

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Wesley House Family Services / Claire Hiller

Address of Applicant(s) 1304 Truman Avenue

Phone Number of Applicant(s) and emergency number 305-809-5060 305-857-9387

Name of Non-Profit(s) Wesley House Family Services

Address of Non-Profit(s) 1304 Truman Avenue

Phone Number of Non-Profit(s) 305-809-5000

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

Date(s) of Event February 14, 2020

Hours of Operation 8:00am - 11:30pm

Estimated/anticipated number of persons per day 600

Location of Event The Curry Mansion, 511 Caroline St, Key West, FL 33040

Street Closed Caroline Street (between Duval & Simonton) and Ann Street (between Greene & Caroline)

Detailed Description of Event: Annual fundraiser for Wesley House Family Services

Music, food, beverages & silent auction

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required: Yes ☒ No ☐

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

Recycle Deposit \$1000.00 Yes ☒ No ☐

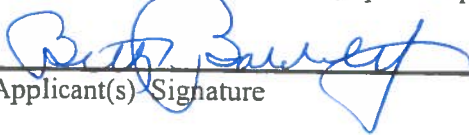
Cooking oil recycled Yes ☐ No ☐

Recycled containers Yes ☒ No ☐

Accounting of items recycled

* Measures

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


Applicant(s) Signature


Date

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT
NOISE CONTROL EXEMPTION

\$50.00

Date _____

Applicant Name Wesley House Family Services

Applicant Address 1304 Truman Ave

Applicant Phone Number 305-809-5060

Event Name 36th Annual Valentine's Day Gala

Event Address/Location Curry Mansion, 511 Caroline Street

Date of Event February 14, 2020

Nature of Event Annual Fundraiser for Wesley House Family Services

Music, food, beverages and silent auction

Profit ☐ Non Profit ☒

Time(s) Request for Exemption 8:00am - 11:30pm

Number of Exemptions at this location this calendar year one

Date of last exemption 2/14/2019

Date: 7/19/2019 10:48:09 AM
Receipt Number: 50926
Amount: \$50.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096
Receipt Number: 50926
Fee Code Version:
SPECIAL EVENTS PAYMENTS - SS
Originator Receipt Number:
0
Originator Payment Date:
Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$50.00
Additional Comments: WESLEY HOUSE, NOISE E
XEMPTION

\$50.00

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 ot to provide a percentage of revenues to a charitable cause.

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

Section 6

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

Sec. 6-61. Temporary bathroom facilities.

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

Section 7.

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

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

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

Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

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

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

Filed with the Clerk November 21, 2002.

Sponsor's Signature



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 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



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 

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Claire Hiller Phone number: 305-809-5060
- 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: 4
- 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: Large Containers from Waste Management
- Capacity of containers on grounds: 95 Gallon
Contact person for containers: Margaret Laura Phone #: 305-296-2825
- 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: Event volunteers will monitor the recycling bins
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: Waste Management
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

containers must be adjacent to trash barrels in order to reduce contamination problems.

- 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*



THE CITY OF KEY WEST

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

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 and recycle cans on a regular basis for the duration of the event.

Beth A Barneff
Print Name:

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



WESLEY HOUSE FAMILY SERVICES, INC.

1304 TRUMAN AVE.
KEY WEST, FL 33040
PHONE (305) 809-5000

CENTENNIAL BANK
81-275/829

CHECK DATE: 7/12/2019
CHECK NO.: 26878

CHECK AMOUNT

\$** 1,000.00

One thousand and 00/100 Dollars

PAY

TO THE
ORDER
OF

City of Key West
Community Services Department
633 Palm Ave.
Key West, FL 33040

VOID AFTER 90 DAYS
OVER \$10,000 REQUIRES TWO SIGNATURES

AUTHORIZED SIGNATURE
MP



Details on Back



Security Features Included

Date: 7/19/2019 10:50:32 AM
Receipt Number: 50927
Amount: \$1,000.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096
Reference Number: 50927
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: WESLEY HOUSE, RECYCLE

\$1,000.00



THE CITY OF KEY WEST

Parking Division

1300 White Street
Key West, FL 33540

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

We are requesting 5 special event parking stickers for on street parking
for a total of 2 1/2 days

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

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

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

Modification of rates can only be approved by Commission.

