

# CITY OF KEY WEST

## APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Sunrise Rotary Foundation of Key West, Inc.

Address of Applicant(s) PO Box 2354, Key West, FL 33045

Phone Number of

Applicant(s) and emergency  
number

305-240-0989 / 305-240-0756

Name of Non-Profit(s) Key West Sunrise Rotary

Address of Non-Profit(s) PO Box 2354, Key West, FL 33045

Phone Number of Non-Profit(s) 305-240-0989 / 305-240-0756

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

Date(s) of Event Saturday September 1, 2018

Hours of Operation 3 pm - 8 pm

Estimated/anticipated number of persons per day 1750

Location of Event 1405 Duval Street / South Beach

Street Closed One block of Duval, south of South St.

Detailed Description of Event: Brewfest Key West

Signature Tasting Event ~ 175 Craft Beers

List of Businesses that will participate in Alcohol Exemption: Key West Sunrise Rotary

Noise exemption required: Yes ☐ No ☒ Sunrise Rotary Foundation

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)/permitee 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

3/14/18  
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. 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 Alcohol 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 this requirement is being met.

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

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 NA

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 

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.

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

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

Section 6

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

**Sec. 6-61. Temporary bathroom facilities.**

Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent (5%) of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons 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 16<sup>th</sup> day of October, 2002.

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

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

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

Filed with the Clerk November 21, 2002.

Sponsor's Signature

A handwritten signature in black ink, consisting of a stylized 'A' or 'R' shape with a horizontal line through the middle.

## Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Greg Sullivan Phone number: 305-797-3355
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.  
Aluminum X Glass X #1 Plastic X #2 Plastic X Steel \_\_\_\_\_  
Corrugated Cardboard X 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: 15
- 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: with Greg Sullivan
- Capacity of containers on grounds:  
Contact person for containers: WM - Margaret Lem 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: Rotarians will monitor
- 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 - Greg Sullivan
- 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.

- c Monitor recycling containers for correct usage during the event and take actions to solve problems.  
Problems: \_\_\_\_\_  
Actions taken: \_\_\_\_\_
- o View trash barrels and note any recyclables in the trash. Take actions to solve problems.  
Problems: \_\_\_\_\_  
Actions taken: \_\_\_\_\_
- o 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: ✓
- o Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- o At the end of the event, remove signs and arrange for their return to owners.
- o Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- o 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: \_\_\_\_\_
- o Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- o Share the results with event organizers.
- o Security deposit of \$1000.00 must be submitted prior to the event.
- o Security deposit returned: \_\_\_\_\_

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

Key West Brewfest

At Southernmost Beach Café, 1405 Duval Street

September 1, 2018

RECYCLING PLAN:

Recycling Coordinator: Greg Sullivan

Recycling Coordinator will:

- Inform Key West Sunrise Rotary staff of recycling policy.
- Coordinate recycling containers on street (extra bins will be leased if necessary).
- Recycled items will be picked up by Waste Management through our business account
- Report recycled materials to the City of KW.
- Ensure waste containers are placed throughout the event area.
- Ensure recyclables and trash are separated.

Minimum City Requirements:

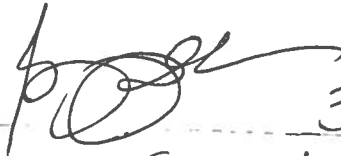
1. Recycle bins for cans and bottles within 50 feet of all drink / drink sales locations.
2. Sunrise Rotary staff will separate bottles, cans, and cardboard into business appropriate sorting area.
3. Recyclables will be picked up by Waste Management.
4. Cardboard will be recycled through Southernmost Beach Café's business account.
5. Recycle bins will be clearly marked to reduce sorting time.



THE CITY OF KEY WEST

1000 Mitchell Rd., 1400 N. Key West Blvd., 33040-4000 (305) 894-1000

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.

 3/10/18  
Susan J. Fowler

\$1,000.00



# CERTIFICATE OF LIABILITY INSURANCE

7/1/2017

DATE (MM/DD/YYYY)  
7/10/2017

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 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).

