

RECEIVED
JUN 02 2014

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

CITY MANAGER

Name of Applicant(s) Rodney Gullatte, Jr.

Address of Applicant(s) 3910 S. Roosevelt Blvd, Apt 211w, Key West, FL 33040

Phone Number of Applicant(s) 5203024617 Fax: 3052904193 Email admin@firmaitss.com

Name of Non-Profit (s) Bahama Village Goombay Festival, Inc

Address of Non-Profit(s) 3910 S. Roosevelt Blvd, Apt 211w, Key West, FL 33040

Phone Number of Non-Profit(s) 520-302-4617

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

Date/Dates of Event 10/17/2014 - 10/18/2014; 10/16/2015 - 10/17/2015; 10/21/2016 - 10/22/2016

Hours of Operation 12pm - Midnight

Estimated/anticipated number of persons per day 10,000 - 20,000

Location of Event Petronia Street between Duval and Fort Street & Soccer Field at the end of Petronia St.

Street Closed same as above

Detailed description of event Cultural Celebration of the traditional heritage of Bahama Village featuring food vendors, arts, crafts and live local and out of town entertainment

Noise exemption required: Yes X No

Alcoholic beverages sold/served at event: Yes X No

The applicant does acknowledge 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 hold the City of Key West harmless from and against all liability, claims for damages, 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.



Applicants Signature

23 May 2014

Date

Financial Statement of the event of the previous year must be submitted with application

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

\$50.00

Date 23 May 2014

Applicant Name Rodney Gullatte, Jr.

Applicant Address 3910 S. Roosevelt Blvd, Apt 211W, Key West, FL 33040

Applicant Phone Number 520-302-4617

Event Name Bahama Village Goombay Festival

Event Address/Location Petronia Street between Duval and Fort Street & Soccer Field at the end of Petronia St.

Date of Event 10/17/2014 - 10/18/2014; 10/16/2015 - 10/17/2015; 10/21/2016 - 10/22/2016

Nature of Event Cultural Celebration and Fundraiser for local non-profit organizations

Profit ☐ Non Profit ☒

Time(s) Request for Exemption 12pm to midnight with special consideration for setup and breakdown

Number of Exemptions at this location this calendar year 1

Date of last exemption 10/18/2013 - 10/19/2013

✓ # 1046

Revised for
Third Reading
11/19/02

ORDINANCE NO. 02-29

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 provision 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

*(Coding: Added language is underlined; deleted language is ~~struck through~~.)

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 (1-1/2%) 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.

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 person 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 percentage of the revenues of a special event that causes the closing of a city street must be donated to the nonprofit organization and, at the sponsor's option, to additional charities. On the application form issued by the city manager, the nonprofit must state the amount or percentage of revenues it anticipates to receive from the special event.~~ 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 twenty-five percent (25%) of the sponsor's gross revenues or \$1,000.00, 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 manager with a letter of assent.

Section 5. That section 6-58 of the Code of Ordinances is hereby amended as follows:

Sec. 6-58. Major festival.

(a) A major festival is a special event of regional impact. Major festivals are: ~~FaneyFantasy~~ Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons

or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. ~~have a non-profit coapplicant or to provide a percentage of revenues to a charitable cause.~~

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

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

Sec. 6-61. Temporary bathroom facilities.

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

Section 7. If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable

therefrom 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.

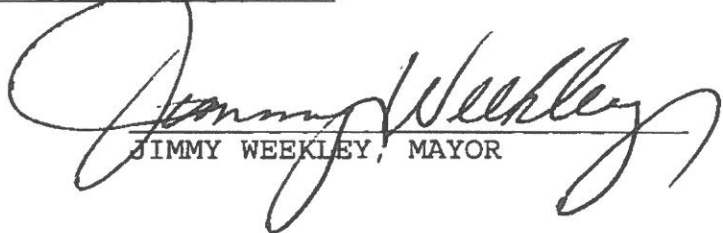
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

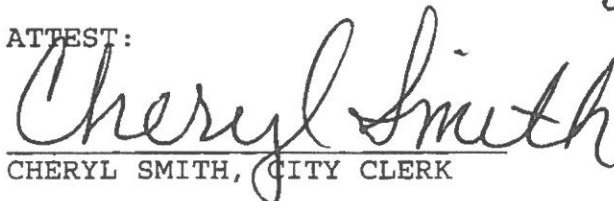
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

Filed with the Clerk November 21, 2002.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3888

Pursuant to my request to conduct a special event requiring authorization by the City Commission, I agree that throughout the event I will keep the premises clear of accumulated recyclables, trash and debris. This includes emptying trash and recycle cans on a regular basis for the duration of the event.

A handwritten signature in black ink, appearing to read "Respectfully," followed by a stylized signature.



THE CITY OF KEY WEST
POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409
WWW.KEYWESTCITY.COM

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel *RT*
City Attorney

DATE: October 17, 2002

RE: Special Events Ordinance
Second Reading

The following are the changes made to the Special Events Ordinance for second reading:

- Section 6-26. The requirement of certified check or credit card applies only to the down payment.
- Section 6-27. The requirement of payment for parking meters has been removed altogether. In its place is a new section concerning food and beverage booths, and a prohibition against their placement in front of or near restaurants and bars.
- Section 6-56. The contact person's telephone number is now required.
- Section 6-57. Each nonprofit organization named by a sponsor in the application must provide a letter of assent to the City Manager.
- The effective date of the ordinance is January 1, 2003.

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. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.
Sponsor's Signature RCG
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 RCG
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 RCG
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 RCG
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 RCG

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 RCG

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

Sponsor's Signature RCG

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 RCG

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 RCG

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 RCG

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 RCG

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 RCG

15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.

Sponsor's Signature RCG

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 RCG

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 RCG.

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 RCG.



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Bahama Village Goombay Festival, Inc.
2014
October 17& 18, 2014

I Rodney Gullatte, Jr. being authorized to act on behalf of and legally bind Bahama Village Goombay Festival, 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.