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

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



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

Please Check All That Apply To This Event

Cooking

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

Electrical Power

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

Road Closure

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

Tents (More Than 200 SqFt.)

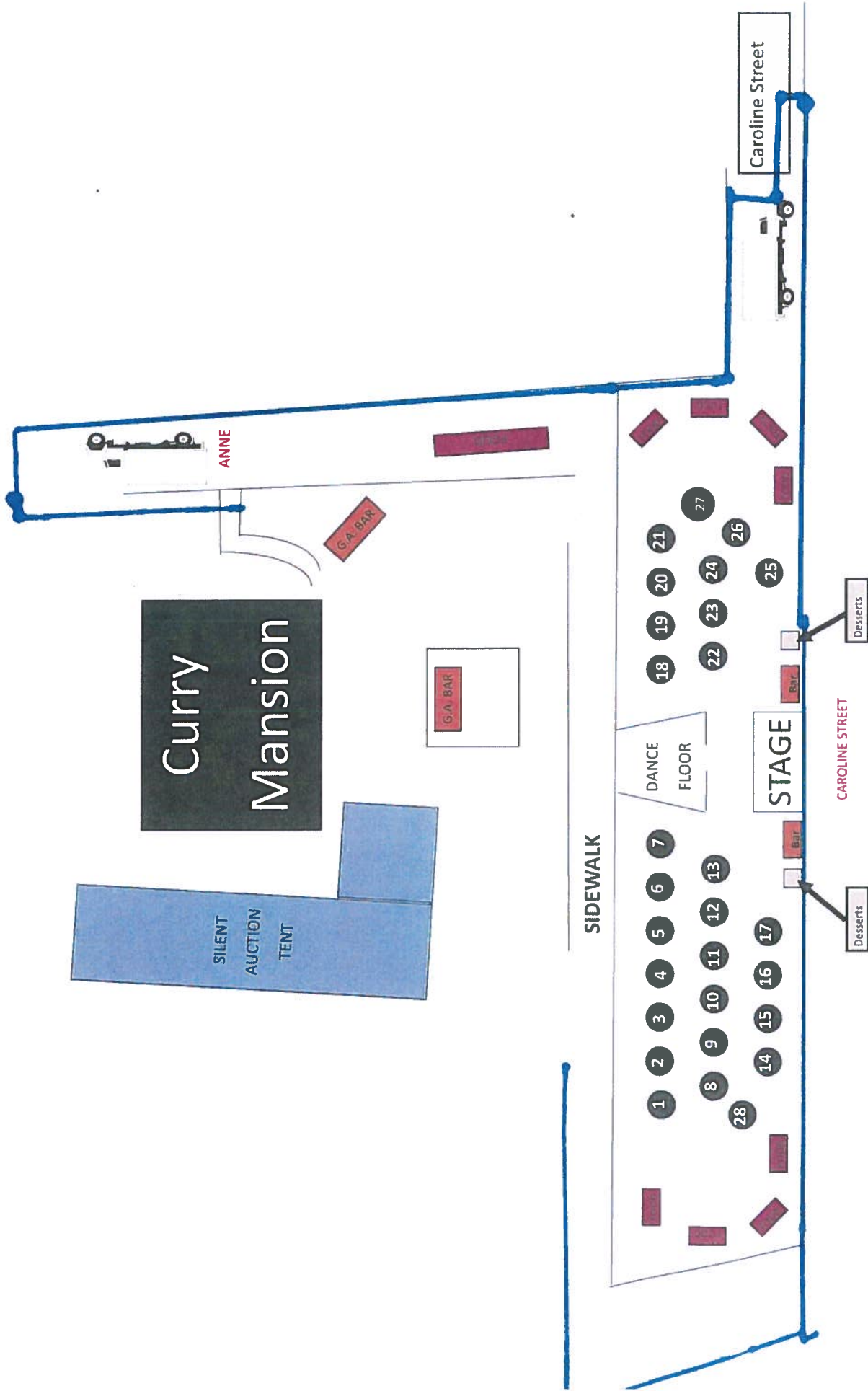
- ☐ Flame Resistance Certificate
- ☐ Size, Type, Location of Tent(s)

