parade, fundraiser, rally, boat or car race or other special event which requires city authorization, whether by administrative permit or city commission approval, and which requires the provisions of additional or extraordinary support services by police, fire, administrative, or other city departments in order to maintain order or safety or to escort participants shall pay to the city the cost of such services. A down payment of ten percent (10%) of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten (10) days prior to the event.
- (b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1½%) per month.
- (c) The city commission may grant special exceptions to this section for cause shown upon the public record.
- (d) ~~The first \$500.00~~ \$1,000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.
- (e) Any nonprofit organization accepting the waiver provided for by subsection (d) of this section shall, within 90 days following the special event, submit to the city commission an accounting of expenses and revenues incurred and generated during the event.

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

Section 2.

That section 6-27 is hereby added to the Code of Ordinances as follows:

Sec. 6-27. Food, beverage and merchandise booths.

No booth or stall set up for a special event and serving any amount or type of food and/or beverage, or selling merchandise, shall be placed directly in front of, or within five (5) feet of the property line of, a restaurant or a bar or a retail store (selling primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3.

That section 6-56 of the Code of Ordinances is hereby amended as follows:

Sec. 6-56. Application.

(a) Except as provided in section 6-58, At least 60 days prior to a proposed special event that will result in the closing of a public street, the sponsor shall submit an application to the city manager. An application may be made either by a tax-exempt nonprofit organization (nonprofit) or jointly by a nonprofit and a private or business entity.

(b) If the city manager approves the application, he shall then schedule it for consideration by the city commission. However, if the special event proposes to close only one block, is intended to end prior to 9:00 p.m. on any day of the year, and does not seek either a fee cost waiver or a noise exemption, the city manager may give final approval to the application.

(c) Each application shall include the name of a sponsor's contact person and that person's 24-hour telephone number(s), in case of emergency.

Section 4.

That section 6-57 of the Code of Ordinances is hereby amended as follows:

Sec. 6-57. Donation of percentage of revenue to nonprofit organization.

(a) A major festival is a special event of regional impact. Major festivals are: FaneuFantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at Mango's Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. Have a non-profit coapplicant ot to provide a percentage of revenues to a charitable cause.

(b) A business that seeks to sell alcoholic beverages at a major festival pursuant to an APS state license, and which is not a bar or restaurant or other concern that sells alcoholic beverages in the ordinary course of its business, must obtain the written approval of the major festival sponsor and provide such approval to the city of key west.

Section 6

That section 6-61 is hereby added to the Code of Ordinances as follows:

Sec. 6-61. Temporary bathroom facilities.

Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent (5%) of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons which physical disability.

Section 7.

If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefore and shall be construed as reasonable and necessary to achieve the lawful purposes of this ordinance.

Section 8. All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 9. This Ordinance shall go into effect on January 1, 2003.

Read and passed on first reading at a regular meeting held this 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.

Sponsor's Signature

A handwritten signature in dark ink, appearing to read "Amy He", written over a horizontal line.

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. The Permittee will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

Commercial General Liability with minimum limits of \$1,000,000
Business Automobile Liability with minimum limits of \$1,000,000
Statutory Worker's Compensation Coverage
Employers Liability with minimum limits of \$1,000,000 injury by Accident,
\$1,000,000 injury by Disease
Policy Limits and \$1,000,000 injury by Disease Each Employee

If alcoholic beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the Permittee will be required to maintain Full liquor liability coverage with minimum limits to \$1,000,000. Host Liquor Liability coverage will not be acceptable. If the Permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that

The City of Key West shall be named as an "Additional Insured" on the Permittees' Commercial General Liability policy.

Sponsor's Signature AM

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 AM
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 AM

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 AM

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 AM

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 AM N/A

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

Sponsor's Signature AM

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 AM

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 AM

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 AM

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 AM

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 AM
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 AM
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 AM
17. Special Events organizers must submit an 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 AM.
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 AM.

