

## City of Key West Special Event Permit Application

For assistance in filling out this application, please contact the City at (305) 809-3881 or via email at : event\_request@cityofkeywest-fl.com

Event Name: Key West 200th Heritage Festival

Location: Truman Waterfront Park

Date(s): March 26, 2022 Hours of Operation: 10:00 - 21:00

Break Down Date: March 27, 2022 Number of Expected Attendees: 5,000

Is the Event open to the Public? Yes ☒ No ☐

Description: Provide a narrative description of the full scope of your event with as much detail as possible in the box below. If this event has multiple sub events, specify date and time range of each.

See attached

Continue

### EVENT ORGANIZER INFORMATION

Company or Organization Name Daily Plan-it

Name Jill Snodgrass Phone number 305-731-5780

Mailing Address 907 Georgia St

City Key West State FL Zip 33040 Email jill@dailyplan-it.net

Tax ID / EIN# 43-1632469

### SECONDARY CONTACT INFORMATION

Name Sean Krikorian Phone number 305-731-3385

Company or Organization Name Daily Plan-it

Email sean@dailyplan-it.net

### SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes ☐ Complete Supplement A No ☒

Non-Profit Applicant or Benefit: Yes ☐ Complete Supplement B No ☒

Alcoholic Beverages Sold/Served at Event: Yes ☒ Needs City Commission Approval No ☐

Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission through Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must have a liquor license and provide liquor liability insurance.

## INITIALS REQUIRED

Event Name: Key West 200th Heritage Festival

Event Date: 03/26/2022

1. **Application Form:** All Applicant(s) must fill out the City of Key West (City) application form provided to you by the Office of the City Manager. All applications are subject to approval at the discretion of the City Manager and/or City Commission and must in the Office of the City Manager 60 days prior to the event.

**Applicant Printed Name:** Jill Snodgrass

**Signature:** 

2. **Liability Insurance:** Applicant(s) 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 Workers' Compensation Coverage

Employers Liability with minimum limits:

- \$1,000,000 injury by accident

- \$1,000,000 injury by disease

- \$1,000,000 Policy Limits – 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.

**Applicant Printed Name:** Jill Snodgrass

**Signature:** 

3. **Indemnification:** The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe incurred by the City or which may be claimed against the City by any person, firm to the person or property f any person, firm, corporation, or entity which are consequent or arise from the activities of 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.

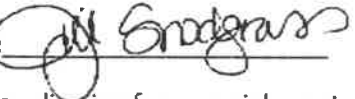
**Applicant Printed Name:** Jill Snodgrass

**Signature:** 

4. **ADA:** All special events are required to comply with the Federal Americans with Disabilities Act which requires access to all areas in services provided by the special events. Organizers must ensure that all aspects of their event meet the requirements.

**Applicant Printed Name:** Jill Snodgrass

**Signature:**



5. **Notifying:** 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.

**Applicant Printed Name:** Jill Snodgrass

**Signature:**



6. **City Services Pricing:** The organizer or sponsor of any special event which requires the provision of additional extraordinary support services by police, fire, and administration or other city department shall pay to the city the cost of such services. A nonrefundable down payment of 10% of all cost, as estimated by the city manager, shall be made to the city either by certified check or credit card at least 10 days prior to the special event.

**Applicant Printed Name:** Jill Snodgrass

**Signature:**



7. **Payment Terms:** 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 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 (1.5%) per month.

**Applicant Printed Name:** Jill Snodgrass

**Signature:**



## Event Screening Questionnaire

Event Name: Key West 200th Heritage Festival

Event Date: 03/26/2022

The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application.

VENDOR SALES		
1. Will ANY alcoholic beverage be sold or served?	Yes <input checked="" type="checkbox"/> Needs City Commission Approval	No <input type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input checked="" type="checkbox"/> Complete Supplement C	No <input type="checkbox"/>
SAFETY IF YES, COMPLETE REQUIRED FORMS		
3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles	Yes <input checked="" type="checkbox"/> Complete Supplement C	No <input type="checkbox"/>
4. Will your event involve ANY of the following tents or structures? Tents, Booths, Canopies or Podiums, Viewing Stands and Bracing, Stages, Risers or Air Support Structures	Yes <input checked="" type="checkbox"/> Complete Supplement D	No <input type="checkbox"/>
STREETS & SIDEWALKS IF YES, COMPLETE REQUIRED FORMS		
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes <input checked="" type="checkbox"/> Complete Supplement E	No <input type="checkbox"/>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input type="checkbox"/> Complete Supplement E	No <input checked="" type="checkbox"/>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input checked="" type="checkbox"/> Complete Supplement E	No <input type="checkbox"/>
CITY PROPERTY IF YES, COMPLETE REQUIRED FORMS		
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes <input checked="" type="checkbox"/> Complete Supplement F	No <input type="checkbox"/>

The applicant does acknowledge and hereby affirms that any and all information of this application and all of its supplements are accurate to the best of their knowledge. The applicant(s)/permittee agrees to assume full responsibility and liability for and indemnify and hold the City of Key West harmless from and against all liability, claims for damages, and suits for or by reason for an 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 Signature

1-3-22  
Date

## Required – Recycling Plan

Event Name: Key West 200th Heritage Festival

Event Date: 03/26/2022

The City of Key West is committed to increasing the collection of recycled materials and needs your help to accomplish this. As the Event Organizer, you need to encourage your vendors to participate in the separation of solid waste and recyclable items by providing the adequate number and type of collection receptacles.

### RECYCLING POINT OF CONTACT

Name Sean Krikorian

Phone Number 305-731-3385

Email sean@dailyplan-it.net

Number of people dedicated to recycling 1

### INITIALS REQUIRED

SK

1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.

SK

2. **RECYCLING FEE:** The Fee (see Fee Schedule) must be submitted prior to the event. You can earn all or part of this fee back by participating in the City Recycling Program.

SK

3. **ACCEPTABLE RECYCLABLES:** The primary items will be Aluminum Cans, Plastic Bottles, Cardboard, and Glass Bottles. But additional items can include Food and Beverage Cartons, Regular paper, Magazines and Program Handouts.

SK

4. **CONTAMINATION:** I understand that recycle bins with contamination above 15% will result in not being able to earn back all or part of the Recycling Fee.

