

# CITY OF KEY WEST

## APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Key West Police Athletic League

Address of Applicant(s) 1604 N. Roosevelt Blvd.

Email: jhammers@cityofkeywest-fl.gov

Phone Number of Applicant(s) and  
emergency number

305-747-6164

Name of Non-Profit(s) Key West Police Athletic League

Address of Non-Profit(s) 1604 N. Roosevelt Blvd.

Phone Number of Non-Profit(s) 305-809-3874

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

Date(s) of Event June 27, 2020

Hours of Operation 7:00AM - 6:00PM

Estimated/anticipated number of persons per day 2,000

Location of Event Bayview Park (1400 Truman Ave.)

Street Closed None

Detailed Description of Event: All things mango related. Food and beverage vendors.

Craft vendors.

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required: Yes ☐ No ☒

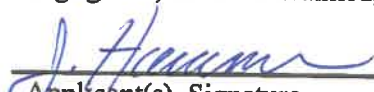
Alcoholic beverages sold/served at event: Yes ☒ No ☐

Recycle Deposit \$1000.00 Yes ☐ No ☐

Cooking oil recycled Yes ☒ No ☐

Recycled containers Yes ☒ No ☐

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)/permitee agrees to assume full responsibility and liability for and indemnify, and suits for or by reason of any injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City, their agents or employees.

  
Applicant(s) Signature

  
Date

# 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 alcoholic 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

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

Sponsor's Signature JA

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 JA

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 JH

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 JH

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 JH

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 JH

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

Sponsor's Signature JH

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 JH

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 JH

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 JH

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 JH

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 JH
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 JH
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 JH
17. Special Events organizers must submit an 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 JH
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 JH

ORDINANCE NO. 02-09

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES ENTITLED "AMUSEMENTS AND ENTERTAINMENT" BY AMENDING ARTICLE II PERTAINING TO SPECIAL EVENTS; AMENDING SECTION 6-26 TO REQUIRE A DOWN PAYMENT ON THE COST OF CITY SERVICES, TO ALLOW FOR INTEREST ON LATE PAYMENTS, AND TO INCREASE THE COST WAIVER TO \$1,000.00; ADDING SECTION 6-27 TO RESTRICT PLACEMENT OF FOOD, BEVERAGE AND MERCHANDISE BOOTHS; AMENDING SECTION 6-56 TO REQUIRE THE APPLICATION TO LIST AN EMERGENCY CONTACT PERSON; AMENDING SECTION 6-57 TO ESTABLISH A MINIMUM NON-PROFIT SHARE FOR SPECIAL EVENTS IN WHICH A STREET IS CLOSED; AMENDING SECTION 6-58 TO PROVIDE THAT MAJOR FESTIVAL SPONSORS MAKE APPLICATION SIX MONTHS IN ADVANCE AND APPROVE CERTAIN SALES OF ALCOHOLIC BEVERAGES; ADDING SECTION 6-61 PERTAINING TO HANDICAP-ACCESSIBLE BATHROOM FACILITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, The City Commission finds that a revision to the regulations governing special events and street closures would promote the health, safety and welfare of the citizens of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

Section 1: That section 6-26 of the Code of Ordinances is hereby amended as follows\*:

**Sec. 6-26. Payment for city services.**

- (a) The organizer or sponsor of any festival, street fair, fair, carnival, athletic event, contest, competition, parade, fundraiser, rally, boat or car race or other special event which requires city authorization, whether by administrative permit or city commission approval, and which requires the provisions of additional or extraordinary support services by police, fire, administrative, or other city departments in order to maintain order or safety or to escort participants shall pay to the city the cost of such services. A down payment of ten percent (10%) of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten (10) days prior to the event.

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1½%) per month.

(c) The city commission may grant special exceptions to this section for cause shown upon the public record.

(d) ~~The first \$500.00~~ \$1,000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.

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

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

Section 2.

That section 6-27 is hereby added to the Code of Ordinances as follows:

**Sec. 6-27. Food, beverage and merchandise booths.**

No booth or stall set up for a special event and serving any amount or type of food and/or beverage, or selling merchandise, shall be placed directly in front of, or within five (5) feet of the property line of, a restaurant or a bar or a retail store (selling primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3.

That section 6-56 of the Code of Ordinances is hereby amended as follows:

**Sec. 6-56. Application.**

(a) Except as provided in section 6-58, At least 60 days prior to a proposed special event that will result in the closing of a public street, the sponsor shall submit an application to the city manager. An application may be made either by a tax-exempt nonprofit organization (nonprofit) or jointly by a nonprofit and a private or business entity.