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Amy Hernden Phone number: 941-356-0964
- 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:
- 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: contract w/ WM
- Capacity of containers on grounds:
Contact person for containers: Phone #:
- 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: Volunteer Staff
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: WASTE MANAGEMENT
- 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: Volunteer staff assigned.
Actions taken: _____
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: Volunteer staff assigned.
Actions taken: _____
- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program
Comments: Volunteer and staff assigned
- 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: PER WASTE MANAGEMENT + NOAA
Contamination: _____
- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- Share the results with event organizers.
- Security deposit of \$1000.00 must be submitted prior to the event.
- Security deposit returned: _____

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



THE CITY OF KEY WEST

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

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

Amy [Signature]

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

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/22/2018

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER CBIZ Insurance Services, Inc. 2033 Main Street, Ste 407 Sarasota, FL 34237 941 960-8778	CONTACT NAME: Kathleen Gratz	
	PHONE (A/C, No, Ext): 941-960-8778	FAX (A/C, No): 941-960-8787
E-MAIL ADDRESS: certificatesCBIZSarasota@cbiz.com		
INSURED Mote Marine Laboratory, Inc. 1600 Ken Thompson Parkway Sarasota, FL 34236	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Markel Insurance Company	NAIC # 38970
	INSURER B : FCCI Commercial Insurance Company	33472
	INSURER C : Indian Harbor Insurance Company	36940
	INSURER D :	
	INSURER E :	
INSURER F :		

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	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 checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	8502SS3336237	01/01/2018	01/01/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$500 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			1002SS3363017	01/01/2018	01/01/2019	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 checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			4602SS3336257	01/01/2018	01/01/2019	EACH OCCURRENCE \$2,000,000 AGGREGATE \$2,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	001WC18A76874	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Professional Liability			PEC000237217	04/16/2017	04/16/2018	1,000,000 Each Claim 1,000,000 Aggregate

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

Workers Compensation includes USLH
Ocean Fest Event on Saturday, April 14, 2018.

Certificate Holder is included as an Additional Insured to General Liability as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

The City of Key West
1300 White Street
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

CBIZ Insurance Services, Inc.

Michael P. Crosby, Ph.D.
President & CEO

Oceanfest

	Revenue	Expense	Net
2012	19,712	15,412	4,300
2013	47,978	26,536	21,442
2014	73,650	35,335	38,315
2015	60,615	32,221	28,394
2016	41,509	18,360	23,149

They did not have an event in 2017 because of construction

Total

115,600

BOCA GRANDE OUTREACH OFFICE

ELIZABETH MOORE INTERNATIONAL CENTER
FOR CORAL REEF RESEARCH & RESTORATION

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Journal of Internal Medicine 255: 111–121

MOTE AQUACULTURE RESEARCH PARK

¹ 1943-1944, 1945-1946, 1947-1948
² 1949-1950, 1951-1952, 1953-1954
³ 1955-1956, 1957-1958

**MOTE LIVING REEF EXHIBIT AT THE NOAA
ECO-DISCOVERY CENTER**

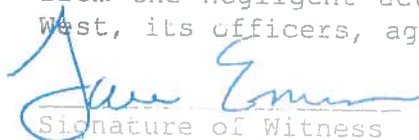


THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Mote Marine Laboratory, Inc.
Ocean Fest Event at
The Truman Waterfront
Saturday, April 14, 2018
Set up Friday, April 13, 2018

I **Dena J Smith** being authorized to ~~act~~ on behalf of and legally bind **Mote Marine Laboratory, 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.


Signature of Witness

Laura Emmons
Print Name

2/12/18
Date


Signature of Applicant

CFO Dena Smith
Print Name

2/12/2018
Date

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



Mote's Ocean Fest

A COMMUNITY CELEBRATION

Islamorada & Key West

Saturday, April 14, 2018
10 a.m. to 6 p.m.