### RECYCLING TIMELINE

Two  
Weeks  
(Self  
filling)

#### BEFORE EVENT:

1. Arrange Trash/Recycling through Community Services (305-809-3759).
2. Get approval for educational signage needed to inform customers/event goers of recycling and garbage rules/locations during the event. Request standard signage or submit unique designs for approval through [recycle@cityofkeywest-fl.gov](mailto:recycle@cityofkeywest-fl.gov)

Due Date  
(Self  
filling)

#### DAY OF EVENT:

1. Place Recycling/Garbage containers in pairs throughout venue, at approximately every 30 feet throughout the event.
2. During the event ensure that recycle bins are free from contamination. Pull full bags, replace with a new liner, and stage full bags only at pre-arranged sites.
3. At end of event, remove all signage, and return if borrowed from City. Place all trash/recycling containers pre-arranged pick-up location.

Due Date  
(Self  
filling)

#### TRASH/RECYCLING REPORT:

1. City Community Services will supply a report detailing the amount of materials collected for recycling by weight, volume, or count and report on contamination levels.
2. After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting [recycle@cityofkeywest-fl.gov](mailto:recycle@cityofkeywest-fl.gov).



## Required – Event Transportation Planning

Event Name: Key West 200th Heritage Festival

Event Date: 03/26/2022

Parking and traffic congestion are consistently a concern of Key West residents. It is the City's goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

### INITIALS REQUIRED

SK

**Communications:** Every event is required to provide communications about modes of transportation that will reduce vehicle traffic. These actions include:

- |               |                  |
|---------------|------------------|
| 1. Website(s) | 3. Ticketholders |
| 2. Email      | 4. Social Media  |

SK

**Opportunities:** Large Events are required to explore opportunities to help minimize traffic congestions and parking issues. Your event will be more successful by encouraging alternate transportation or utilize transit friendly alternatives. Check opportunities you will explore.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Encourage Walking         | <input checked="" type="checkbox"/> Partner with Transit System/Buses     |
| <input checked="" type="checkbox"/> Encourage Biking          | <input checked="" type="checkbox"/> Partner with Transit Friendly Hotels  |
| <input type="checkbox"/> Providing Bike Security with Valet   | <input type="checkbox"/> Partner with Restaurants/Bars                    |
| <input type="checkbox"/> Include Ride Service with VIP Passes | <input checked="" type="checkbox"/> Partner with Rideshare/Taxi Companies |
| <input type="checkbox"/> Provide Pre-Sale parking only        | <input type="checkbox"/> Implement Shuttles                               |
| <input type="checkbox"/> Premium parking prices               | <input type="checkbox"/> Other: _____                                     |

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day	106	1	\$0
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lot	\$32/day			
Mallory Square Parking Lot	\$40/day			

\*Modification of rates or parking waivers can only be approved by City Commission.

**Total** \$0

Total Parking Cost shall be calculated using this table and accounted for in the Event Fee Schedule.

For more information, contact John Wilkins, Parking Director at (305) 809-3855.

## Required: Event Site Map / Layout

Event Name: Key West 200th Heritage Festival

Event Date: 03/26/2022

Using the legend below, please illustrate your event to the best of your ability.

If it is a single site event only one site layout is needed. If the event includes multiple streets, a second map showing the Impacted Streets for the entire area is needed.

### INITIALS REQUIRED

js Attach Site Map Layout

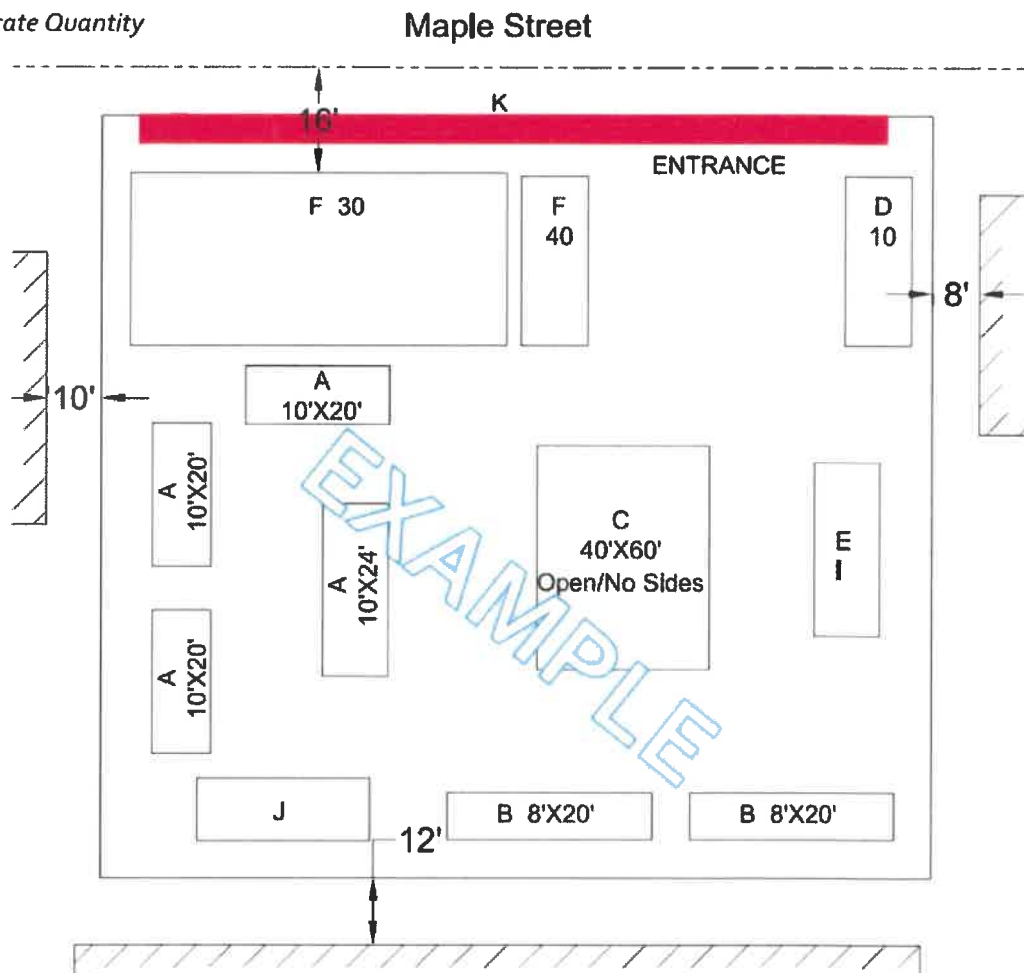
js Attach Impacted Streets Map

### Event Site Map Layout Legend:

A. Food/Bev. Vendor Tents*	F. Car Parking**	K. Podiums
B. Merchandise Vendor Tents*	G. Bike Parking**	L. Fire Lane (RED LINE)
C. Seating Tents*	H. Roads Closed	M. Label Street(s)
D. Toilets **	I. Stage Area	N. Other: _____
E. Amplified Music	J. Bounce House	O. Other: _____

