

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

Name of Applicant(s) KEY WEST SONGWRITERS FESTIVAL

Address of Applicant(s) 1723 Jamaica DR. KEY WEST FL 33040

Phone Number of Applicant(s) 305-304-0814 Fax: N/A Email KWSWF@aol.com

Name of Non-Profit (s) SHARE Military Initiative at Shepherd Ctr.

Address of Non-Profit(s) 2020 Peachtree Rd., NW Atlanta, GA 30309

Phone Number of Non-Profit(s) 615-656-3934 / 404-352-2020

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$5,000.00

Date/Dates of Event May 4th

Hours of Operation noon - 11pm

Estimated/anticipated number of persons per day 3000

Location of Event 200 Block of Duval Street

Street Closed Duval (200 Block only)

Detailed description of event Concert held from 6-10pm. Street closure needed @ noon for stage set up.

Noise exemption required: Yes  No

Alcoholic beverages sold/served at event: Yes  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.

Charlie Bauer  
PLEASE PRINT AND SIGN

Applicants Signature

1/23/2013

Date

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

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

**\$50.00**

Date 1/5/2013

Applicant Name KEY WEST SONGWRITERS FESTIVAL  
 Applicant Address 1723 Jamaica Drive Key West, FL 33040  
 Applicant Phone Number 305-304-0814  
 Event Name KEY WEST SONGWRITERS FESTIVAL - MAIN EVENT CONCERT  
 Event Address/Location 200 Duval Street  
 Date of Event MAY 4<sup>th</sup>, 2013  
 Nature of Event STREET CONCERT

Profit  Non Profit   
 Time(s) Request for Exemption 5pm -  
 Number of Exemptions at this location this calend  
 Date of last exemption MAY 5, 2012

City of Key West  
 \*\*\* CUSTOMER RECEIPT \*\*\*  
 Oper: KEYWNGM Type: OC Drawer: 1  
 Date: 2/06/13 45 Receipt no: 38575

Description	Quantity	Amount
SS SPECIAL EVENTS PAYMENTS	1.00	\$50.00

G/L account number:  
 00100003429300  
 00100001040000

NOISE EXEMP KW SONGWRITERS

Tender detail		
CK CHECK	1408	\$50.00
Total tendered		\$50.00
Total payment		\$50.00

Trans date: 2/06/13 Time: 10:00:56

ORDINANCE NO. 02-09

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

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

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

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

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

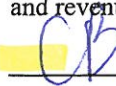
- (a) The organizer or sponsor of any festival, street fair, fair, carnival, athletic event, contest, competition, parade, fundraiser, rally, boat or car race or other special event which requires city authorization, whether by administrative permit or city commission approval, and which requires the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

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

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

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

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

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

Section 2.

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

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

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

Section 3.

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

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

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

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

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

Section 4.

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

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

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

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

Section 6

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

**Sec. 6-61. Temporary bathroom facilities.**

Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent (5%) of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons 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 16<sup>th</sup> day of October, 2002.

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






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

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

Filed with the Clerk November 21, 2002.

Sponsor's Signature 

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

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 CB

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 CB

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 CB



# Complete Checklist for Event Recycling

## City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Charlie Bauer Phone number: 305-304-0814
- 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:
- 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: 12 each
- 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: margaret lara
- Capacity of containers on grounds: 96 gal.  
Contact person for containers: margaret Phone #: 434-9136
- 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: being organized by margaret instructions to follow
- 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: pick up monday
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

containers must be adjacent to trash barrels in order to reduce contamination problems.

- Monitor recycling containers for correct usage during the event and take actions to solve problems.  
Problems: \_\_\_\_\_  
Actions taken: \_\_\_\_\_  
\_\_\_\_\_
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.  
Problems: \_\_\_\_\_  
Actions taken: \_\_\_\_\_  
\_\_\_\_\_
- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program  
Comments: \_\_\_\_\_  
\_\_\_\_\_
- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- At the end of the event, remove signs and arrange for their return to owners.
- Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.  
Amount of material: \_\_\_\_\_  
Contamination: \_\_\_\_\_
- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- Share the results with event organizers.
- Security deposit of \$1000.00 must be submitted prior to the event.
- Security deposit returned: \_\_\_\_\_