<b>PRODUCER</b> LOCKTON COMPANIES 500 West Monroe, Suite 3400 CHICAGO IL 60661 (312) 669-6900	<b>CONTACT NAME:</b> Lockton Companies	
	<b>PHONE (A/C, No, Ext):</b> 1-800-921-3172 <b>FAX (A/C, No):</b> 1-312-681-6769	
	<b>E-MAIL ADDRESS:</b> rotary@lockton.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Lexington Insurance Company	19437
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

<b>INSURED</b> 1393456	All Active US Rotary Clubs & Districts Key West Sunrise Rotary Club #25317, District #6990 Attn: Risk Management Department 1560 Sherman Ave. Evanston, IL 60201-3698
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**COVERAGES** ROTIN01**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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> <b>Liquor Liability</b> <input type="checkbox"/> Included GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		015375594	7/1/2017	7/1/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ XXXXXXXX PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		015375594	7/1/2017	7/1/2018	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX \$ XXXXXXXX
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		NOT APPLICABLE			EACH OCCURRENCE \$ XXXXXXXX AGGREGATE \$ XXXXXXXX \$ XXXXXXXX
	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N N/A	NOT APPLICABLE			PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ XXXXXXXX E.L. DISEASE - EA EMPLOYEE \$ XXXXXXXX E.L. DISEASE - POLICY LIMIT \$ XXXXXXXX

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

The Certificate Holder is included as Additional Insured where required by written contract with the General Liability policy, but only to the extent bodily injury or property damage is caused to the insured.

**CERTIFICATE HOLDER**

City of Key West  
1300 White Street  
Key West FL 33040  
RE:Key West Brewfest  
August 31, 2017 - September 4, 2017

**CANCELLATION**

SHOULD ANY OF THE  
THE EXPIRATION DATE  
ACCORDANCE WITH THE

AUTHORIZED REPRESENTATIVE

© 1988-2

Need new  
Insurance



## THE CITY OF KEY WEST

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

### RELEASE AND INDEMNIFICATION

Sunrise Rotary Foundation of Key West, Inc.

Brewfest 2018

Saturday, September 1, 2018

3:00 p.m. to 8:00 p.m.

I Susan J. Fowler being authorized to act on behalf of and legally bind Sunrise Rotary Foundation of Key West, 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.

Susan J. Fowler  
Signature of Witness

Susan J. Fowler  
Print Name

3/14/18  
Date

Susan Rodriguez  
Signature of Applicant

Susan Rodriguez  
Print Name

3/14/18  
Date

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





9 March 2018

To Whom It May Concern:

We are working with Southernmost Resort and the Southernmost Beach Café on the ninth annual BrewFest Key West.

This has proven to be an exciting festival on Labor Day weekend, drawing people to Key West during a slow time for our destination. This five day event entertains visitors and raises thousands of dollars for Key West Sunrise Rotary. The Signature Tasting Event will take place on Saturday, September 1, 2018.

This letter is on behalf of the Key West Sunrise Rotary, which states that we are the recipient of the funds from this event.

Yours in Rotary Service,

Sue Fowler / Charlie Mench  
BrewFest Key West Event Chairs  
Key West Sunrise Rotary Club in the Conch Republic

PO Box 2354 • Key West, FL 33045

# 2017 Brewfest

11:12 AM

Sunrise Rotary Foundation of Key West, Inc.