Maria Ratchiff
Signature of Witness

Maria Ratchiff
Print Name

6/2/14
Date

Rodney C. Gullatte, Jr.
Signature of Applicant


Rodney C. Gullatte, Jr.
Print Name

2 June 2014
Date

FIRMA IT SOLUTIONS AND SERVICES LLC
Rodney Gullatte Jr
Ph. 520-302-4617

1047
63-7955/2670

2 June 2014
Date

Pay to the
Order of City of Key West \$ 1,000.00
One thousand dollars and 00/100 — Dollars  Security
Features
Details on
Back.



P.O. Box 1898
Key West, FL 33041-1898
www.keyscu.org

For Recycling Deposit

Rodney Gullatte Jr

MP

Hand and Clarke

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Rodney Gullatte, Jr. Phone number: 520-302-4617
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum X Glass X #1 Plastic X #2 Plastic _____ 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: Same as last year
- 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: same as last year
- Capacity of containers on grounds: Waste Management will know closer to event
Contact person for containers: Rodney Gullatte, Jr. Phone #: 520-302-4617
- 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: Waste Management
- 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.

- Monitor recycling containers for correct usage during the event and take actions to solve problems.
Problems: _____
Actions taken: _____

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____
Actions taken: _____

- 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: _____

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

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

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

- 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: _____

- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.

- Share the results with event organizers.

- Security deposit of \$1000.00 must be submitted prior to the event.

- Security deposit returned: _____

*For more information about event recycling and waste reduction, contact Waste Management at
305 296-2825*

Bahama Village Goombay Festival, Inc.
www.bahamavillagegoombay.com
www.facebook.com/bahamavillagegoombay
info@bahamavillagegoombay.com

Monday, June 9, 2014

City of Key West,

This letter is in regards to the recycling plan required to facilitate the 2014 Bahama Village Goombay Festival. During the last two years, our recycling plan has consisted of a combination of services between the City of Key West Public Works and Waste Management. This plan has worked successfully in the past and we will be employing the same methods for the 2014 Bahama Village Goombay Festival. Thank you.

Sincerely,

A handwritten signature in black ink, appearing to read "Rodney Gullatte, Jr.", with a stylized, flowing script.

Rodney Gullatte, Jr.

President, Bahama Village Goombay Festival, Inc.

ATTACHMENT A

LICENSE FOR USE OF CITY OF KEY WEST OWNED PROPERTY

LICENSE NUMBER

THIS LICENSE TO USE CITY OF KEY WEST PROPERTY HEREIN DESCRIBED IS ISSUED BY THE CITY OF KEY WEST TO THE LICENSEE NAMED BELOW FOR THE PURPOSE HEREIN SPECIFIED UPON THE TERMS AND CONDITIONS SET FORTH BELOW, AND ON ATTACHMENTS B, AND C. BY THE EXECUTION HEREOF THE LICENSEE AGREES TO COMPLY WITH ALL SUCH TERMS, CONDITIONS, AND GENERAL PROVISIONS.

1. PROPERTY LOCATION

KEY WEST, FLORIDA

2. DATES COVERED

FROM: 10/17/2014 TO: 10/18/2014

3. DESCRIPTION OF PROPERTY (INCLUDE ROOM AND BUILDING NUMBERS WHERE APPROPRIATE)

TRUMAN WATERFRONT PROPERTY

4. PURPOSE OF LICENSE

Major Event: Bahama Village Goombay Festival

5. LICENSOR

CITY OF KEY WEST

5a. CITY REPRESENTATIVE (TITLE AND ADDRESS)

DOUG BRADSHAW, PORT PROJECT MANAGER, P.O. BOX 6434, KEY WEST, FL 33041-6434, (305) 809-3792

6. LICENSEE (NAME AND ADDRESS)

6a. LICENSEE REPRESENTATIVE (NAME/ADDRESS/PHONE)

7. REFUNDABLE DEPOSIT FOR USE OF PROPERTY (PAYABLE IN ADVANCE)

(IF NO CASH PAYMENT IS REQUIRED, ENTER "NONE" UNDER ITEM 7a "AMOUNT")

a. AMOUNT

b. FREQUENCY
PAYMENTS DUE

c. FIRST DUE DATE

d. TO (MAILING ADDRESS)

One time payment

Submitted with License

Port office at P.O Box 6434, Key West, FL 33041-6434

8. ADDITIONAL CHARGES FOR USE OF PROPERTY

(IF NO CASH PAYMENT IS REQUIRED, ENTER "NONE" UNDER ITEM 8a "AMOUNT")

a. AMOUNT (EACH
PAYMENT)

b. FREQUENCY
PAYMENTS DUE

c. FIRST DUE DATE

d. TO (MAILING ADDRESS)

Port office at P.O Box 6434, Key West, FL 33041-6434

9. INSURANCE REQUIRED AT EXPENSE OF LICENSE

(IF ANY OR ALL INSURANCE REQUIREMENTS HAVE BEEN WAIVED, ENTER "NONE" IN a, b, c, OR d AS APPROPRIATE)

TYPE	MINIMUM AMOUNT	TYPE	MINIMUM AMOUNT
a. FIRE AND EXTENDED COVERAGE	SEE ITEM #10	c. THIRD PARTY PERSONAL INJURY PER PERSON	SEE ITEM#10
b. THIRD PARTY PROPERTY DAMAGE	SEE ITEM#10	d. THIRD PARTY PERSONAL INJURY PER ACCIDENT	SEE ITEM #10

10. GENERAL CONDITIONS (SEE ATTACHED)

Licensee shall carry (A.) COMPREHENSIVE AUTOMOBILE INSURANCE AND VEHICLE LIABILITY INSURANCE FOR OWNED AND NON-OWNED VEHICLES COVERING CLAIMS FOR INJURIES TO MEMBERS OF THE PUBLIC AND/OR DAMAGES TO PROPERTY OF OTHERS ARISING FROM USE OF MOTOR VEHICLES INCLUDING ONSITE AND OFFSITE OPERATION WITH LIMITS OF ONE MILLION DOLLARS EACH OCCURRENCE AND THREE MILLION DOLLARS ANNUAL AGGREGATE. (B.) COMMERCIAL GENERAL LIABILITY COVERAGE IN THE AMOUNT OF 1 MILLION DOLLARS/OCCURRENCE AND 2 MILLION DOLLARS ANNUAL AGGREGATE FOR THE TERM OF THE LICENSE. LICENSE IS FURTHER SUBJECT TO THE PROVISIONS IN ATTACHMENT B AND C.