NOAA's Florida Keys Eco-Discovery
Center and Truman Waterfront

35 E Quay Rd. | Key West, FL 33040

Underwater and outdoor enthusiasts, ecotravelers and families
are encouraged to join us for:

Children's Fishing Clinics
Conservation and Environmental Exhibits
Silent Auction • Food • Shopping

Food trucks available with bars hosted by Islamorada Beer Company and Papa's Pilar Rum.



Live Radio Broadcasting by Pirate Radio
and Live Performance by Howard Livingston
and the MM24 Band



moteoceanfest.org



PROTECT OUR REEFS
motereefplate.com



PUBLIX SUPER MARKETS
CHARITIES

The Florida Keys
Key West
China To Perfection - The Food Network
award winning restaurant and bar

February 9, 2018

City of Key West
1300 White Street
Key West, FL 33040

RE: Mote's 8th annual Key West Ocean Fest: A Community Celebration

Dear Mr. Mayor and City Commissioners,

Thank you for taking the time to review this year's application for Mote Marine Laboratory's 8th annual Key West Ocean Fest: A Community Celebration taking place Saturday, April 14, 2018.

This letter will serve as official notice that 100% of the proceeds from the event will go to coral reef research, restoration, and educational programs at Mote Marine Laboratory. Mote is a 501c3 nonprofit, organization FEIN 59-0756643.

As always, we appreciate your continued support for this marine conservation-focused event, and hope to see you at the festival this year.

Best,



Amy Hernden
Protect Our Reefs Marketing Manager
Mote Marine Laboratory & Aquarium
ahernden@mote.org
941-356-0964

BOCA GRANDE OUTREACH OFFICE

**ELIZABETH MOORE INTERNATIONAL CENTER
FOR CORAL REEF RESEARCH & RESTORATION**

MOTE AQUACULTURE RESEARCH PARK

**MOTE LIVING REEF EXHIBIT AT THE NOAA
ECO-DISCOVERY CENTER**

[Florida Department of State](#)

DIVISION OF CORPORATIONS

[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /**Detail by Officer/Registered Agent Name**

Florida Not For Profit Corporation
MOTE MARINE LABORATORY, INC.

Filing Information

Document Number 713693
FEI/EIN Number 59-0756643
Date Filed 11/21/1967
State FL
Status ACTIVE

Principal Address

1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Changed: 01/26/2001

Mailing Address

1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Changed: 01/26/2001

Registered Agent Name & Address

SMITH, DENA J
1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Name Changed: 01/26/2001

Address Changed: 01/26/2001

Officer/Director Detail**Name & Address**

Title AS

SMITH, DENA J
1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Title TREA

CROWELL, HOWARD G

1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Title CHAIRMAN

MORRISON, G. LOWE
1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Title VC

ESSNER, ROBERT
1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Title P

CROSBY, MICHAEL P
1600 THOMPSON PARKWAY
SARASOTA, FL

Title SEC

CALLANEN, MICKEY
1600 KEN THOMPSON PARKWAY
SARASOTA, FL 34236

Annual Reports

Report Year	Filed Date
2015	04/06/2015
2016	03/09/2016
2017	03/27/2017

Document Images

03/27/2017 -- ANNUAL REPORT	View image in PDF format
03/09/2016 -- ANNUAL REPORT	View image in PDF format
08/20/2015 -- AMENDED ANNUAL REPORT	View image in PDF format
04/06/2015 -- ANNUAL REPORT	View image in PDF format
02/27/2014 -- ANNUAL REPORT	View image in PDF format
10/25/2013 -- AMENDED ANNUAL REPORT	View image in PDF format
03/25/2013 -- ANNUAL REPORT	View image in PDF format
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01/27/2006 -- ANNUAL REPORT	View image in PDF format
01/04/2005 -- ANNUAL REPORT	View image in PDF format



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 10/15

85-8012647552C-5	08/31/2017	08/31/2022	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that:

MOTE MARINE LABORATORY INC
1600 KEN THOMPSON PKWY
SARASOTA FL 34236-1004

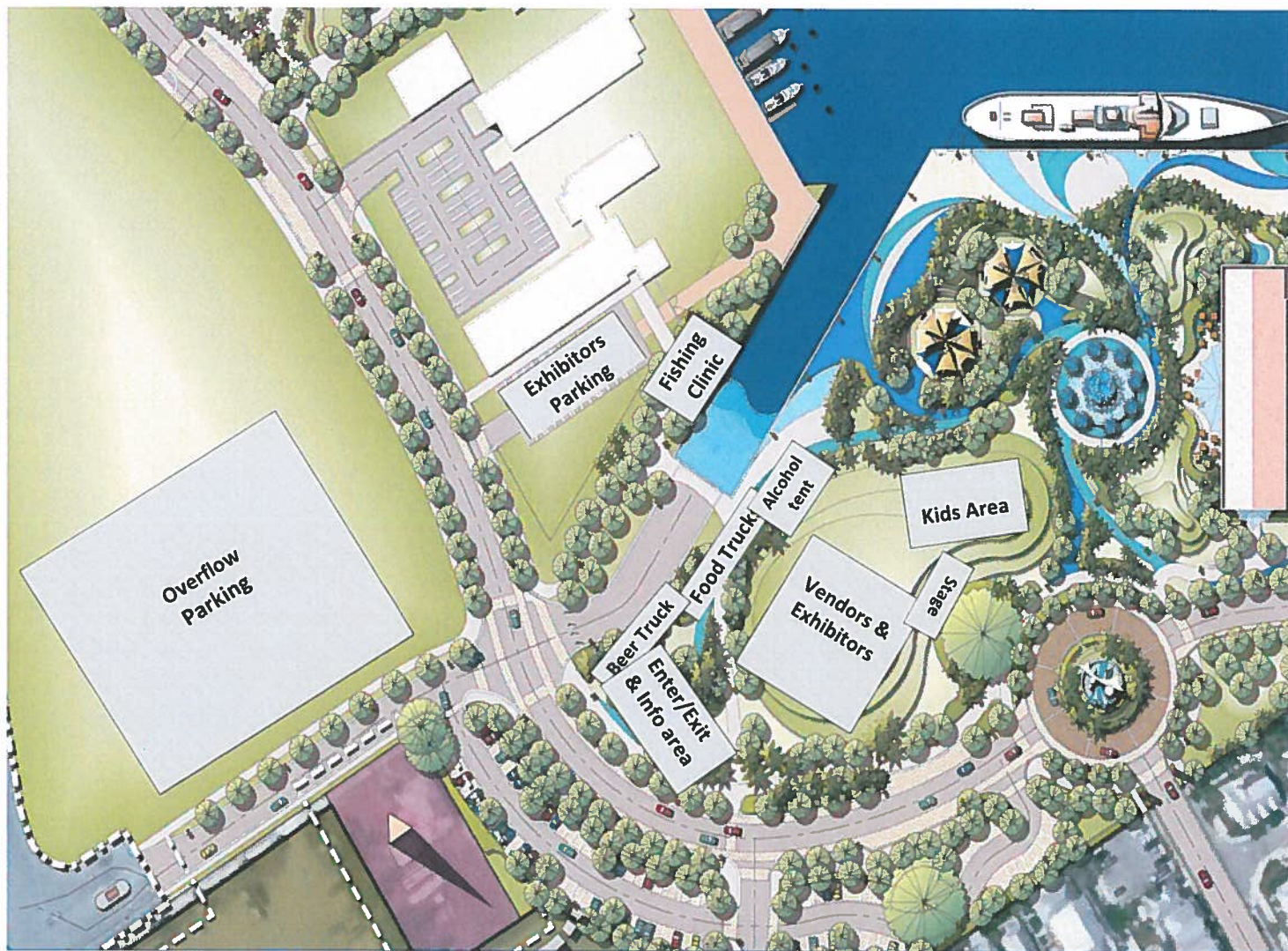
is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.





THE CITY OF KEY WEST

Parking Division

1300 White Street
Key West, FL 33040

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

Request access to empty lot across
from Eco-Discovery as additional parking
if needed.

