

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Scott Gerke (Visualize Entertainment)

Address of Applicant(s) 1111 Georgia St. Key West, FL 33040

Phone Number of Applicant(s) 305-741-4375 Fax: _____ Email info@visualize-entertainment.com

Name of Non-Profit (s) Bahama Village Music Program

Address of Non-Profit(s) 103 Olivia St.

Phone Number of Non-Profit(s) 305-292-9628

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 10% net profit

Date/Dates of Event FBA Oct 3, 2014 - May 29, 2015

Hours of Operation Dusk until after movie (2 hr. movie) every Friday

Estimated/anticipated number of persons per day 200

Location of Event Bayview Park

Street Closed N/A

Detailed description of event Show movies for free on a big inflatable screen, weekly

Noise exemption required: Yes _____ No X

Alcoholic beverages sold/served at event: Yes _____ No X

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.

Scott Gerke S. Gerke
PLEASE PRINT AND SIGN
Applicants Signature

4/3/14
Date

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

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 of 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.

* (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: 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 which 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 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.

Sponsor's Signature

A handwritten signature in black ink, appearing to be the initials 'SD' with a stylized flourish.

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 

4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.

Sponsor's Signature 


5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.

Sponsor's Signature 

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 

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 


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 

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

Sponsor's Signature 

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 


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 


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 


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

Sponsor's Signature 

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

Sponsor's Signature 

15. Where a person has not applied for a special event permit and an event at 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 

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 SA

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 SA

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 SA

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.

Name of person: Waste Manager Phone number: _____

- Identify the recyclable commodities that will be used by the public and behind-the-scenes.

Aluminum _____ Glass _____ #1 Plastic _____ #2 Plastic _____ Steel _____
Corrugated Cardboard _____ Other: _____ Unknown

- 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: 2

- 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: 2 trash (96 gallon) 2 recycle (96 gallon)

- Capacity of containers on grounds: 96 gallon

Contact person for containers: Marquet Lara Phone #: 305-424-9136

- 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: Not necessary

- 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: Yes, Monday after

- 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: Trash in recycle

Actions taken: Will ask to remove trash and put in correct bin. Also show signs to make it easier.

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.

Problems: Trash barrel full of recyclables

Actions taken: Will remove and separate the two

- 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: Will do a monthly calculation.

- 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

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

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

S. Hale 6/12/14



Detail by Entity Name

Florida Profit Corporation

VISUALIZE ENTERTAINMENT INC

Filing Information

Document Number	P11000012975
FEI/EIN Number	274849483
Date Filed	02/07/2011
State	FL
Status	ACTIVE
Effective Date	02/07/2011

Principal Address

1111 Georgia Street
Key West, FL 33040

Changed: 04/26/2013

Mailing Address

1111 Georgia Street
Key West, FL 33040

Changed: 04/26/2013

Registered Agent Name & Address

Gerke, Scott
1111 Georgia Street
Key West, FL 33040

Name Changed: 04/26/2013

Address Changed: 04/26/2013

Officer/Director Detail

Name & Address

Title P

GERKE, SCOTT C
1111 Georgia Street
Key West, FL 33040

Annual Reports

Report Year	Filed Date
2012	03/14/2012
2013	04/26/2013
2014	04/10/2014

Document Images[04/10/2014 -- ANNUAL REPORT](#)

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[04/26/2013 -- ANNUAL REPORT](#)

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[03/14/2012 -- ANNUAL REPORT](#)

View image in PDF format

[02/07/2011 -- Domestic Profit](#)

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State of Florida, Department of State



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:

None will be needed

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



KEY WEST FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE

Please Check All That Apply To This Event

Cooking

- Deep Frying/Open Flame
- Charcoal Grill
- Gas Grill
- Food Warming Only
- Catered Food
- Plan for Cooking Oil Disposal
- No Cooking on Site

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

- Map of Closed Road with Fire Lane & Vendor Booth(s) Locations

Tents (More Than 200 SqFt.)

