

\* NO CRUISES HIPS \*

**CITY OF KEY WEST  
APPLICATION FOR A SPECIAL EVENT PERMIT**

Name of Applicant(s) The Key West Cultural Preservation Society, Inc

Address of Applicant(s) P.O. Box 4837, Key West, FL 33041

Phone Number of Applicant(s) 305-294-8855 Fax: - Email SullivanKw22@gmail.com

Name of Non-Profit (s) The Key West Cultural Preservation Society, Inc.

Address of Non-Profit(s) P.O. Box 4837, Key West, FL 33041

Phone Number of Non-Profit(s) 305-294-8855

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 50%

Date/Dates of Event May 28 - June 1, 2015

Hours of Operation 10 a.m. - 10 p.m.

Estimated/anticipated number of persons per day 3,000

Location of Event Mallory Dock, Plaza and East Quay Seawall, Upland Truman Waterfront

Street Closed none

Detailed description of event See attachment A

Noise exemption required: Yes        No X

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.

Ronald T. Sullivan

01/12/2015

Applicants Signature

Date

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

A five-day maritime history-themed festival featuring two Class A historic sailing ships (tall ships) 179' and 150' respectively, that will dock at Mallory Square and immediately be a dramatic and visible attraction to visitors. The existing infrastructure of the Sunset Celebration will serve the needs of this added attraction to the existing daily/nightly event. We also seek approval for use of the East Quay seawall and Truman Waterfront upland area for 2 to 3 local Key West ships participating in the event. The event is intended to be both fun and educational, and it is intended to raise awareness of Key West's status as a prominent schooner/tall ship seaport. Marine and maritime related non-profits will be invited to set up information booths at no charge at Mallory Square and also at the Truman Waterfront area. We anticipate no more than 8-10 standard 10x10 tent booths at Truman Waterfront area and the same at Mallory Square (in addition to their usual number of booths/performers). We will specifically invite the Schooner Western Union to participate with a booth or dockage at the East Quay (if feasible), to raise awareness/funds. We will invite Historic Tours to provide tour/trolley service between Mallory Square and the East Quay.

Schedule:

Thursday, May 28, Key West tall ships escort the two guest ships in a "Parade of Sail" arriving at Mallory Square in time for sunset, with special recognitions such as gun salutes marking their arrival. Event runs 5 - 10 p.m.

On Friday/Saturday/Sunday guest ships are open for tours from Noon - 8 p.m. Sunset Celebration including additional festival-related booths/performers open 5 - 10 p.m. Booths at East Quay open 9 a.m. - 8 p.m. Day sails available from local ships docked at Quay.

Monday, June 1 - Farewell salute and departure parade as resident tall ships escort the visiting ships out of the harbor 9 a.m. - Noon.

## 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 DTS
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 DTS
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 DTS
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 DTS
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 DTS *All alcoholic beverages will be handled by professional sub contractor that will submit seperate attachment*

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 DTB
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.  
Sponsor's Signature DTB
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 DTB
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 DTB
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 DTB
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 DTB
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 DTB
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 DTB

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 DTB

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 DTB .

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 DTB .



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  
City Attorney RT

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.

A handwritten signature, possibly "RT", in the bottom right corner of the page.

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~~.)

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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

DTB

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, Aat 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:

DTB

**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: ~~Fancy~~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

DTB

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.

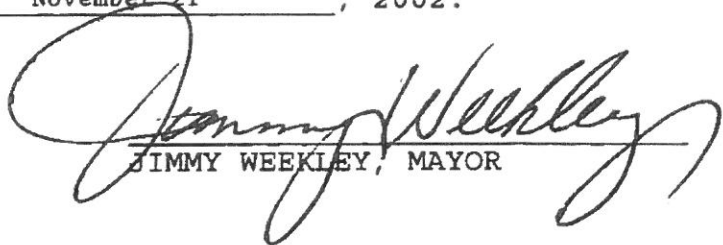
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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



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# Complete Checklist for Event Recycling

## City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Pete Sullivan Phone number: 305 294 8855
- 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 X  
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: in place 15 recycling  
12 Trash
- 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: NA (in place)
- Capacity of containers on grounds: 50 gal @  
Contact person for containers: \_\_\_\_\_ Phone #: \_\_\_\_\_
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. (on 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: Daily
- 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: Done
- 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. in place
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling  
Done

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: DTB
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.  
Problems: DTB  
Actions taken: DTB
- 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: DTB
- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced. DTB
- At the end of the event, remove signs and arrange for their return to owners. DTB
- DTB 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: \_\_\_\_\_

*(OK if needed  
we recycle  
Daily*

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

*DTB*





THE CITY OF KEY WEST

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

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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.