02/23/18

## General Ledger

As of June 30, 2018

Type	Date	Num	Name	Memo	Split	Amount
<b>32000 - Unrestricted Net Assets (Other Income)</b>						
Total 32000 - Unrestricted Net Assets (Other Income)						
<b>Fundraising Income</b>						
<b>Brewfest merchandise</b>						
Deposit	09/05/17			Deposit	KFCU Che...	700.00
Deposit	09/05/17		MERCHANT B...	Deposit	KFCU Che...	100.00
Deposit	09/05/17		MERCHANT B...	Deposit	KFCU Che...	660.00
Deposit	09/05/17		MERCHANT B...	Deposit	KFCU Che...	100.00
Deposit	09/29/17			Bingo	KFCU Che...	543.00
Total Brewfest merchandise						2,103.00
<b>Brewfest Sponsorships</b>						
Deposit	07/06/17			Ocean Ke...	KFCU Che...	500.00
Deposit	07/11/17			Islamrad...	KFCU Che...	1,000.00
Deposit	07/18/17			Two Friends	KFCU Che...	500.00
Deposit	07/21/17			Mellow Cafe	KFCU Che...	100.00
Deposit	07/31/17			Isle Cook	KFCU Che...	250.00
Deposit	08/11/17			Deposit	KFCU Che...	350.00
Invoice	08/29/17	1020	Marker Waterfr...	Kona Beer...	Accounts R...	500.00
Deposit	09/01/17			Deposit	KFCU Che...	630.00
Deposit	02/09/18			Deposit	KFCU Che...	1,800.00
Total Brewfest Sponsorships						5,630.00
<b>Brewfest tickets</b>						
Invoice	08/11/17	1019	Lower Keys Me...	Brewfest ...	Accounts R...	240.00
Deposit	08/28/17			Rotarians ...	KFCU Che...	4,560.00
Deposit	08/29/17		MERCHANT B...	Deposit	KFCU Che...	75.00
Deposit	09/01/17			Deposit	KFCU Che...	2,790.00
Deposit	09/01/17		MERCHANT B...	Deposit	KFCU Che...	80.00
Deposit	09/05/17			Deposit	KFCU Che...	6,195.00
Deposit	09/05/17		MERCHANT B...	Deposit	KFCU Che...	1,035.00
Deposit	09/05/17		MERCHANT B...	Deposit	KFCU Che...	7,335.00
Deposit	09/05/17		MERCHANT B...	Deposit	KFCU Che...	880.00
Deposit	10/02/17			Keystix.com	KFCU Che...	37,820.90
Deposit	10/02/17			Deposit	KFCU Che...	500.00
Deposit	10/13/17			Reynolds ...	KFCU Che...	80.00
Deposit	11/03/17			Jim Reyno...	KFCU Che...	80.00
Deposit	11/10/17			Joel Narlo...	KFCU Savi...	400.00
Total Brewfest tickets						62,070.90
Total Fundraising Income						69,803.90

11:12 AM

02/23/18

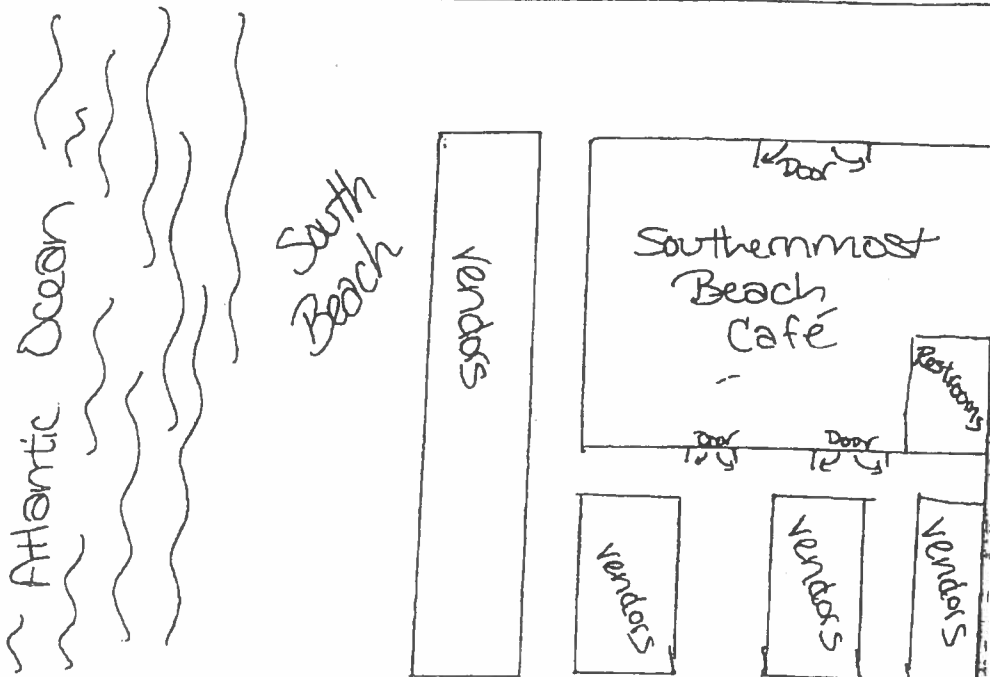
**Sunrise Rotary Foundation of Key West, Inc.**  
**General Ledger**  
**As of June 30, 2018**