Food Booths

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

Parade

- ☐ Floats - Total # _____



Event Name: Wesley House Annual Valentine's Day Gala

Special Event Checklist

Everything must be checked off before
submitting the special event application

X	TITLE	COMMENTS
	Special Event Application	
✓	Noise Exemption (If applicable)	
✓	\$50.00 for Noise	
	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	
✓	Recycling Plan	
✓	Authorization Letter for continuous cleaning of recycled area	
	Signatures of No Objection of Street closure (If applicable)	will be delivered after July 25 th
	Insurance naming the City as additional insured	Renewal of Insurance 4/1/19
✓	Financial of previous event (If applicable)	completed
✓	Release & Indemnification Form	
✓	Site Map (where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Wesley House Family Services, Inc.
Curry Mansion Valentines Event
February 14, 2020

I **Beth Barrett** being authorized to act on behalf of and legally bind the **Wesley House Family Services, 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.

Mary Falconer
Signature of Witness

MARY FALCONER
Print Name

7/24/19
Date

Beth A. Barrett
Signature of Applicant

Beth A. Barrett
Print Name

7/24/19
Date

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

[Florida Department of State](#)

DIVISION OF CORPORATIONS

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

Florida Not For Profit Corporation

WESLEY HOUSE FAMILY SERVICES, INC.

Filing Information

Document Number 731600
FEI/EIN Number 59-0624461
Date Filed 01/11/1975
State FL
Status ACTIVE
Last Event REINSTATEMENT
Event Date Filed 10/20/2010

Principal Address

1304 TRUMAN AVENUE
KEY WEST, FL 33040

Changed: 02/13/2001

Mailing Address

1304 TRUMAN AVENUE
KEY WEST, FL 33040

Changed: 02/13/2001

Registered Agent Name & Address

Smith, Wayne LaRue
THE SMITH LAW FIRM
509 WHITEHEAD STREET
KEY WEST, FL 33040

Name Changed: 01/25/2017

Address Changed: 01/25/2017

Officer/Director Detail**Name & Address**

Title Secretary

Calleja, Alice
1404 PETRONIA STREET
KEY WEST, FL 33040

Title TD

Hill, Terri
411 Simonton Street
KEY WEST, FL 33040

Title CEO

Barrett, Beth
1304 TRUMAN AVENUE
KEY WEST, FL 33040

Title CFO

Wheeler, Greg
1307 PINE STREET
KEY WEST, FL 33040

Title Chairman

Green, Bryan
141 Simonton Street
Key West, FL 33040

Title VC

McChesney, Richard
618 Petronia Street
Key West, FL 33040

Title Immediate Past Chair

Torrado, Julio
301 Grinnell Street
404
Key West, FL 33040

Annual Reports

Report Year	Filed Date
2018	03/02/2018
2018	10/03/2018
2019	01/07/2019

Document Images
[01/07/2019 -- ANNUAL REPORT](#)
[View image in PDF format](#)
[10/03/2018 -- AMENDED ANNUAL REPORT](#)
[View image in PDF format](#)
[03/02/2018 -- ANNUAL REPORT](#)
[View image in PDF format](#)
[01/25/2017 -- ANNUAL REPORT](#)
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[01/06/2016 -- ANNUAL REPORT](#)
[View image in PDF format](#)
[01/05/2015 -- ANNUAL REPORT](#)
[View image in PDF format](#)