*Donald T. Sullivan*

## **Maria Ratcliff**

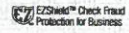
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**From:** Don Sullivan <sullivankw22@gmail.com>  
**Sent:** Tuesday, February 17, 2015 10:55 PM  
**To:** Maria Ratcliff  
**Subject:** event may 28th

*Maria, the event is to be @ mallory , all booths , sales, & food will be there.  
boats for tours will be @ inner mole, Dough is working with local boats on this!  
no booths or food or alcohol, or need for recycling out there. Mallory parking will be as normal. we are striving  
for minimal impact ( this is the first year & TDC only gave us 10,000.00 for advertising . we hope it will grow to  
a world class event in three years. We are bringing a 62 ft. rubber ducky ( google it ) to put @ inner mole ( it  
drew 100s of thousands in LA & was held over for 10 day's) I'll get you the recycling check this week. Don*

**SUNSET CELEBRATION**  
KEY WEST CULTURAL PRESERVATION SOCIETY, INC.  
P.O. BOX 4837  
KEY WEST, FL 33041

 **CAPITAL BANK**  
capitalbank-us.com  
63-1176-670



3/3/2015

PAY TO THE  
ORDER OF City of Key West

\$ \*\*1,000.00

One Thousand and 00/100\*\*\*\*\*

DOLLARS

City of Key West

*[Signature]*  
\_\_\_\_\_  
*[Signature]*  
\_\_\_\_\_  
AUTHORIZED SIGNATURE

MEMO  
CPS Event at Mallory Sq.

~~110041411747028147202808109163040~~

City of Key West  
\*\*\* CUSTOMER RECEIPT \*\*\*  
Oper: KEYWSJS2 Type: OC Drawer: 1  
Date: 3/11/15 45 Receipt no: 16000

Description	Quantity	Amount
ZZ UNUSUAL PAYMENT	1.00	\$1000.00

G/L account number:  
00100002200100

SUNSET CELEBRATION RECYCLING  
FOR TALLSHIP EVENT

Tender detail		
CK CHECK	3841	\$1000.00
Total tendered		\$1000.00
Total payment		\$1000.00

Trans date: 3/11/15 Time: 12:17:09



## THE CITY OF KEY WEST

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

**RELEASE AND INDEMNIFICATION  
Cultural Preservation Society  
Maritime History Themed Festival  
Tall Ships**

May 28 - June 1, 2015

I Don Sullivan being authorized to act on behalf of and legally bind Key West Cultural Preservation Society, 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 Ratcliff  
Signature of Witness

Maria Ratcliff  
Print Name

03/24/2015

Don Sullivan  
Signature of Applicant

Don Sullivan  
Print Name

03/24/2014



**THE CITY OF KEY WEST**

**Parking Division**  
P.O.Box 1409, Key West, FL 33040

**Parking Requests for Special Events**

Please describe any Special Event Parking requests below:

(NA.)

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

Key West Bight Rates: \$2.00 per hour or \$16.25 per day per space

On-Street Meter Rates: \$1.50 per hour or \$20.00 per day per space.

Vendors and Event Organizers must pay for metered parking used outside of Event Zone.

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

If you have any questions, please contact John Wilkins, Parking Manager at (305) 809-3855 or email [jwilkins@keywestcity.com](mailto:jwilkins@keywestcity.com)

From: Dave Del Rosso <ojdave@e-isle.com>  
 Subject: **insurance**  
 Date: January 10, 2015 11:22:22 AM EST  
 To: don sullivan <sullivankw22@gmail.com>  
 ▶ 1 Attachment, 43.9 KB

Hi Don,  
 Hope it's not too late.  
 Dave

CMP

8/21/14

K & K Insurance Group, Inc.  
 P.O. Box 2338  
 Fort Wayne, In 46801

LEISURE  
 800-553-8368 260-459-5624  
 KK.EVENTSATTRACTIONS&KANDKINSURANCE.COM

NATIONAL CASUALTY COMPANY 11991

KEY WEST CULTURAL (SEE FORM GAI3001)  
 D/B/A SUNSET CELEBRATION  
 P.O. BOX 4837  
 KEY WEST, FL 330414837

1764191

NC=NOT COVERED

A	X							1000000
		X						300000
			Y					5000
								1000000
								NONE
								5000000
	X					Part Lgl Liab		NC
		X						1000000
A	X							1000000

CERTIFICATE HOLDER IS LISTED AS ADDITIONAL INSURED, BUT ONLY WITH RESPECTS TO LIABILITY ARISING OUT OF THE ACTIVITIES OR OPERATIONS OF THE NAMED INSURED.

CITY OF KEY WEST  
 PO BOX 1409  
 KEY WEST, FL 33041-1409

From: Dave Del Rosso <ojdave@e-isle.com>  
Subject: **insurance**  
Date: January 10, 2015 11:22:22 AM EST  
To: don sullivan <sullivankw22@gmail.com>  
► 1 Attachment, 43.9 KB

Hi Don,  
Hope it's not too late.  
Dave

CMP

8/21/14

K & K Insurance Group, Inc.  
P.O. Box 2338  
Fort Wayne, In 46801

LEISURE  
800-553-8368 260-459-5624  
KK.EVENTSATTRACTIONS@KANDKINSURANCE.COM

KEY WEST CULTURAL (SEE FORM GAI3001)  
D/B/A SUNSET CELEBRATION  
P.O. BOX 4837  
KEY WEST, FL 330414837

NATIONAL CASUALTY COMPANY 11991

1764191

NC=NOT COVERED

Code	Policy No	Start Date	End Date	Amount	Description
A X	XK00004536500	12:01AM 6/01/14	12:01AM 6/01/15	1000000	
X				300000	
				5000	
Owners & Contractors				1000000	
X			5000000		
					Part Lgl Liab NC
A X	XK00004742400	12:01AM 8/21/14	12:01AM 6/01/15	1000000	
X				1000000	

CERTIFICATE HOLDER IS LISTED AS ADDITIONAL INSURED, BUT ONLY WITH RESPECTS TO LIABILITY ARISING OUT OF THE ACTIVITIES OR OPERATIONS OF THE NAMED INSURED.