Type	Date	Num	Name	Memo	Split	Amount
<b>Fundraising Expenses</b>						
<b>Brewfest</b>						
Check	07/17/17	2277	Sun Sentinel	Advertising	KFCU Che...	-3,051.00
Check	07/17/17	2278	Division of Alco...		KFCU Che...	-25.00
Check	07/28/17	2282	SUE FOWLER	Printing of...	KFCU Che...	-339.65
Check	07/28/17	2283	Our Keys	Local Adv...	KFCU Che...	-250.00
Check	07/30/17	2284	Miami Herald M...	Advertising	KFCU Che...	-2,320.00
Check	08/14/17	2285	VOID	Voided Ch...	KFCU Che...	
Check	08/18/17	2287	VOID		KFCU Che...	
Check	08/23/17	2289	JSA Promotions		KFCU Che...	-2,827.22
Check	08/23/17	2215	Southern Brew ...		KFCU Che...	-1,000.00
Check	08/23/17	2216	Mid-Atlantic Br...		KFCU Che...	-1,000.00
Check	08/23/17	2217	Keys Media Co...	Pirate Rad...	KFCU Che...	-252.00
Check	08/23/17	2218	key West Cha...	Rack Prog...	KFCU Che...	-53.75
Check	08/23/17	2219	key West Weekly	Print Adve...	KFCU Che...	-877.50
Check	09/02/17	2221	Allen G Holland	Music	KFCU Che...	-500.00
Check	09/03/17	2222	Randle Hartle	Motorcyle ...	KFCU Che...	-200.00
Check	09/03/17	2225	Billy Vazquez	Motorcycl...	KFCU Che...	-200.00
Check	09/03/17	2226	Michael Pettee	Motorccyc...	KFCU Che...	-200.00
Check	09/05/17	2227	Wonderdog Pr...		KFCU Che...	-2,113.75
Check	09/05/17	2229	key West Cha...	Blast email	KFCU Che...	-65.00
Check	09/26/17	2230	Randy Smith	Police	KFCU Che...	-250.00
Check	09/26/17	2231	Mark Siracuse	Police	KFCU Che...	-250.00
Check	09/26/17	2233	Wonderdog Pr...	Design W...	KFCU Che...	-131.25
Check	09/26/17	2234	Coconut Ink		KFCU Che...	-5,709.35
Check	09/29/17	2235	Janie Rodriguez	Lunch for ...	KFCU Che...	-81.32
Check	09/29/17	2236	Carl Stevens	Supplies	KFCU Che...	-229.85
Check	09/29/17	2237	Florida Weekley		KFCU Che...	-2,135.33
Check	09/29/17	2239	Choice Radio K...	Radio Ads	KFCU Che...	-752.00
Check	09/29/17	2240	Florida Keys M...	Radio Ads	KFCU Che...	-877.00
Check	10/07/17	2242	SUE FOWLER	Supplies	KFCU Che...	-263.08
Check	10/09/17	2243	Florida Keys.com		KFCU Che...	-1,825.00
Check	11/15/17	2245	Reddy Ice		KFCU Che...	-2,800.00
Check	12/03/17	2246	Magnetic Web ...		KFCU Che...	-178.75
Check	12/03/17	2247	WIIS	Radio	KFCU Che...	-91.00
Check	12/03/17	2248	WCNK-FM	Radio	KFCU Che...	-128.00
Deposit	12/15/17			TDC Reim...	KFCU Che...	20,315.07
Total Brewfest						-10,661.73
Total Fundraising Expenses						-10,661.73
<b>TOTAL</b>						<b>59,142.17</b>

Sketches should be drawn in ink and include all walls, doors, counters, sales areas, storage areas, restrooms, bar locations and any other specific areas which are part of the premises sought to be licensed. A multi-story building where the entire building is to be licensed must show each floor.