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

Food Booths

- Food Booths – Total # _____
- Vendor Booths – Total # _____
- Total Number of Booths - _____

Parade

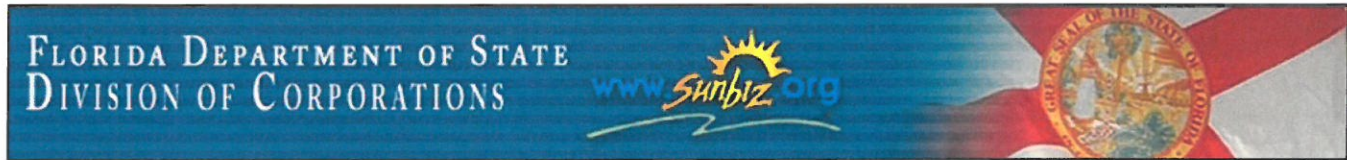
- Floats – Total # _____

Event Name: Visualize Entertainment Inc
FREE MOVIES at Bayview Park

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	
?	Recycling deposit \$1,000.00	Will need to be discussed
X	Recycling Plan	
X	Authorization Letter for continuous cleaning of recycled area	
X	Signatures of No Objection of Street closure (If applicable)	N/A
	Insurance naming the City as additional insured	
X	Financial of previous event (If applicable)	FIRST TIME event FREE MOVIES
	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	



Detail by Entity Name

Florida Profit Corporation

VISUALIZE ENTERTAINMENT INC

Filing Information

Document Number	P11000012975
FEI/EIN Number	274849483
Date Filed	02/07/2011
State	FL
Status	ACTIVE
Effective Date	02/07/2011

Principal Address

1111 Georgia Street
Key West, FL 33040

Changed: 04/26/2013

Mailing Address

1111 Georgia Street
Key West, FL 33040

Changed: 04/26/2013

Registered Agent Name & Address

Gerke, Scott
1111 Georgia Street
Key West, FL 33040

Name Changed: 04/26/2013

Address Changed: 04/26/2013

Officer/Director Detail

Name & Address

Title P

GERKE, SCOTT C
1111 Georgia Street
Key West, FL 33040

Annual Reports

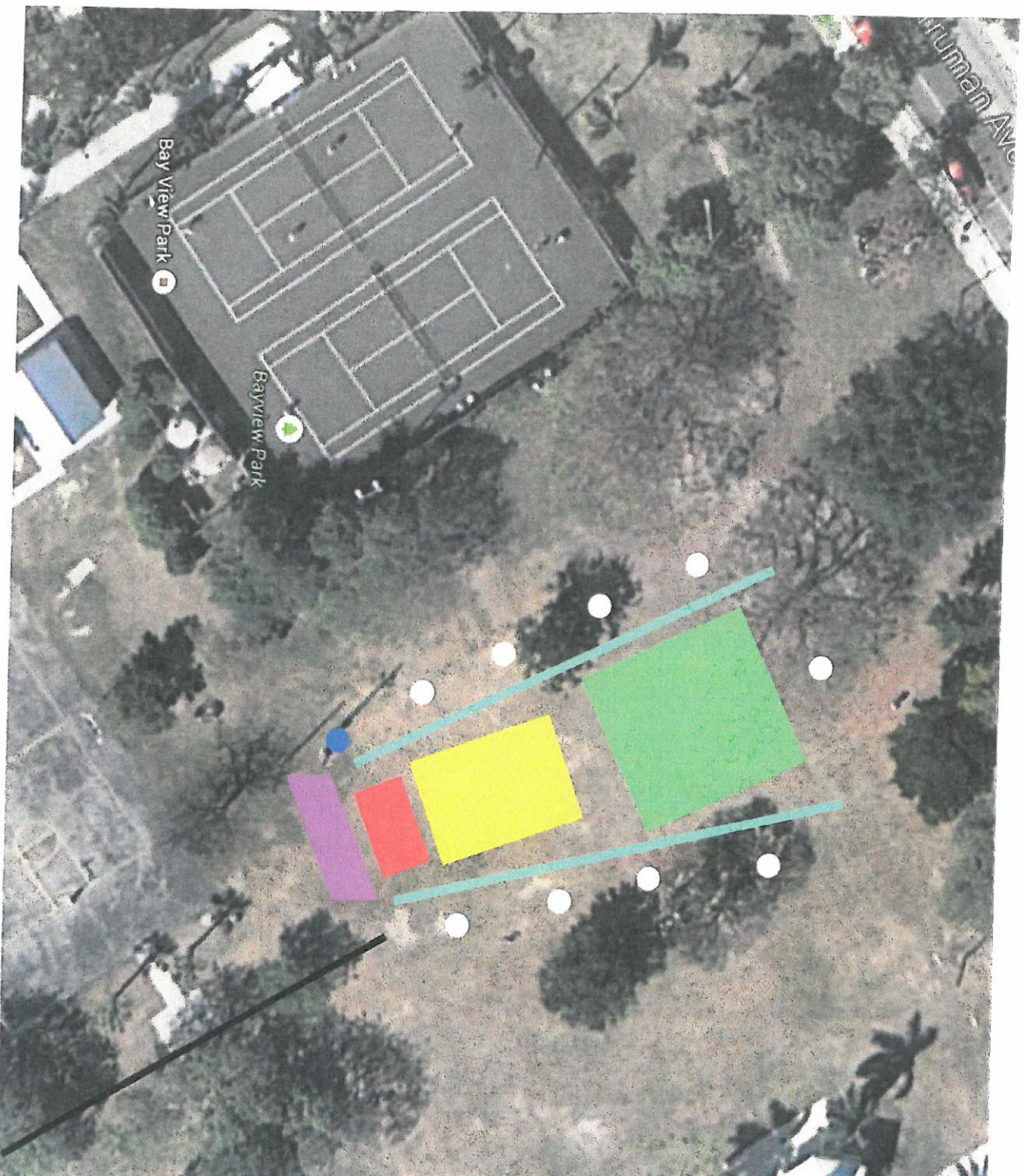
Report Year	Filed Date
2012	03/14/2012
2013	04/26/2013
2014	04/10/2014