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

KEY WEST SONGWRITERS' FESTIVAL  
1723 JAMAICA DR  
KEY WEST, FL 33040

1407

63-751/631 10813  
2000048109806

1-29-13

Date

PAY to the  
order of

CITY OF KEY WEST

\$ 1000.00

One thousand

Dollars



Security  
Features  
Details on  
Back



Wells Fargo Bank, N.A.  
Florida  
wellsfargo.com

DEPOSIT

For

STREET CLOSURE

MP

[REDACTED MICR LINE]

City of Key West

\*\*\* CUSTOMER RECEIPT \*\*\*

Oper: KEYWGM Type: OC Drawer: 1  
Date: 2/06/13 45 Receipt no: 38574

Description	Quantity	Amount
ZZ UNUSUAL PAYMENT	1.00	\$1000.00

G/L account number:  
00100002200100

RECYCLING KW SONGWRITERS

Tender detail		
CK CHECK	1407	\$1000.00
Total tendered		\$1000.00
Total payment		\$1000.00

Trans date: 2/06/13 Time: 9:59:51



## SPECIAL EVENT RECYCLE PLAN

EVENT; KEY WEST SONGWRITERS FESTIVAL MAIN EVENT

DATE; MAY 4, 2013

TIME; noon – 11pm (concert 6pm-10pm)

Festival Recycle committee will coordinate

### With Waste Management:

Number of recycle bins needed (one recycle bin/one trash place side by side)

Drop of and Pick up of recyclables, containers, liners

Placement of Bins throughout event site

Ensure bins are clearly marked "recyclables"

### With Event Staff:

Recycling Education and requirements (one recycle/one trash, monitor bins, adequate bins at event entrances, aware of all receptacles surrounding event)

Staff to encourage and promote recycling

Ensure bins are clearly marked to avoid sorting trash from recyclables

Cardboard Collection done behind the scenes

### With Private Vendors:

Bins for cans and bottles within 50 ft of all drink/drink sale locations and placed behind each drink location



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.

A handwritten signature in blue ink, appearing to be "CB", is written over a horizontal line.

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Dear Neighbors,

This is to notify you that **Key West Songwriters Festival** has applied to the Key West City Commission for a Special Event Permit under Section 6-86 of the City's Noise Control Ordinance. The application is for an event to take place on **Saturday, May 04, 2013 5:00 p.m. to 11:00 p.m. at 200 Block of Duval Street**, which is located within 100 feet of your property. A hearing on the application will take place at the following:

**City Commission Meeting**

**Tuesday, March 05, 2013**

**at 6:00 P.M.**

**Old City Hall**

**510 Greene Street**

If you have any questions, please contact Maria Ratcliff in the City Manager's Office at 305-809-3881.





**Signatures of NO Objection to Street Closure**

**EVENT; KEY WEST SONGWRITERS FESTIVAL MAIN EVENT Concert**

**DATE; MAY 4, 2013**

**TIME; 6PM – MIDNIGHT**

*No beverages or food items will be sold by the Festival or booths set up on Duval Street.*

**RICKS ENTERTAINMENT COMPLEX** *Fred Perry*

**DUVAL BEACH CLUB** *MADILEY MCCAIN*

**COYOTE UGLY** *Jan R. Hill*

**BULL/ WHISTLE**

**FOGARTY'S / FLYING MONKEY**

**MAD ROOSTER** *[Signature]*

**CHEESEBURGER KEY WEST** *[Signature]*

**SHORTYS** *[Signature]*

**IRISH KEVINS** *[Signature]*

**THE LAZY GECKO** *[Signature]*

**SLOPPY JOES** *[Signature]*

*Ferry*

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
1/23/2013

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).

<b>PRODUCER</b> <b>FRANCIS L. DEAN &amp; ASSOCIATES, LLC</b> 1776 S. NAPERVILLE ROAD, BLDG-B P.O. BOX 4200 WHEATON, IL 60189 <u>www.fdean.com</u> (800)745-2409	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): 800-745-2409      FAX (A/C, No): 630-665-7294 E-MAIL ADDRESS: info@fdean.com														
INSURED      SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS:  <b>Bauer Restaurants, Inc. dba The Key West Songwriters Fest</b> 412 White Street Key West, FL 33040	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> <tr> <td>INSURER A: Riverport Insurance Company</td> <td>36684</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Riverport Insurance Company	36684	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER A: Riverport Insurance Company	36684														
INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES**      **CERTIFICATE NUMBER:** SO164362-00      **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	<b>GENERAL LIABILITY</b>			FLDG180313	5/1/2013	5/6/2013	GENERAL AGGREGATE	\$2,000,000.00
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						PRODUCTS - COMP/OP AGG	\$2,000,000.00
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X					PERSONAL & ADV INJURY	\$1,000,000.00
	GEN'L AGGREGATE LIMIT APPLIES PER:						EACH OCCURRENCE	\$1,000,000.00
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						FIRE DAMAGE (Any one fire)	\$300,000.00
	<b>AUTOMOBILE LIABILITY</b>						MED EXP (Any one person)	\$5,000.00
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident)	\$
	<input type="checkbox"/> ALL OWNED AUTOS						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> HIRED AUTO						BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	<input type="checkbox"/> NON-OWNED AUTOS							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR						EACH OCCURRENCE	\$
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE						AGGREGATE	\$
	DED      RETENTION \$							\$