II. EXECUTION OF LICENSE

FOR	BY	DATE
	NAME AND TITLE	
CITY OF KEY WEST	MR. JIM SCHOLL, CITY MANAGER	
LICENSEE		

IF LICENSEE IS A CORPORATION, ATTACH CERTIFICATION OF SIGNATURE.

ATTACHMENT B: GENERAL CONDITIONS

- a. The Licensor hereby grants to the Licensee the right to use the premises or facilities described in item 3, together with the necessary rights of ingress and egress.
- b. This License shall be effective for the period stated in item 2 and is revocable at any time without notice at the option and discretion of the Licensor or its duly authorized representative.
- c. The use shall be limited to the purposes specified herein. Licensor does not warrant or represent that the property is safe or suitable for the purpose for which Licensee intends to use it, and Licensee assumes all risks in its use.
- d. This License shall be neither assignable nor transferable by the Licensee.
- e. If utilities and services are furnished to the Licensee during License period, the Licensee shall reimburse the Licensor for the cost thereof as determined by the Licensor in accordance with applicable statutes and regulations.
- f. The Licensee, at its own cost and expense shall protect, maintain, and keep in good order, the premises or facilities licensed hereby. At the discretion of the Licensor this obligation shall include, but not be limited to, contribution toward the expense of long-term maintenance of the premises or facilities, the necessity for which accrued during the period of Licensee's use. The amount of expense to be borne by the Licensee shall be determined by prorating the total expense of the item of long-term maintenance on the basis of fractional use by the Licensee. This fractional part of the total expense shall be prorated further if the item of long-term maintenance did not accrue in its entirety during the Licensee's use. Upon a determination by the Licensor that the necessity exists for an expenditure of funds for maintenance, protection, preservation or repair, the Licensee shall pay to the Licensor its proportionate share on demand.
- g. No additions to, or alterations of, the premises or facilities shall be made without the prior consent of the Licensor. Upon revocation or surrender of this License, to the extent directed by the Licensor, the Licensee shall remove all alterations, additions, betterments and improvements made, or installed, and restore the premises or facilities to the same, or as good condition as existed on the date of entry under this License.
- h. The Licensee shall be liable for any loss of, or damage to, the premises or facilities incurred as a result of its use and shall make such restoration or repair, or monetary compensation as may be directed by the Licensor. The Licensee shall not be liable for loss of, or damage to, the premises arising from causes beyond the control of the Licensee and occasioned by a risk not in fact covered by insurance and not customarily covered by insurance in the locality in which the premises are situated. Nothing contained herein, however, shall relieve the Licensee of liability with respect to any loss or damage to the premises, not fully compensated for by insurance, which results from willful misconduct, lack of good faith, or failure to exercise due diligence, on the part of the Licensee. All insurance required for the Licensee on the premises shall be for the protection of the Licensor and the Licensee against their respective risks and liabilities in connection with the premises. Each policy of insurance against loss or damage to City of Key West property shall name the Licensee and the City of Key West, as the insured and shall contain a loss payable clause reading substantially as follows: "Loss, if any, under this policy shall be adjusted with (Name of Licensee) and the City of Key West and the proceeds shall be payable to the City of Key West". In the event that any item or part of the premises or facilities shall require repair, rebuilding or replacement resulting from loss or damage, the risk of which is assumed under this paragraph h, the Licensee shall promptly give notice thereof to the Licensor and, to the extent of its liability as provided in this paragraph, shall, upon demand, either compensate the City of Key West for such loss or damage, or rebuild, replace or repair the item or items of the premises or facilities so lost or damaged, as the Licensor may elect. If the cost of such repair, rebuilding, or replacement exceeds the liability of the Licensee for such loss or damage, the Licensee shall effect such repair, rebuilding or replacement if required so to do by the Licensor and such excess of cost shall be reimbursed to the Licensee by the Licensor. In the event the Licensee shall have effected any repair, rebuilding or replacement,

Initials of Applicant _____

- which the Licensee is required to effect pursuant to this paragraph, the Licensor shall direct payment to the Licensee of so much of the proceeds of any insurance carried by the Licensee and made available to the City of Key West on account of loss of or damage to any item or part of the premises or facilities as may be necessary to enable the Licensee to effect such repair, rebuilding or replacement. In event the Licensee shall not have been required to effect such repair, rebuilding, or replacement, and the insurance proceeds allocable to the loss or damage which has created the need for such repair, rebuilding or replacement have been paid to the Licensee, the Licensee shall promptly refund to the Licensor the amount of such proceeds.
- i. The Licensee shall indemnify and save harmless the City of Key West, its officers, agents, servants and employees from all liability or otherwise, for death or injury to all persons, or loss or damage to the property of all persons resulting from the use of the premises by the Licensee, and shall furnish the insurance specified in Item 9. Each policy of insurance required in Item 9 covering bodily injuries and third party property damage shall contain an endorsement reading substantially as follows: "The insurer waives any right of subrogation against the City of Key West which might arise by reason of any payment made under this policy." This indemnity shall survive the expiration of this License.
 - j. All insurance required by this License shall be in such form, for such periods of time, and with such insurers as the Licensor may require or approve. A certificate of insurance or a certified copy of each policy of insurance taken out hereunder shall be deposited with the Licensor's local representative prior to use of the premises and facilities. The Licensee agrees that not less than thirty (30) days prior to the expiration of any insurance required by this License, it will deliver to the Licensor's local representative a certificate of insurance or a certified copy of each renewal policy to cover the same risks.
 - k. The Licensee warrants that it has not employed any person to solicit or secure this License upon any agreement for a commission, percentage, brokerage or contingent fee. Breach of this warranty shall give the City of Key West the right to annul this License or in its discretion to recover from the Licensee the amount of such commission, percentage, brokerage or contingent fee in addition to the consideration herein set forth. This warranty shall not apply to commissions payable by the Licensee upon contracts or sales secured or made through bona fide established commercial or selling agencies maintained by the Licensee for the purpose of securing business.
 - l. In connection with the performance of work under this License, the Licensee agrees not to discriminate against any employee or applicant for employment because of race, religion, color, or national origin, sex, disability, ancestry, sexual orientation, gender identity or expression, marital status, parental status or source of income. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Licensee agrees to post hereafter in conspicuous places available for employees and applicants for employment, notices to be provided by the Licensor setting forth the provisions of the nondiscrimination clause. The Licensee further agrees to insert the foregoing provision in all subcontracts hereunder, except Subcontracts for standard commercial supplies or raw materials.
 - m. All activities authorized hereunder shall be subject to such rules and regulations as regards supervision or otherwise, as may, from time to time, be prescribed by the local representative of the Licensor as designated in Item 5a.
 - n. The laws of the State of Florida shall govern the validity of this license agreement, interpretation, performance, and any other claims related to it. The venue for any and all claims or legal actions will be Monroe County, Florida.