\* Indicate Tent sizes

\*\* Indicate Quantity



## Special Event Permit Application

## Supplement A - Noise

Event Name: Key West 200th Heritage Festival

Event Date: 03/26/2022

Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

Noise limitations - Within a core commercial district as defined in this article, the maximum dBA and dBC sound levels permitted on any property located therein shall be as follows:

The average measurement taken between ten (10) and twenty (20) seconds shall be no greater than the maximum levels set out below. The measurement shall be taken from the sound source property line, or individual lease boundary in the case of property which has been subdivided by the execution of individual leases, of the noise generating property at a location that is closest to the complainant's property line:

- a. Eighty-five (85) dBA or ninety-four (94) dBC between the hours of 11:00 a.m. and 2:59 a.m.
- b. Seventy-five (75) dBA or eighty-four (84) dBC between the hours of 3:00 a.m. and 10:59 a.m.

In any residential or commercial district as defined in this article, a decibel meter shall be used for a complaint of unreasonable noise made at or within 100 feet of the property line of the sound source. The decibel reading shall be made at the location of the complaint. The investigating officer shall issue a citation for unreasonably excessive noise, unless in his judgment a warning is sufficient to cease the violation. There shall be no more than a total of one warning per offending person or establishment.

Events that expect to exceed decibel levels set for their area must get a Noise Exemption from the City Commission. Noise Exemptions cannot be issued for the same location within 60 days of the last noise exemption approval.

Describe the Potential Noise Sources: Live music stage

Musical entertainment stage aimed at the water

Do you wish to apply for a Noise Exemption? Yes ☐ Need City Commission Approval No ☒

### INITIALS REQUIRED

SPK

1. Applicant(s) has reviewed the City Code regarding Noise limitations and understands that an exemption from the noise control ordinance requires approval from the City Commission. Applications for noise exemptions must be received 30 days before the event

SPK

2. The processing fee for the application is \$78.75, due upon submission of application. Include this fee in the Special Event Fee Schedule.

SPK

3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

For more information on Noise and Noise Exemptions, consult the Special Event Guide and read the [City Code Section 26-192](#)



## Special Event Permit Application

## Supplement B – Non-Profit Verification

Event Name: Key West 200th Heritage Festival

Event Date: 03/26/2022

Non-Profit Organization Name \_\_\_\_\_

Tax ID/EIN # \_\_\_\_\_

Representative \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?  
 \_\_\_\_\_  
 \_\_\_\_\_

### INITIALS REQUIRED

1. **Services Waived:** The first \$1,000.00 of costs as specified in Section 6-26 (d) of the Code of Ordinances may be waived for any Event Organizer or Sponsor organization which qualifies as a tax-exempt Non-profit organization according to State or Federal law. Acceptance of this waiver by such Event Organizer or Sponsor organization shall render the Special Event a public accommodation subject to Human Rights provision of Section 38-225.
2. **Approval:** Supplement B must be reviewed and approved for Non-profit waivers to be granted. Neither Completion nor Submission of this form guarantees a waiver will be granted.
3. **Monies Received:** Within 30 days of the event completion the Event Organizer agrees to submit to the City Commission a letter from the Non-profit Organization receiving the waiver stating the amount of monetary donation received from the event.
4. **Accounting:** Within 90 days following the Special Event, the Event Organizer or Sponsor organization will ensure that the Non-profit organization receiving the waiver submits to the City Commission an accounting of expenses and revenues incurred and generated during the event.

### SIGNATURE AND ATTACHMENT REQUIRED

I hereby certify that the above-named Non-profit organization is a bona fide, in good standing, domestic civic, educational, charitable, fraternal, or religious organization under the laws of the State of Florida or with proper tax exemption status with the Internal Revenue Service; that the organization is the actual sponsor of the event described and that all the proceeds from the event, after necessary direct expenses, will be used for civic, educational, charitable or religious purpose.

I further certify that the answers to the above questions are correct and complete to the best of my knowledge and belief. I also understand that any organizations who fraudulently seek exemption shall be subjected to civil and criminal penalties provided for in Florida Statutes.

**Provide a copy of your organization letter issued by the I.R.S. or Secretary of State verifying tax exempt status.**

Officer Signature \_\_\_\_\_



Signature \_\_\_\_\_

Title: \_\_\_\_\_

Date \_\_\_\_\_

## Special Event Permit Application

## Supplement C – Food & Safety

Event Name: Key West 200th Heritage Festival

Event Date: 03/26/2022

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938

Police Department – LT Joseph Tripp (305) 809-1027

More information on Safety requirements can be found in the Special Event Guide.

### EVENT ACTIVITIES – Check all that apply to the Special Event

#### Cooking:

- ☒ Deep Frying / Open Flame  
☐ Charcoal Grill  
☒ Gas Grill  
☐ Food Warming Only  
☐ Catered Food

#### Alcohol To be Served By

- ☒ Existing Licensed Establishment  
☐ Commercial Licensed Vendors  
☐ Non-profit Licensed Vendors

#### Electrical Power

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

#### Structures:

- ☒ Stages / Risers / Canopies  
☐ Viewing Stands / Bracing  
☐ Seating  
☐ Air Supported Bounce House  
☐ Tents Greater than 200 SF

#### Other

- ☐ Road Closure  
☐ Fog/Smoke Machine  
☐ Bubble Machine  
☐ Pyrotechnics  
☐ Special Effects  
☐ Open Flame  
☐ Lasers  
☐ Confetti  
☐ Vehicle/Motorcycle Demo

### INITIALS REQUIRED

SPK

**1. Alcohol:** Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission by Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Applicant must have a [liquor license](#) and provide liquor liability insurance.

SPK

**2. Cooking Safety:** If cooking, a KWFD Fire Watch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment.

SPK

**3. Sidewalks:** Structures must not interfere with pedestrian movement on the sidewalk. The Special Event Site Plan must show a minimum setback of six (6) feet from the property lines.

SPK

**4. Special Event Site Map:** Indicate where structures, tents, stages, cooking equipment, etc. will be located. The layout must also identify distances to the nearest buildings and property line. If seating will be provided, show seating/chair arrangement.

