

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) BARB WRIGHT / 21ST KEY WEST HALF MARATHON

Address of Applicant(s) 1719 WASHINGTON ST. KEY WEST, FL 33040

Phone Number of Applicant(s) and emergency number 305-240-0727, EMERGENCY # 305-240-0978

Name of Non-Profit(s) KEY WEST SUNRISE ROTARY SCHOLARSHIP FUND & FKCC YOUTH SWIM & MANY OTHERS.

Address of Non-Profit(s) KW SUNRISE ROTARY P.O. BOX 2354, KW 33041

Phone Number of Non-Profit(s) 305-304-2433

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$23,000.00

Date(s) of Event JANUARY 17-21, 2019

Hours of Operation 12pm - 6pm - Jan 18, Jan 19 & 6am - 12pm Jan 20

Estimated/anticipated number of persons per day 4500

Location of Event HALF SHELL RAW BAR & TURTLE KRAALS 231 MARGARET S

Street Closed 1 OUTBOUND LANE OF S. ROOSEVELT & ATLANTIC BERT JUST FOR 1/2 hr.

Detailed Description of Event: A 13.1 1/2 MARATHON & 5K RUN.

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required: Yes ☐ No ☒

Alcoholic beverages sold/served at event: Yes ☒ No ☐ NOT FOR SALE - Through Half Shell Raw Bar

Recycle Deposit \$1000.00 Yes ☒ No ☐

Cooking oil recycled Yes ☐ No ☒

Recycled containers Yes ☒ No ☐

Accounting of items recycled

* Measures

STAFF MEMBER ASSIGNED TO HANDLE NON-PROFITS WHO MANAGE RECYCLED (WATER CUPS) FOR RACE. ITEMS

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.

Barbara Wuyt
Applicant(s) Signature

2-28-2018
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: ~~Fancy~~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 with physical disability.

Section 7.

If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable 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 Burbank

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

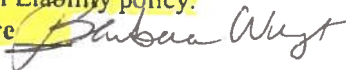
\$1,000,000 injury by Disease

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 *Barbara Wuyt*

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 *Barbara Wuyt*

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 *Barbara Wuyt*

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 *Barbara Wuyt*

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

Sponsor's Signature *Barbara Wuyt*

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 *Barbara Wuyt*

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 *Barbara Wuyt*

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 *Barbara Wuyt*

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

Barbara Wujt

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

Barbara Wujt

15. Where a person has not applied for a special event permit and an event at its 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

Barbara Wujt

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

Barbara Wujt

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

Barbara Wujt

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

Barbara Wujt

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: EVAN SNITKOFF Phone number: 305-240-0978
- 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: PAPER CUPS & WATER BOTTLES
- 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: 50
- 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: WE HIRE STAFF TO PLACE RECYCLING TO RESTAURANTS
RECYCLING WASTE COMPACTOR.
- Capacity of containers on grounds: 40 GALLON
Contact person for containers: EVAN SNITKOFF Phone #: 305-240-0978
- 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: WE HAVE STAFF HIRED FOR SET UP/CLEAN-UP.
- 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: SAME STAFF PERSON TO HANDLE REMOVAL.
- 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: STAFF OF TWO OVERSEE ENTIRE EVENT.
Actions taken: THEY KEEP ALL WASTE SEPARATE
REMOVE & PLACE IN RECYCLABLE COMPACTOR
- o View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: KEEP WASTE SEPARATE.
Actions taken: STAFF MEMBERS OVERSEE & IMPLEMENT
REMOVAL.
- 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: WE TAKE PHOTOS STAFF MEMBER AGAIN
WORKS WITH ANY VENDOR & HOST RESTAURANTS.
- 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: 300 POUNDS - APPROX.
Contamination: N/A
- 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



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.

Brian Wynn

Date: 6/27/2018 8:02:34 AM
Receipt Number: 38274
Amount: \$1,000.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096
Receipt Date: 6/27/2018 8:02:34 AM
Receipt Number: 38274

Receipt Details:

Reference ID:
50609
Fee Code Version:
UNUSUAL PAYMENTS - ZZ
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$1,000.00
Additional Comments: KEY WEST HALF MARATHON LLC

\$1,000.00

KEY WEST HALF MARATHON LLC 1719 WASHINGTON ST KEY WEST FL 33040-4915		2205 63-4630 FL 24182
DATE <u>6-25-2018</u>		
PAY TO THE ORDER OF <u>CITY OF KEY WEST</u>		\$ <u>1000.00</u>
<u>One Thousand Dollars</u>		DOLLARS
Bank of America		Photo Deposit Dollars only
ACH R/T 063100277		
FOR <u>2019 RACE Recycling Deposit</u>		
<u>Barbara West</u>		
<u>[Signature]</u>		



