

# CITY OF KEY WEST

## APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Macedo-Carallo Equestrian Arts.

Address of Applicant(s) P.O. Box 74 Email: CATIA MEIUIZZI@gmail.com

Phone Number of Applicant(s) and emergency number myakka city, FL 34651  
941-322-6095

Name of Non-Profit(s) POLICE ATHLETIC LEAGUE

Address of Non-Profit(s) 11604 N. ROOSEVELT BLVD.

Phone Number of Non-Profit(s) 305-809-1034

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

Date(s) of Event FEBRUARY 28-29 March 1, 2020

Hours of Operation FEB 28: 8:00p FEB 29: 3p-8p MAR. 1, 3p-8p

Estimated/anticipated number of persons per day 400

Location of Event TRUMAN Annex Waterfront Major Field

Street Closed N/A

Detailed Description of Event: FAMILY STYLE HORSE SHOW Under  
BIG TOP Tent

List of Businesses that will participate in Alcohol Exemption: \_\_\_\_\_

Noise exemption required: Yes ☐ No ☒

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

Recycle Deposit \$1000.00 Yes ☐ No ☐

Cooking oil recycled Yes ☐ No ☒

Recycled containers Yes ☐ No ☐

Accounting of items recycled

\* Measures

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

Cathy Meluzzi  
Applicant(s) Signature

12-6-19  
Date

# RULES AND REGULATIONS FOR USE OF CITY OF KEY WEST PROPERTY FOR SPECIAL EVENTS

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. The Permittee will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

Commercial General Liability with minimum limits of \$1,000,000

Business Automobile Liability with minimum limits of 1,000,000

Statutory Worker's Compensation Coverage


Employers Liability with minimum limits of \$1,000,000 injury by Accident


\$1,000,000 injury by Disease

Policy Limits and \$1,000,000 injury by Disease – Each Employee

If Alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the Permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000,000. Host Liquor Liability coverage will not be acceptable. If the Permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

The City of Key West shall be named as an "Additional Insured" on the Permittees' Commercial General Liability policy.

Sponsor's Signature 

4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.  
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty

police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.

Sponsor's Signature CM

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 CM

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 CM

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 CM

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

Sponsor's Signature CM

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 CM

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 CM

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 CM

13. Any nonprofit organization accepting the waiver provided for by subsection (d) of the ordinance shall, within 90 days following the special event, submitted to the city commission an accounting of expenses and revenues incurred and generated during

the special event.

Sponsor's Signature



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

Sponsor's Signature



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

Sponsor's Signature



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

Sponsor's Signature 

17. Special Events organizers must submit a adequate recycle plan for the size of the event being requested. Helpful hints and recycling requirements for special events can be found on the city's website. This will help you develop your plan.

Sponsor's Signature 

18. All special events are required to comply with the Federal Americans with Disability's Act which requires access to all areas and services provided by the special events. Organizers must insure that all aspects of their event meet the requirements.

Sponsor's Signature 

## Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: CARA MENDOZA Phone number: 941-350-8282 (C)  
941-322-6095 (O)
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.  
Aluminum      Glass      #1 Plastic X #2 Plastic X Steel       
Corrugated Cardboard      Other: PLASTIC BAGS/CUPS / PAPER CUPS
- 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: 10
- 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: 1-28-2020 (FUTURE DATE)
- Capacity of containers on grounds: 10 CONTAINERS @ 32 Gallons each  
Contact person for containers: MARGRET LARA Phone #: 305-296-8297
- 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: 1-28-2020 (FUTURE DATE)
- 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: 1-28-2020 (FUTURE DATE)
- 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



## THE CITY OF KEY WEST

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

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

CATIA MEIUSZI  
Print Name:

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



CAVALLO EQUESTRIAN ARTS LLC  
7820 IRVIN RD  
MYAKKA CITY FL 34251-9282

1093

63-27/631 FL  
25247

1-2-20

Date

Pay To The  
Order Of

The Key West

\$1,000<sup>00</sup>

One thousand

Dollars



Photo  
Safe  
Deposit®  
Details on back

Bank of America

ACH R/T 063100277

For

Deposit

*[Signature]*

MP

00010001790 69809171 19981083

Harford Clarke





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/07/2020

**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> Specialty Insurance, LTD. P.O. Box 16901 West Haven, CT 06516 http://specialtyinsuranceltd.com	<b>CONTACT NAME:</b> Thomas Plouffe / Michael Plouffe <b>PHONE (A/C, No, Ext):</b> 203-931-7095 <b>FAX (A/C, No):</b> 203-931-0682 <b>E-MAIL ADDRESS:</b> certificates@specialtyinsuranceltd.com														
<b>INSURED</b> Cavallo Equestrian Arts, LLC 7820 Irving Road Myakka City, FL 34251	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td><b>INSURER A:</b> Covington Specialty Insurance Co</td> <td>13027</td> </tr> <tr> <td><b>INSURER B:</b> Scottsdale Insurance Co</td> <td>41297</td> </tr> <tr> <td><b>INSURER C:</b></td> <td></td> </tr> <tr> <td><b>INSURER D:</b></td> <td></td> </tr> <tr> <td><b>INSURER E:</b></td> <td></td> </tr> <tr> <td><b>INSURER F:</b></td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	<b>INSURER A:</b> Covington Specialty Insurance Co	13027	<b>INSURER B:</b> Scottsdale Insurance Co	41297	<b>INSURER C:</b>		<b>INSURER D:</b>		<b>INSURER E:</b>		<b>INSURER F:</b>	
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<b>INSURER E:</b>															
<b>INSURER F:</b>															

## 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 checked="" type="checkbox"/>		VBA715674	08/15/19	08/15/20	EACH OCCURRENCE
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						MED EXP (Any one person)
	OTHER:						PERSONAL & ADV INJURY
							\$ 1,000,000
							\$ 100,000
							\$ 5,000
							\$ 1,000,000
							\$ 2,000,000
							\$ 2,000,000
							\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)
	<input type="checkbox"/> ANY AUTO						\$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per person)
	<input type="checkbox"/> HIRED AUTOS ONLY						\$
	<input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						\$
							PROPERTY DAMAGE (Per accident)
							\$
B	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b>	<input checked="" type="checkbox"/>		XBS0114351	08/15/19	08/15/20	EACH OCCURRENCE
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE
	DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						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)

City of Key West, Florida is added as an additional insured but only with respect to liability arising out of operations of the named insured during the policy period.  
Event Dates: February 28,29, & March 1, 2020

## CERTIFICATE HOLDER

## CANCELLATION

City of Key West, Florida  
1300 White St.  
Key West, FL 33040  
Phone: (305) 809-3700

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

Thomas Plouffe

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

## Detail by Street Address

Florida Limited Liability Company  
CAVALLO EQUESTRIAN ARTS, LLC

### Filing Information

<b>Document Number</b>	L11000118676
<b>FEI/EIN Number</b>	45-3644267
<b>Date Filed</b>	10/18/2011
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	REINSTATEMENT
<b>Event Date Filed</b>	05/17/2013

### Principal Address

7820 IRVIN RD.  
MYAKKA CITY, FL 34251

### Mailing Address

7820 IRVIN RD.  
MYAKKA CITY, FL 34251

### Registered Agent Name & Address

WHITFIELD, JOHN H  
1100 UNIVERSITY PARKWAY  
#8  
SARASOTA, FL 34234

Name Changed: 04/16/2014

Address Changed: 04/16/2014

### Authorized Person(s) Detail

#### **Name & Address**

Title MGRM

ZOPPE, OLISSIO N  
7820 IRVIN RD.  
MYAKKA CITY, FL 34251

### Annual Reports

<b>Report Year</b>	<b>Filed Date</b>
2017	03/18/2017

2018 03/26/2018

2019 04/19/2019

**Document Images**[04/19/2019 -- ANNUAL REPORT](#)[View image in PDF format](#)[03/26/2018 -- ANNUAL REPORT](#)[View image in PDF format](#)[03/18/2017 -- ANNUAL REPORT](#)[View image in PDF format](#)[04/18/2016 -- ANNUAL REPORT](#)[View image in PDF format](#)[04/14/2015 -- ANNUAL REPORT](#)[View image in PDF format](#)[04/16/2014 -- ANNUAL REPORT](#)[View image in PDF format](#)[05/17/2013 -- REINSTATEMENT](#)[View image in PDF format](#)[10/18/2011 -- Florida Limited Liability](#)[View image in PDF format](#)

Florida Department of State, Division of Corporations



## THE CITY OF KEY WEST

Parking Division

1300 White Street  
Key West, FL 33040

### Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

N/A

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

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

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

Modification of rates can only be approved by Commission.