CITY OF KEY WEST  
PO BOX 1409  
KEY WEST, FL 33041-1409



**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 *(No close)*  
*None*

Tents (More Than 200 SqFt.) *Less than 200 sq ft*

- Flame Resistance Certificate
- Size, Type, Location of Tent(s) *5 6x6' Popups*

Food Booths

- Food Booths - Total # \_\_\_\_\_
- Vendor Booths - Total # *4 in 6x6' Popups @ mallory plaza*
- Total Number of Booths - \_\_\_\_\_

Parade

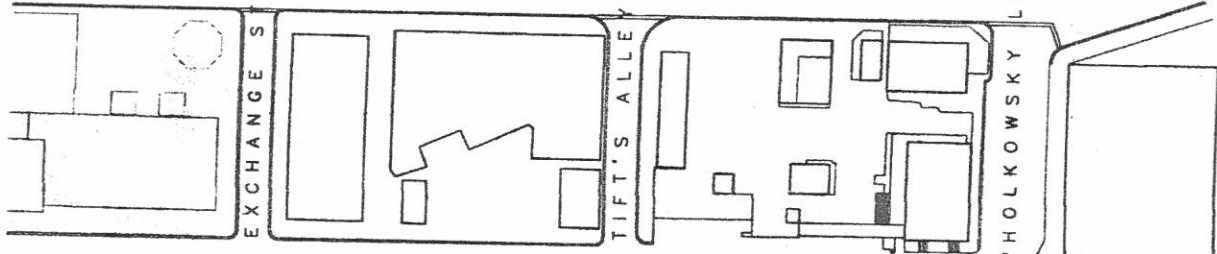
- Floats - Total # *NA.*



EXHIBIT A  
For Tall Ship  
Shared usage



FRONT STREET



EXCHANGE S

TIFT'S ALLE

WHOLKOWSKY LN.

SUNSET SHOPPES

WATERFRONT PLAYHOUSE

CHAMBER OF COMMERCE

REST ROOM

HOSP. HOUSE

CABLE CUTS

MALLORY PLAZA

KEY WEST HARBOR

**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.



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.

**MISENER MARINE CONSTRUCTION, INC.**

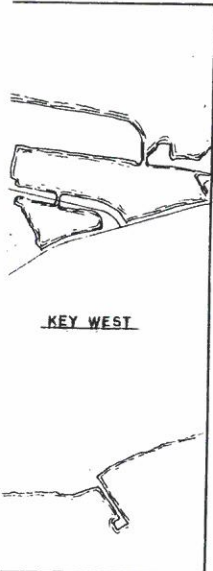
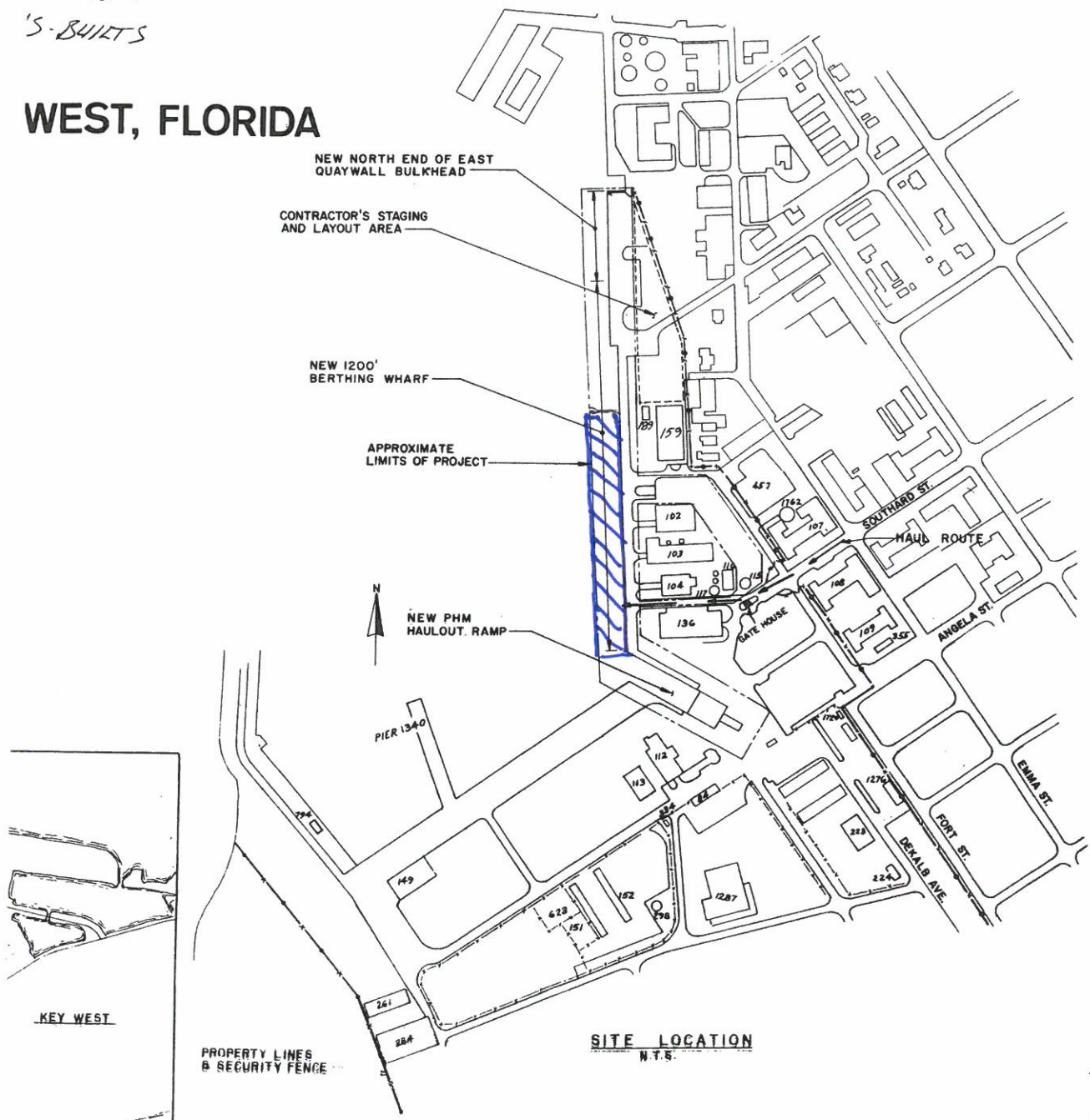
is hereby certified that the material/equipment shown and marked in submittal, shop drawing, catalog cuts, etc., to be incorporated Contract Number NC2467-85-C-0111 is in compliance with the contract drawings and specifications, can be installed in the allocated space, is approved for use, and is (submitted for Government approval) mitted to Government for record purposes.