ATTACHMENT C: ADDITIONAL PROVISIONS

The licensee is subject to the following additional provisions:

1. The City identifies a single Point of Contact, Mr. Doug Bradshaw, Port Project Manager of Key West, phone (305) 809-3792 or Cell (305) 797-8361, who will provide license provision oversight and enforcement for the full term of the license.
2. Prior to use of the premises Licensee must provide a \$ _____ refundable deposit and a \$ _____ nonrefundable payment for use of the property. This payment shall be delivered to the Port office at P.O Box 6434, Key West, FL 33041-6434. All checks shall be made payable to Licensor. Utilities used by Licensee will be charged at current rates. Any additional costs that will be incurred by the City (security, fire protection, public works, Navy, etc.) must be paid to the City to those departments. Assignment of damage cost or noncompliance penalties will be at the discretion of the City of Key West. Additional charges may be made after the activity if required.
3. All utility use must be coordinated through Doug Bradshaw. Any modification to utilities to support the activity will be at the sole cost of the Licensee.
4. Licensee is responsible for obtaining necessary permits required by any other agencies pertaining to this event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible of providing proof of permit prior to entering into an agreement with the City of Key West.
5. Licensee must provide the City with a detailed schedule for activities.
6. The activities each day shall conclude not later than 6 p.m. nor begin before 8 a.m. without prior approval by Licensor.
7. No generators associated with the event shall operate after 6 p.m. and before 8 a.m.
8. The leased site must be maintained in an orderly and neat condition. Licensor may request Licensee to improve conditions of site within reason if conditions become unacceptable.
9. The Licensee shall notify the Truman Annex Master Property Owner's Association (TAMPOA) at least 30-days prior to the activity.
10. Ingress/egress by the licensee shall be coordinated with the Licensor.
11. The Licensee must provide or ensure 24-hour security for the licensed area either thru security guard or by fencing with locking gates.
12. City of Key West personnel shall be allowed access to the site at all times.
13. Licensee shall provide sufficient personnel to ensure proper and safe operation of the activity.

Initials of Applicant _____

14. Licensee may not stay overnight on City of Key West property without prior approval by Licensor.
15. Entrance to City of Key West buildings is not authorized.
16. No alcoholic beverages/non-prescription drugs or food may be brought onto or sold on Licensor's property without prior approval from the City Commission.
17. Licensee must provide own portable toilets.
18. No trash may be left on site. Use of City of Key West dumpsters is not authorized unless prior approval is obtained.
19. Any use of NOAA's property or seawall must be coordinated with NOAA.
20. Use of the inner basin to anchor boats is not authorized.
21. 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.
22. Licensee 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 property that may be caused by the activity.
23. An environmental plan shall be submitted to the City detailing how Licensee will handle environmental waste such as lead based paint.
24. Licensee must take part in pre- and post-activity walk-through inspections with the Licensor's point of contact, or designee.
25. Licensee shall provide the Licensor's Point of Contact copies of all applicable deposits, insurance policies in force at the time of the license, and payments to City of Key West associated with this license.
26. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed from the property no later than close out of business of the last day of this license. Licensee should plan accordingly. Licensor's may impose additional fees for use of property beyond license dates.
27. Licensee may be required to suspend activity as directed by City Staff during special events that occur at the Truman Waterfront.
28. In rare cases the Licensee at their sole expense may be required to move the activity to another location at the Truman Waterfront or off of the Truman Waterfront property if development of the Truman Waterfront and the activity are in conflict. Every effort will be made to avoid this occurrence.

**ALL EVENTS REQUIRING ACCESS
TO UTILIZE THE TRUMAN
WATERFRONT PROPERTY MUST HAVE A
SIGNED LICENSE FOR USE OF THE
PROPERTY PRIOR TO THE SPECIAL EVENT
RESOLUTION GOING TO CITY
COMMISSION**

**PLEASE CONTACT DOUG BRADSHAW AT
305-809-3792 TO SCHEDULE THE EVENT AND
OBTAIN A LICENSE**

Event Name: Ree Caldwell Bahama Village
Boombay Festival, Inc.

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)	
✓	Insurance naming the City as additional insured	forthcoming
✓	Financial of previous event (If applicable)	
✓	Release & Idemnification Form	
✓	Site Map (where barricades, stages, etc are to go)	
	Letter from non profit that states they will be receiving the funds	They are the non profits



Maria Ratcliff <mratclif@keywestcity.com>

FW: Sunbiz.org Payment Receipt

Rodney Gullatte - Firma IT Solutions <admin@firmaitss.com>
To: Maria Ratcliff <mratclif@keywestcity.com>

Wed, Jun 11, 2014 at 11:27 AM

We paid to have an attorney create all this and we are still waiting for it to happen. I just did it myself.
1-3 business days.