SPK

**5. Cooking Oil:** Cooking oil must be disposed of properly. Vendors found dumping cooking oil improperly will result in forfeiture of a portion of the Event deposit.

## Special Event Permit Application

## Supplement D – Tents & Structures

Event Name: Key West 200th Heritage Festival

Event Date: 03/26/2022

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938

Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout

Yes ☒

No ☐

### TENTS

Total Number of Food/Beverage Vendor Tents:

Fifteen

Total Number of Merchandise Vendor Tents:

Seventy

Total:

Eightyfive

Tent Supplier Name Individual Vendors

Contact Number \_\_\_\_\_

Size & Type of Tents: 10x10 and 10x20 canopies, no tents

Provide Certificate of Flame Resistance/Retardant for Tent Fabric.

Yes ☐

No ☒

Will there be any combustibles or flammable liquids under the tent?

Yes ☐

No ☒

Will the sides of the tent be used?

Yes\* ☐

No ☒

*\*Exit plans must be indicated on Site Map Layout.*

### STRUCTURES

What structures will be erected? n/a

Will structures be erected on any part of a street or sidewalk?

Yes ☐

No ☐

For each structure, note number of footings, weight and dimensions (L/W/H) below:

n/a

## Special Event Permit Application

## Supplement E – Street Closure

Event Name: Key West 200th Heritage Festival

Event Date: 03/26/2022

### STREET CLOSURE INFORMATION

Street(s) to be closed Weech Way Block/Address Number(s)

Cross-Streets: between Southard St Circle and

Closure Date(s) March 26, 2022 Time 06:00 AM/PM to 22:00 AM/PM

### INITIALS REQUIRED

SPK

1. **Non-Profit Inclusion:** Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a Non-profit organization. When an Event Organizer proposes a Special Event that will cause the closing of a city street or other public right-of-way, the Event Organizer must donate at least 25% of the Event Organizer's gross revenues or \$1000.00, whichever is greater, to at least one Non-profit organization. The Event Organizer must designate the Non-profit organization(s) on the application for the event. Each named Non-profit organization must provide the City Manager with a letter of agreement with the Event Organizer.

SPK

2. **Consent:** The Event Organizer must have neighboring businesses sign a petition of no objection to the street closure. A template consent form can be found in the Special Events Guide.

SPK

3. **ADA Restrooms:** Whenever the Event Organizer of a Special Event provides temporary bathroom facilities within 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.

SPK

4. **Insurance:** Typical insurance policies may not provide coverage for accidents that may occur off private property and in the City Right-of-way. Events taking place within City Right-of-Way require insurance in the amount of \$1M – liability and \$2M – aggregate.

SPK

5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.

SPK

6. **Emergency Access:** The closed street/roadway will immediately available for emergency vehicles and vehicles within the close block.

### SIGNATURE REQUIRED

We the undersigned, agree to save and hold harmless, the City of Key West from all cost and damage to any person and/or property which is caused by any activity, condition, or event arising out of temporary use of the above street for the purpose of this Special Event.

Dill Snodgrass

Event Organizer Signature

Jan 31, 2022

Date

## Special Event Permit Application

## Supplement F – City Property

Event Name: Key West 200th Heritage Festival

Event Date: 03/26/2022

A list of City Properties that are available for event use, their amenities and Use Fees are listed in the Special Event Guide.

Which City Property do you wish to use? Truman Waterfront Park

Which Area(s) of the City Property do you wish to use? All

Will Utilities be required (Water and/or Electricity)? Yes ☒ No ☐

### INITIALS REQUIRED

SPK

1. The City makes no guarantees that the requested City Property and Area will be available on the dates requested. Submitting this application acts as a request, not a guarantee.

SPK

2. Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.

SPK

3. Applicants wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Event Organizer must first have obtained a [liquor license](#) and liquor liability insurance.

SPK

4. Prior to use of the requested facility, the applicant must provide a refundable deposit and a nonrefundable payment for use of the City Property, as determined by the Fee Schedule. This payment shall be delivered to the City Manager's Office at 1300 White St., Key West, FL 33040 at time of application. All checks shall be made payable to City of Key West.

SPK

5. All utility use must be coordinated through City of Key West. Any modification to utilities to support the activity will be at the sole cost of the Event Organizer and must meet City Codes. Utilities used by the Event Organizer will be charged at current rates or agreed upon method.

SPK

6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.

SPK

7. The City property used must be maintained in an orderly and neat condition. City of Key West may request Event Organizer to improve conditions of site within reason if conditions become unacceptable.

SPK

8. No trash may be left on site. Use of City of Key West dumpsters is not authorized unless prior approval is obtained from the City Manager.

SPK

9. No alcoholic beverages/non-prescription drugs or food may be brought onto or sold on Truman Waterfront without prior approval from the City Commission.

SPK

10. No hazardous material or waste shall be used or stored on the premises without submitting a Hazardous Waste Handling and Spill Plan to the City of Key West.



SPK

11. Event Organizer is responsible for any and all environmental cleanup, restoration, fees, fines, etc. associated with the activity and shall put in place any and all measures to eliminate environmental contamination to the City Property that may be caused by the Event activity.

SPK

12. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed no later than close of business of the last day of the event. Event Organizer should plan accordingly. City of Key West may impose additional fees for use of City Property beyond usage dates.

#### INITIALS REQUIRED for Truman Waterfront Property

**For Use of Truman Waterfront**, the Event Organizer is subject to the following additional provisions:

SPK

13. Event Organizer is responsible for obtaining necessary permits required by any other agencies pertaining to this Special Event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible for providing proof of permit prior to entering into an agreement with the City of Key West.

SPK

14. Event Organizer must take part in pre- and post-activity walk-through inspections with the City of Key West point of contact, or designee.

SPK

15. Event Organizer must provide the City of Key West with a detailed schedule for activities.

SPK

16. City of Key West personnel shall be allowed access to the site at all times.

SPK

17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.

SPK

SPK

18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.

SPK

19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.