Authorized Reviewer: [Signature] Date: \_\_\_\_\_  
 Structure CQC Rep: [Signature] Date: 10-25-98

REVISIONS				
LET	DESCRIPTION	PREP'D BY	DATE	APPROVED

S-BUILTS

# WEST, FLORIDA




1 MILE

FOR OFFICIAL USE ONLY	
Greiner Engineering Sciences, Inc. CONSULTING ENGINEERS TAMPA, FLORIDA	DEPARTMENT OF THE NAVY NAVAL FACILITIES ENGINEERING COMMAND SOUTHERN DIVISION CHARLESTON, S.C.
DESIGNER: <u>[Signature]</u> SUBMITTED BY: <u>[Signature]</u> DATE: <u>[Date]</u> FOR REVIEW BY: <u>[Signature]</u> DATE: <u>[Date]</u> APPROVED BY: <u>[Signature]</u> DATE: <u>[Date]</u>	NAVAL AIR STATION KEY WEST, FLA.
APPROVED BY: <u>[Signature]</u> DATE: <u>[Date]</u>	PHM BERTHING WHARF TRUMAN ANNEX SITE LOCATION & VICINITY MAP
C-1	5157631
ARCH: G'EWBR SBAL	CONSTR CONTR NO. NS2467-85-C-0111
DATE: 10/25/98	SCALE NOTED
DATE: 10/25/98	SPEC 06-85-014 SHEET 1 OF 2