Rodney Gullatte, Jr., BSCS

Firma IT Solutions & Services - www.firmaitss.com

Facebook: <http://www.facebook.com/computerslow>

Key West Citizen Business Article: <http://keysnews.com/node/49855>

Call today to setup an appointment with a Certified IT Professional

Office: 520-302-4617

Fax: 305-290-4193

From: donotreply@sunbiz.org [mailto:donotreply@sunbiz.org]

Sent: Wednesday, June 11, 2014 11:25 AM

To: Rodney Gullatte - Firma IT Solutions

Subject: Sunbiz.org Payment Receipt

Thank you for submitting your payment to **Florida Department of State, Division of Corporations**. This email will serve as confirmation that your payment was received by our office.
Your filing will be posted on our website <http://www.sunbiz.org/> within 1-3 business days.

The transaction information is listed below:

Receipt Number: [3616601491](#)

Transaction Date/Time: 6/11/2014 10:25:12 AM

Card Number: XXXX XXXX XXXX 3961

Card Type: MasterCard

Approval Code: 239902

Payment Amount: \$87.50

Document Number: NEW

GOOMBAY 2013

Income and Expenses

Income

Booth Rental Income	\$ 35,751
Liquor Booth Income	12,942
SPONSORSHIP Income	7,200

TOTAL INCOME	\$ 55,893
---------------------	------------------

Expense

Bank Fees	\$ 341
Event costs other	3,700
Event entertainment	18,717
Event safety	13,670
Event sanitation	6,088
Event advertising	3,834
LIQUOR BOOTH COSTS	3,500









TOTAL EXPENSE	\$ 49,850
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NET INCOME	\$ 6,043
-------------------	-----------------

Petition to allow the Bahama Village Goombay Festival 2014

October 17 and 18, 2014

Petition summary and background	The organizers of the Bahama Village Goombay Festival over the last 2 years are ready to do it again for a 3 rd year. The purpose of this petition is to get the signatures of residents and businesses located in the Petronia Street area where the Bahama Village Goombay Festival will take place which is required by the City of Key West. By signing this document, you agree that you are in favor of this festival occurring on Petronia Street during October 17 and 18, 2014.
Action petitioned for	We, the undersigned, are concerned citizens who support the cultural event called Bahama Village Goombay Festival to take place October 17 and 18, 2014 on Petronia Street between Duval St and Fort Street. This event will be organized by the same citizens that conducted the festival for the last 2 years.

Printed Name	Signature	Address	Business Name	Date
MARCI ROSE		810/812 Thomas St ^{KW}	Attye Law	6/6/14
William Roberts		730 Emma St	Island Beauty Supply	6/6/14
Brenda Johnson		800 Thomas St.	Johnson's Grocery	6 June 2014 *
Sarah Lancaster		300 Petronia St	John Pierre Kafa	6-6-14
Finley		312 Petronia St	Blue Marlin	06-06-2014
Godwin		2800 Whitford	Stant-Hammon	6/6/14
11/14		465 Petronia	MA M'S BEST	6/6/14
Maria Vega		320 Petronia St	Sunshine Club	6/6/14

Printed Name	Signature	Address	Business Name	Date
Caroline S	Caroline S	318 Petronio St	Lemonade stand G.	6/6/14
EYVIE LE NOUVE	John Le Nouve	300 Petronio Street	LA CREPERIE	6-6/14
Kristen Emmerich	Kristen Emmerich	727 Emma Street	SEWER SEWER	6/6/14
Lisa Bowman	Lisa Bowman	727 Emma Street	more county school district	6/6/14
Ronald Bowman	Ronald Bowman	727 Emma Street	more county school district	6/6/14
Charles Smith	Charles Smith	728 Emma St.	CITY OF GEORGETOWN	6/6/14
MARK RYMO	M. RYMO	2416 RICHMOND AVE	PIRATE RADIOS	6/6/14
JACK SMITH	Jack Smith	1510 Johnson St	PIRATE RADIO	6/6/14
Jennifer Smith	Jennifer Smith	"	"	6/6/14
Abella Morse	Abella Morse	P.O. Box 4150 Key West FL	Pirate Radio	6/6/14
DANIEL BROOKS	Daniel Brooks	193 Golf Course Drive Key West	THE GEORGETOWN GARDEN	6/6/14
LARRY BIEBER	Larry Bieber	3655 Seaside Dr	Self employed musician	6/6/14
KUSTY	Kusty	PO BOX 23507	Self employed	6-6-14
Ms. / Mrs. [unclear]	[unclear]	724 Duval St	Bonbon St. Pk	6/6/14
Sasha Talon	Amaloun	730 Duval St	Caribbean Need	6/6/14

Duval St.

Bahama Village Goombay Festival 2014
Street Map

Pg 1.



FILE COPY

- XXXXX XXXXX

Bourbon St. Pub

Petronia St.

Fire

Business

⊗ = pole or tree - very high
⊠ = planter - very low

195'

Parking Lot

Petronia St. N.A.
Beer Booth

Parking Lot

Bourbon St Pub

Bourbon St Pub

Bourbon St Pub

Fire

Shaver's Lane

DO NOT PARK HERE. DO NOT LOAD HERE.
YOU WILL BE TOWED!

Fire

Port-o-lets

Salsa Laca
Restaurant

Next page →

Parking Lot Pg-2

Shaver's Lane

DO NOT PARK HERE. DO NOT LOAD HERE.
YOU WILL BE TOWED!!