Document Images

04/10/2014 -- ANNUAL REPORT	View image in PDF format
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03/14/2012 -- ANNUAL REPORT	View image in PDF format
02/07/2011 -- Domestic Profit	View image in PDF format

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State of Florida, Department of State

Outdoor Movie Layout



-  Projector Screen
20'Wx8'Dx12'T
-  Safety Zone
Although the screen will be anchored down, we still want to create a safety zone the height of the screen for extra precaution. People will not be allowed in this area.
-  Blankets Only
We want to make sure there aren't any chairs in this zone to maximize viewing area for everyone, especially children.
-  Chairs & Blankets
This zone will allow any lawn chairs as well as blankets
-  Viewing Angle
This will be the direction of the viewing area, which we believe can hold up to 300 people
-  Electricity
The nearest outlet is within 10 feet
-  Length to sidewalk
120' with the sound level being around 60dB
-  Trash Cans (in white)
We will have them placed every 11 paces outside of the viewing area to minimize litter

Pictures of Our Vision



FREE

MOVIE
under the stars

Wetherby Field at 8:30pm

April 1: Tangled | April 8: Megamind
April 15: Despicable Me | April 22: The A-Team
April 29: Yogi Bear

Free popcorn while supplies last | Drinks and snacks on sale
Open to public | Coolers and pets welcome





Craig Cates
Mayor



3126 Flagler Avenue
(305) 809-3840
ccates@keywestcity.com

THE CITY OF KEY WEST

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

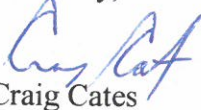
July 7, 2014

To Whom It May Concern:

I am writing this letter showing support for the Bay View Park Movie Series starting October 3, 2014 and going through May 29, 2015. With the exception of January 16, 2014 for the Seafood Festival and March 6, 2015 for the Conch Fest.

Because it is family oriented, I feel that this will greatly benefit the community and will add value to the city of Key West.

Sincerely,


Craig Cates
Mayor

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



To Whom It May Concern:

I, Scott Gerke, am stating that there will be trash and recycle cans placed around the perimeter of the viewing area to insure that people clean up after themselves. We will have volunteers to help clean up after the movie to make sure that Bayview Park looks as clean as it was before each viewing. We will partner up with Waste Management to make sure we have the necessary amount of cans, as well as a scheduled pick up.