SPK

20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time

SPK

21. Use of the inner basin for any activities is not authorized.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

02/03/2022

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

<b>PRODUCER</b> United Atlantic Insurance Group 3426 Duck Avenue  Key West FL 33040	<b>CONTACT NAME:</b> Peter Batty <b>PHONE (A/C, No, Ext):</b> (305) 748-2134 <b>E-MAIL ADDRESS:</b> dawn@uaigkw.com <b>FAX (A/C, No):</b> (305) 768-0250
<b>INSURED</b> DAILY PLAN-IT 2400 SEIDENBERG AVE  KEY WEST FL 33040	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> HISCOX <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 10200

**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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	UDC-2385097-EO-21	11/1/2021	11/1/2022	EACH OCCURRENCE \$ 2,000,000.00
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$						
	MED EXP (Any one person) \$						
	PERSONAL & ADV INJURY \$						
							GENERAL AGGREGATE \$ 2,000,000.00
							PRODUCTS - COMP/OP AGG \$
							DEDUCTIBLE \$ 500.00
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

EVENT: KEY WEST HERITAGE FESTIVAL - MARCH 26, 2022

KEY WEST TRUMAN WATERFRONT

**CERTIFICATE HOLDER****CANCELLATION**City of Key West  
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 BICENTENNIAL HERITAGE FESTIVAL OPERATIONAL PROCEDURE MODIFICATION**

### **PREVENTION AND MITIGATION PLAN TO PREVENT SPREAD OF COVID-19**

1. **SCOPE-** This plan is in consideration for all participants, staff, vendors and City of Key West employees working for or attending the Key West Bicentennial Heritage Festival March 26, 2022.
2. **PURPOSE-** The purpose of the plan is to mitigate and have actionable plans in place which can prevent the spread of the COVID-19 virus.
3. **BACKGROUND AND RISK ASSESSMENT-** This event will attract locals, visitors, support staff, volunteers and engages certain City of Key West employees in activities related to the event. The assessed risk, following current CDC guidelines, for this event is listed as low pertaining to an outdoor celebration with ample room for social distancing.
4. **PLANNED MITIGATION TECHNIQUES –** The event plans to adjust and modify normal operating procedures to follow proposed CDC recommendations and prevent the spread of COVID-19.

The Event is entirely outdoor and will take up the Truman Waterfront park. Large sporting events, festivals and concerts as recent as this July in Chicago and this August in New York city, have proven not to be “covid spreader” if the proper procedures are followed.

The Event will follow the suggestions of the CDC Large Event recommendations.

- Review relevant local/state regulatory agency policies and orders, such as those related to events, gatherings, and travel.
- Consult local health officials about recommended COVID-19 testing policies for events and gatherings.
- Develop a plan to allow for social distancing before, during, and after the event (e.g., limiting attendance and modifying layouts before the event, providing physical barriers during the event and staggering exit times after the event).
- Consider limiting event attendance to staff and attendees who live in the local area (e.g., community, city, town, or county) to reduce risk of spreading the virus from areas with higher levels of COVID-19.
- If attendance is open to staff and guests from other communities, inform attendees in advance so they can make an informed decision whether they will participate.
- Develop online attendance options in addition to in-person attendance to help reduce the number of attendees at the event.
- Develop a flexible refund policy.

- Designate a staff person responsible for responding to all COVID-19 related situations and concerns. Make sure other staff and attendees know how to contact this person.

### **Events and Gatherings: Readiness and Planning Tool**

For accessible version, please visit:

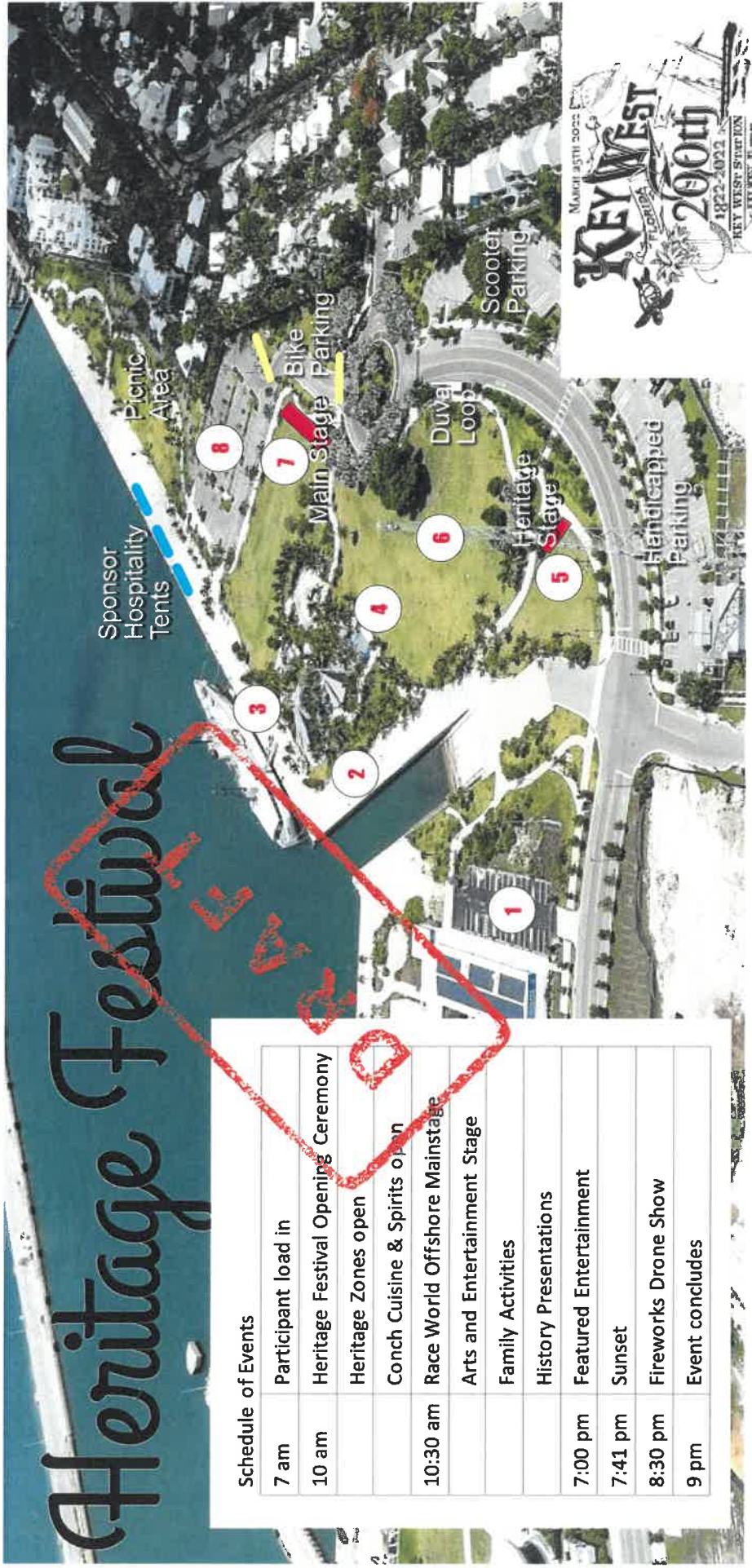
<https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html>