1 2 3 4

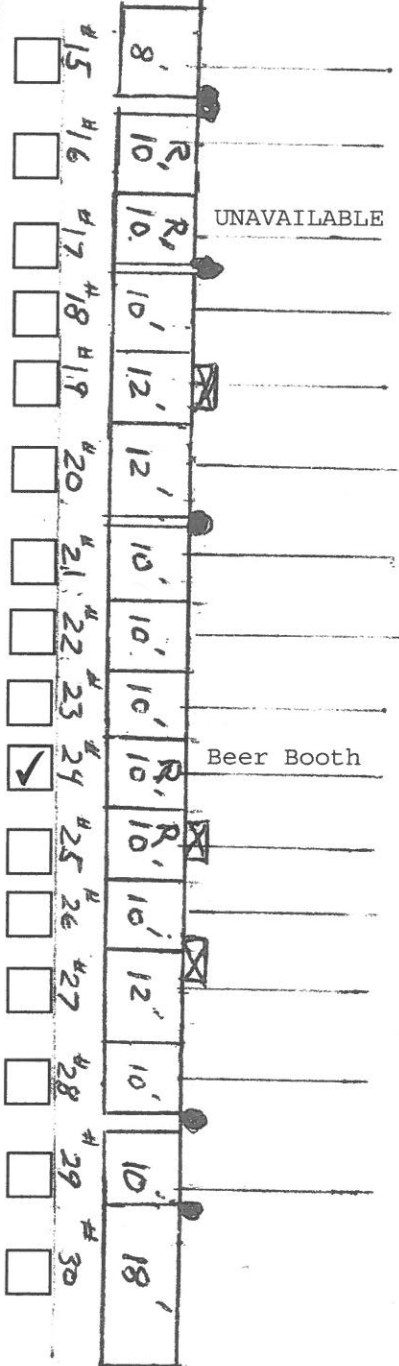
Fire

Portolets

● = pole or tree - very high
☒ = planter - very low

194'-0"

Petronia St.



Beer Booth

Fire

Whitehead St.

YOU MAY LOAD AND UNLOAD YOUR BOOTH HERE. CHECK IN WITH REGISTRATION BOOTH ON THE FIELD TO RECEIVE VENDOR LOADING PARKING PASS. ONCE YOU ARE DONE UNLOADING OR LOADING, YOU NEED TO MOVE YOUR VEHICLE OR IT WILL BE TOWED. THIS IS A LOADING ZONE ONLY. DO NOT LOAD OR UNLOAD ON PETRONIA ST. SOMEONE NEEDS TO STAY IN THE VEHICLE DURING LOAD AND UNLOAD.

Whitehead St.

YOU MAY LOAD AND UNLOAD YOUR BOOTH HERE. CHECK IN WITH REGISTRATION BOOTH ON THE FIELD TO RECEIVE VENDOR LOADING PARKING PASS. ONCE YOU ARE DONE UNLOADING OR LOADING, YOU NEED TO MOVE YOUR VEHICLE OR IT WILL BE TOWED. THIS IS A LOADING ZONE ONLY. DO NOT LOAD OR UNLOAD ON PETRONIA ST. SOMEONE NEEDS TO STAY IN THE VEHICLE DURING LOAD AND UNLOAD.

pg. 3.

Fire.

Bahama Village
Market

Shops

Petronia St.

DO NOT PARK HERE. DO NOT LOAD HERE.
YOU WILL BE TOWED!!

Terry Ln.

Besame
Mucho

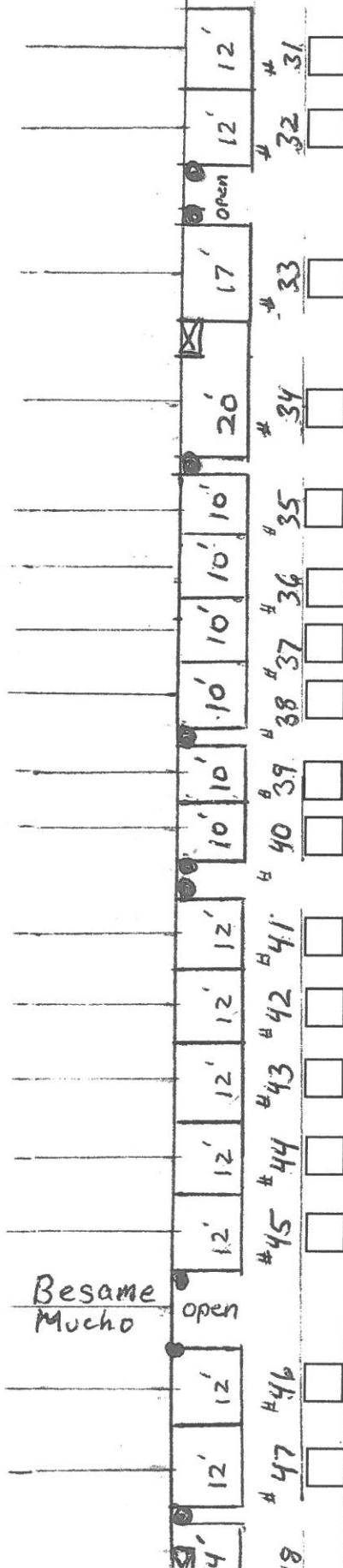
open

422' cont. pgh.

● = Pole or tree - very high

☒ = planter - very low

open parking lot



Blue Heaven

	14'	#48	<input type="checkbox"/>
	open	#49	<input type="checkbox"/>
	10'	#50	<input type="checkbox"/>
Blue Hevan	10'	#51	<input checked="" type="checkbox"/>
Blue Heaven	open	#52	<input checked="" type="checkbox"/>
Blue Heaven	10'	#53	<input type="checkbox"/>
	13'	#54	<input type="checkbox"/>
	13'	#55	<input type="checkbox"/>
	10'	#56	<input type="checkbox"/>
Blue Heaven	open	#57	<input type="checkbox"/>
	10'	#58	<input type="checkbox"/>
	16'	#59	<input type="checkbox"/>

Petronia St.

● = pole or tree - very high
 ☒ = planter - very low

Thomas St. ☐ ☐ ☐ ☐ ☐
 #59 #60 #61 #62 #63

Johnson's Cafe ☐ ☐ ☐ ☐ ☐
 #64 #65 #66 #67 #68

12'	12'	12'	12'	12'
xxxxxx	UNAVAILABLE	xxxxxx		Five
xxxxxx	UNAVAILABLE	xxxxxx		
xxxxxx	UNAVAILABLE	xxxxxx		

12'	12'	12'	12'	12'
xxxxxx	UNAVAILABLE	xxxxxx		Five
xxxxxx	UNAVAILABLE	xxxxxx		
xxxxxx	UNAVAILABLE	xxxxxx		

Continued to pg 5.