THE CITY OF KEY WEST

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

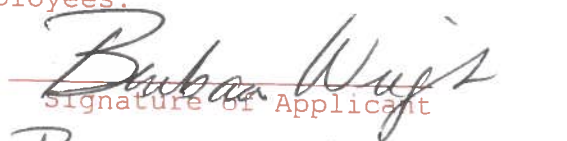
RELEASE AND INDEMNIFICATION Key West Half Marathon, LLC January 18 & 19, 2019

I **Barbara Wright** being authorized to act on behalf of and legally bind **Key West Half Marathon, LLC** 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

EVAN SNITKOFF
Print Name

6-28-2018
Date


Signature of Applicant
BARBARA WRIGHT
Print Name

6-25-2018
Date

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



THE CITY OF KEY WEST

Parking Division

1300 White Street

Key West, FL 334

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

WE PURCHASE APPROX. 24 SPACES IN ^{CITY} PARKING
LOT - IN FRONT OF CUBAN COFFEE QUEEN. FRIDAY 12AM
TILL SATURDAY 12AM. JANUARY 20, 2019.

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

TEMPORARY CLOSING OF STATE ROAD PERMITDate: 3/19/2018Permit No. 2018-F-692-006**Governmental Entity**Approving Local Government City of Key WestContact Person Maria RatcliffAddress 1300 White StreetTelephone (305) 809-3881 ext. _____Email mratcliff@cityofkeywest-fl.gov**Organization Requesting Special Event**Name of Organization Hey West Half Marathon LLCContact Person Barbara WrightAddress 1719 Washington StreetTelephone (305) 240-0727 ext. _____Email bwpromo3@bellsouth.net**Description of Special Event**Event Title Annual Key West Half MarathonDate of Event 1/20/2019Start Time 5:00 AM (EST) End Time 11:00 AM (EST)Event Route (attach map) Section 90003, MP 0-2.741, MM 0-2.4; start race corner of Caroline & Grinnell; finish 231 Margaret St @ Half Shell Raw Bar.

Detour Route (attach map)

Law Enforcement Agency Responsible for Traffic ControlName of Agency Key West Police Department**US Coast Guard Approval for Controlling Movable Bridge**Not Applicable ☒Copy of USCG Approval Letter Attached ☐

Bridge Location _____

The Permittee will assume all risk of and indemnify, defend and save harmless the State of Florida and the FDOT from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Permittee shall be responsible to maintain the portion of the state road it occupies for the duration of this event, free of litter and providing a safe environment to the public.

Signatures of AuthorizationEvent Coordinator Barbara WrightSignature Barbara WrightDate 3/8/2018

Law Enforcement

Name/Title Donald Lee / ChiefSignature Donald LeeDate 3/8/2018

Government Official

Name/Title J.K. Scholl / City ManagerSignature J.K. SchollDate 3/8/2018**FDOT Special Conditions****FDOT Authorization**Name/Title Ali Al-Said / DISTRICT PERMIT ENGINEER Signature Ali Al-SaidDate 3/19/2018

SPECIAL PROVISIONS FOR PERMIT NO: 2018-F-692-006
ANNUAL KEY WEST HALF MARATHON & 5K
SUNDAY, JANUARY 20TH, 2019, 5:00AM – 11:00AM
A1A (S. ROOSEVELT BLVD) / SECTION 90003 / M.P. 0.00 – 2.741