Thank you,

Scott Gerke

Owner, Visualize Entertainment, Inc.
info@visualize-entertainment.com
305-791-4375



DJ - LIGHTING - PHOTO BOOTH

To Whom It May Concern:

I, Scott Gerke, am stating that there will be no alcohol condoned at our movies on the lawn events at Bayview Park. We will work hard to insure that our word is kept and will let all the guests know in our advertising. We want this to be a family-oriented event and alcohol will not be tolerated.

Thank you,

A handwritten signature in black ink, appearing to read "S Gerke", written in a cursive style.

Scott Gerke

Owner, Visualize Entertainment, Inc.

info@visualize-entertainment.com

305-791-4375

Lara, Margret

to Visualize

Jun 5 (7 days ago)

We will do a 6 month trial donation to the event. We will give you (2) 96 gallon totes for garbage and (2) 64 gallon totes for recycle. We will set up the agreement 1 month prior to the event.

Thank you,

Margret Lara

Franchise Territory Manager
mlara5@wm.com

Waste Management

125 Toppino Industrial Dr.
Key West, Fl. 33040
Tel [305-434-9136](tel:305-434-9136)
Call [305-797-3312](tel:305-797-3312)

Waste Management recycles enough materials in one year to fill the Empire State Building more than 27 times. Find out how you can recycle at home and work. Visit www.thinkgreen.com.

From: scottgerke@gmail.com [mailto:scottgerke@gmail.com] **On Behalf Of** Visualize Entertainment

Sent: Wednesday, June 04, 2014 8:16 PM

To: Lara, Margret

Subject: Re:



May 14th, 2014

City of Key West
3132 Flagler Ave
Key West, FL 33040

Bahama Village Music Program will be co-sponsoring Visualize Entertainment's "Movies on the Lawn." Visualize Entertainment has agreed to allow BVMP to set up a table displaying information about our program and accepting donations. BVMP will also provide volunteers at the events. In addition, 10% of the net proceeds will be donated to the Bahama Village Music Program.

Thank you,

A handwritten signature in black ink that reads "Katchen D".

Katchen Duncan
BVMP Program Director
103 Olivia St.
Key West, FL 33040
(305) 292 9628
katchen@bvmpkw.org

Tax ID: 30-0134445

A row of six stylized, yellow-green cartoon figures representing children playing various musical instruments. From left to right: a child with arms raised, a child playing a guitar, a child playing a trumpet, a child playing a flute, a child playing a saxophone, and a child playing a keyboard. Below the figures is a light green background with a dark blue border at the bottom.

The Bahama Village Music Program is an independent and not-for-profit 501 (c) 3 organization dedicated to providing music education to children who otherwise do not have access to specialized music instruction. IRS Tax ID # 30-0134445

Bahama Village Music Program ~ 103 Olivia Street ~ Key West, FL 33040 ~ (305) 292-9628 ~ www.bvmpkw.org



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Visualize Entertainment, Inc.
Movies at Bayview Park

October 3, 2014 through May 29, 2015

I Scott Gerke being authorized to act on behalf of and legally bind Visualize Entertainment, 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.

Mania Ratajski
Signature of Witness

Mania
Print Name

8/13/14
Date

Scott Gerke
Signature of Applicant

Scott Gerke
Print Name

8/13/14
Date



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/12/2014

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 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).

PRODUCER
G.A. Mavon
10 W. Chicago Ave.
Hinsdale, IL 60521
(630)655-2400

INSURED
Scott Gerke
1111 Georgia Street
Key West, FL 33040

CONTACT NAME: G.A. Mavon
PHONE (A/C, No, Ext): (630)655-2400
FAX (A/C, No): (630)654-4447
E-MAIL ADDRESS: info@mavon.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Northfield Insurance Company	
INSURER B :	
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			WS213967	6/1/2014	6/1/2015	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 For General Liability only: The certificate holder is noted as additional insured with respects to claims arising out of the operations of the named insured per form CG2010(7/04)

CERTIFICATE HOLDER

CANCELLATION

Bayview Park, Key West
 City of Key West
 3132 Flagler Avenue
 Key West, Fl. 33040

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



DJ · LIGHTING · PHOTO BOOTH

info@visualize-entertainment.com

305-791-4375

Scott Gerke, owner

1111 Georgia Street

Key West, FL 33040

Proposal for:
**Public Viewing of Movies in
Key West**

Proposal Description:

Movies on the lawn is a value-added event that will give Key West citizens the opportunity to watch a movie in a community based setting, providing entertainment for all ages, including well behaved pets. This event will be designed to be free to the public.