YOU MAY LOAD AND UNLOAD YOUR BOOTH HERE. CHECK IN WITH REGISTRATION BOOTH ON THE FIELD TO RECEIVE VENDOR LOADING PARKING PASS. ONCE YOU ARE DONE UNLOADING OR LOADING, YOU NEED TO MOVE YOUR VEHICLE OR IT WILL BE TOWED. THIS IS A LOADING ZONE ONLY. DO NOT LOAD OR UNLOAD ON PETRONIA ST. SOMEONE NEEDS TO STAY IN THE VEHICLE DURING LOAD AND UNLOAD.

pg. 5.

Thomas St.

Fire

Grass

#69

#70

#71

#72

#73

#74

#75

#76

#77

open

#78

#79

#80

#81

#82

#83

Petronia St.

Johnson's Grocery

☒ = planter - very low

● = pole or tree - very high

Caribbean House

Kim Chapman

Fire

Grass area

Grass area

Chapman Lane

DO NOT PARK HERE. DO NOT LOAD HERE. YOU WILL BE TOWED!!

Fire

Continued

Chapman Lane

Pg 6.

Fire
JIATF-S

Grass
area

DO NOT PARK HERE. DO NOT LOAD HERE.
YOU WILL BE TOWED!!

Baptist Lane

Santiago's
Bodega

● = pole or tree - very high
☒ = planter - very low

Fire

Grass

YOU MAY LOAD AND UNLOAD YOUR BOOTH HERE. CHECK IN WITH REGISTRATION
BOOTH ON THE FIELD TO RECEIVE VENDOR LOADING PARKING PASS. ONCE YOU ARE
DONE UNLOADING OR LOADING, YOU NEED TO MOVE YOUR VEHICLE OR IT WILL BE
TOWED. THIS IS A LOADING ZONE ONLY. DO NOT LOAD OR UNLOAD ON PETRONIA ST.
SOMEONE NEEDS TO STAY IN THE VEHICLE DURING LOAD AND UNLOAD.

Emma St.

Fire

Grass

Continued

Grass



Continued

● = pole or tree - very high
 ☒ = planter - very low

	12'	#100	
	12'	#101	
	12'	#102	
	12'	#103	
	12'	#104	
	12'	#105	
	12'	#106	
	12'	#107	
Major Family	12'	#108	☑
Major Family	12'	#109	☑
Major's Home	open	#110	
Drive way	open	#111	
	12'	#112	
	12'	#113	
	12'	#114	
	12'	#115	
	12'	#116	
	12'	#117	
	12'	#118	
	12'	#119	
	12'	#120	
	12'	#121	

Fire

DO NOT PARK HERE. DO NOT LOAD HERE.
 YOU WILL BE TOWED!!

Front St.

DO NOT PARK HERE. DO NOT LOAD HERE.
 YOU WILL BE TOWED!!

Front St.



**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 # To be determined
- ☒ Vendor Booths – Total # To be determined
- ☒ Total Number of Booths - 121

Parade

- ☐ Floats – Total # _____



USCGC Ingraham
Maritime Museum

Platters in
Bartlett
J. Estel

Shoalard Treasure
Vacation condo

Angela St

Chapman St

Emma St

Patricia St

Rod St

Petron St

Angela St

Equay Rd

Wahana Village Boarding Festival, Inc
Oct 17, 18, 2014

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

SIGNATURE Maria Fatu DATE 6/10/14 CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE _____ DATE _____ CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT CONDITIONS/RESTRICTIONS:

SIGNATURE _____ DATE _____

FIRE DEPARTMENT CONDITIONS/RESTRICTIONS:

SIGNATURE _____ DATE _____
KWDOT/PORT CONDITIONS/RESTRICTIONS:

SIGNATURE _____ DATE _____
CODE COMPLIANCE CONDITIONS/RESTRICTIONS:

SIGNATURE Bill Long DATE 10/5/14 CONDITIONS/RESTRICTIONS:

EVENTS:
REQUEST HAS BEEN APPROVED _____
DENIED _____ (if denied attach explanation)

Wabine Village Secondary Festival, Inc
Oct 17, 18, 2014

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Signature: Mona Patrick CONDITIONS/RESTRICTIONS:
DATE: 6/10/14

PUBLIC WORKS
Signature: [Signature] CONDITIONS/RESTRICTIONS:
DATE: 6/10/14

POLICE DEPARTMENT
CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT
CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT
CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

CODE COMPLIANCE
CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

EVENTS:
REQUEST HAS BEEN APPROVED

DENIED (if denied attach explanation)

Cabrera Village Beerery

Festival, Inc

Oct 17-18, 2014

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maha Parvati
SIGNATURE DATE 6/10/14

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

Steve Torrence
SIGNATURE DATE 6/10/14

CONDITIONS/RESTRICTIONS:

Extra Duty Detail Required

APT Permit Required

Nestor Sagarin Leguila

CONDITIONS/RESTRICTIONS:

FIRE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

KWDOT/PORT

SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED

DENIED

(if denied attach explanation)

Wahama Village Sombay Festival, Inc
Oct 17: 18, 2014

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Patauff 6/10/14
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

FIRE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

KWDOT/PORT

Rogelio Hernandez / R.S. 6-11-14
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Major delay for buses

CODE COMPLIANCE

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Goombay 2013

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRUCTIONS

SIGNATURE

DATE

PUBLIC WORKS

SIGNATURE

DATE

POLICE

SIGNATURE

DATE

FIRE DEPARTMENT

Daniel Blanco 6/11/14

SIGNATURE

DATE

SEE ATTACHED MEMO

PORT/KEY WEST DOT

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

KEY WEST PROPERTY
MANAGEMENT

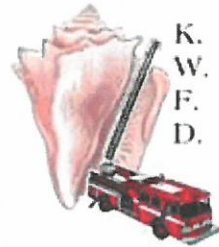
SIGNATURE

DATE

PARKING DEPARTMENT

SIGNATURE

DATE



THE CITY OF KEY WEST

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

To: Goombay Festival

From: Division Chief/Fire Danny Blanco

Date: June 11, 2014

Reference: Goombay Festival

This office reviewed the special event application for Goombay Festival to be held on October 17 & 18, 2014.