1. Permittee is responsible for contacting Nancy Miller by telephone at (305) 289-4360 or at nancy.miller@dbiservices.com immediately upon receipt of this permit to coordinate activities within the state right-of-way.
2. Permission for use of State right-of-way is granted from 5:00am – 11:00am on Sunday, January 20th, 2019 or as directed by the Florida Department of Transportation (FDOT) Representative, as per the approved route. This permit does not grant the use of any other portion of S. Roosevelt Blvd/A1A, other than the one specified by this permit, nor does it grant the closure of any State Road. The Permittee is responsible for obtaining any additional permit(s) for other parts of the event.
3. Maintenance of traffic (MOT) must be in accordance with the *FDOT Design Standards (current edition)*, *Index Series 600* and the *Manual on Uniform Traffic Control Devices (MUTCD)*.
4. **The Key West Police Department shall provide Law Enforcement Officers at their discretion along this event route for the support of the maintenance of traffic.**
5. All set-up and dismantling activities shall be performed at the direction of the Key West Police Department.
6. In the event of any inclement "weather", this permit shall be rescinded, and the Department will retain the rights to reschedule the approval time and dates as appropriate.
7. Any markings placed in the Right of Way to define the event route should be temporary in nature and may not damage any F.D.O.T. property.
8. The Florida Department of Transportation reserves the right to access any portion of the location as necessary for maintenance or monitoring activities and there may be a Department Representative on location, which reserves the right to increase or decrease the approved time frames.
9. Permittee shall properly dispose of all litter resulting from activities and all portions of the State right-of-way shall be restored immediately upon completion of the permitted activities.
10. Any existing roadway features in the vicinity of this event shall be protected from any possible damage by the permittee. Any damages to FDOT property must be repaired to match or exceed the existing conditions. Restoration and cleaning operations of FDOT Right-of-Way shall be done immediately.
11. The Permittee shall provide and maintain safe temporary access to all adjacent property at all times and shall maintain accommodations for intersecting and crossing traffic within the event route. No road or street crossing shall be blocked or unduly restricted as determined by the Department Engineer.
12. In the event that it becomes necessary to accommodate passage of any emergency vehicle, passage shall be made available by clearing all personnel and staged equipment that may interfere with its passage immediately.
13. **Beginning any work within the FDOT right-of-way associated with this permit constitutes acceptance of the above conditions.**

KEY WEST HALF MARATHON COURSE

EXPO/PACKET PICK-UP:

231 MARGARET STREET OUTSIDE THE HALF SHELL RAW BAR

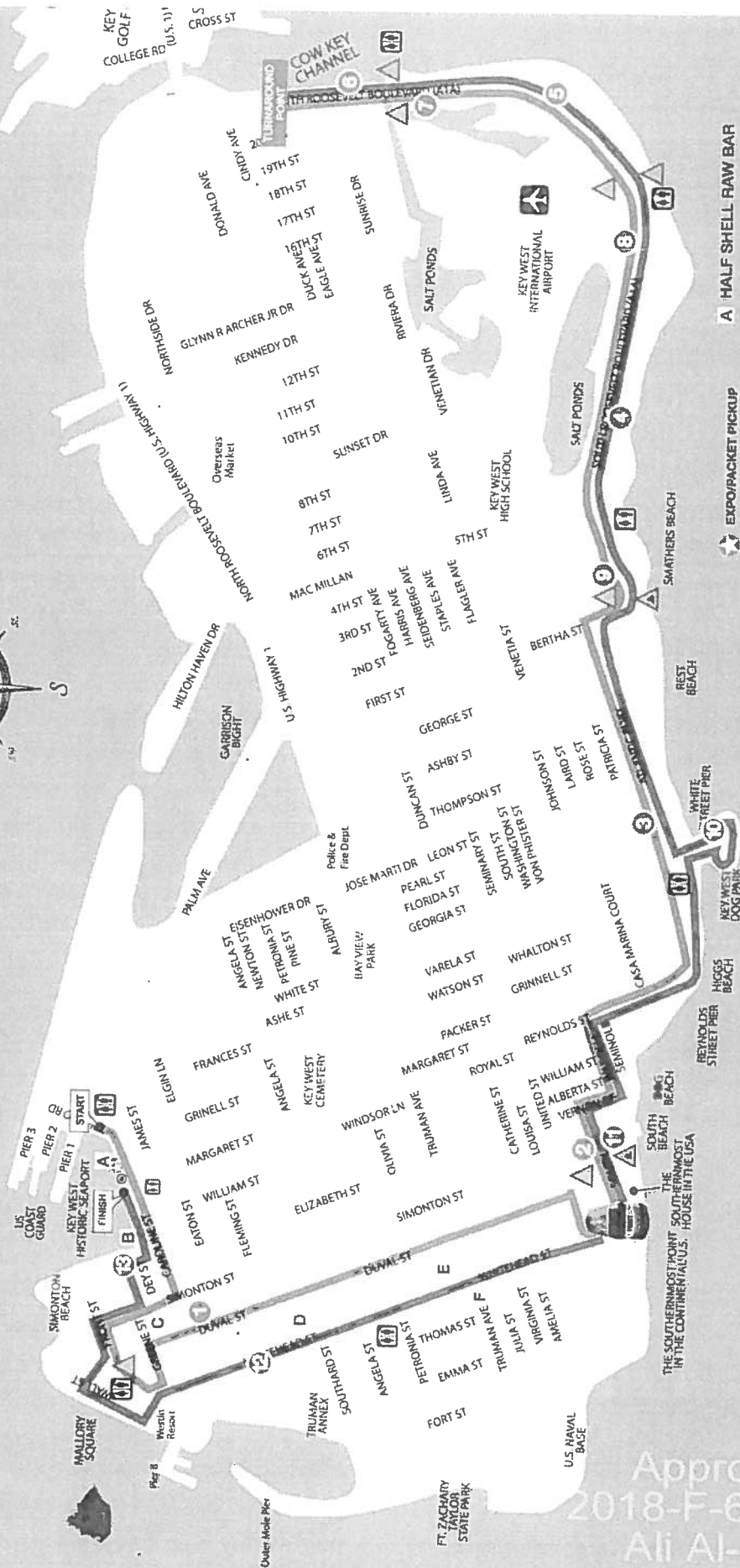
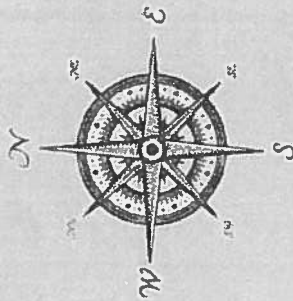
START LINE:

CORNER OF CAROLINE ST. & GRINNELL ST.
LESS THAN A BLOCK FROM PACKET PICK-UP LOCATION

FINISH LINE:

231 MARGARET STREET OUTSIDE THE HALF SHELL RAW BAR

20th ANNIVERSARY
KEY WEST half marathon
& 5k
01.14.2018 | keywesthalfmarathon.com

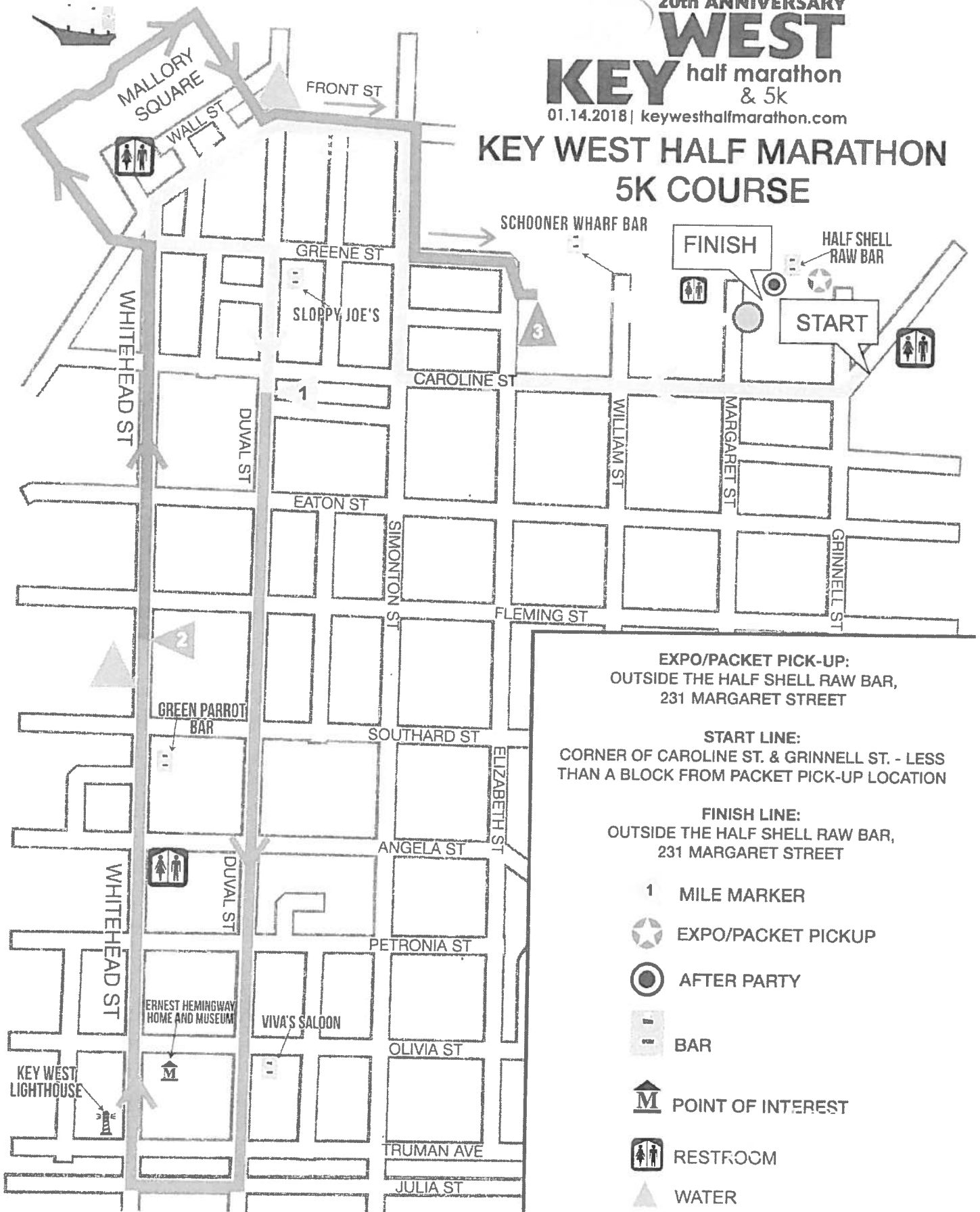


- A HALF SHELL RAW BAR
 - B SCHOONER WHARF BAR
 - C SLOPPY JOE'S
 - D GREEN PARROT BAR
 - E ERNEST HEMINGWAY HOME
 - F KEY WEST LIGHTHOUSE
- EXPO/PACKET PICKUP
 - AFTER PARTY
 - RESTROOM
 - WATER

Approved
2018-F-692-00
Ali Al-Said
3/19/2018

20th ANNIVERSARY
KEY WEST half marathon
 & 5k
 01.14.2018 | keywesthalfmarathon.com

KEY WEST HALF MARATHON 5K COURSE



TEMPORARY CLOSING OF STATE ROAD PERMIT

Date: 2-27-18

Permit No. _____

Governmental Entity

Approving Local Government	<u>City of Key West</u>	Contact Person	<u>Maria Ratchiss</u>
Address	<u>1300 White St. Key West, FL 33040</u>		
Telephone	<u>305 809-3881</u>	Email	<u>mratchiss@cityofkeywest-fl.gov</u>

Organization Requesting Special Event

Name of Organization	<u>Key West Half Marathon LLC</u>	Contact Person	<u>Barbara Wright</u>
Address	<u>1719 Washington St Key West, FL 33040</u>		
Telephone	<u>305 240 0727</u>	Email	<u>BWPromo3@Bellsouth.net</u>

Description of Special Event

Event Title	<u>Key West Half Marathon LLC</u>	Date of Event	<u>1-20-19</u>
Start Time	<u>5 AM</u>	End Time	<u>11 AM</u>