(b) If the city manager approves the application, he shall then schedule it for consideration by the city commission. However, if the special event proposes to close only one block, is intended to end prior to 9:00 p.m. on any day of the year, and does not seek either a fee cost waiver or a noise exemption, the city manager may give final approval to the application.

(c) Each application shall include the name of a sponsor's contact person and that person's 24-hour telephone number(s), in case of emergency.

Section 4.

That section 6-57 of the Code of Ordinances is hereby amended as follows:

**Sec. 6-57. Donation of percentage of revenue to nonprofit organization.**

(a) A major festival is a special event of regional impact. Major festivals are: ~~Faney~~Fantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. ~~Have a non-profit coapplicant 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 therefore and shall be construed as reasonable and necessary to achieve the lawful purposes of this ordinance.

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

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

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

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

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

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

Filed with the Clerk November 21, 2002.

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: Jesse Hammers Phone number: 305-809-1007
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.  
Aluminum x Glass x #1 Plastic x #2 Plastic x Steel \_\_\_\_\_  
Corrugated Cardboard \_\_\_\_\_ 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: 30
- 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: made with Greg Sullivan
- Capacity of containers on grounds: \_\_\_\_\_  
Contact person for containers: \_\_\_\_\_ Phone #: \_\_\_\_\_
- 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: P.A.L. Members
- 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*



## 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.

Jesse Hammers

Print Name:

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



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

## Detail by Entity Name

Florida Not For Profit Corporation  
KEY WEST POLICE ATHLETIC LEAGUE, INC.

### Filing Information

**Document Number** N93000000394  
**FEI/EIN Number** 65-0393483  
**Date Filed** 01/28/1993  
**State** FL  
**Status** ACTIVE  
**Last Event** REINSTATEMENT  
**Event Date Filed** 06/13/2002

### Principal Address

1604 N ROOSEVELT BLVD  
KEY WEST, FL 33040

Changed: 01/27/2003

### Mailing Address

1604 N ROOSEVELT BLVD  
KEY WEST, FL 33040

Changed: 01/27/2003

### Registered Agent Name & Address

Torrence, Steven Matthew  
1604 North Roosevelt Blvd.  
KEY WEST, FL 33040

Name Changed: 04/07/2015

Address Changed: 04/07/2015

### Officer/Director Detail

#### **Name & Address**

Title President

TORRENCE, STEVE  
1604 N ROOSEVELT BLVD  
KEY WEST, FL 33040

Title S

GRAY, DANYLE  
1604 N ROOSEVELT BLVD  
KEY WEST, FL 33040

Title T

Richardson, Denise  
1604 N ROOSEVELT BLVD  
KEY WEST, FL 33040

Title VP

HAMMERS, JESSE  
1604 N ROOSEVELT BLVD  
KEY WEST, FL 33040

#### Annual Reports

Report Year	Filed Date
2017	04/26/2017
2018	01/19/2018
2019	04/17/2019

#### Document Images

<a href="#">04/17/2019 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/19/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/26/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/27/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/07/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/17/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
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<a href="#">04/19/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/28/2011 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/05/2010 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/30/2009 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/29/2008 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/08/2007 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/10/2006 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/10/2005 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/07/2004 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/27/2003 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">06/13/2002 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/23/1998 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/10/1997 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">08/13/1996 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/16/1995 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>

Florida Department of State, ~~Division of~~ Corporations



## THE CITY OF KEY WEST

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

**RELEASE AND INDEMNIFICATION**  
**Key West Police Athletic League, Inc.**  
**Mango Fest**  
**Bayview Park**  
**June 27, 2020**

I **Jesse Hammers** being authorized to act on behalf of and legally bind the **Key West Police Athletic League, 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.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/01/2019

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> Thomas E Mestmaker & Assoc. License # 01544996 c/o Wilson Paves & Associates License #0E50885 3636 Pegasus Drive Bakersfield CA 93308	<b>CONTACT NAME:</b> Linda White <b>PHONE (A/C, No, Ext):</b> (661) 327-3111 <b>FAX (A/C, No):</b> (661) 327-1262 <b>E-MAIL ADDRESS:</b> Lwhite@wilsonpaves.com																					
<b>INSURED</b> Key West Police Athletic League 1604 N. Roosevelt Key West FL 33040	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>Aegis Security Insurance Company</td><td>33898</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	Aegis Security Insurance Company	33898	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER B:																						
INSURER C:																						
INSURER D:																						
INSURER E:																						
INSURER F:																						