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

(305) 809-3855 [jwilkins@cityofkeywest-fl.gov](mailto:jwilkins@cityofkeywest-fl.gov)



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

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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.)

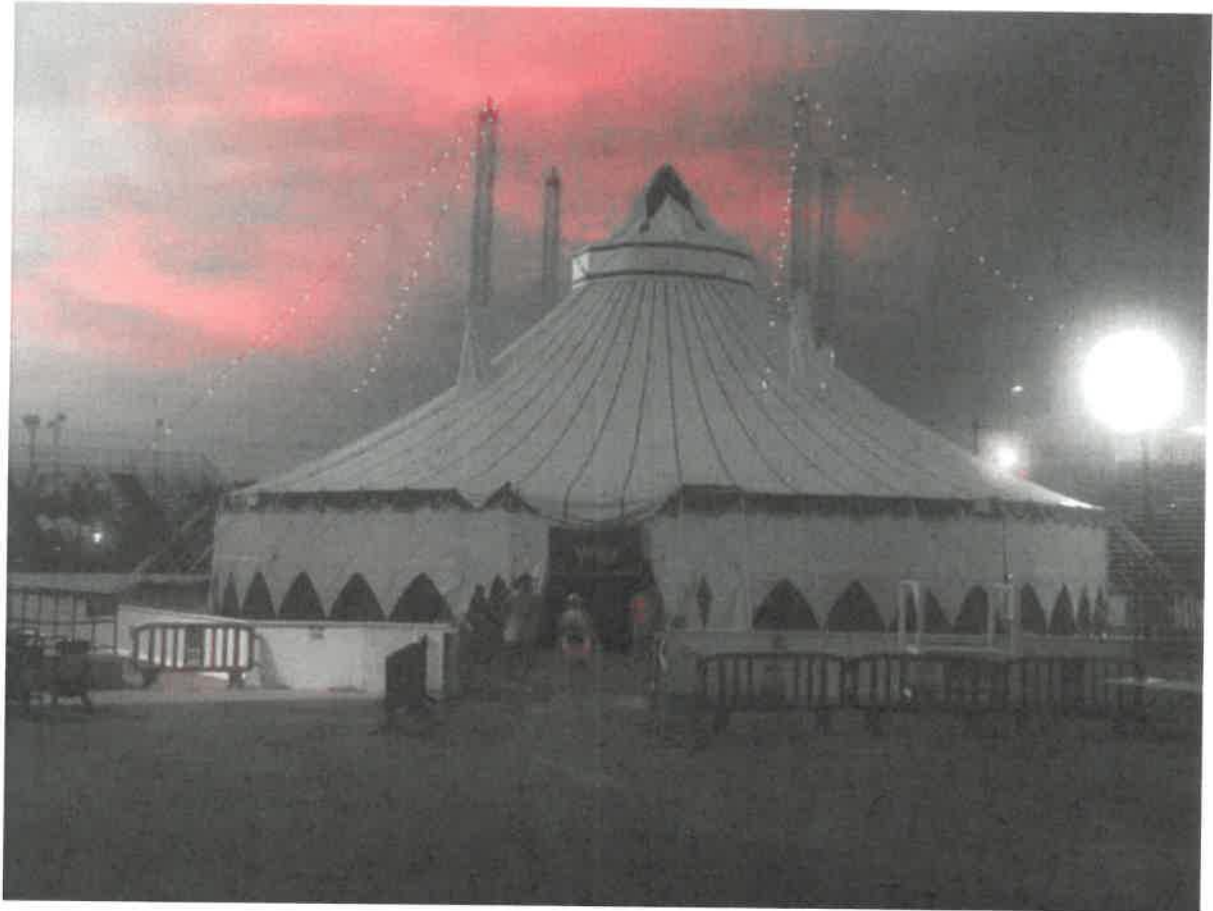
- ☒ Flame Resistance Certificate
- ☐ Size, Type, Location of Tent(s)