Event Route (attach map)	<u>Sect 90003/MP 0.00 - 2.741 A1A</u>		
	<u>see Attachments</u>		
Detour Route (attach map)	<u>see Attachments</u>		

Law Enforcement Agency Responsible for Traffic Control

Name of Agency	<u>Key West Police Dept.</u>
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US Coast Guard Approval for Controlling Movable Bridge

Not Applicable <input checked="" type="checkbox"/>
Copy of USCG Approval Letter Attached <input type="checkbox"/>
Bridge Location _____

The Permittee will assume all risk of and indemnify, defend and save harmless the State of Florida and the FDOT from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Permittee shall be responsible to maintain the portion of the state road it occupies for the duration of this event, free of litter and providing a safe environment to the public.

Signatures of Authorization

Event Coordinator	<u>BARBARA WRIGHT</u>	Signature	<u>[Signature]</u>	Date	<u>2-27-18</u>
Law Enforcement					
Name/Title	<u>JOHN LEE - CHIEF</u>	Signature	<u>[Signature]</u>	Date	<u>3-5-18</u>
Government Official					
Name/Title	<u>JK SCHOLL CITY MANAGER</u>	Signature	<u>[Signature]</u>	Date	<u>28 FEB 2018</u>

FDOT Special Conditions

FDOT Authorization

Name/Title	_____	Signature	_____	Date	_____
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**20TH ANNUAL KEY WEST
HALF MARATHON & 5K RUN
1-14-201**