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 Fire Marshal's office will require a total of 9 Fire Inspectors during the event hours at a rate of \$40.00 per hour: (4) Inspectors Friday the 17th, and (5) Inspectors Saturday the 18th.
- The same foot print for the festival set up as 2013. Booths will be designated to one side of the street, there will be no blocked cross streets or hydrants, and there shall be 10' clearance from the corners on each intersection.
- **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/Division Chief

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

326 LSN 132
KEY WEST

Key West Fire Department

Office of the Fire Marshal



Danny Blanco, Fire Marshal
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Gregory Barroso, Capt. / Fire Inspector
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REGLAS PARA PUESTOS DE COMIDA Y VENDEDORES

CONSTRUCTION Y LOCALIDAD DE LOS PUESTOS

1. Cada puesto debe tener una via de salida, minimo de 3 pies de ancho por 6 pies the alto (la estructura del puesto no debe intersectar la via de salida)
2. Un espacio de 60 pulgadas debe ser mantenido entre la covertura del puesto y cualquier superficie donde se este cocinando. Tambien debe haber una barrera de peatones entre toda superficie caliente y el publico.
3. **Cada vendedor debe permanecer en svarea asignada, sus equiposy proviciones no puedeu estar fuera de svarea designada (esto incluye las acerasy vias de salida).**

Equipos que usan Butano y Propano:

- .Todos los tanques deben tener una valvula para apagar el combustible.
- .Los tanques deben estar protegidos y asegurados en su posicion de uso y deben de estar a 5 pies uno del otro.
- .No se pueden tener tanques extras de combustible en los puestos.
- .Tanques que no esten en uso tienen que estar **apagados**.
- .Los tanques que no esten en uso deben estar guardados en un lugar seguro. Esos tanques deben estar ceparados 50 pies de cualquier producto flammable. Todos los tanques de gas bajo presion, tanto flammable como no-flamable, deben de estar protegidos para prevenir algun accidente.

Equipos de Electricidad

- .Generadores deben de estar en lugares aprobados por la Oficina del Fire Marshal para uso en "eventos especiales".
- .Esta prohibido abastecer de combustible a los generadores durante el horario del evento. Ningun combustible extra debe mantenerse en el puesto durante el horario del evento.
- .Durante el horario permitido para reabastecer el combustible, no se permite fumar o tener ninguna otra llama al aire libre dentro de 25 pies de distancia.
- .Los cables de extension deben ser los que estan aprobados para uso exterior.
- .Los cables de extension deben de estaren un lugar libre de peligros.

Cocinando con Carbon

- .En las areas donde ay acceso publico, nose pude cocinar con carbon.
- .Los equipos de cocinar con carbon deben de estar separados 10 pies de cualquier estructura flammable o vehiculos estacionados.
- .El carbon se debe desechar en vasijas de metal.
- .Para ensender el carbon se debe hacer en una vasija protegida, donde las llamas esten distanciadas tanto del publico como de productos flammable.

Freidoras de Grasa y Equipos de Cocinar con Llamas al Aire Libre

- .Freir en grasa se define como cualquier operacion o proceso de cocinar en el cual el producto flota o es sumergido en aceite caliente durante el proceso de cocinarse.
- .El area de freir no puedo tener acceso para el publico.
- .Los equipos de freir deben tener una forma de graduar la temperatura.
- .Debe haber una separacion minima de 3 pies entre los equipos de freir y otros equipos de llamas para cocinar al aire libre.

Extinguidores de Fuego

- .Cada puesto donde se cocine tiene que estar equipado con un extinguidor **3A:40B:C** (extinguidor quimico seco)
- .Para los puestos, la distancia maxima para llegar a un extinguidor tipo **2A:10BC** no debe ser mas de 75 pies.
- .Los extinguidores deben estar situados adjacente a la salida y tienen que estar visible y accessible.
- .Cada extinguidor debe ser chequeado anualmente y marcado de acuerdo al mismo.
- .Cada generador debe de ser equipado con un extinguidor de tipo **40B:C** por lo minimo. El extinguidor debe de estar cerca del generador y accessible en todo momento.

Otras Reglas

Hidrantes- Por ninguna razon o en ningun momento deben ser obstruidos o bloqueados.

Calles- El parqueo esta limitado por lo tanto no debe estacionar su vehiculo donde le bloquee el acceso a vehiculos de emergencia.

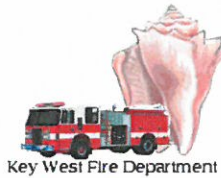
Todas estas reglas no incluyen otras provisiones generales que se les imponga despues de la inspeccion.

Cualquier puesto que no cumpla las reglas, cera cerrado inmediatamente.

Informacion para Proteccion Contra Incendios

- .Asegurese de donde y como usar el extinguidor de incendios mas cercano.
- . **No** deje desatentido ningun equipo de cocinar.
- . **No** se vista con ropa que le quede suelta cuando este cocinando.
- . No deje que gran cantidad de basura se acumule en su puesto.

- . Separe los productos flammable de todo equipo de cocinar.
- . **No** le heche combustible al carbon que ya esta encendido.
- . En caso de alguna emergencia, **Marque 9-1-1.**



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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 vendor shall stay within their assigned area, equipment and supplies shall not be staged outside their allotted space. ie: 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 shall be stored 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 located 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

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 general 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 **2A:10B: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 at all times.
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.**

Bahama Village Seomby Festival, Inc
Oct 17-18, 2014

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Latuff 6/10/14
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

✓ POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

✓ FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

✓ KWDOT/PORT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

✓ CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)