**COVERAGES** **CERTIFICATE NUMBER:** 19-20 GL, AccMed, D&O **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	ADDITIONAL INSURED	WARRANTY	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		MGLF1-10008	10/01/2019	10/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 Sexual Abuse \$ 100,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A					PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Accident Medical</b>			MAF-10008	10/01/2019	10/01/2020	Single Limit \$50,000

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

City of Key West Bayview Park is added as additional insured to the General Liability Policy per the attached form#CG2026(04-13) subject to the terms, conditions and exclusions of the policy. A written contract is required for the additional insured to be valid.

**CERTIFICATE HOLDER****CANCELLATION**

City of Key West Bayview Park 1400 Truman Ave Key West FL 33040	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### **SCHEDULE**

**Name Of Additional Insured Person(s) Or Organization(s):**

BLANKET - AS REQUIRED BY WRITTEN CONTRACT

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**A. Section II – Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

**B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

## 2019 Mango Fest

### Income-

#### Vendors & Sponsorships

	<b>Name</b>	<b>Vendor/Sponsor</b>	<b>Amount</b>	<b>Checks</b>
1	Kims Jams	vendor	\$80.00	<a href="#">Kims Jams</a>
2	Island City Pools	sponsor	\$350.00	<a href="#">Island City Pools</a>
3	VFW	sponsor	\$1,000.00	<a href="#">VFW</a>
4	Pirate Seafood/Mundy Parra	vendor	\$80.00	<b>cash</b>
5	Mangoes Restaurant LLC	sponsor	\$350.00	<a href="#">Mangoes</a>
6	Peary Court Apartments	sponsor	\$800.00	<a href="#">Peary Court Apts</a>
7	Johns Jungle	vendor	\$80.00	<a href="#">Johns Jungle</a>
8	McKendry Builders	sponsor/vendor	\$430.00	<a href="#">McKendry</a>
9	Fausto's	sponsor	\$800.00	<a href="#">Faustos</a>
10	Oceans Edge	sponsor/vendor	\$880.00	<a href="#">Oceans Edge</a>
11	Margaritaville	sponsor	\$1,000.00	<a href="#">Margaritaville</a>
12	Tropical Vibes	vendor	\$80.00	<a href="#">Tropical Vibes</a>
13	Irish Kevin's	sponsor	\$500.00	<a href="#">Irish Kevin's</a>
14	Spottswood Management	sponsor	\$1,000.00	<a href="#">Spottswood</a>
15	Lili Chiffons	vendor	\$80.00	<a href="#">Lili Chiffons</a>
16	Monroe County Coalition	vendor	\$80.00	<a href="#">MC Coalition</a>
17	Monroe Concrete Products, Inc.	sponsor	\$1,000.00	<a href="#">Monroe Concrete</a>
18	Charley Toppino & Sons Inc.	sponsor	\$1,000.00	<a href="#">Toppino's</a>
19	Island Girl Designs	vendor	\$80.00	<a href="#">Island Girl Designs</a>
20	Strunk Ace Hardware	sponsor	\$250.00	<a href="#">Strunk</a>
21	Claude Harris	sponsor	\$100.00	<a href="#">Claude Harris</a>
22	First State Bank	sponsor	\$350.00	<a href="#">First State Bank</a>
23	Flavorganix Healthy Cuisine	vendor	\$80.00	<b>cash</b>
24	Next Financial	sponsor	\$350.00	<a href="#">Next Financial</a>
25	A Bevie of ART	vendor	\$80.00	<a href="#">A Bevie of ART</a>
26	Salty But Sweet	vendor	\$80.00	<a href="#">Salty But Sweet</a>
27	Margaret Romero	sponsor	\$350.00	<a href="#">Romero</a>
28	Waste Management	sponsor	\$350.00	<a href="#">Waste Management</a>
29	Key Iron Works	sponsor	\$350.00	<a href="#">Key Iron Works</a>
30	Manley DeBoer	sponsor	\$100.00	<a href="#">Manley DeBoer</a>
31	The Cheese Lovers	vendor	\$160.00	<b>cash</b>
32	Antonio Art Studio	vendor	\$80.00	<a href="#">Antonio Art</a>
33	Kermit's Key Lime Shoppe	vendor	\$80.00	<a href="#">Kermit's Key Lime</a>
34	Mr. Z's	sponsor	\$350.00	<a href="#">Mr. Z's</a>
35	Three Plant Ladies of Homestead	vendor	\$80.00	<a href="#">Three Plant Ladies</a>
36	G-Bar	vendor	\$80.00	<a href="#">G-Bar</a>
37	Debie Fritts	vendor	\$80.00	<b>cash</b>
38	Benny Fruits and Vegetables	vendor	\$240.00	<b>cash</b>
39	Diego Garcia	vendor	\$80.00	<b>cash</b>
40	Bath Fitter	vendor	\$80.00	<a href="#">Bath Fitter</a>
41	The Square Grouper	vendor	\$80.00	<a href="#">Square Grouper</a>