07/03/2014 -- AMENDED ANNUAL REPORT	View image in PDF format
01/07/2014 -- ANNUAL REPORT	View image in PDF format
01/07/2013 -- ANNUAL REPORT	View image in PDF format
01/04/2012 -- ANNUAL REPORT	View image in PDF format
03/22/2011 -- ANNUAL REPORT	View image in PDF format
10/20/2010 -- REINSTATEMENT	View image in PDF format
04/20/2009 -- ANNUAL REPORT	View image in PDF format
11/06/2008 -- ANNUAL REPORT	View image in PDF format
03/18/2008 -- ANNUAL REPORT	View image in PDF format
04/24/2007 -- ANNUAL REPORT	View image in PDF format
10/11/2006 -- REINSTATEMENT	View image in PDF format
06/10/2005 -- Reg. Agent Change	View image in PDF format
02/04/2005 -- ANNUAL REPORT	View image in PDF format
02/23/2004 -- ANNUAL REPORT	View image in PDF format
05/07/2003 -- Name Change	View image in PDF format
03/11/2003 -- ANNUAL REPORT	View image in PDF format
01/18/2002 -- ANNUAL REPORT	View image in PDF format
02/13/2001 -- ANNUAL REPORT	View image in PDF format
02/09/2000 -- ANNUAL REPORT	View image in PDF format
03/04/1999 -- ANNUAL REPORT	View image in PDF format
02/04/1998 -- ANNUAL REPORT	View image in PDF format
02/17/1997 -- ANNUAL REPORT	View image in PDF format
02/12/1996 -- ANNUAL REPORT	View image in PDF format
03/15/1995 -- ANNUAL REPORT	View image in PDF format

Florida Department of State, Division of Corporations



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Wesley House Valentines Event
DATES: Feb 14, 2020

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratuiff 7/10/19

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

Rogelio Hernandez 7-23-19 RS

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

Bus Detours

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Maria Ratcliff

From: Joseph Tripp
Sent: Wednesday, July 24, 2019 1:03 PM
To: Maria Ratcliff
Subject: RE: Wesley House Valentines Event Feb 14, 2020

Yes

From: Maria Ratcliff
Sent: Tuesday, July 23, 2019 9:08 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Danny Blanco <dblanco@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>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>
Subject: Wesley House Valentines Event Feb 14, 2020

Thank you all.

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
mratcliff@cityofkeywest-fl.gov*



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

EVENT: Wesley House Valentines Event
DATES: Feb 14, 2020

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratzke 7/10/19
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

Jin Yang 23 Jul 19
SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Wesley House Valentines Event
DATES: Feb 14, 2020

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

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SIGNATURE DATE

COMMUNITY SERVICES

[Signature] [Date]
SIGNATURE DATE

POLICE DEPARTMENT

[Signature] [Date]
SIGNATURE DATE

FIRE DEPARTMENT

[Signature] [Date]
SIGNATURE DATE

KWDOT

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PORT AND MARINE SERVICES

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[Signature] [Date]
SIGNATURE DATE

UTILITIES

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SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Wesley House Valentines Event
DATES: Feb 14, 2020

DEPARTMENTS

COMMENTS

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✓ 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

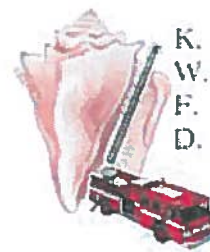
ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED



THE CITY OF KEY WEST

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

To: Wesley House Family services (Jeremy.wilkerson@wesleyhouse.org)

From: Division Chief/Fire Marshal Danny Blanco

Date: August 1, 2019

Reference: Wesley House Valentine

This office reviewed the special event application for the Wesley House Valentine Party to be held at The Curry Mansion on February 14, 2020.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- The Caroline Street closure needs to allow for emergency vehicle passage.
- Based on the map provided this year. Event organizer will be responsible for One Fire Inspector @ \$40.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Danny Blanco, Fire Marshal

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

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