BUDGET COMMENTS

**TOTAL INCOME
RACE ENTRIES/SPONSORS \$357,647.00**

DESCRIPTION

EXPENSES

Constant Contact/Google Ads	\$4,512.00	
Facebook	\$13,234.00	cool Ad Media
Running USA	\$5,899.00	
Facebook (Own Promotions)	\$6,597.00	Monthly Promotions Feb 17'-Jan 2018
Video Production	\$1,160.00	
WebSite, Graphic Design	\$7,446.00	
Art/Design	\$3,350.00	
Advertising -Other	\$31,975.00	Active Exchange Costs, SFRForum, Florida Running, Our Keys, Running Journal, Radio
Timing & results	\$10,355.00	
Shirts and Medals	\$68,761.00	Long Sleeved Race Shirts and Finisher Medals
Staff Shirts	\$562.00	
Race MC's	\$1,050.00	Finish Line MC and Awards Party MC
Awards	\$2,619.00	Local Awards
insurance	\$2,062.00	
Printing	\$2,514.00	
Volunteer Party and Vol. Costs	\$4,185.00	
Vol. Local Software	\$200.00	
Race Bags & Koozies	\$4,662.00	
Course Layout	\$599.00	Rick McKenzie
Course Set Up/Breakdown	\$2,200.00	Staff of four
Race Cups	\$1,129.00	
Police and EMS	\$3,140.00	
Pacers	\$400.00	
Signs & Banners	\$3,014.00	Step & Repeats, Finish , expo, Course etc.
Cones	\$1,665.00	
Equipment Costs	\$5,896.00	Tables, Generators, Boom Box's to replace after Irma
Bands- Party and Course	\$4,575.00	Howard Livingston & MM 24, Barry Cud a, Ross Brown, Island Time and more
Stage	\$900.00	
Hotels	\$4,046.00	Marriott Courtyard Timing Company and Staff
Food for Post Race	\$2,466.00	
Water / Power Drinks	\$1,835.00	
Waste Management	\$3,983.00	
Security	\$425.00	
Photographers	\$896.00	
City Of KW Staff	\$980.00	
City of KW parking Meters	\$1,246.00	
Charity Donations	\$25,510.00	
FKCC Swim Youth Program		
Sunrise Rotary		
Other Charity Donations		Sigsbee,KWHS Band,HOB, Castaways,Zonta,Coast Guard Committee
Sunrise Rotary Member dues	\$1,000.00	
SunBiz	\$144.00	
New Trailer	\$4,621.00	
Phone Charges	\$1,308.00	
Staff Support	\$25,814.00	Food Staff, Chris Bernier, Eric Kenerly, - Etc.
Race Directors	\$25,000.00	
Postage/Shipping	\$2,901.00	
Rental Equip/Truck/Misc	\$1,650.00	
Sorinter Insurance	\$1,151.00	
Total Expenses	\$298,536.00	
NET INCOME/LOSS	\$59,111.00	

[Florida Department of State](#)

DIVISION OF CORPORATIONS

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

Florida Limited Liability Company
KEY WEST HALF MARATHON LLC

Filing Information

Document Number L11000024813
FEI/EIN Number 27-5268354
Date Filed 02/28/2011
State FL
Status ACTIVE

Principal Address

1719 WASHINGTON STREET
KEY WEST, FL 33040

Mailing Address

1719 WASHINGTON STREET
KEY WEST, FL 33040

Registered Agent Name & Address

WRIGHT, BARBARA
1719 WASHINGTON STREET
KEY WEST, FL 33040

Name Changed: 04/18/2016

Address Changed: 04/18/2016

Authorized Person(s) Detail**Name & Address**

Title MGRM

WRIGHT, BARBARA
1719 WASHINGTON STREET
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2017	01/23/2017
2018	03/07/2018
2018	04/28/2018

Document Images

04/26/2018 -- AMENDED ANNUAL REPORT	View image in PDF format
03/07/2018 -- ANNUAL REPORT	View image in PDF format
01/23/2017 -- ANNUAL REPORT	View image in PDF format
04/18/2016 -- ANNUAL REPORT	View image in PDF format
01/28/2015 -- ANNUAL REPORT	View image in PDF format
03/11/2014 -- ANNUAL REPORT	View image in PDF format
06/15/2013 -- ANNUAL REPORT	View image in PDF format
04/24/2012 -- ANNUAL REPORT	View image in PDF format
02/28/2011 -- Florida Limited Liability	View image in PDF format

Florida Department of State, Division of Corporations



June 14, 2018

To Whom it May Concern,

This letter is to inform you that Bone Island Swim Club, at Florida Keys Community College Pool, is one of the recipients for the Annual Key West Half Marathon and 5K run which will be held January, 2019.

Sincerely,

Lori Bosco

Digitally signed by Lori Bosco
DN: cn=Lori Bosco, o=FKCC, ou,
email=lori.bosco@fkcc.edu, c=US
Date: 2018.06.14 15:38:23 -04'00'

Lori Bosco, Aquatic Director, FKCC
Head Swim Coach
Bone Island Swim Club



Key West Sunrise Rotary Club of the Conch Republic

15 June 2018

Hello, City of Key West ...

