

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) NADEDE GROSSMAN ORR 922 CAROL WEST KEY WEST, FL 33040
AH of Monroe County, Inc

Address of Applicant(s) 1434 Kennedy Dr, Key West, FL 33040

Phone Number of Applicant(s) and emergency number Nadenz grossman orr 305.295.9112
AH 305.296.6196

Name of Non-Profit(s) AH of Monroe County, Inc.

Address of Non-Profit(s) 1434 Kennedy Dr, Key West, FL 33040

Phone Number of Non-Profit(s) 305.296.6196

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

Date(s) of Event Friday, October 19, 2018

Hours of Operation 6pm - 10pm

Estimated/anticipated number of persons per day 600

Location of Event Truman Waterfront Amphitheater

Street Closed N/A

Detailed Description of Event: Royal Coronation Ball for King + Queen of Fantasy Fest

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required: Yes ☐ No ☒

Alcoholic beverages sold/served at event: Yes ☒ No ☐

Recycle Deposit \$1000.00 Yes ☒ No ☐

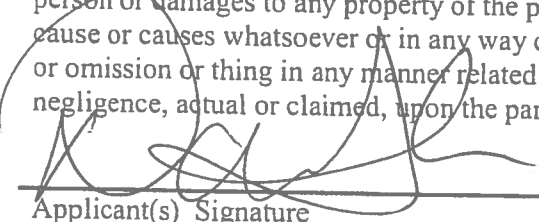
Cooking oil recycled Yes ☐ No ☒

Recycled containers Yes ☒ No ☐

Accounting of items recycled

* Measures

The applicant does ac knowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/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



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: ~~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 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 _____

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 

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

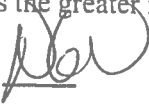
the special event.

Sponsor's Signature



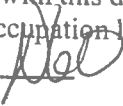
14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

Sponsor's Signature



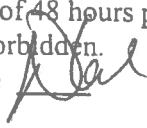
15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary 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



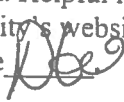
16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

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





THE CITY OF KEY WEST

1000 Highway 1, Key West, FL 33401-4000 (305) 286-1000

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.

 8/15/18

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Nadene Grossman Phone number: 305.295.9112
OR
- 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: With Waste Management
- Capacity of containers on grounds:
Contact person for containers: Nadene Grossman Phone #: 305.295.9112
OR
- 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: A.H. of Monroe County Volunteers
- 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 will pick up on
- 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. Nadene Grossman OR
- 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.

Atop Monroe County Volunteers

- c Monitor recycling containers for correct usage during the event and take actions to solve problems.

Problems: _____

Actions taken: Volunteers will remove recyclables from trash containers + put in recycling containers

- o View trash barrels and note any recyclables in the trash. Take actions to solve problems.

Problems: _____

Actions taken: See above

- 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: photos will be taken

- o Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced. done throughout event

- o At the end of the event, remove signs and arrange for their return to owners. Volunteers

- o Place recycling containers in the pick-up location, as arranged with the providers of the containers. waste management

- 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

Date: 8/20/2018 8:43:30 AM
Receipt Number: 39819
Amount: \$1,000.00

FOR DEPOSIT ONLY
ACCOUNT 0100503096
Receipt Amount: \$1,000.00
Cashier Id: KEYWEST1\woods
Receipt Date: 8/20/2018 8:43:30 AM
Receipt Number: 39819

Receipt Details:

Reference ID:
52650
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: A.H. OF MONROE COUNTY

