



CITY OF
MARATHON, FLORIDA

9805 Overseas Highway, Marathon, FL 33050
Phone (305) 743-0033 Fax (305) 743-3667 www.ci.marathon.fl.us

Special Event Permit Application

(During off hours, a \$50.00 refundable key deposit is required)

Public Assemblies are regulated by Section 10.5 of the City Code. A Public Assembly is defined as an outdoor gathering in temporary structures, by individuals of the general public, with or without admission fees, when anticipated daily attendance is expected to exceed 250 people per day, and which occurs on more than one day per calendar month.

Application shall be submitted not less than nine (9) days prior to the commencement date of the event.

APPLICANT: Names and addresses of all corporations, associations or individuals who will be promoting, holding or operating said event/exhibition. Attach additional sheet if necessary.

List local and permanent address of individual and/or corporation and list principal officers

Event Name and Organization: St. Columba Episcopal Church/The Florida Keys Celtic Festival

Address: 451 W. 52nd St. Marathon, FL 33050

Phone: 305-743-6412 Alt Phone: 201-966-6257

Event Contact Person: Cathy Walters

Address: 451 W. 52nd St. Marathon, FL 33050

Phone: 305-743-6412 Alt Phone: 201-966-6257

Name and Title: The Reverend Debra Maconaughey

Address: _____

Phone: _____ Alt Phone: _____

Type of Event

- | | | | |
|-------------------------------------------|----------------------------------------------|------------------------------------------------------|----------------------------------------|
| <input checked="" type="checkbox"/> Music | <input type="checkbox"/> Parade | <input type="checkbox"/> Art Show | <input type="checkbox"/> TV Commercial |
| <input type="checkbox"/> Movie/Filming | <input checked="" type="checkbox"/> Athletic | <input checked="" type="checkbox"/> Other (specify): | |

Extraordinary Uses:

- | | | | | |
|---------------------------------------------------------|-----------------------------------|-----------------------------------------------|---------------------------------------|---------------------------------------------|
| <input checked="" type="checkbox"/> Animals | <input type="checkbox"/> Firearms | <input type="checkbox"/> Explosives/Fireworks | <input type="checkbox"/> Road Closure | <input checked="" type="checkbox"/> Cooking |
| <input checked="" type="checkbox"/> Tent/Temp Structure | <input type="checkbox"/> Aircraft | <input type="checkbox"/> Other (specify): | | |

LOCATION: (Exact location where event will be held)

Street Name: Marathon Community P From: January 11, 2020 To: January 12, 2020
Or

Location Address: 200 36th St. Marathon, FL 33050
If the location(s) utilize private property, proof of ownership permission to utilize the property must be submitted.

Does this event utilize any school zones/property? No Yes (If yes, please list location(s))

Use of School Zones during posted times is not permitted.

Street Closure Required
Times: _____ Location From: _____ To: _____

Staging Area required. Location: _____

All street closures shall comply with MUTCD standards.

Parking Requirements (specify proposed locations):

DATE AND TIMES: (List all dates and periods of time on each date that event will be held)

January 9 10:00 am - 3:00 pm Set up and marking the field
January 10 9:00 am - 5:00 pm Set up Vendor set up
January 11 9:00 am - 8:00 pm Festival

Alt/Rain Date: no rain date

SIZE: (Estimated number of performers/participants and spectators)

Participants: 200 Spectators (per day): 3000

FACILITIES: Are adequate facilities available for participants and spectators on premises for:

A. Sanitary? Describe facilities existing restrooms and 6 portalets

B. Garbage Waste? Describe facilities Marathon Garbage Service & Trustees

Food will be served or available for purchase Yes No

Type of cooking facilities to be used: Food Vendors

INSURANCE:
 Prior to the event, a Certificate of Liability Insurance must be filed with the Office of the City Clerk. The City shall be named as Certificate Holder and the minimum coverage limits shall be:

General Liability		Automobile Liability	Excess Liability	
Gen. Aggregate	\$2,000,000	All Autos/Combined	Umbrella Form	
Products	\$2,000,000	Single limit	Each occurrence	\$1,000,000
Pers/Adv Injury	\$1,000,000		Aggregate	\$1,000,000
Each Occurrence	\$1,000,000			
Fire damage	\$ 50,000			

Required Attachments:

1. Plan for traffic management.
2. Plan for crowd control.
3. Plan for waste disposal.
4. List of police and fire protection facilities available at or near site.
5. Certificate(s) of Insurance.
6. Hold Harmless Agreement (approved city form).

CONSUMPTION AND/OR SALE OF ALCOHOLIC BEVERAGES ON PUBLIC PROPERTY IS EXPRESSLY PROHIBITED UNLESS A VALID TEMPORARY PERMIT FROM THE STATE OF FLORIDA DIVISION OF ALCOHOL AND TOBACCO HAS BEEN ISSUED FOR THE EVENT.

The signature below acknowledges receipt of the Policy and Procedures for events that has been attached at the end of this document.

Catherine Walters - FKCF Coordinator

8/21/2019

Name and Title

Date

Signature

Officer of Corporation with Corporate Resolution Authorizing execution and Binding Corporation

The City Manager or his designees shall have the authority to determine if police and/or fire/EMS personnel will be required to be in attendance during this event. In such instance, the applicant will be solely responsible for the hiring of off-duty Monroe Sheriff office personnel and/or The City of Marathon Fire Department personnel only. Waste (garbage) receptacle collection shall be provided.

Applicant covenants and agrees that it will indemnify and hold harmless the City and all of the City's officer's, agents, and employees from claim, loss, damage, costs, charge or expense arising out of any act, action, neglect or omission by applicant during the performance of the event, whether direct, or indirect, and whether to any person or property to which the City of said parties may be subject.

Reverend Debra Maconaughey, *Rector*

8/21/2019

Name and Title

Date

Signature

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