

# CITY OF KEY WEST

## APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Police Athletic League (P.A.L.)

Address of Applicant(s) 1604 North Roosevelt Blvd. KW Email: storrence@cityofkeywest-fl.gov

Phone Number of Applicant(s) and emergency number 305-809-1007 (w) 305-797-8178 (c)

Name of Non-Profit(s) Police Athletic League (P.A.L.)

Address of Non-Profit(s) 1604 North Roosevelt Blvd. KW FL 33040

Phone Number of Non-Profit(s) 305-809-1007

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

Date(s) of Event July 21, 2018

Hours of Operation set up 7:00am -- Event 10am -6pm -- take town/clean up 6pm - 9pm

Estimated/anticipated number of persons per day 1000

Location of Event Bayview Park

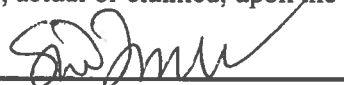
Street Closed None

Detailed Description of Event: 'Mango Fest Key West 2018' All things Mango -- food/drinks; vendor booths plants sales.

List of Businesses that will participate in Alcohol Exemption:

|   |     |                                     |    |                                     |
|---|-----|-------------------------------------|----|-------------------------------------|
| Noise exemption required:                 | Yes | <input type="checkbox"/>            | No | <input checked="" type="checkbox"/> |
| Alcoholic beverages sold/served at event: | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |
| Recycle Deposit \$1000.00                 | Yes | <input type="checkbox"/>            | No | <input type="checkbox"/>            |
| Cooking oil recycled                      | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |
| Recycled containers                       | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/>            |

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

  
\_\_\_\_\_  
Applicant(s) Signature

2/28/18  
\_\_\_\_\_  
Date

ORDINANCE NO. 02-09

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

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

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

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

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

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

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

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

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

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

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

Section 2.

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

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

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

Section 3.

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

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

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

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

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

Section 4.

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

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

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

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

Section 6

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

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

Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent (5%) of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons 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** 



sign a petition of no objection to the street closure.

Sponsor's Signature 8

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 8

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

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 8

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

Sponsor's Signature 8

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 8

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 8

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 8

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 8

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





## 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 cursive script, appearing to read "S. J. ...", is written over a horizontal line.

## Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Steve Torrence Phone number: 305-809-1007
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.  
Aluminum X Glass X #1 Plastic X #2 Plastic X Steel \_\_\_\_\_  
Corrugated Cardboard \_\_\_\_\_ Other: \_\_\_\_\_
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).  
Amount of recycling and garbage containers needed: 30
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.  
Arrangements made: \_\_\_\_\_ made with Greg Sullivan
- Capacity of containers on grounds: \_\_\_\_\_  
Contact person for containers: \_\_\_\_\_ Phone #: \_\_\_\_\_
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.  
Arrangements made: P.A.L. members
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.  
Arrangements made: Waste Management
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

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

- Monitor recycling containers for correct usage during the event and take actions to solve problems.

Problems: \_\_\_\_\_  
Actions taken: \_\_\_\_\_

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

Problems: \_\_\_\_\_  
Actions taken: \_\_\_\_\_

- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.

- At the end of the event, remove signs and arrange for their return to owners.

- Place recycling containers in the pick-up location, as arranged with the providers of the containers.

- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.

Amount of material: \_\_\_\_\_

Contamination: \_\_\_\_\_

- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.

- Share the results with event organizers.

- Security deposit of \$1000.00 must be submitted prior to the event.

- Security deposit returned: \_\_\_\_\_

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



## THE CITY OF KEY WEST

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

### RELEASE AND INDEMNIFICATION

**Key West Police Athletic League, Inc.**

**July 21, 2018**

I **Steve Torrence** being authorized to act on behalf of and legally bind **Key West Police Athletic League, Inc.**

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

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

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

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

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

Mango Fest 2018

Bayview Park

July 21, 201

Recycling Plan:

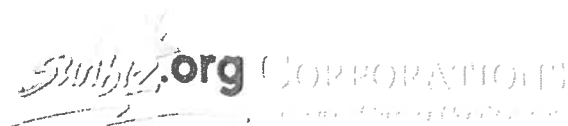
Recycling Coordinator: Steve Torrence 

Recycling Coordinator will:

- Inform P.A.L. members and volunteers of the recycling policy
- Coordinate recycling containers in and around Bayview Park
- Recycled items will be picked up by Waste Management
- Report recycled materials to the City of Key West
- Ensure waste containers are placed throughout the event area
- Ensure recyclables and trash are separated