\$1,000.00

***** SECURITY FEATURES INCLUDED. DETAILS ON BACK *****

A.H. of Monroe County, Inc.
1434 Kennedy Drive
Key West, FL 33040



First State Bank of the Florida Keys
3406 N Roosevelt
Key West FL 33040

CHECK DATE	CHECK NO.
8/16/2018	10052
CHECK AMOUNT	

\$** 1,000.00

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

TO
THE
ORDER
OF
CITY OF KEY WEST
PO BOX 1409
KEY WEST, FL 33041-1409



AUTHORIZED SIGNATURE

SECURITY FEATURES INCLUDED. DETAILS ON BACK





THE CITY OF KEY WEST

Parking Division

1300 White Street

Key West, FL 33543

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

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



THE CITY OF KEY WEST

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

**RELEASE AND INDEMNIFICATION
A.H. of Monroe County, Inc.
Royal Coronation Ball of the
King & Queen of Fantasy Fest
Friday, October 19, 2018**

I **Eugene Pridgen** being authorized to act on behalf of and legally bind **A.H. of Monroe County, 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

ESNEIDER GONCE JR.

Print Name

8/16/18
Date

Signature of Applicant

Eugene Scott Pridgen

Print Name

8/16/18
Date

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

Event Name: Coronation 2018

Special Event Checklist Everything must be checked off before submitting the special event application

X	TITLE	COMMENTS
X	Special Event Application	
X	Noise Exemption (If applicable)	N/A
X	\$50.00 for Noise	N/A
X	Ordinance initialed	
X	Recycling checklist completed	
X	Recycling deposit \$1,000.00	
X	Recycling Plan	Working w/ waste management
X	Authorization Letter for continuous cleaning of recycled area	
X	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)	First time city right way
X	Release & Idemnification Form	
X	Site Map (where barricades, stages, etc are to go)	
X	Letter from non profit that states they will be receiving the funds	

Date: 8/20/2018 8:41:32 AM
Receipt Number: 39818
Amount: \$500.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096
Receipt Date: 8/20/2018

Reference ID:
52649
Fee Code Version:
SPECIAL EVENTS PAYMENTS - SS
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$500.00
Additional Comments: A.H. OF MONROE COUNTY

\$500.00

A.H. of Monroe County, Inc.

1434 Kennedy Drive
Key West, FL 33040

FOR SECURITY PURPOSES, THE FACE OF THIS DOCUMENT CONTAINS A COLORED BACKGROUND AND MICROPRINTING IN THE BORDER

First State Bank of the Florida Keys
3406 N Roosevelt
Key West FL 33040

CHECK DATE	CHECK NO.
8/16/2018	10053
CHECK AMOUNT	

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

TO
THE
ORDER
OF
CITY OF KEY WEST
PO BOX 1409
KEY WEST, FL 33041-1409

\$** 500.00

[Signature]

[Signature]

AUTHORIZED SIGNATURE





CERTIFICATE OF LIABILITY INSURANCE

AHOFM-1

OP ID: PR

DATE (MM/DD/YYYY)

08/14/2018

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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Gulfstream Insurance Group Inc P.O. Box 8908 Fort Lauderdale, FL 33310-8908 David Arch	CONTACT NAME: Lynn Dowling, AINS, AAI, AIAM
	PHONE (A/C, No, Ext): 954-334-1726 FAX (A/C, No): 954-537-0177
	E-MAIL ADDRESS: lynn@gulfstreaminsuranc.net
	INSURER(S) AFFORDING COVERAGE
	INSURER A: New Hampshire Insurance Co
	INSURER B: Commerce & Industry Insur. Co. NAIC # 19410
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:


INSURED
A.H. of Monroe County, Inc.
AIDS Help
1434 Kennedy Drive
Key West, FL 33040

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

INSR LTR	TYPE OF INSURANCE	ADDITIONAL SUBROGATION (INSURER/INSURED)	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 <input checked="" type="checkbox"/> Professional Liab <input checked="" type="checkbox"/> Abuse/Molestation GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	01LX00127570015-0 \$1,000,000/\$3,000,000 \$1,000,000/\$3,000,000	07/01/2018 07/01/2018	07/01/2019 07/01/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPIOP AGG \$ 3,000,000 Emp Ben. \$ \$1MIL/3MIL
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <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		01-CA-069970158-1	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		29-UD-062839893-2	07/01/2018	07/01/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 CrisisRes \$ 250,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Crime		01-LX-027570015-0	07/01/2018	07/01/2019	Emp Theft 500,000