### **Event Contact:**

Daily Plan-it

Jill Snodgrass 305-731-5780

Sean Krikorian 305-731-3385



Schedule of Events

7 am	Participant load in
10 am	Heritage Festival Opening Ceremony
	Heritage Zones open
	Conch Cuisine & Spirits open
10:30 am	Race World Offshore Mainstage
	Arts and Entertainment Stage
	Family Activities
	History Presentations
7:00 pm	Featured Entertainment
7:41 pm	Sunset
8:30 pm	Fireworks Drone Show
9 pm	Event concludes

- 1) Marine Zone** Preservation, eco-tourism, fishing industry
- 2) Commerce** Banks, store fronts, mom & pops/booth space, utilities, travel/tourism, gay Key West, chamber
- 3) Military** civil war, Navy, Ingham
- 4) Family** Churches, kid's activities, schools, civic organizations, sports leagues, baseball, competitive races, Little Mr & Miss, old fashioned games, kid's time capsule project
- 5) Heritage/History** Pirates, wreckers, spongers, fishing, Bahamas

- 6) Special Events** Goombay, Fantasy Fest, Power Boat Races, NYE/Sushi, Hemmingway days, Seafood Festival, Lobster Fest, Food & Wine Festival, conch Republic days, pride
- 7) Art & Entertainment** Theater/productions, artists/galleries, dance, local musicians, legacy musicians/performers, writers/literary festival, film festival, singer songwriter, mile 0 fest
- 8) Conch Cuisine & Spirits** Food booths/trucks, restaurants, specialty shops, bars



## Todd C. Stoughton

---

**From:** Jill Snodgrass <jill@dailyplan-it.net>  
**Sent:** Wednesday, January 19, 2022 1:35 PM  
**To:** Todd C. Stoughton; Marcus A. Davila  
**Cc:** Paul Menta; 'Sean Krikorian'  
**Subject:** [EXTERNAL] Follow up for March 26 Heritage Festival Event  
**Attachments:** Heritage Festival.pdf

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

As a follow up to this morning's meeting please find attached a preliminary placement map and schedule for the March 26 Heritage Festival at the Truman Waterfront. Marcus felt like everything was doable from a parks perspective but we'd like to get Todd's sign off so that Sean can complete the permit application.

A couple of issues we'll be working through include a competing event (the Price is Right stage show) which starts at the amphitheater at 7 pm the same night. I've been in contact with Kelly to coordinate. We plan to have our own stage, facing the waterfront so there is sure to be some competing sound issues. The drone show, while silent, will also compete for attention once that starts, I'm sure.

Second, we know the Mayor's ball is that night, as well. We intend to have VIP viewing/hospitality areas on the mole with an area designated for the city to invite up to 20 dignitaries (or more if needed). Maybe it can possibly be arranged for a transfer from the ball to the mole for a quick part of it? We're standing by to work with this to be as accommodating as possible.

Here's the basic schedule of events:

### Schedule of Events

7 am	Participant load in
10 am	Heritage Festival Opening Ceremony
	Heritage Zones open
	Conch Cuisine & Spirits open
10:30 am	Race World Offshore Mainstage
	Arts and Entertainment Stage
	Family Activities
	History Presentations
7:00 pm	Featured Entertainment
7:41 pm	Sunset
8:15 pm	Pre drone welcome & National Anthem
8:30 pm	Fireworks Drone Show
9 pm	Event concludes

Here's the areas and the inclusivity we hope for. There will be options to purchase booths in the Commerce, Arts and Food/Drink area where participants will be selling items but almost everything else will be community participation at no charge. Vendor fees generated will be used toward signage, stage/lights and entertainment expenses and the drone show.

### **The Zones**

#### **Heritage/History**

Pirates, wreckers, spongers, fishing, Bahamians, civil war

#### **Art & Entertainment**

Theater/productions, artists/galleries, dance, local musicians, legacy musicians/performers, writers/literary festival, film festival, singer songwriter, mile 0 fest

#### **Special Events**

Goombay, Fantasy Fest, Power Boat Races, NYE/Sushi, Hemmingway days, Seafood Festival, Lobster Fest, Food & Wine Festival, conch Republic days, pride

#### **Marine**

Preservation, eco-tourism, fishing industry

#### **Family**

Churches, kid's activities, schools, civic organizations, sports leagues, baseball, competitive races, Little Mr & Miss, old fashioned games, kid's time capsule project

#### **Commerce**

Banks, store fronts, mom & pops/booth space, utilities, travel/tourism, gay Key West, chamber

#### **Conch Cuisine & Spirits**

Food booths/trucks, restaurants, specialty shops, bars

Here's what we are requesting cooperation from the city:

- ☐ Parking and loop. It would be ideal to have a satellite parking lot and full frequency of loop buses to accommodate incoming guests. You can also see on the map designated areas for bikes, mopeds and handicap. Those areas will need to be gated, signage and probably the handicap lot should have an attendant
- ☐ Driving on grass/parking for vendors. We covered the grass with Marcus and understand that will be an issue if it rains, of course. We will be super vigilant but want to make sure we won't be financially responsible if a sprinkler head gets damaged or a little grass needs replacing. We'd also like to secure one of back parking lots or soccer field for vendor parking
- ☐ Garbage/trash. Ample cans placed throughout and Marcus said he would have a couple guys pulling bags. This would be part of the city contribution
- ☐ Bicycle parking. Need to have bike racks placed in the appropriate locations
- ☐ Barricades. Will need for closing streets, mole and blocking off VIP area
- ☐ Portapotties. We will be asking Waste Management for a contribution to place around the area. If these need to be raised off the grass maybe we can use same mats that were provided for the power boat races?
- ☐ Police/fire inspectors. We'll need traffic management and inspectors and hope there won't be a charge for this service
- ☐ Tents, tables, chairs. We discussed with Marcus and these will be used for the VIP hospitality area with the tents specific to the city area
- ☐ Access to the Navy outer Mole. For safety reasons, the best place to facilitate the drone show is the outer navy mole. It would be less than 10 people who would need clearance for about 50 yards of space on the far north end. Additionally we would like to have the option of having a couple local boats (maybe a shrimp boat and a lobster/sponge boat) as part of the display. These could even be over by the Eco Discovery. Then the military could put boats behind the Ingham? It's just a wish if possible to facilitate.
- ☐ Permit. We will submit a regular permit particularly on the alcohol piece once all these issues are . Can we go ahead and get on the commission agenda and let us know when that will be? Paul and Sean can be there.