## 2019 Mango Fest

42	U.S. Census Bureau	vendor	\$80.00	<b>cash</b>
43	Lower Keys Medical Center	sponsor	\$800.00	<a href="#">LKMC</a>
44	Island Dental	sponsor	\$1,000.00	<a href="#">Island Dental</a>
45	Island Cookie Shack	vendor	\$80.00	<a href="#">Island Cookie Shack</a>
46	One Love Food Truck	vendor	\$80.00	<b>cash</b>
47	801 Bourbon Bar	vendor/sponsor	\$200.00	<a href="#">801 Bourbon Bar</a>
48	The Raw Machine	vendor	\$160.00	<a href="#">The Raw Machine</a>
49	The Dirty Pig	vendor	\$80.00	<a href="#">The Dirty Pig V</a>
50	The Dirty Pig	sponsor	\$350.00	<a href="#">The Dirty Pig S</a>
51	Turkish Towels	vendor	\$80.00	<b>cash</b>
52	Essential Oils	vendor	\$80.00	<b>cash</b>
53	The Conch House Heritage Inn	sponsor	\$100.00	<a href="#">Conch House</a>
54	All Animal Clinic	sponsor	\$100.00	<a href="#">All Animal Clinic</a>
55	All You Can Nuts	vendor	\$80.00	<a href="#">All You Can Nuts</a>
56	Ottoman Collection	vendor	\$80.00	<b>cash</b>
57	Grimal Grove	vendor	\$40.00	<b>cash</b>
58	Holiday Network Group	vendor	\$80.00	<b>cash</b>
59	Islamorada Coffee Company	vendor	\$80.00	<a href="#">Islamorada Coffee Co</a>
60	Niles Sales and Service	sponsor	\$250.00	<a href="#">Niles</a>
61	Waterfront Brewery	sponsor	\$500.00	<a href="#">Waterfront Brewery</a>
62	The Perry Hotel	Donation	\$500.00	<a href="#">The Perry Hotel</a>
63				

**Total Vendors/Sponsors - \$18,300.00**

### Event

50/50 Raffle	\$180.00	
Donations	\$1,475.35	w/ Ricks Happy Hour
T-Shirt Sales/books	\$200.00	
PAL Bar	\$1,355.69	
BBQ/Drinks/Water	\$1,183.00	
Tree Sales / Mangoes	\$760.00	
Tasting	\$469.00	
Cash Box	\$1,482.00	

**Total Day of Event - \$7,105.04**

## 2019 Mango Fest

### Expenses-

<u>Name</u>	<u>Description</u>	<u>Amount</u>	<u>Invoice</u>
Pine Island Nursery	Mango Trees	\$210.00	<a href="#">Pine Island Nursery</a>
Curry and Sons Printing	Posters	\$53.00	<a href="#">Curry &amp; Sons</a>
Four Star Rentals	Tents	\$795.99	<a href="#">Four Star Rentals</a>
University Press of Florida	Mango Books	\$674.50	<a href="#">University Press of FL</a>
Robert Is Here Inc	Mangoes	\$83.50	<a href="#">Robert Is Here</a>
Lindsey Sigafoos	Flyer Distribution	\$112.50	<a href="#">Lindsey Sigafoos</a>
Nedin To Bounce	Water Slide	\$400.00	<a href="#">Nedin To Bounce</a>
Hot Action Sportswear	tshirts	\$1,889.49	<a href="#">Hot Action</a>
Samy the Soundman	sound	\$425.00	<a href="#">Samy the Soundman</a>
Refreshment Services PEPSI	Pepsi trailer	\$52.00	<a href="#">Pepsi</a>
GFS	Tasting/BBQ	\$219.09	<a href="#">GFS</a>
Go Daddy	website 1 yr	\$179.88	<a href="#">Go Daddy</a>
GFS	water/gatorade	\$45.35	<a href="#">GFS drinks</a>
Circle K	Ice	\$32.15	<a href="#">Ice 1</a>
Circle K	Ice	\$16.08	<a href="#">Ice 2</a>
Four Star Rental tip for tents	Tip	\$40.00	<b>CASH</b>
Deep Blue Printing	Banners	\$280.00	<a href="#">Deep Blue Printing</a>
<b>Total Expenses -</b>		<b>\$5,508.53</b>	