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

Certificate holder is additional insured on the general liability policy as required by written contract, but only as respects to the negligence of the named insured regarding operations under this policy; coverage does not extend to the negligence or errors & omissions of the additional insured
Cancellation: 10 days notice for nonpayment 30 days for all other reasons

CERTIFICATE HOLDER	CANCELLATION
KEYWEST City of Key West, Florida 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 

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**KEY WEST FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE**

Please Check All That Apply To This Event

Cooking

- ☐ Deep Frying/Open Flame
- ☐ Charcoal Grill
- ☐ Gas Grill
- ☐ Food Warming Only
- ☒ Catered Food
- ☐ Plan for Cooking Oil Disposal
- ☐ No Cooking on Site

Electrical Power

- ☐ Generator
- ☐ 110 AC with Extension Cords
- ☐ DC Power

Road Closure

- ☐ Map of Closed Road with Fire Lane & Vendor Booth(s) Locations

Tents (More Than 200 SqFt.)

- ☐ Flame Resistance Certificate
- ☐ Size, Type, Location of Tent(s)

Food Booths

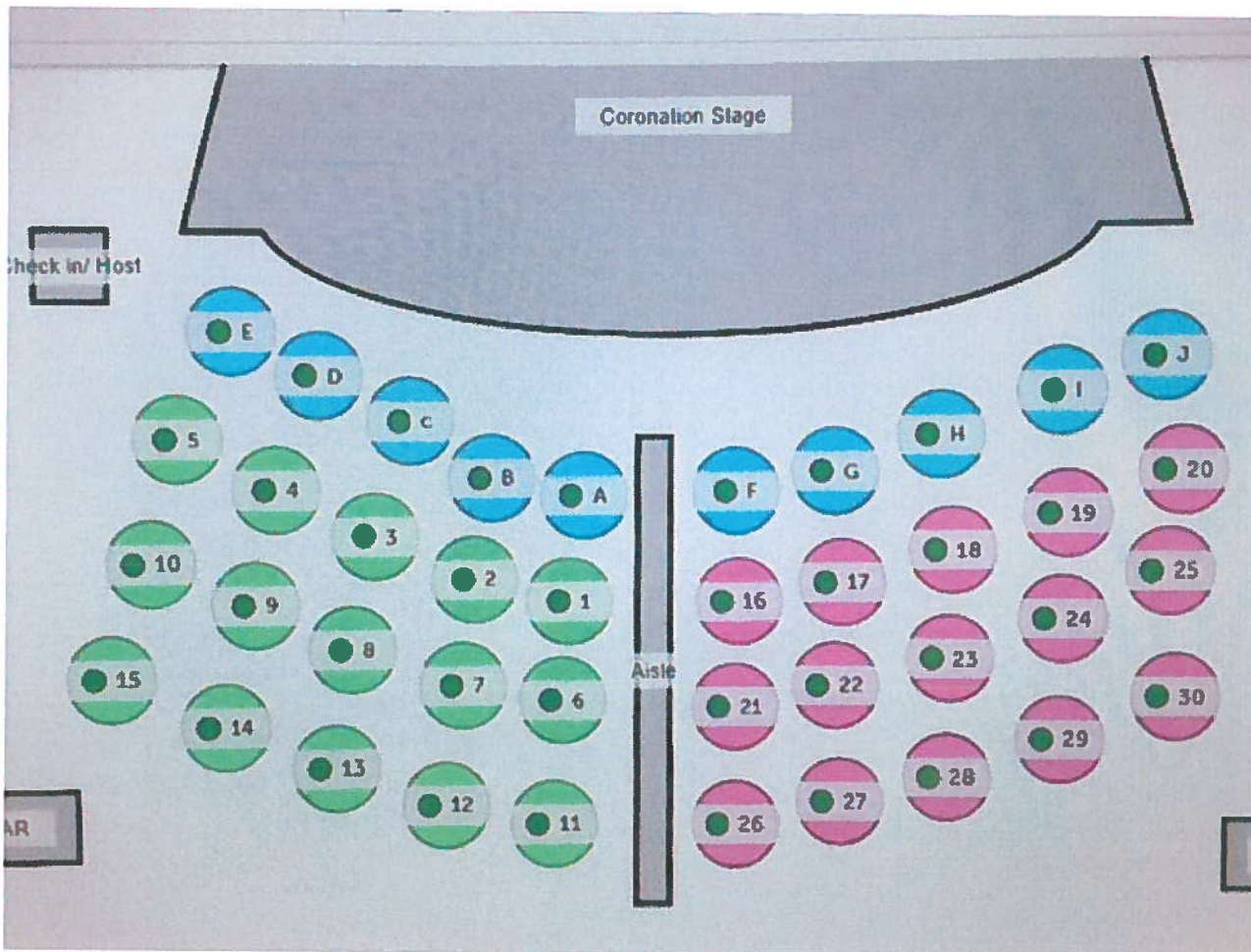
- ☐ Food Booths - Total # _____
- ☐ Vendor Booths - Total # _____
- ☐ Total Number of Booths - _____