There may be a couple other things but this covers most of it.

Thanks so much for the consideration. We look forward to facilitating this event for the city's historic 200<sup>th</sup> celebration.

Kindest Regards

Jill Snodgrass, Partner Daily Plan-it

marketing|promotions|special events

305.731.5780

[www.dailyplan-it.com](http://www.dailyplan-it.com) event management for Key West Artisan Market, Key West Farmers Market, Short Notice Events, Florida Keys Seafood Festival, Race World Offshore - Key West, S/V Argo Navis 75' Luxury Catamaran, Bicentennial Key West



Parking and Loop: typically covered by applicant. I will review with cm on services we (city) can provide at no cost.

Driving on grass: should not be a problem, but it is a hot button item.

Garbage Trash: city overtime? check w/ cm.

Bike Racks: Marcus?

Barricades and C.S. costs: I'll check w/ cm.

Police + Fire: my recommendation to the cm will be for the applicant to cover these costs.

Portapotties: donated by w.m.?

Tents, Tables, + Chairs: we provide?

Access to the Navy Mole: work with Port Director and LT Black or arrange directly with USN.

Permit: work w/ Maria.

# Special Event Permit Application

## Department Approvals

Event Name: <u>Key West 200<sup>th</sup> Heritage Festival</u>	Event Date: <u>March 26, 2027</u>
--	-----------------------------------

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Marie Ratchford</i>
Code Compliance	
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	<i>[Signature]</i>
Recycling/Solid Waste	
Utilities	
Other:	

[Previous on List](#) [Next on List](#) [Return to List](#)[Fictitious Name Search](#)[Filing History](#)

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## Fictitious Name Detail

### Fictitious Name

DAILY PLAN-IT

### Filing Information

**Registration Number** G18000037898  
**Status** ACTIVE  
**Filed Date** 03/21/2018  
**Expiration Date** 12/31/2023  
**Current Owners** 1  
**County** MONROE  
**Total Pages** 3  
**Events Filed** 2  
**FEI/EIN Number** 43-1632469

### Mailing Address

907 GEORGIA STREET  
KEY WEST, FL 33040

### Owner Information

SNODGRASS, JILL E  
907 GEORGIA STREET  
KEY WEST, FL 33040  
**FEI/EIN Number:** NONE  
**Document Number:** NONE

### Document Images

[03/21/2018 -- Fictitious Name Filing](#)

[09/22/2021 -- CHANGE NAME/ADDRESS](#)

[01/06/2020 -- CHANGE NAME/ADDRESS](#)

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[Previous on List](#) [Next on List](#) [Return to List](#)[Fictitious Name Search](#)[Filing History](#)



# **APPLICATION FOR REGISTRATION OF FICTITIOUS NAME**

**REGISTRATION# G18000037898**

**Fictitious Name to be Registered:** DAILY PLAN-IT

**Mailing Address of Business:** 2400 SEIDENBERG AVE  
KEY WEST, FL 33040

**Florida County of Principal Place of Business:** MONROE

**FEI Number:**

**FILED**  
**Mar 21, 2018**  
**Secretary of State**

**Owner(s) of Fictitious Name:**

SNODGRASS, JILL E  
4521 RIVER FRONT DRIVE  
JEFFERSON CITY, MO 65101

I the undersigned, being an owner in the above fictitious name, certify that the information indicated on this form is true and accurate. I further certify that the fictitious name to be registered has been advertised at least once in a newspaper as defined in Chapter 50, Florida Statutes, in the county where the principal place of business is located. I understand that the electronic signature below shall have the same legal effect as if made under oath and I am aware that false information submitted in a document to the Department of State constitutes a third degree felony as provided for in s. 817.155, Florida Statutes.

JILL E SNODGRASS

03/21/2018

Electronic Signature(s)

Date

**Certificate of Status Requested ( )**

**Certified Copy Requested ( )**



## THE CITY OF KEY WEST

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

### RELEASE AND INDEMNIFICATION


#### Daily Plan-It

Key West 200<sup>th</sup> Heritage Festival

Key West Truman Waterfront

Saturday, March 26, 10:00 a.m. to 9:00 p.m., 2022

I Jill Snodgrass being authorized to act on behalf of and legally bind the Daily Plan-It 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

Sam Snodgrass

Print Name

2-7-22

Date

  
Signature of Applicant

Jill Snodgrass

Print Name

2-7-22

Date

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

# Special Event Permit Application

## Department Approvals

Event Name: Key West 200<sup>th</sup> Heritage Festival Event Date: March 26, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Marie Ratchefi
✓ Code Compliance	
✓ Engineering	
✓ Fire Department	
✓ KW DOT	
✓ Parking	
✓ Police Department	
✓ Port & Marine Services	
✓ Property Management	N/A
✓ Public Works	
✓ Recycling/Solid Waste	Community Services will lead the recycling for this event
Utilities	
Other:	

## Maria Ratcliff

---

**From:** Doug Bradshaw  
**Sent:** Thursday, February 3, 2022 9:26 AM  
**To:** Maria Ratcliff  
**Subject:** RE: Key West 200th Heritage Festival March 26, 2022

No issues

Doug Bradshaw  
Port and Marine Services Director  
201 William St  
Key West, FL  
305-809-3792

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Thursday, February 3, 2022 9:08 AM  
**To:** Patti McLaughlin <pmclauchlin@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Dorian E. Patton <dpatton@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Steven P. McAlearney <smcalearney@cityofkeywest-fl.gov>; Jason Barroso <jbarroso@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>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>  
**Subject:** Key West 200th Heritage Festival March 26, 2022

Good morning,

Please review and send the approval sheets to me. Thank you!

Maria

# Special Event Permit Application

## Department Approvals

Event Name: <u>Key West 200<sup>th</sup> Heritage Festival</u>	Event Date: <u>March 26, 2017</u>
--	-----------------------------------

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Marie Ratergh</i>
Code Compliance	
Engineering	Recommend approve - Applicant acknowledged all Supplement E requirements.
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



# Special Event Permit Application

## Department Approvals

Event Name: Key West 20<sup>th</sup> Heritage Festival Event Date: March 2, 2022

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Ratchford</i>
Code Compliance <i>3 Feb 22</i>	<i>Jim Gung</i>
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

## Maria Ratcliff

---

**From:** Joseph Tripp  
**Sent:** Monday, February 7, 2022 9:20 AM  
**To:** Maria Ratcliff  
**Subject:** RE: Key West 200th Heritage Festival March 26, 2022

We are good with it.  
I'll be contacting them for security arrangements.