Booths

- ☒ Food Booths – Total # 1
- ☐ Vendor Booths – Total #
- ☒ Total Number of Booths - 1

Parade

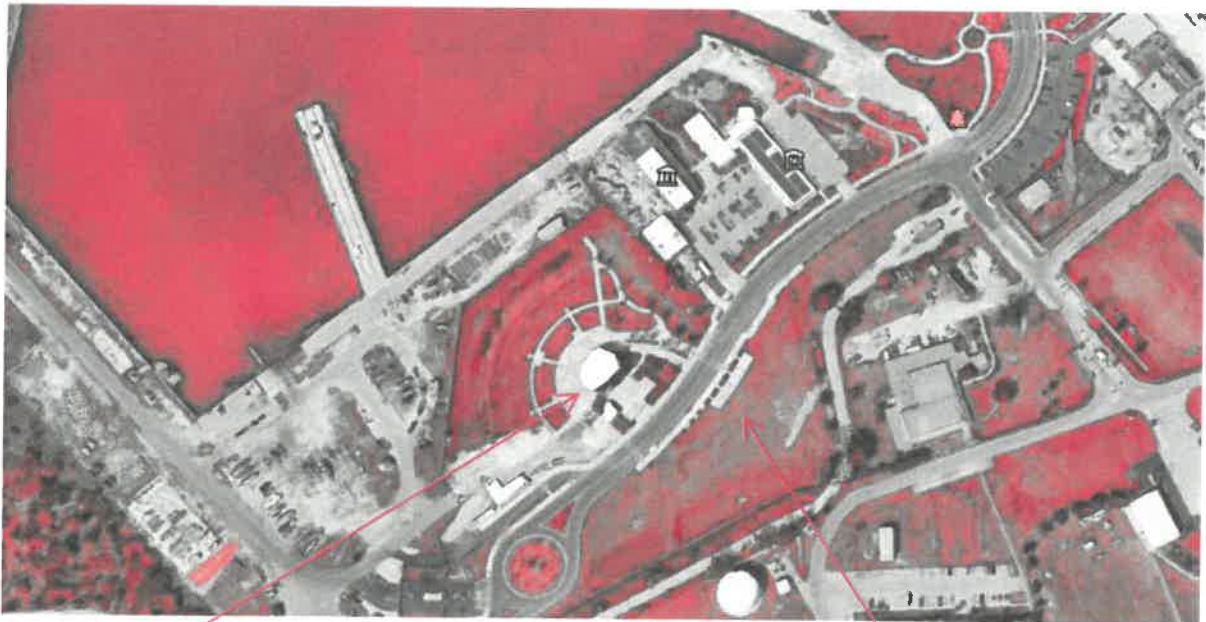
- ☐ Floats – Total # 0



150x150 ft- footprint including guidewires

92ft circle





Key West Amphitheater  
directly across the street.  
We will need to deconflict  
with any other events.

Projected Set-up area.

Uneven grass in this area.  
Swales are not level.



Exit  
by car, participants, public

Entrance by  
car, participants,  
public

Signage

PARKING  
AREA

Portable  
restrooms

Ticket  
booth

hand  
wash

(2)  
SAOA

Entrance  
Tent  
Concessions

FIRE  
ext

Electrical  
box

EMS

PUBLIC  
EXIT

NO SMOKING

Performance  
Big Top

FIRE  
ext

NO SMOKING

FIRE  
ext

PUBLIC  
EXIT

NO SMOKING

FIRE  
ext

NO SMOKING

FIRE  
ext

Signage

Performer  
Exit/Entrance

FIRE  
ext

DUMPSTERS



Fire hydrant water supply



## THE CITY OF KEY WEST

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

**RELEASE AND INDEMNIFICATION  
Cavallo Equestrian Arts, LLC  
Family Style Horse Show under  
The Big Top Tent  
February 28, 29 & March 1, 2020**

I Olissio Zoppe being authorized to act on behalf of and legally bind the Cavallo Equestrian Arts, LLC 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.