Project Description:

The movies will be viewed on a large format video screen, using a projector to show the film and a basic speaker system for sound. The size of the screen will vary depending on location, but our goal is to provide a larger-than-life presentation. Visualize Entertainment has all the necessary equipment and licenses to perform a safe and professional movie night, as the safety of the citizens will be our number one concern. We are also going to sponsor a different charity every month, giving them a table to display their organization as well as ask for donations. We believe that showing a movie at least once a week is a good way to create a routine for the citizens, giving everyone some kind of free entertainment to look forward to at end their workweek and relax with their family and friends.

Budget Analysis:

We understand that the cost of such a proposal can be a big deciding factor and would like to work out a deal with the city. Because of the added value to the citizens and charity work we will be incorporating, we ask that the city sponsor us by way of waving the fee for the park and electricity. We will be going around town asking local businesses to sponsor our movie night, in return, showing ad reels before and after the movie.

Organization Details:

Our company would be in charge of the entire operation, from setting up the production to creating flyers, as well as creating ads for Key West to run on the Internet and print media. We will help create a clean and safe environment for all ages and could possibly provide popcorn at cost. The times we would show the movies would be based on the time of year, but would begin at dusk with light music being played before and after the show. The downtime could also be an outlet for Key West to advertise upcoming events. The sound ordinance will not be breached and we will take extra care in the concern of neighbors surrounding the park.

Conclusion:

Visualize Entertainment has been looking for a way to provide entertainment to the city of Key West and feels that this program would bring more value to the city as it is a free, community-based offering that is available to all ages. There is also a great deal of potential with this idea and will be seen as an attraction, giving opportunity to generate money for the city. We ask that you take some time to consider our proposal and look forward to any questions you may have.

Certifications & Licenses



TECHNICIAN:
Jason Hoegle
ETCP CERTIFIED:
Entertainment Rigger - Theatre
CERTIFICATION NUMBER:
1268
EXPIRES:
9/16/2016

To confirm certification see <http://etcp.plasa.org>



Above are certifications to show that we have professional training to operate such an event.

ETCP Certification Description:

It is an industry-wide program that has brought together to create a program of rigorous assessments for professional technicians. ETCP focuses on disciplines that directly affect the health and safety of crews, performers, and audiences.

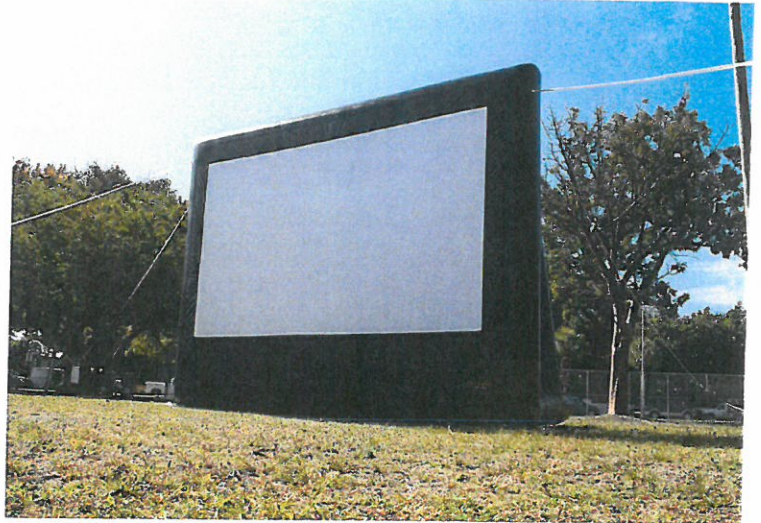
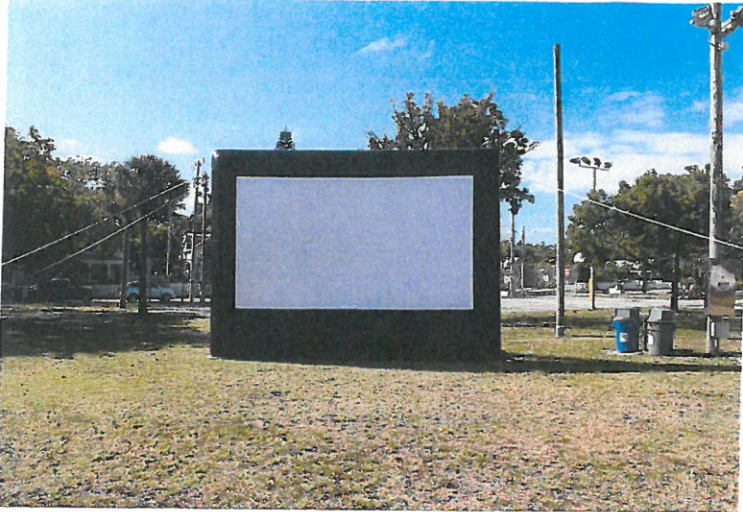
OSHA Construction & Health Training:

This training covers everything from electrical hazards to fall protection.

We are also a full-time entertainment company with knowledge and certification in power distribution and professional audio.


Our Big Screen at Bayview Park

Because our screen is made of PVC and is completely inflatable, it allows us to create a safe environment while still providing great entertainment on a larger-than-life movie screen.



Outdoor Movie Layout



-  **Projector Screen**
20'Wx8'Dx12'T
-  **Safety Zone**
Although the screen will be anchored down, we still want to create a safety zone the height of the screen for extra precaution. People will not be allowed in this area.
-  **Blankets Only**
We want to make sure there aren't any chairs in this zone to maximize viewing area for everyone, especially children.
-  **Chairs & Blankets**
This zone will allow any lawn chairs as well as blankets
-  **Viewing Angle**
This will be the direction of the viewing area, which we believe can hold up to 300 people
-  **Electricity**
The nearest outlet is within 10 feet
-  **Length to sidewalk**
120' with the sound level being around 60dB
-  **Trash Cans (in white)**
We will have them placed every 11 paces outside of the viewing area to minimize litter

Visualize Entertainment

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Ratauph 8/6/14
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

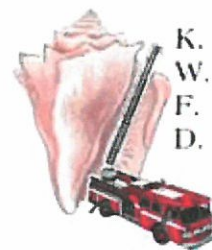
Jimmy Young 5 Aug 14
SIGNATURE DATE

DOUG BRADSHAW/PORT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



THE CITY OF KEY WEST

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

To: Visualize Entertainment (info@visualize-entertainment.com)

From: Division Chief/Fire Marshal Danny Blanco

Date: August 7, 2014

Reference: Visualize Entertainment

This office reviewed the special event application for the Visualize Entertainment to be held at Bayview Park on Oct 3, 2014 thru May 29, 2015

The following conditions apply:

- There shall be no cooking for this event. If any cooking takes place on city property there needs to be a Life Safety Inspection, and may require a fire safety watch during the event hours.
- Attached are the vendor regulations for special events.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Daniel Blanco, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Blvd.
Key West, Florida 33040
305-809-3933 Office
305-293-8399 Fax
dblanco@keywestcity.com

Serving the Southernmost City

305 809 3933

Visualize Entertainment

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS

SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE

SIGNATURE DATE

FIRE DEPARTMENT

SEE ATTACHED MEMO

Daniel Blanco 8/07/14
SIGNATURE DATE

PORT/KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Visualize Entertainment

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Ratauph 8/6/14
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ **PUBLIC WORKS**

[Signature] 13 AUG 14
SIGNATURE DATE

✓ **POLICE DEPARTMENT**

SIGNATURE DATE

✓ **FIRE DEPARTMENT**

SIGNATURE DATE

✓ **KEY WEST DOT**

N/A
SIGNATURE DATE

✓ **CODE COMPLIANCE**

SIGNATURE DATE

✓ **DOUG BRADSHAW/PORT**

N/A
SIGNATURE DATE

✓ **PARKING DEPARTMENT**

N/A
SIGNATURE DATE