### TOTALS-

Sponsorships/Vendors		\$18,300.00
Event		\$7,105.04
Expenses		\$5,508.53
<b>Total Profit-</b>		<b>\$19,896.51</b>
		\$1,265.00
		<b>\$21,161.51</b>

Ocean Key

Event Name: Mango Festival

**Special Event Checklist**  
Everything must be checked off before  
submitting the special event application

X	TITLE	COMMENTS
X	Special Event Application	
N/A	Noise Exemption (If applicable)	
N/A	\$50.00 for Noise	
X	Ordinance initialed	
X	Recycling checklist completed	
X	Recycling deposit \$1,000.00	
X	Recycling Plan	Working w/ Waste Management
X	Authorization Letter for continuous cleaning of recycled area	
N/A	Signatures of No Objection of Street closure (If applicable)	
X	Insurance naming the City as additional insured	
X	Financial of previous event (If applicable)	
	Release & Idemnification Form	
X	Site Map ( where barricades, stages, etc are to go)	
X	Letter from non profit that states they will be receiving the funds	They are the non-profit



**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.)

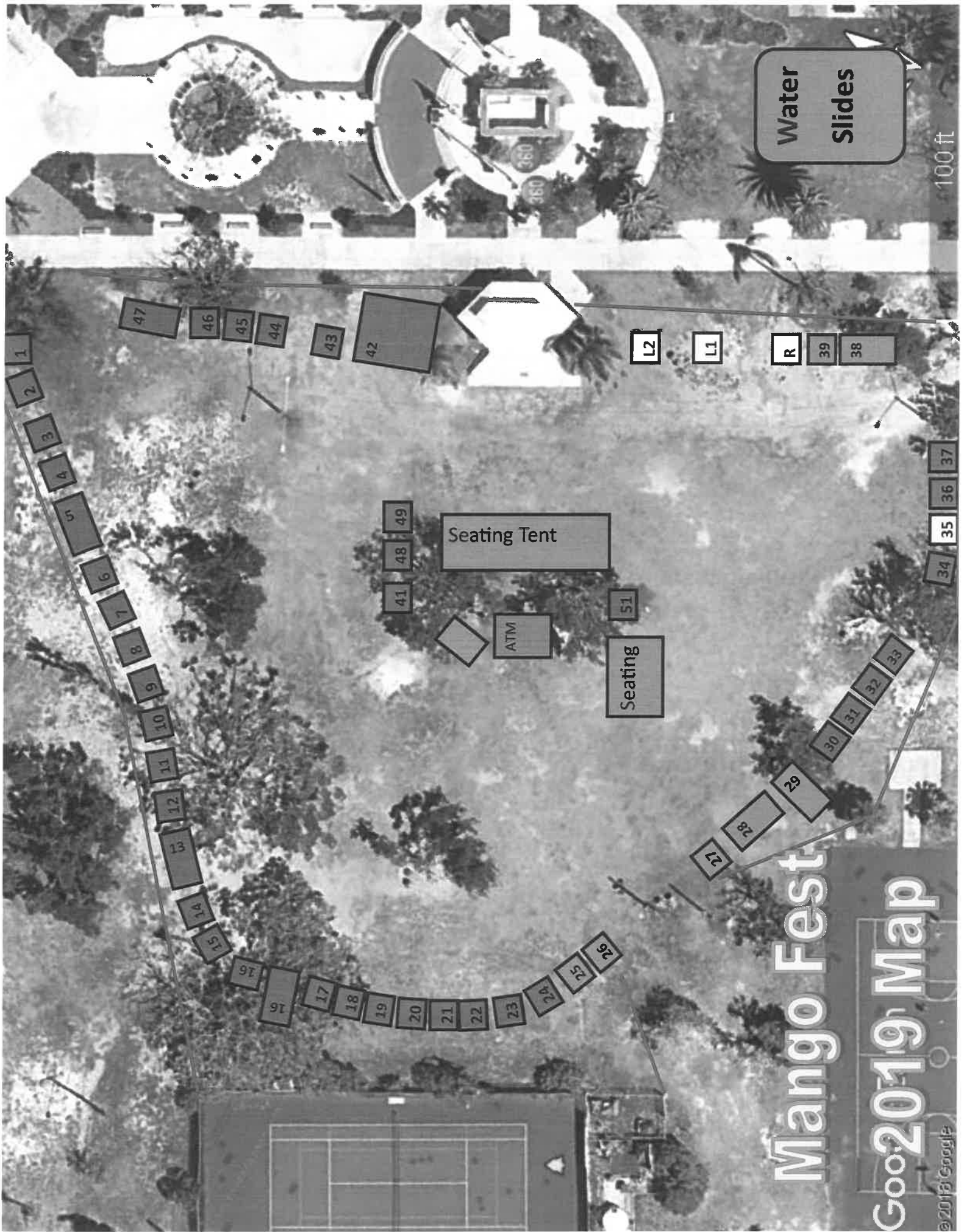
- ☐ Flame Resistance Certificate
- ☐ Size, Type, Location of Tent(s)