**Key West Cultural Preservation Society, Inc.**  
**1007 Truman Avenue**  
**Key West, FL 33040**

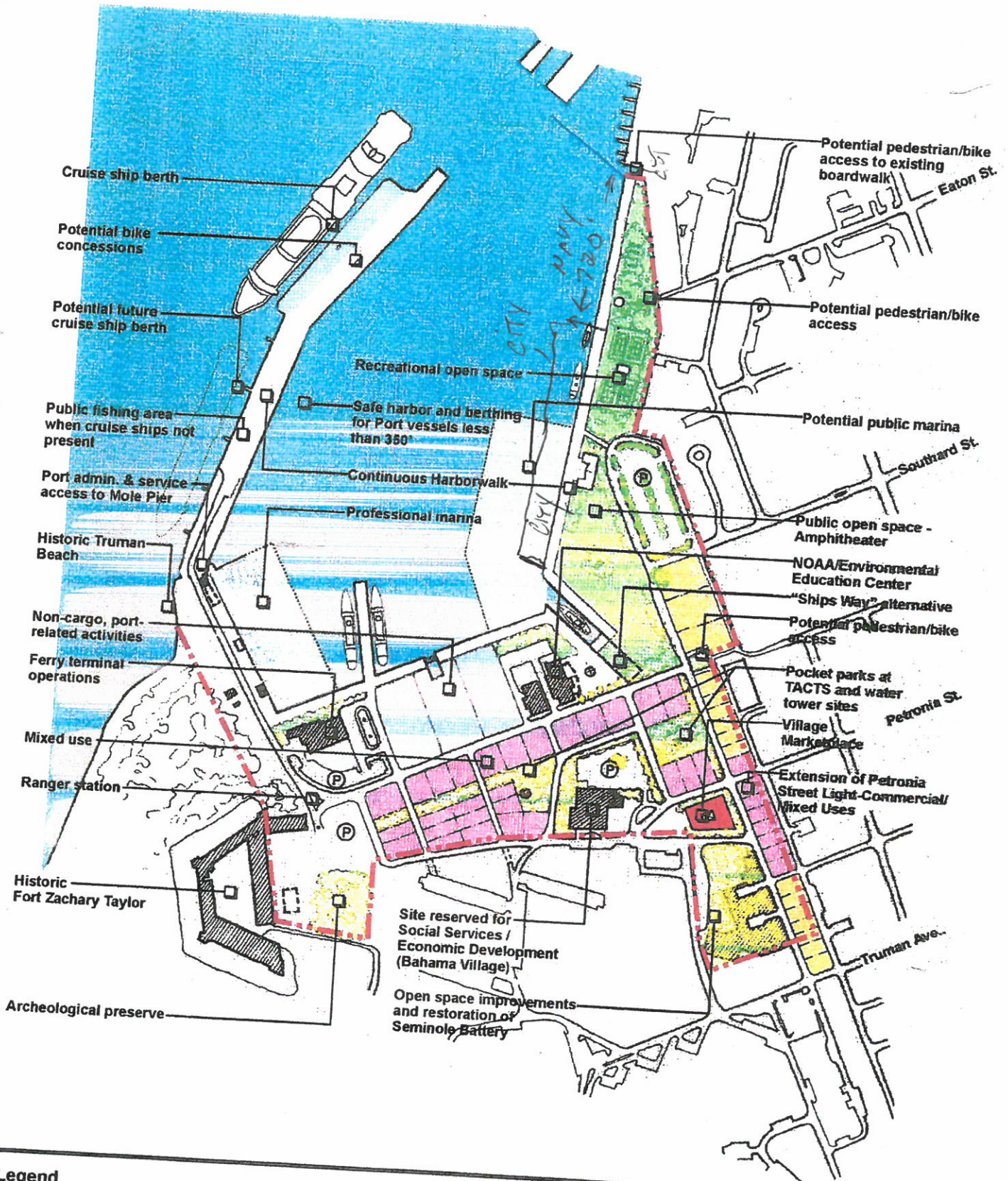
January 7, 2015

By this letter, it is acknowledged and confirmed that the Key West Cultural Preservation Society, Inc. shall be the recipient of 50% of revenues earned as a result of the May 28 - June 1 event: Sunset Celebration Welcomes Historic Ships in Key West.