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 The certificate holder is named as additional insured with respect to liability arising out of the operations of the named insured during the policy period.  
 Festival Activities

<b>CERTIFICATE HOLDER</b> City of Key West <del>604 Simonton St.</del> <i>3132 Flagler Avenue</i> Key West, FL 33040	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE <p style="text-align: center; font-size: 1.2em;">Francis L. Dean</p>
---	--



Maria Ratcliff <[mratclif@keywestcity.com](mailto:mratclif@keywestcity.com)>

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**Re: kw songwriters fest duval street closure info**

1 message

---

**smokintunakw@aol.com** <[smokintunakw@aol.com](mailto:smokintunakw@aol.com)>  
To: [mratclif@keywestcity.com](mailto:mratclif@keywestcity.com)

Tue, Jul 31, 2012 at 1:17 PM

Maria,

Per our conversation, The Key West Songwriters' Festival put on the street concert on May 5th, 2012 as a thank you to all of the businesses and individuals who support the festival every year.

We did not put up booths or collect money in any other way for this street event. We wanted the bars in the 200 block and beyond to receive the benefit of the business during the event. We did collect \$5060.00 in raffle money which we donated to Operation Homefront the non-profit company we worked with this year (please see attached letter).

The cost to put this event on:

\$4500.00	Stage, Sound and Lighting.
\$5000.00	Jeffrey Steele Band
\$1200.00	KW Police Dept Security
\$500.00	Setup & Cleanup

Thank you,

Charlie Bauer  
Smokin' Tuna Saloon  
KW Songwriters' Festival  
[305.304.0814](tel:305.304.0814)

In a message dated 7/23/2012 9:58:28 A.M. Eastern Daylight Time, [mratclif@keywestcity.com](mailto:mratclif@keywestcity.com) writes:

Call on Monday of next week. Too much going on right now. Thanks

On Fri, Jul 20, 2012 at 11:16 AM, <[smokintunakw@aol.com](mailto:smokintunakw@aol.com)> wrote:  
Maria,

Believe it or not our NP just got a letter back to me. I need to speak to you regarding the financial's that go with this. The street closure event was a gift back to KW from the fest. It cost \$5000 for the band plus the expense of the light, sound and staging. There were no tickets sold etcetera.

Please advise or give me a time to discuss this with you.

Thank you and sorry for the delay!

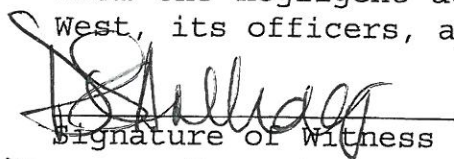


# THE CITY OF KEY WEST

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

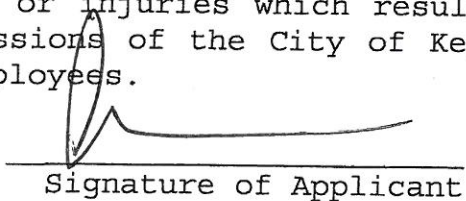
## RELEASE AND INDEMNIFICATION Key West Songwriters Festival 200 Block of Duval Street Saturday, May 4, 2013

I Charlie Bauer being authorized to act on behalf of and legally bind Key West Songwriters Festival doing business as the legal entity or association on whose behalf this application is made, do hereby release the City of Key West, its officers, agents and employees from any and all liability for damages arising out of, or related to the activities for which application for leave to use City property has been submitted; and do hereby further agree, on behalf of said entity or association to indemnify, and hold harmless the City of Key West, its officers, agents, and employees from and against any and all damages to personnel or property of the City, and against all claims for damages or injuries to other persons or property of any nature whatsoever, and for defense costs, including attorneys' fees at both trial and appellate levels, arising from the actions or omissions of the person(s) or legal entity(ies) on whose behalf the application is submitted, including, but not limited to, the sale and dispensing of alcoholic beverages, or otherwise arising from the actions of their members, licensees, customers, guests, invitees, or participants in the related activities permitted. The foregoing Release and Indemnification agreement does not apply to those claims for damages or injuries which result from the negligent actions or omissions of the City of Key West, its officers, agents, and employees.