This letter is to document that the KW Sunrise Rotary Club will partner with Barbara Wright and Evan Snitkoff in producing the 2019 Key West Half Marathon and 5K races, as we have in years past. In exchange for the manpower provided by the Club to manage many aspects of the race, the KW Sunrise Rotary Foundation will be the beneficiary of a portion of the proceeds of the race.

As Past-President of the Sunrise Rotary Club Foundation and current Board member, I'm happy to confirm that this is the arrangement we have agreed upon with Barbara Wright and Evan Snitkoff.

Jim Smith
Past-President and Board member
Sunrise Rotary Club Foundation
Chair, Sunrise Rotary KW Half-Marathon and 5K Committee

KEY WEST HALF MARATHON COURSE

EXPO/PACKET PICK-UP:

231 MARGARET STREET OUTSIDE THE HALF SHELL RAW BAR

START LINE:

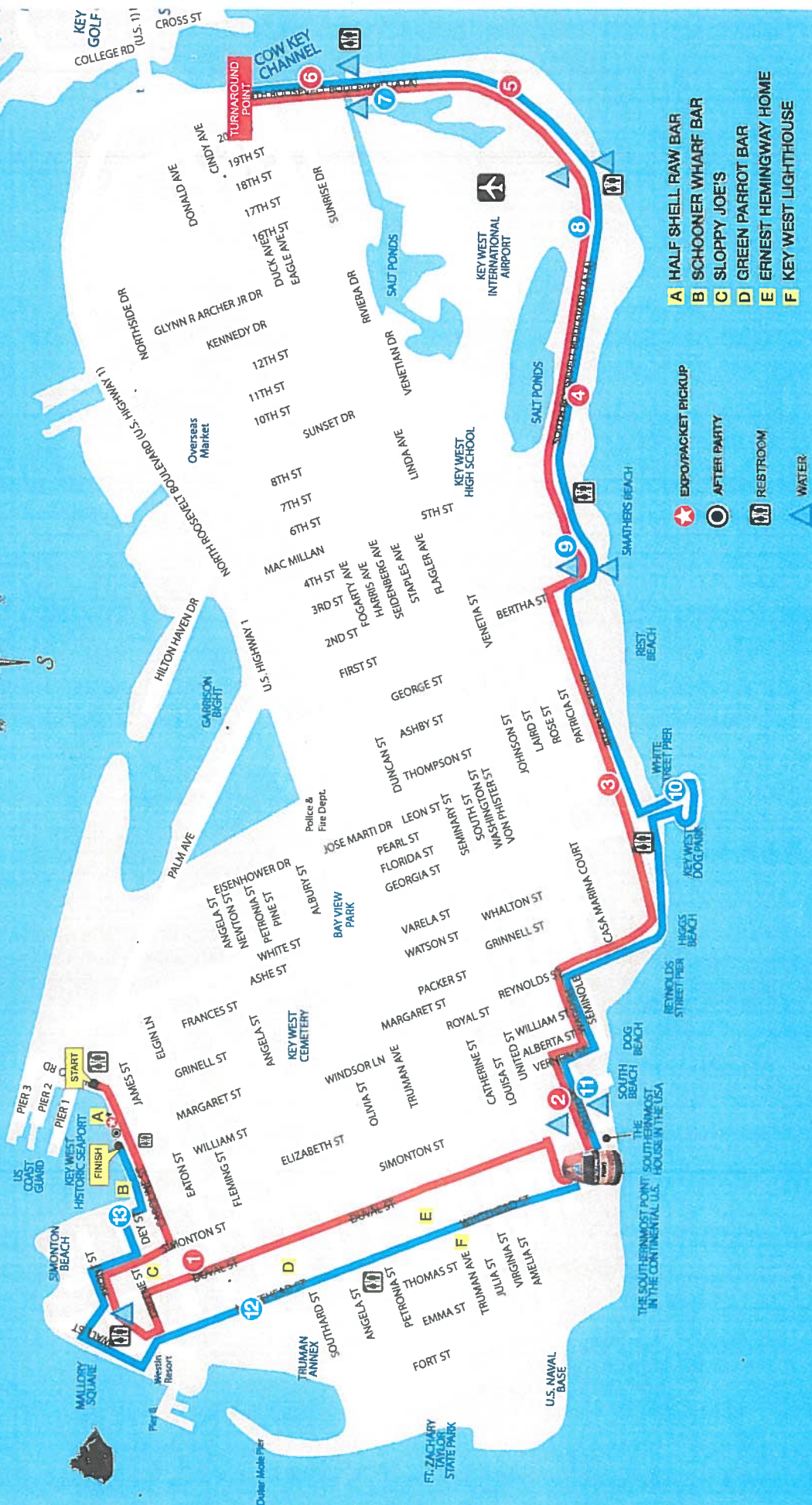
CORNER OF CAROLINE ST. & GRINNELL ST.
LESS THAN A BLOCK FROM PACKET PICK-UP LOCATION