---

Don Sullivan  
Board President



**Legend**

--- SITE BOUNDARY

(P) PARKING

**Figure VI.1  
Concept Plan  
TRUMAN WATERFRONT  
KEY WEST FINAL BASE REUSE PLAN**

↑  
Not to Scale

**BERNIELLO - AJAJE  
& PARTNERS - INC.**

# TRUMAN ANNEX

NAVAL AIR STATION

KEY WEST, FLORIDA

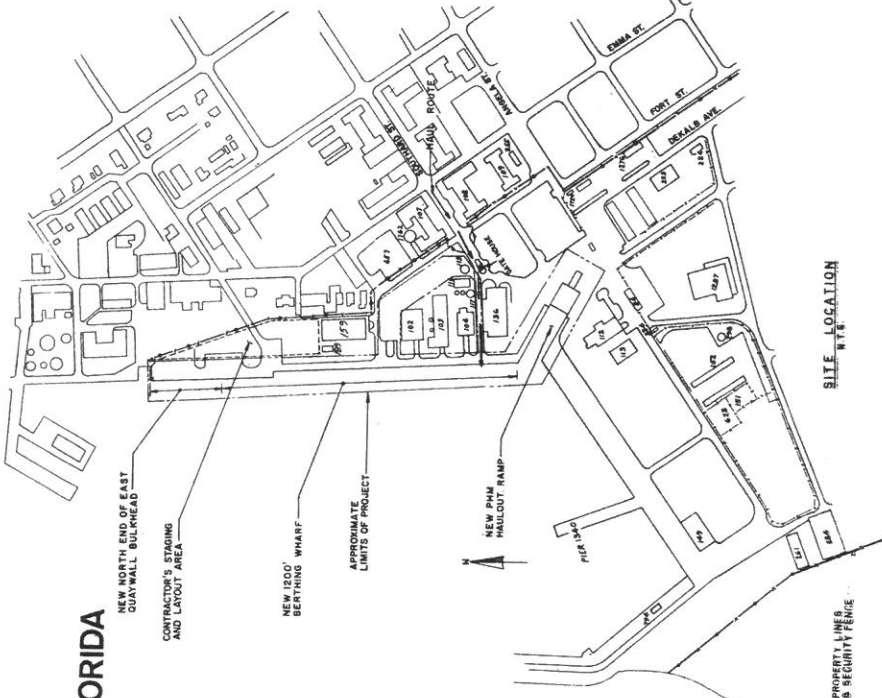
# P H M BERTHING WHARF

CONSTRUCTION CONTRACT NO. N62467-85-C-0141  
SPECIFICATION NO. 06-85-0141

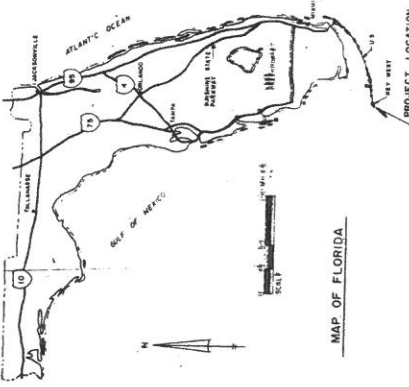
**MEMBER MARINE CONSTRUCTION, INC.**  
I hereby certify that the information shown and stated in this submission was obtained from reliable sources and that I am a duly licensed professional engineer in the State of Florida, and that the information shown and stated herein is true and correct to the best of my knowledge and belief, and that I am not providing any false information to the Government or to the public.

Approved Engineer  
Signature: [Signature]  
Date: 10-23-85

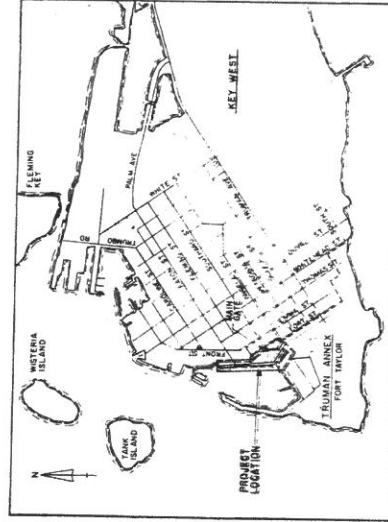
*A.S. BURTS*



SITE LOCATION



MAP OF FLORIDA



VICINITY MAP

SCALE 0 1/2 1 MILE

General Engineering Services, Inc. 2201 N. MIAMI AVENUE, SUITE 200 MIAMI, FLORIDA 33137 TEL: 305-358-1111	PROPERTY OF THE U.S. GOVERNMENT SOUTHERN DIVISION NAVAL AIR STATION KEY WEST, FLA.
PROJECT NO. N62467-85-C-0141 SUBPROJECT NO. 06-85-0141	TRUMAN ANNEX P H M BERTHING WHARF LOCATION B. VICINITY MAP
DATE: 10-23-85	PROJECT NO. 5157631
REVISED: _____	CONTRACT NO. N62467-85-C-0141
DATE: _____	REVISED: _____
BY: _____	REVISED: _____
DATE: _____	REVISED: _____
BY: _____	REVISED: _____
DATE: _____	REVISED: _____

C-1

DATE: 10-23-85

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

*Po Box 4837*



December 30, 2014

Josh Rowan  
Schooner Hindu  
Key West Bight Marina  
201 William Street  
Key West, FL 33040

Dear Josh,

Please consider this event production proposal for the Key West Sunset Celebration event in Key West, Florida, May 28-31 2015.

I propose working in the capacity of the event producer as part of the team with the Cultural Preservation Society and other area stakeholders, implementing and executing the direction of the team.

As part of the working relationship, I am willing to take a portion of the financial risk on the project, as well as reward, which I will discuss in the budget section of the proposal.

I have included a budget, project plan and a timeline schedule for the event.

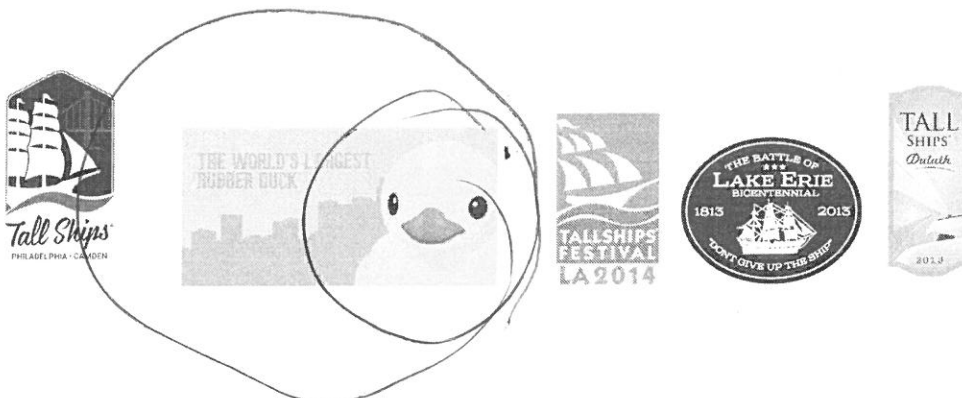
Ultimately, this is a community event and my goal is to produce an event that we can all be proud of; creates high visibility for the waterfront, increases tourism during this time period and the Cultural Preservation Society pays expenses and generates a profit for the future of the event.