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Thursday, February 3, 2022 9:08 AM  
**To:** Patti McLauchlin <pmclauchlin@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Dorian E. Patton <dpatton@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Steven P. McAlearney <smcalearney@cityofkeywest-fl.gov>; Jason Barroso <jbarroso@cityofkeywest-fl.gov>; Danny Blanco <dblanc@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>  
**Subject:** Key West 200th Heritage Festival March 26, 2022

Good morning,

Please review and send the approval sheets to me. Thank you!

Maria



## THE CITY OF KEY WEST

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

To: Jill Snodgrass

From: Division Chief/Fire Marshal Danny Blanco

Date: 2/7/2022

Reference: Key West 200<sup>th</sup> Heritage Festival

This office reviewed the special event application for the Key West 200<sup>th</sup> Heritage Festival to be held at the Truman Waterfront Park on March 26, 2022

The following conditions apply:

- The event will require an EMS crew R4 standing by for the entire event. The event organizer is responsible for two rescue personnel @ \$55.00 an hour each.
- The event organizer is responsible for a Fire Inspector and FF/paramedic on Gator Unit @ \$55.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch and assist with any medical calls.
- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- **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  
305-292-8284 Fax  
[dblanko@cityofkeywest-fl.gov](mailto:dblanko@cityofkeywest-fl.gov)

*Serving the Southernmost City*

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



## Key West Fire Department

### Office of the Fire Marshal

Danny Blanco, Fire Marshal  
Gregory Barroso, Capt. / Fire Inspector  
Jason Barroso, Capt. / Fire Inspector  
Tim Anson, Lt. / Fire Inspector

1600 N. Roosevelt Blvd.  
Key West, FL 33040  
Phone: (305) 809-3933  
Fax: (305) 293-8399

## Food Booth and Vendor Regulations

### Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.
3. Each cross-street corner shall have 10' clearance before the setup of any vendor booth.
4. All hydrants must maintain 5' clearance on each side to allow fire department access.
5. **Each vendor shall stay within their assigned area, equipment and supplies shall not be staged outside their allotted space. i.e.: sidewalks, exit ways.**

### Butane or Propane equipment:

1. Shut-off valves must be provided at each fuel source.
2. Tanks must be protected from damage and secured in an upright position and must be located at least 5 feet apart from each other.
3. No storage of extra butane or propane tanks in booth.
4. Tanks not in use must be turned **OFF**.
5. Unused fuel cylinders shall be stored in a secured position. Unused cylinders must be located 50 feet away from all combustibles.

All compressed gas bottles, flammable or non-flammable shall be properly secured to prevent accidental tipping over.

### Electrical Power:

1. Generators shall be placed in locations approved by the Fire Marshal's Office for "special events" use.
2. Refueling of generators is prohibited during event hours. **No extra fuel (gasoline) shall be stored on the street during event hours.**
3. During approved refueling times, no smoking or open flames are allowed within 25 feet.

4. Extension cords shall be of grounded type and approved for exterior use.  
Extension cords shall be placed so as not to create a hazard.

### **Charcoal Cooking:**

1. Charcoal cooking must be in areas away from public access.
2. Charcoal cooking must be 10 feet away from combustible structures and parked vehicles.
3. Coals shall be disposed in metal containers.
4. No open-flame cooking.

### **Deep Fat Frying/Flambé/Open Flame Cooking:**

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. The cook area must not be accessible by the public.
3. Deep fat frying equipment must be equipped with a temperature regulating device.
4. Separation must be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.

### **Fire Extinguishers:**

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of **3A:40B:C**, (dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of **3A:40B:C** must not exceed 75 feet.
3. Fire extinguishers must be serviced annually and be tagged accordingly.
4. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible always.
5. Each cooking booth that is using deep fat fryers must have a **6 Liter Type K** (wet chemical fire extinguisher).

### **Miscellaneous:**

Fire Hydrants – Fire Hydrants must not be obstructed at any time for any reason.

Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

*The above regulations are not inclusive of other general fire safety provisions that may be imposed upon inspection.*

***Any booth not in compliance will be immediately closed.***

## **Fire Safety Tips**

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. Do not spray lighter fluid on briquettes that have been previously ignited.
7. In case of emergency, **DIAL 9-1-1**.

# Special Event Permit Application

## Department Approvals

Event Name: Key West 100<sup>th</sup> Heritage Festival Event Date: March 26, 2022

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratchford
Code Compliance	
Engineering	
Fire Department	
KW DOT	No detours
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



## Required – Event Transportation Planning

Event Name: Key West 200th Heritage Festival

Event Date: 03/26/2022

Parking and traffic congestion are consistently a concern of Key West residents. It is the City's goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

### INITIALS REQUIRED

SK

**Communications:** Every event is required to provide communications about modes of transportation that will reduce vehicle traffic. These actions include:

1. Website(s)
2. Email
3. Ticketholders
4. Social Media

SK

**Opportunities:** Large Events are required to explore opportunities to help minimize traffic congestions and parking issues. Your event will be more successful by encouraging alternate transportation or utilize transit friendly alternatives. Check opportunities you will explore.

X Encourage Walking

X Partner with Transit System/Buses

X Encourage Biking

X Partner with Transit Friendly Hotels

     Providing Bike Security with Valet

     Partner with Restaurants/Bars

     Include Ride Service with VIP Passes

X Partner with Rideshare/Taxi Companies

     Provide Pre-Sale parking only

     Implement Shuttles

     Premium parking prices

     Other: \_\_\_\_\_

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day	106	1	\$0
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lot	\$32/day			
Mallory Square Parking Lot	\$40/day			
Total				\$0

\*Modification of rates or parking waivers can only be approved by City Commission.

Total Parking Cost shall be calculated using this table and accounted for in the Event Fee Schedule. For more information, contact John Wilkins, Parking Director at (305) 809-3855.

*John Wilkins*

# Special Event Permit Application

## Department Approvals

Event Name: <u>Key West 70th Heritage Festival</u>	Event Date: <u>March 30, 2023</u>
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Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Ratchford</i>
Code Compliance	
Engineering	
Fire Department	
KW DOT	
Parking	<i>[Signature]</i>
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	