  
Signature of Witness

Danielle S. Holliday  
Print Name

2/5/2013  
Date

  
Signature of Applicant

CHARLES BAUER  
Print Name

2-5-13  
Date

Crazy shirts

Polar ice cream

barricade

barricade

Tropical

RICKS

STAGE

Sloppy Joes

Lazy Gecko

Irish Kevins

Shorty's

cheesburger

Mad Rooster

Fogarty's

Beach club

Coyote Ugly

Bull/Whistle

barricade

OO = trash/recycle contain.



Maria Ratcliff <mratlif@keywestcity.com>

charity letter for street closure

Kwswf <kwswf@aol.com>  
To: "mratlif@keywestcity.com" <mratlif@keywestcity.com>  
Key West Songwriters Festival



Shepherd Center  
FOUNDATION

January 7, 2012

Ms. Danielle Holliday  
Key West Songwriters Festival  
1723 Jamaica Dr.  
Key West, FL 33040

Dear Dani,

Thank you for selecting Shepherd Center's SHARE Military Initiative as the beneficiary for your 18th Annual Key West Songwriters Festival. You have permission to use the name SHARE Military Initiative promoting your festival and raising funds to benefit our Military patients suffering from Traumatic Brain Injury and Post Traumatic Stress Syndrome.

SHARE Military Initiative at Shepherd Center is a comprehensive rehabilitation program that focuses on assessment and treatment for service men and women who have sustained a mild to moderate traumatic brain injury and PTSD from the Afghanistan and Iraqi conflicts—at NO CHARGE to the veterans or their families. We provide assistance, support, and education to service members and their families during their recovery treatment and beyond. In addition, the program compiles data that is beneficial to policy and legislative change to provide for unfunded services.

Name as it should appear on website, printed material and festival merchandise:  
SHARE Military Initiative (SHARE is all caps and Sans Serif font)

Hyperlink to festival website <http://www.shepherd.org/SHARE>

We will reciprocate on our website with a hyperlink to yours if you will provide us with your logo and

SHARE Military Initiative  
2020 Peachtree Rd., NW  
Atlanta, GA 30309

Contact: Dean Melcher  
2020 Peachtree Rd., NW  
Atlanta, GA 30309

Please direct all event related correspondence to Shauna Collins at Beyond Therapy,  
277 Mallory Station Road, Ste. 117, Franklin, TN 37067. 615/656.3934

Thanks for supporting SHARE Military Initiative. We look forward to working with the Key West Songwriters Festival in raising funds for our nation's finest service men and women.

Sincerely,



  
Dean Melcher  
Director of Development Operations

.....  
2020 Peachtree Road, NW Atlanta, GA 30309-1465 404-352-2020 [give@shepherd.org](mailto:give@shepherd.org) [shepherd.org](http://shepherd.org)



Supporting the families of our service members and wounded warriors

July 13, 2012

Key West Songwriters' Festival  
1723 Jamaica Drive  
Key West, FL 33040

Attn: Mr. Charlie Bauer

Dear Charlie,

On behalf of Operation Homefront and the thousands of military families, service members and wounded warriors we serve, I want to personally **thank you for your generous gift of \$5,060.00, received on June 20, 2012.** All of us at Operation Homefront appreciate your support and patriotism, and most importantly, your recognition of the hardships the families of our deployed service members endure each day.

Your gift will provide help to military families left behind by deployed service members and to our wounded when they return home. Your financial support will be used to help military families with crises like:

- Car, appliance and home repairs beyond the family's budget;
- Gift certificates to help families in need of food, clothing and baby items; and
- Monetary grants for unexpected financial situations ranging from eviction to extraordinary household expenses.