Thank you for your thoughtful consideration of my proposal. I look forward to the possibility of working with your team on this great event.

Respectfully submitted,



Craig Samborski



**Sunset Celebration Welcomes The Tall Ships 2015**  
Event Committee Meeting 11-12-14

**REPORT**

We had a good meeting at Bill Rowan's house; thanks again Bill for hosting us.

In attendance were:

Bill Rowan - 305-394-4773; wrowan@gmail.com  
Josh Rowan - 305-394-4389; Sailrowan@gmail.com  
Don Sullivan - 305-294-8855; sullivankw22@gmail.com  
Monica Haskell - 305-304-5635; monicahaskell@gmail.com  
Sheila Mullins - 305-393-1391; skilkennym@gmail.com  
Mary Yardley - 321-917-3968; maryeyardley@gmail.com  
Andrea Comstock - 305-393-4306; andreacomstock@comcast.net

**License for use of Truman Waterfront Property - Dockage**

Ships we can likely expect to participate (out-of-town and local):

Picton Castle, Peacemaker, Western Union, Adirondak, America, Appledore, a Danger Charters boat, Jolly Rover, Hindu, Lynx or a Spanish Galleon.

Western Union's participation will be focused on fundraising and this will likely add appeal to our event request from the City. ACTION: Josh will talk to MSO (Stephanie) regarding Western Union participation.

The event will provide the venue for Western Union to promote their fundraising needs and can feature this aspect of the event somewhat, but the overall idea is to draw attention to all of the Tall Ships and promote Key West as a Tall Ships destination. All ships wishing to do so, can have an information/fundraising booth at the event.

Mary has knowledge and ties with the Outer Mole permitting process and Navy. She will kindly assist Don and Josh with securing the dockage permission.

ACTION: Josh/Don/Mary will meet with Doug Bradshaw who handles City/Truman Waterfront dockage requests and provide him with the necessary information regarding the ships that we anticipate will be in the festival and their dockage and other needs. A weather contingency plan must also be presented. We must find out if the City will allow us to drill into the concrete at the dock for temporary purposes. We need to find out if floating docks would be allowed. From there we need to ascertain: what does the City require from us i.e. any additional permits, safety requirements, Coast Guard approval, Navy approval, Caribe Nautica involvement(?), etc. What are any associated expenses with all of the above?

Josh or someone he designates, must be the one in charge of the ongoing needs of visiting ships for arrival/duration of stay/departure; there may well be additional expenses here.

**Application for City of Key West Special Event Permit - Mallory Square**

We are fortunate that Don's CPS non-profit organization provides the infrastructure needed to secure this permit. It does not appear that our event will require any additional insurance, garbage, recycling, port-a-lets, security.

For purposes of the event application to the City, CPS will be our non-profit benefitting from the event; however, CPS does not necessarily expect any monetary gain as an organization; the individual Sunset performers/artists will benefit from the additional traffic and the organization will gain recognition for hosting events in addition to Sunset Celebration. Next week, CPS will go before the City to get approval to conduct their activities at Mallory Square from 10 a.m. - 10 p.m. seven days a week. This will greatly enhance the ability of CPS to provide infrastructure and an artisan market type of setting for the Tall Ships event.

ACTION: Don will be in charge of securing this permit. At the same time, Andrea will consult with Don as to what is needed in order to obtain permission to sell alcoholic beverages (i.e. beer). Is existing security and liability sufficient or is an additional off-duty police officer and additional liquor liability insurance necessary?

## **Sponsorships/Revenue/Partnerships**

Patti has a grant submitted to pay for the Picton Castle and Peacemaker boats to participate in our event. We should know the results before the end of the month. Meanwhile, she suggested the idea of getting some advance PR for the event by getting a press release out to local and South Florida media regarding the availability of berths on the Picton, which is continuing its world sailing trip.

Other potential partner/sponsors include:

- Ed Swift /Old Town Trolley transport between Mallory Square and Truman Waterfront areas of event.
- World of Beers - Tim Pierce contribute percentage of sales
- Mel Fisher Treasure - Shawn Cowles helping to secure ships for event
- Local bank - in exchange they could have an ATM at event
- Wooden Boat - Harry Bryant lead a boat building class during event

Although we will try ideally to have very few if any expenses through partnerships and sponsorships; there is no doubt there will be expenses. The event budget submitted as part of our TDC application is a good starting point from which to identify them. Running expenses and income through an event bank account as opposed to piggybacking on the CPS bank account might be the better way to go.

## **Advertising/Promotion**

Before doing any significant advertising, we need Patti to help us understand what is/is not allowable with the use of the words "Tall Ships" in our event title.

ACTION: Josh and Andrea will confer with Patti as well as Aaron (her successor at Tall Ships America) on this issue. Either we find a way around it or we come up with \$5,000 -- many variables associated with this decision.

Tinsley Advertising can put together and implement a Media Plan that would use approximately \$8,000 of our \$10,000 TDC-funded advertising. In the budget that is part of our contract with TDC, \$500 is allocated to signage; that leaves \$9500, some of which could be used to pay a graphics person to produce the ads and some for local ads. Although using Tinsley would virtually guarantee reimbursement of our monies spent, it also would likely be the least economical use of the funding. We do have available some photo's that can be used for advertising and the capability to place our own ads, but must weigh this against the ease and assurance of handing it off to Tinsley.