Trade Name (D/B/A)

1405 Duval Street



Sea wall

Southernmost on the Beach

Receipt Number \_\_\_\_\_ Date of Receipt \_\_\_\_\_

Extension Fee \_\_\_\_\_ Date \_\_\_\_\_

AB&T Authorized Signature \_\_\_\_\_ ☐ Approved ☐ Disapproved

Event Name: Key West Brewfest 2018

### Special Event Checklist

Everything must be checked off before  
submitting the special event application

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

## Brewfest 2018

### 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      03/28/2018  
\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
\_\_\_\_\_

PORT/KEY WEST DOT

\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

CODE COMPLIANCE

\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KEY WEST PROPERTY  
MANAGEMENT

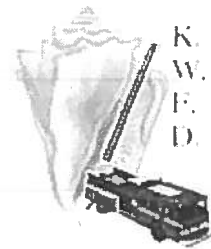
\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PARKING DEPARTMENT

\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## THE CITY OF KEY WEST

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

To: Southernmost Beach Café

From: Division Chief/Fire Marshal Alan Averette

Date: 03/28/2018

Reference: Brew fest Key West

This office reviewed the special event application for the Southernmost Beach Café Brew fest Key West Party to be held at The Southernmost Beach Café on September 1, 2018.

Based on the application the following conditions apply:

There are no concerns at this time.

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

*Alan Averette*, Fire Marshal/Division Chief  
Key West Fire Department  
1600 N. Roosevelt Boulevard  
Key West, Florida 33040  
305-809-3931 Office  
[aaverett@cityofkeywest-fl.gov](mailto:aaverett@cityofkeywest-fl.gov)

3267 LSN 132



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

EVENT: Brewfest 2018  
DATES: September 1, 2018

**DEPARTMENTS**

**COMMENTS**

EVENTS (INITIAL SIGNOFF)

Manu Patrush

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

Jim Long  
SIGNATURE

29 Mar 18  
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: Brewfest 2018  
 DATES: September 1, 2018

## DEPARTMENTS

## COMMENTS

EVENTS (INITIAL SIGNOFF)

*Manu Ratu*

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

Steve Torrence 3/28/17

SIGNATURE

DATE

Requires ABT Permit  
 Requires Extra Duty Officers  
 Requires Noise Exemption

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: Brewfest 2018  
DATES: September 1, 2018

DEPARTMENTS	COMMENTS
EVENTS (INITIAL SIGNOFF) <u>Maria Latush</u> SIGNATURE DATE	
COMMUNITY SERVICES <u>[Signature]</u> SIGNATURE DATE	
POLICE DEPARTMENT  SIGNATURE DATE	
FIRE DEPARTMENT  SIGNATURE DATE	
KWDOT  SIGNATURE DATE	
PORT AND MARINE SERVICES  SIGNATURE DATE	
CODE COMPLIANCE  SIGNATURE DATE	
ENGINEERING  SIGNATURE DATE	
UTILITIES  SIGNATURE DATE	

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT:	Brewfest 2018
DATES:	September 1, 2018

## DEPARTMENTS

## COMMENTS

EVENTS (INITIAL SIGNOFF)

*Maria Ratush*

SIGNATURE

DATE

✓ COMMUNITY SERVICES

SIGNATURE

DATE

✓ POLICE DEPARTMENT

SIGNATURE

DATE

✓ FIRE DEPARTMENT

SIGNATURE

DATE

✓ KWDOT

N/A

SIGNATURE

DATE

✓ PORT AND MARINE SERVICES

N/A

SIGNATURE

DATE

✓ CODE COMPLIANCE

SIGNATURE

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN \_\_\_\_ APPROVED \_\_\_\_ DENIED