AZ  
Signature of Witness

Alexa Zoppe

Print Name

1-9-20

Date

OZ  
Signature of Applicant  
Olissio Zoppe/ CEA Owner

Print Name

1-9-20

Date

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

Event Name: Macedo - Cavallo Equestrian Arts.

## Special Event Checklist

Everything must be checked off before  
submitting the special event application

X	TITLE	COMMENTS
X	Special Event Application	Complete, Attached
X	Noise Exemption (If applicable)	N/A Complete Attached
X	\$50.00 for Noise	TO BE SENT THE END OF JAN. 2020 N/A
X	Ordinance initialed	Complete, Attached
X	Recycling checklist completed	Complete Attached to be sent JAN 2020
X	Recycling deposit \$1,000.00	Complete Attached
X	Recycling Plan	Complete Attached
X	Authorization Letter for continuous cleaning of recycled area	Complete Attached
X	Signatures of No Objection of Street closure (If applicable)	N/A
X	Insurance naming the City as additional insured	WILL BE EMAILED to MARIA RATCHIFF UPON ACCEPTANCE OF APP.
X	Financial of previous event (If applicable)	EMAILED to MARIA RATCHIFF 8-26-19
X	Release & Idemnification Form	Completed Attached
X	Site Map ( where barricades, stages, etc are to go)	Completed Attached
X	Letter from non profit that states they will be receiving the funds	WILL BE SENT TO MARIA RATCHIFF'S ATTN: UPON RECEIPT





Truman Waterfront Grassy Area  
Across Amphitheatre  
CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS

EVENT: Cavillo EQUESTRIAN ARTS  
DATES: Feb 28-29 March 1, 2020

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratunoff 12/6/19

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

Ji Yang  
SIGNATURE

7 Jan 20  
DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN \_\_\_\_ APPROVED \_\_\_\_ DENIED



Truman Waterfront Grassy Area  
Across Amphitheatre  
**CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS**

**EVENT:** Cavallo EQUESTRIAN ARTS  
**DATES:** Feb 28-29 / March 1, 2020

**DEPARTMENTS**

**COMMENTS**

**EVENTS (INITIAL SIGNOFF)**

Maria R atcuff 12/16/19

SIGNATURE

DATE

**COMMUNITY SERVICES**

SIGNATURE

DATE

**POLICE DEPARTMENT**

SIGNATURE

DATE

**FIRE DEPARTMENT**

SIGNATURE

DATE

**KWDOT**

Rogelio Hernandez 1-7-20

SIGNATURE

DATE

**PORT AND MARINE SERVICES**

SIGNATURE

DATE

**CODE COMPLIANCE**

SIGNATURE

DATE

**ENGINEERING**

SIGNATURE

DATE

**UTILITIES**

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN \_\_\_\_ APPROVED \_\_\_\_ DENIED

## Maria Ratcliff

---

**From:** Doug Bradshaw  
**Sent:** Tuesday, January 7, 2020 3:24 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Cavallo Equestrian Arts under the Big Tent at the Truman Waterfront

No issues from port

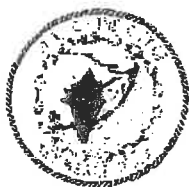
Doug Bradshaw  
Director Port and Marine Services  
City of Key West  
201 William Street  
Key West, FL 33040  
305-809-3792

**From:** Maria Ratcliff  
**Sent:** Tuesday, January 07, 2020 3:02 PM  
**To:** Richard Sarver <rsarver@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Michael Davila <mdavila@cityofkeywest-fl.gov>; Danny Blanco <dblanko@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>  
**Subject:** Cavallo Equestrian Arts under the Big Tent at the Truman Waterfront

*Please review and send approval. Thanks!*

*Respectfully*

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



Truman Waterfront Grassy Area  
Across Amphitheatre  
CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS

EVENT: Cavallio EQUESTRIAN ARTS  
DATES: Feb 28-29 + March 1, 2020

## DEPARTMENTS

## COMMENTS

## EVENTS (INITIAL SIGNOFF)

Maria Rattuff 12/16/19  
SIGNATURE DATE

## COMMUNITY SERVICES

Paul Moe 1/8/20  
SIGNATURE DATE

## POLICE DEPARTMENT

SIGNATURE DATE

## FIRE DEPARTMENT

SIGNATURE DATE

## KWDOT

SIGNATURE DATE

## PORT AND MARINE SERVICES

SIGNATURE DATE

## CODE COMPLIANCE

SIGNATURE DATE

## ENGINEERING

SIGNATURE DATE

## UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN \_\_\_\_ APPROVED \_\_\_\_ DENIED





## THE CITY OF KEY WEST

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

To: Police Athletic League

From: Division Chief/Fire Marshal Danny Blanco

Date: January 8, 2020

Reference: Cavallo Equestrian at the Truman Waterfront Park

This office reviewed the special event application for the Cavallo Equestrian at the Truman Waterfront Park from February 28<sup>th</sup> to March 1<sup>st</sup>, 2020. The following conditions apply:

There are currently no fire concerns

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  
[dblanco@cityofkeywest-fl.gov](mailto:dblanco@cityofkeywest-fl.gov)

*Serving the Southernmost City*

3266 L53M 132

## Maria Ratcliff

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**From:** Joseph Tripp  
**Sent:** Tuesday, January 7, 2020 5:21 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Cavallo Equestrian Arts under the Big Tent at the Truman Waterfront

Good to go.

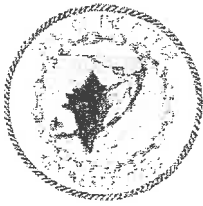
**From:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Sent:** Tuesday, January 7, 2020 3:02 PM  
**To:** Richard Sarver <[rsarver@cityofkeywest-fl.gov](mailto:rsarver@cityofkeywest-fl.gov)>; Ralph Major <[rmajor@cityofkeywest-fl.gov](mailto:rmajor@cityofkeywest-fl.gov)>; Marcus A. Davila <[madavila@cityofkeywest-fl.gov](mailto:madavila@cityofkeywest-fl.gov)>; Michael J. Turner <[mturner@cityofkeywest-fl.gov](mailto:mturner@cityofkeywest-fl.gov)>; Joseph Tripp <[jtripp@cityofkeywest-fl.gov](mailto:jtripp@cityofkeywest-fl.gov)>; JR Torres <[jrtorres@cityofkeywest-fl.gov](mailto:jrtorres@cityofkeywest-fl.gov)>; Michael Davila <[mdavila@cityofkeywest-fl.gov](mailto:mdavila@cityofkeywest-fl.gov)>; Danny Blanco <[dblanco@cityofkeywest-fl.gov](mailto:dblanco@cityofkeywest-fl.gov)>; Rod Delostrinos <[rdelostrinos@cityofkeywest-fl.gov](mailto:rdelostrinos@cityofkeywest-fl.gov)>; Regina Scott <[rscott@cityofkeywest-fl.gov](mailto:rscott@cityofkeywest-fl.gov)>; Doug Bradshaw <[dbradshaw@cityofkeywest-fl.gov](mailto:dbradshaw@cityofkeywest-fl.gov)>; Jim J. Young <[jjyoung@cityofkeywest-fl.gov](mailto:jjyoung@cityofkeywest-fl.gov)>  
**Subject:** Cavallo Equestrian Arts under the Big Tent at the Truman Waterfront

*Please review and send approval. Thanks!*

*Respectfully*

Maria Ratcliff  
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& Special Events Coordinator  
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Truman Waterfront Grassy Area  
Across Amphitheatre



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

**EVENT:** Cavallo EQUESTRIAN ARTS

**DATES:** Feb 28-29 : March 1, 2020

**DEPARTMENTS**

**COMMENTS**

**EVENTS (INITIAL SIGNOFF)**

Maria Ratcliffe 12/16/19

SIGNATURE

DATE

✓ **COMMUNITY SERVICES**

SIGNATURE

DATE

✓ **POLICE DEPARTMENT**

SIGNATURE

DATE

✓ **FIRE DEPARTMENT**

SIGNATURE

DATE

✓ **KWDOT**

SIGNATURE

DATE

✓ **PORT AND MARINE SERVICES**

SIGNATURE

DATE

✓ **CODE COMPLIANCE**

SIGNATURE

DATE

**ENGINEERING**

SIGNATURE

DATE

**UTILITIES**

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN \_\_\_\_ APPROVED \_\_\_\_ DENIED