ACTION: Andrea/Mary identify graphics designer who could assist with ads, website content, and a simple rack card or pamphlet that can be handed out to potential sponsors and attendees. Consider whether doing it ourselves is the better way to go and report back to group before making final determination.

### **Upon conclusion of meeting, these are our immediate tasks:**

- Secure permission for dockage
- Find out results of Patti's grant request
- Determine whether we can use some variation of Tall Ships name for event or if we need to pay them
- Decide whether to use Tinsley Advertising or do our own advertising using TDC funds.
- Decide whether to use a page or link on CPS website, create new website or somehow revive Classic Regatta website for our event.

It would be ideal if we could **accomplish these tasks by the end of the month** and report back to the group via e-mail, (or report back to me and I will distribute to group. Then we could move on to more of the particulars of the event i.e. more specific expense budget, ticketing and \$\$ arrangements with ships; arrangements with partners/sponsors; recruiting more partners/sponsors; program schedule and participants' needs; advertising and PR including internet presence.

Meeting adjourned 7 p.m.

Event Name: CPS Welcomes Historic Ships in Key West

## 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	will be using the existing Waste Management Act currently in place
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	Attached is insurance as part of their lease w/ City
X	Financial of previous event (If applicable)	New Event
X	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	

# CPS - Tall Ships Event May 28 - June 1, 2015

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

### EVENTS (INITIAL SIGNOFF):

✓ Maria Patuzzi 3/6/15  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PUBLIC WORKS

✓

\_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### POLICE DEPARTMENT

✓

\_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### FIRE DEPARTMENT

✓

\_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### KWDOT/PORT

✓

\_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### CODE COMPLIANCE

✓

\_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

(if denied attach explanation)

# CPS - Tall Ships Event May 28 - June 1, 2015

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

EVENTS (INITIAL SIGNOFF):

Maria Patuzzi 3/6/15  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KWDOT/PORT

R. Hernandez / KS 3-9-15  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

No effect  
\_\_\_\_\_  
\_\_\_\_\_

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

# CPS - Tall Ships Event May 28 - June 1, 2015

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

EVENTS (INITIAL SIGNOFF):

Maria Patuzzi 3/6/15  
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:

Jin Young 6 Mar 15  
SIGNATURE DATE

---

---

---

EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

(if denied attach explanation)

# CPS - Tall Ships Event May 28 - June 1, 2015

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

### EVENTS (INITIAL SIGNOFF):

maria pateuffi 3/6/15  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### PUBLIC WORKS

[Signature] 3/9/15  
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 DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_

DENIED \_\_\_\_\_

(if denied attach explanation)



# CPS - Tall Ships Event May 28 - June 1, 2015

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

EVENTS (INITIAL SIGNOFF):

Maria Patuzzi 3/6/15  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE

POLICE DEPARTMENT

Steven  
Torrence

Digitally signed by Steven Torrence  
DN: cn=STEVEN TORRENCE, o=KRWPD, ou=KRWPD,  
email=sttorrence@cityofkeywest.com, c=US  
Date: 2015.03.09 11:24:11 -0500

\_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

**They will need an ABT permit if  
they are going to see alcohol as the  
application states.**

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)

# CPS – Tall Ships Event

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

**EVENT (INITIAL SIGNOFF):**

**CONDITIONS/RESTRICTIONS**

\_\_\_\_\_  
SIGNATURE                      DATE

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\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS

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SIGNATURE                      DATE

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POLICE

\_\_\_\_\_  
SIGNATURE                      DATE

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\_\_\_\_\_

FIRE DEPARTMENT

SEE ATTACHED MEMO

Danny Blanco                      03/16/2015

\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
\_\_\_\_\_

PORT/KEY WEST DOT

\_\_\_\_\_  
SIGNATURE                      DATE

\_\_\_\_\_  
\_\_\_\_\_

CODE COMPLIANCE

\_\_\_\_\_  
SIGNATURE                      DATE

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KEY WEST PROPERTY  
MANAGEMENT

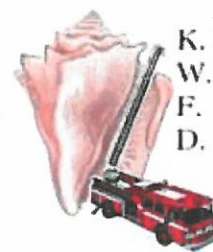
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PARKING DEPARTMENT

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SIGNATURE                      DATE

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## THE CITY OF KEY WEST

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

To: Key West Cultural Preservation Society (sullivankw22@gmail.com)

From: Division Chief/Fire Danny Blanco

Date: March 16, 2015

Reference: Tall Sails

This office reviewed the special event application for the Tall Ships Event to be held at Mallory Square on from May 28 to June 1, 2015.

The following conditions apply:

- There will be no cooking taking place for this event.
- Attached are the vendor regulations for special events.
- The Mallory Square closure needs to allow for emergency personnel passage.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

*Danny Blanco, Division Chief/Fire Marshal*

Key West Fire Department  
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Key West, Florida 33040  
305-809-3933 Office  
305-292-8284 Fax  
dblanco@keywestcity.com

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