Parade

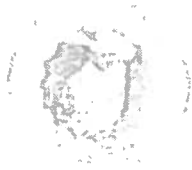
- ☐ Floats - Total # _____

Maria Ratcliff

From: Nadene Grossman Orr <nadene@wevegotthekeys.com>
Sent: Wednesday, August 15, 2018 4:51 PM
To: Maria Ratcliff
Subject: Coronation



Sent from my iPhone



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT:	Royal Coronation
DATES:	Friday, October 19, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)		
<i>Maria Rakun</i> SIGNATURE	8/15/18 DATE	
COMMUNITY SERVICES		
SIGNATURE	DATE	
POLICE DEPARTMENT		
SIGNATURE	DATE	
FIRE DEPARTMENT		
SIGNATURE	DATE	
KWDO1		
<i>Rogelio Hernandez / RS</i> SIGNATURE	8-16-18 DATE	No Impact
PORT AND MARINE SERVICES		
SIGNATURE	DATE	
CODE COMPLIANCE		
SIGNATURE	DATE	
ENGINEERING		
SIGNATURE	DATE	
UTILITIES		
SIGNATURE	DATE	

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Maria Ratcliff

From: Doug Bradshaw
Sent: Thursday, August 16, 2018 8:40 AM
To: Maria Ratcliff
Subject: RE: AIDS Help Royal Coronation 2018 Amphitheatre

No issues

Doug Bradshaw
Director Port and Marine Services
City of Key West
201 William Street
Key West, FL 33040
305-809-3792

From: Maria Ratcliff
Sent: Thursday, August 16, 2018 8:32 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>
Subject: AIDS Help Royal Coronation 2018 Amphitheatre

Please return approval sheets as soon as you have reviewed them. Thank you!

Respectfully

Maria Ratcliff
Executive Administrator to the City Manager
& Special Events Coordinator
City of Key West
1300 White Street
Key West, Florida 33040
(305) 809-3881
mrattcliff@cityofkeywest-fl.gov



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

Detail by Entity Name

Florida Not For Profit Corporation
A.H. OF MONROE COUNTY, INC.