We are extremely proud of the fact that Operation Homefront has an audited record where we can demonstrate that **\$0.94 of each dollar we raise goes to the intended recipients** — virtually unheard of with most nonprofit organizations. To date, Operation Homefront has provided emergency assistance to **more than 45,000 military families and personnel nationwide.** At any given time, **nearly 500,000 U.S. Armed Forces personnel are deployed in more than 140 countries.**

Best regards and thank you once more for your generous donation.

Sincerely,

Amy Palmer  
Chief Operating Officer

Please keep this letter, as it serves as your receipt. FEIN: 32-0033325 501(c)(3)





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

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Please Check All That Apply To This Event

Cooking

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

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

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

Food Booths

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

Parade

- Floats – Total # \_\_\_\_\_



Event Name: Key West Songwriters Festival

## Special Event Checklist

Everything must be checked off before submitting the special event application

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

# Key West Songwriters Festival

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

EVENTS (INITIAL SIGNOFF):

Mauro Ratchford 1/23/2013  
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:

Jing 5 Feb 13  
SIGNATURE DATE

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

EVENTS:

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

DENIED \_\_\_\_\_

(if denied attach explanation)

# Key West Songwriters Festival

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

### EVENTS (INITIAL SIGNOFF):

Marie Ratchford / 1/23/2013  
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)

# Key West Songwriters Festival

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

### EVENTS (INITIAL SIGNOFF):

Mauro Rasturo 1/23/2013  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

### PUBLIC WORKS

[Signature]  
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)



Maria Ratcliff <mratclif@keywestcity.com>

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## Key West Songwriters Festival

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**Myra Wittenberg** <mwittenb@keywestcity.com>

Wed, Feb 6, 2013 at 8:36 AM

To: Maria Ratcliff <mratclif@keywestcity.com>

No conflicts - thanks!

[Quoted text hidden]

--

Respectfully,

Myra Wittenberg, CCTM  
Manager, Transportation  
CITY OF KEY WEST  
PO Box 1078  
Key West, FL 33040

# Key West Songwriters Festival

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

### EVENTS (INITIAL SIGNOFF):

Maria Rarudo 1/23/2013  
SIGNATURE DATE

### CONDITIONS/RESTRICTIONS:

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

### PUBLIC WORKS

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

### CONDITIONS/RESTRICTIONS:

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

### POLICE DEPARTMENT

[Signature] 2/5/13  
SIGNATURE DATE

### CONDITIONS/RESTRICTIONS:

① The following street will need to be close because of crowd  
100-200 Block Duval  
400-500 Block of Green

### FIRE DEPARTMENT

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

② Extra Duty officers required

### KWDOT/PORT

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

③ Applicant must contact KWP D - Special Events officer before approval.  
or

### CONDITIONS/RESTRICTIONS:

④ APPLICANT'S NAME UNRENDERABLE

### CODE COMPLIANCE

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

### CONDITIONS/RESTRICTIONS:

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

### EVENTS:

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

(if denied attach explanation)

# Songwriters Festival

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

**EVENT (INITIAL SIGNOFF):**

**CONDITIONS/RESTRICTIONS**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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

PUBLIC WORKS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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

POLICE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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

FIRE DEPARTMENT

Danny Blanco

02/06/2013

SIGNATURE

DATE

SEE ATTACHED MEMO

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

PORT/KEY WEST DOT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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

CODE COMPLIANCE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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

KEY WEST PROPERTY  
MANAGEMENT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

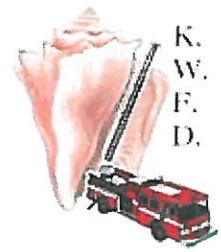
\_\_\_\_\_  
\_\_\_\_\_

PARKING DEPARTMENT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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



## THE CITY OF KEY WEST

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

To: Charles Bauer, Key West Songwriters Festival

From: Division Chief/Fire Marshal Danny Blanco

Date: 02/06/2013

Reference: Song Writers Festival

This office reviewed the special event application for the Song Writers Festival to be held on the 200 block of Duval Street on May 4, 2013.

The following conditions apply:

- The 200 Block of Duval Street closure needs to allow one side of the street free of obstruction to allow for emergency vehicle passage.

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

*Danny Blanco, Fire Marshal*

Key West Fire Department  
1600 N. Roosevelt Boulevard  
Key West, Florida 33040  
305-809-3933 Office  
305-292-8284 Fax  
dblanc@keywestcity.com

*Serving the Southernmost City*

32166 LSSM 103X