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

Key West Bight Rates: \$3.50 per hour or \$20.00 per day per space

On-Street Meter Rates: \$3.00 per hour or \$20.00 per day per space.

Modification of rates can only be approved by Commission.

If you have any questions, please contact John Wilkins, Parking Director at (305) 809-3855 or email jwilkins@cityofkeywest-fl.gov

(305) 809-3855 jwilkins@cityofkeywest-fl.gov



**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 # 10
- ☐ Vendor Booths - Total # 120
- ☐ Total Number of Booths - 130

Parade

- ☐ Floats - Total # N/A

Event Name: Notes 8th annual Key West Ocean Fest

Special Event Checklist

Everything must be checked off before
submitting the special event application

X	TITLE	COMMENTS
X	Special Event Application	
—	Noise Exemption (If applicable)	N/A
—	\$50.00 for Noise	N/A
X	Ordinance initialed	
X	Recycling checklist completed	
X	Recycling deposit \$1,000.00	
X	Recycling Plan	
X	Authorization Letter for continuous cleaning of recycled area	
*	Signatures of No Objection of Street closure (If applicable)	N/A
X	Insurance naming the City as additional insured	
X	Financial of previous event (If applicable)	
X	Release & Idemnification Form	to be sent from Maria
X	Site Map (where barricades, stages, etc are to go)	
X	Letter from non profit that states they will be receiving the funds	

Mote Marine Fest

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRUCTIONS

SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE

SIGNATURE DATE

FIRE DEPARTMENT

Alan Averette 2/14/18

SIGNATURE DATE

PORT/KEY WEST DOT

Approved _____

No street closure. No Fire concerns.

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

MOTE

MARINE LABORATORY

1600 Ken Thompson Parkway · Sarasota, FL 34236

WELLS FARGO
St. Armands Banking Center
Sarasota, Florida 34236
63-751/631
OPERATING ACCOUNT

37060

CHECK DATE
2/9/2018

CHECK NO.
37060

CHECK AMOUNT
\$** 1,000.00

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

The City of Key West
1300 White Street
Key West, FL 33040

TO THE
ORDER
OF

Recycling Deposit

TWO SIGNATURES REQUIRED

[Signature]
[Signature]

AUTHORIZED SIGNATURE

MADE PAPER WHEN INK IS APPLIED

Security features included. Details on back.

Rental Fee

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER AND ORIGINAL DOCUMENT SECURITY SCREEN ON BACK WITH PADLOCK SECURITY ICON.

MOTE

MARINE LABORATORY

1600 Ken Thompson Parkway • Sarasota, FL 34236

WELLS FARGO
St. Armands Banking Center
Sarasota, Florida 34236
63-751/631
OPERATING ACCOUNT

37203

CHECK DATE
2/16/2018

CHECK NO.
37203

PAY **Five hundred and 00/100 Dollars**

TO THE
ORDER
OF

The City of Key West
1300 White Street
Key West, FL 33040

Truman waterfront

CHECK AMOUNT
\$** 500.00

TWO SIGNATURES REQUIRED

[Signature]
[Signature]

AUTHORIZED SIGNATURE



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APRIL 14THCITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Mote Marine Ocean Fest - Eco Discovery
DATES: April 14TH - Set up April 13

DEPARTMENTSCOMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratuiz

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

Stevn Torrence 2/15/18

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

ENGINEERING

SIGNATURE

DATE

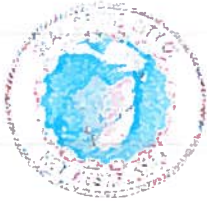
UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

APRIL 14th



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Mote Marine Ocean Fest - Eco Discovery
DATES: April 14th - Set up April 13

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratuski

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

✓ POLICE DEPARTMENT

SIGNATURE

DATE

✓ FIRE DEPARTMENT

SIGNATURE

DATE

✓ KWDOT

SIGNATURE

DATE

No Impacts

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN _____ APPROVED _____ DENIED