Filing Information

Document Number	N13659
FEI/EIN Number	59-2678740
Date Filed	03/03/1986
State	FL
Status	ACTIVE
Last Event	NAME CHANGE AMENDMENT
Event Date Filed	01/05/2009
Event Effective Date	NONE

Principal Address

1434 KENNEDY DRIVE
KEY WEST, FL 33040

Changed: 06/12/2000

Mailing Address

1434 KENNEDY DRIVE
KEY WEST, FL 33040-7008

Changed: 02/11/2011

Registered Agent Name & Address

PRIDGEN, EUGENE S
1434 KENNEDY DRIVE
KEY WEST, FL 33040-7008

Name Changed: 10/26/2012

Address Changed: 08/08/2012

Officer/Director Detail

Name & Address

Title VP

McChesney, Lori
1434 KENNEDY DRIVE
KEY WEST, FL 33040-7008

Title President

Elwell, Christopher
1434 KENNEDY DRIVE
KEY WEST, FL 33040-7008

Title Treasurer

Varner, Marcus
1434 KENNEDY DRIVE
KEY WEST, FL 33040-7008

Title CEO

PRIDGEN, EUGENE S
1434 KENNEDY DRIVE
KEY WEST, FL 33040-7008

Annual Reports

Report Year	Filed Date
2016	02/13/2016
2017	02/15/2017
2018	04/16/2018

Document Images

04/16/2018 -- ANNUAL REPORT	View image in PDF format
02/15/2017 -- ANNUAL REPORT	View image in PDF format
02/13/2016 -- ANNUAL REPORT	View image in PDF format
04/22/2015 -- ANNUAL REPORT	View image in PDF format
12/18/2014 -- AMENDED ANNUAL REPORT	View image in PDF format
01/09/2014 -- ANNUAL REPORT	View image in PDF format
01/28/2013 -- ANNUAL REPORT	View image in PDF format
10/26/2012 -- ANNUAL REPORT	View image in PDF format
08/08/2012 -- ANNUAL REPORT	View image in PDF format
01/20/2012 -- ANNUAL REPORT	View image in PDF format
02/11/2011 -- ANNUAL REPORT	View image in PDF format
01/11/2010 -- ANNUAL REPORT	View image in PDF format
04/30/2009 -- ANNUAL REPORT	View image in PDF format
02/12/2009 -- ANNUAL REPORT	View image in PDF format
01/05/2009 -- Name Change	View image in PDF format
07/25/2008 -- ANNUAL REPORT	View image in PDF format
04/07/2008 -- Amended and Restated Articles	View image in PDF format
01/02/2008 -- ANNUAL REPORT	View image in PDF format
11/15/2007 -- ANNUAL REPORT	View image in PDF format
07/24/2007 -- Amendment	View image in PDF format
01/10/2007 -- ANNUAL REPORT	View image in PDF format
03/17/2006 -- ANNUAL REPORT	View image in PDF format
04/29/2005 -- ANNUAL REPORT	View image in PDF format



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Royal Coronation
DATES: Friday, October 19, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rakoff 8/15/18
SIGNATURE DATE

✓ COMMUNITY SERVICES

SIGNATURE DATE

✓ POLICE DEPARTMENT

Steve Torrence
SIGNATURE

DATE

Require extra duty officers

✓ FIRE DEPARTMENT

SIGNATURE DATE

✓ KWDOT

SIGNATURE DATE

N/A

✓ 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: Royal Coronation
DATES: Friday, October 19, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rakus 8/15/18
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDO1

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

Jing Yang 16 Aug 18
SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ☐ APPROVED ☐ DENIED

AIDS Help Royal Coronation 2018 Amphitheatre

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 8/16/18

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: AIDS Help Royal Coronation

From: Division Chief/Fire Marshal Alan Averette

Date: August 16, 2018

Reference: AIDS Help Royal Coronation 2018

This office reviewed the special event application for the AIDS Help Royal Coronation to be held at the Key West Waterfront Amphitheater October 19, 2018. From 6:00 pm to 10:00 pm.

The following conditions apply:

- The event will require an EMS crew standing by for the entire event. The event organizer is responsible for two rescue personnel @ \$40.00 an hour each.

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.

3267 LSN 1032



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Royal Coronation
DATES: Friday, October 19, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Lakoff 8/15/18

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

I.W.D.O.T.

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

Key West Amphitheater

Site Layout

Scale 1" = 60'

REV. 2/18