Booths

- ☐ Food Booths – Total # \_\_\_\_\_
- ☐ Vendor Booths – Total # \_\_\_\_\_
- ☐ Total Number of Booths - \_\_\_\_\_

Parade

- ☐ Floats – Total # \_\_\_\_\_



Water  
Slides

100 ft

Seating Tent

ATM

Seating

# Mango Fest 2019 Map

© 2019 Google

# Bayview Park



## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Mango Fest  
DATES: June 27<sup>th</sup>, 2020

### DEPARTMENTS

### COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratuji 11/15/19  
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

Jin Yang  
SIGNATURE

3 Jan 20  
DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

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

## Maria Ratcliff

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**From:** Joseph Tripp  
**Sent:** Tuesday, January 7, 2020 1:01 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Mango Fest June 27th 2020 at Bayview Park

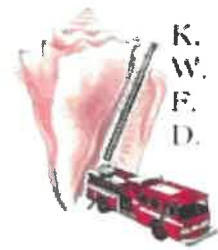
Yeah....we're kinda good with this one...LOL

**From:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Sent:** Friday, January 3, 2020 4:32 PM  
**To:** Richard Sarver <[rsarver@cityofkeywest-fl.gov](mailto:rsarver@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 <[jtorres@cityofkeywest-fl.gov](mailto:jtorres@cityofkeywest-fl.gov)>; Danny Blanco <[dblanco@cityofkeywest-fl.gov](mailto:dblanco@cityofkeywest-fl.gov)>; Michael Davila <[mdavila@cityofkeywest-fl.gov](mailto:mdavila@cityofkeywest-fl.gov)>; Jim J. Young <[jjyoung@cityofkeywest-fl.gov](mailto:jjyoung@cityofkeywest-fl.gov)>  
**Subject:** Mango Fest June 27th 2020 at Bayview Park

*Please review and approve. Thank you! Have a great weekend.*

*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)



## THE CITY OF KEY WEST

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

To: PAL (jhammers@cityofkeywest-fl.gov)

From: Division Chief/Fire Marshal Daniel Blanco

Reference: PAL Mango Fest 2020

This office reviewed the special event application for the PAL Mango Fest be held at Bay View Park on June 27, 2020.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- Event organizer is responsible for 1 Fire Inspector @ \$45.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

*Danny Blanco*, Fire Marshal/Division Chief

Key West Fire Department  
1600 N. Roosevelt Boulevard  
Key West, Florida 33040  
305-809-3931 Office  
305-292-8284 Fax  
dblanco@cityofkeywest-fl.gov

*Serving the Southernmost City*

# Bayview Park



## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Mango Fest

DATES: June 27<sup>th</sup>, 2020

### DEPARTMENTS

### COMMENTS

#### EVENTS (INITIAL SIGNOFF)

Maria Ratueff 11/15/19

SIGNATURE

DATE

#### COMMUNITY SERVICES

SIGNATURE

DATE

#### POLICE DEPARTMENT

SIGNATURE

DATE

#### FIRE DEPARTMENT

SIGNATURE

DATE

#### KWDOT

N/A

SIGNATURE

DATE

#### PORT AND MARINE SERVICES

N/A

SIGNATURE

DATE

#### CODE COMPLIANCE

SIGNATURE

DATE

#### ENGINEERING

SIGNATURE

DATE

#### UTILITIES

SIGNATURE

DATE

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