FINISH LINE:

231 MARGARET STREET OUTSIDE THE HALF SHELL RAW BAR



01.14.2018 | keywesthalfmarathon.com





20th ANNIVERSARY
KEY WEST half marathon & 5k
01.14.2018 | keywesthalfmarathon.com

KEY WEST HALF MARATHON 5K COURSE

EXPO/PACKET PICK-UP:
OUTSIDE THE HALF SHELL RAW BAR,
231 MARGARET STREET

START LINE:
CORNER OF CAROLINE ST. & GRINNELL ST. - LESS
THAN A BLOCK FROM PACKET PICK-UP LOCATION

FINISH LINE:
OUTSIDE THE HALF SHELL RAW BAR,
231 MARGARET STREET

- 1** MILE MARKER
- ★** EXPO/PACKET PICKUP
- ⊙** AFTER PARTY
- 🍹** BAR
- M** POINT OF INTEREST
- 🚻** RESTROOM
- ▲** WATER

EXPO/PACKET PICK-UP:
OUTSIDE THE HALF SHELL RAW BAR,
231 MARGARET STREET

START LINE:
CORNER OF CAROLINE ST. & GRINNELL ST. - LESS
THAN A BLOCK FROM PACKET PICK-UP LOCATION

FINISH LINE:
OUTSIDE THE HALF SHELL RAW BAR,
231 MARGARET STREET

-  MILE MARKER
-  EXPO/PACKET PICKUP
-  AFTER PARTY
-  BAR
-  POINT OF INTEREST
-  RESTROOM
-  WATER



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: 21st Key West Half Marathon

DATES: January 18-19, 2019

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratchob 3/20/18

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

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

N/A

SPECIAL EVENT PERMIT HAS BEEN _____ APPROVED _____ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: 21st Key West Half Marathon
DATES: January 18-19, 2019

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Mani Ratnoch 3/20/18
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDO1

SIGNATURE DATE

PORT AND MARINE SERVICES

J. Yang 22 Mar 18
SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

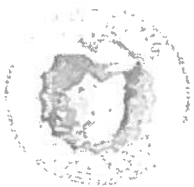
ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ☐ APPROVED ☐ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: 21st Key West Half Marathon
DATES: January 18-19, 2019

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Mimi Ratchob 3/20/18
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDO1

Rosglas Hernandez / R.S. 6-13-18
SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

Requires bus detours - No service
West of Simeon 6-11 AM

SPECIAL EVENT PERMIT HAS BEEN

APPROVED

DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: 21st Key West Half Marathon

DATES: January 18-19, 2019

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratchuk 3/20/18

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

Steve Torrence 3/21/18

SIGNATURE

DATE

Traffic Control Officers Required
Extra Duty Detail

FIRE DEPARTMENT

SIGNATURE

DATE

KWDO1

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 _____

21th Annual KW Half Marathon

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
<u>Alan Averette</u>	<u>01/21/2018</u>	
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: Barb Wright (bwpromo3@bellsouth.net)

From: Division Chief/Fire Marshal Alan Averette

Date: 03/21/2018

Reference: 21th Annual KW Half Marathon

This office reviewed the special event application for the 21th Annual KW Half Marathon to be held starting at Margaret and Caroline St. on January 19 & 20, 2019.

The following conditions apply:

- **Road closures need to allow one lane open for emergency vehicle.**
- **This year's event will require an EMS crew standing by at the Start / Finish Line for the following reasons listed below.**
 - Closing and/or altering of roads and traffic for the event that may hinder the response of emergency vehicles.
 - High volume of runners participating in a competitive endurance event.
 - High potential for this event to cause strain on Fire and EMS resources due to the participants falling ill or becoming injured while participating.
 - Previous events of this nature have required the emergency response of Fire and Rescue units.
- **Event organizer is responsible for two rescue personnel @ \$40.00 an hour per person. They will be present for the entire event to monitor all participants of this competitive endurance event.**

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

Serving the Southernmost City

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

3267 LSN 132
KEY WEST

Event Name: 21st ANNUAL KEY WEST HALF MARATHON

Special Event Checklist

Everything must be checked off before submitting the special event application

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