Minimum City Requirements:

- Recycles bins for cans and bottles within 50 feet of all drink/drink sales location
- P.A.L. members and volunteers will separate bottles, cans, and cardboard into business appropriate sorting area
- Recycles will be pick up by Waste Management
- Cardboard will be recycled though Waste Management
- Recycle bins will be clearly marked to reduce sorting time

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

## Detail by Entity Name

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

### Filing Information

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

### Principal Address

1604 N ROOSEVELT BLVD  
KEY WEST, FL 33040

Changed: 01/27/2003

### Mailing Address

1604 N ROOSEVELT BLVD  
KEY WEST, FL 33040

Changed: 01/27/2003

### Registered Agent Name & Address

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

Name Changed: 04/07/2015

Address Changed: 04/07/2015

### Officer/Director Detail

#### **Name & Address**

Title VP

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

Title S

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

Title T

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

Title President

Vazquez, Alfredo  
 1604 N. Roosevelt Blvd.  
 Key West, FL 33040

Title VP

Hall, David  
 1604 N ROOSEVELT BLVD  
 KEY WEST, FL 33040

**Annual Reports**

| Report Year | Filed Date |
|-------------|------------|
| 2016        | 01/27/2016 |
| 2017        | 04/26/2017 |
| 2018        | 01/19/2018 |

**Document Images**

|   |  |
|---|--|
| <a href="#">01/19/2018 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">04/26/2017 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">01/27/2016 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">04/07/2015 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">04/17/2014 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
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| <a href="#">01/27/2003 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">05/13/2002 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">01/23/1998 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">02/10/1997 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">08/13/1996 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/29/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |   |  |
|---|--|---|--|
| <b>PRODUCER</b><br>Thomas E Mestmaker Ins & Assoc/Lice #0514996<br>Wilson Paves & Associates/License #0E50885<br>3636 Pegasus Drive<br>Bakersfield CA 93308 |  | <b>CONTACT NAME:</b> Janniel Gonzales, CISR<br><b>PHONE (A/C, No, Ext):</b> (661)327-3111<br><b>E-MAIL ADDRESS:</b> jgonzales@wilsonpaves.com<br><b>FAX (A/C, No):</b> (661)327-1262                    |  |
| <b>INSURED</b><br>Key West Police Athletic League<br>1604 N. Roosevelt<br>Key West FL 33040   |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A : Lexington Insurance Company NAIC # 19437<br>INSURER B : Arch Insurance Group Inc. 37273<br>INSURER C :<br>INSURER D :<br>INSURER E :<br>INSURER F : |  |

**COVERAGES**      **CERTIFICATE NUMBER:** 17-18 GL, D&O, Accident      **REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER    | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |   |
|----------|---|-----------|----------|------------------|-------------------------|-------------------------|--|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  | Y         |          | 45829499         | 11/01/2017              | 10/01/2018              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ Excluded<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 3,000,000<br>PRODUCTS - COM/POP AGG \$ 1,000,000<br>Sexual Abuse \$ 100,000 |   |
|          | GEN'L AGGREGATE LIMIT APPLIES PER<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER  |           |          |                  |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |   |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY |           |          |                  |                         |                         | UMBRELLA LIAB <input type="checkbox"/> OCCUR<br>EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$  | EACH OCCURRENCE \$<br>AGGREGATE \$<br>\$  |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   |           |          |                  |                         |                         | <input type="checkbox"/> Y <input type="checkbox"/> N <input type="checkbox"/> N/A   | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E L EACH ACCIDENT \$<br>E L DISEASE - EA EMPLOYEE \$<br>E L DISEASE - POLICY LIMIT \$ |
| B        | Accident Medical  |           |          | SPN0010069000012 | 11/01/2017              | 10/01/2018              | Limit \$50,000   |   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
City of Key West Bayview Park is added as additional insured to the General Liability Policy per the attached form#72984 subject to the terms, conditions and exclusions of the policy. A written contract is required for the additional insured to be valid.  
*PAL - Mango Fest*

|  |  |
|--|--|
| <b>CERTIFICATE HOLDER</b><br>City of Key West Bayview Park<br>1400 Truman Ave<br>Key West FL 33040 | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br>AUTHORIZED REPRESENTATIVE<br><i>[Signature]</i> |
|--|--|



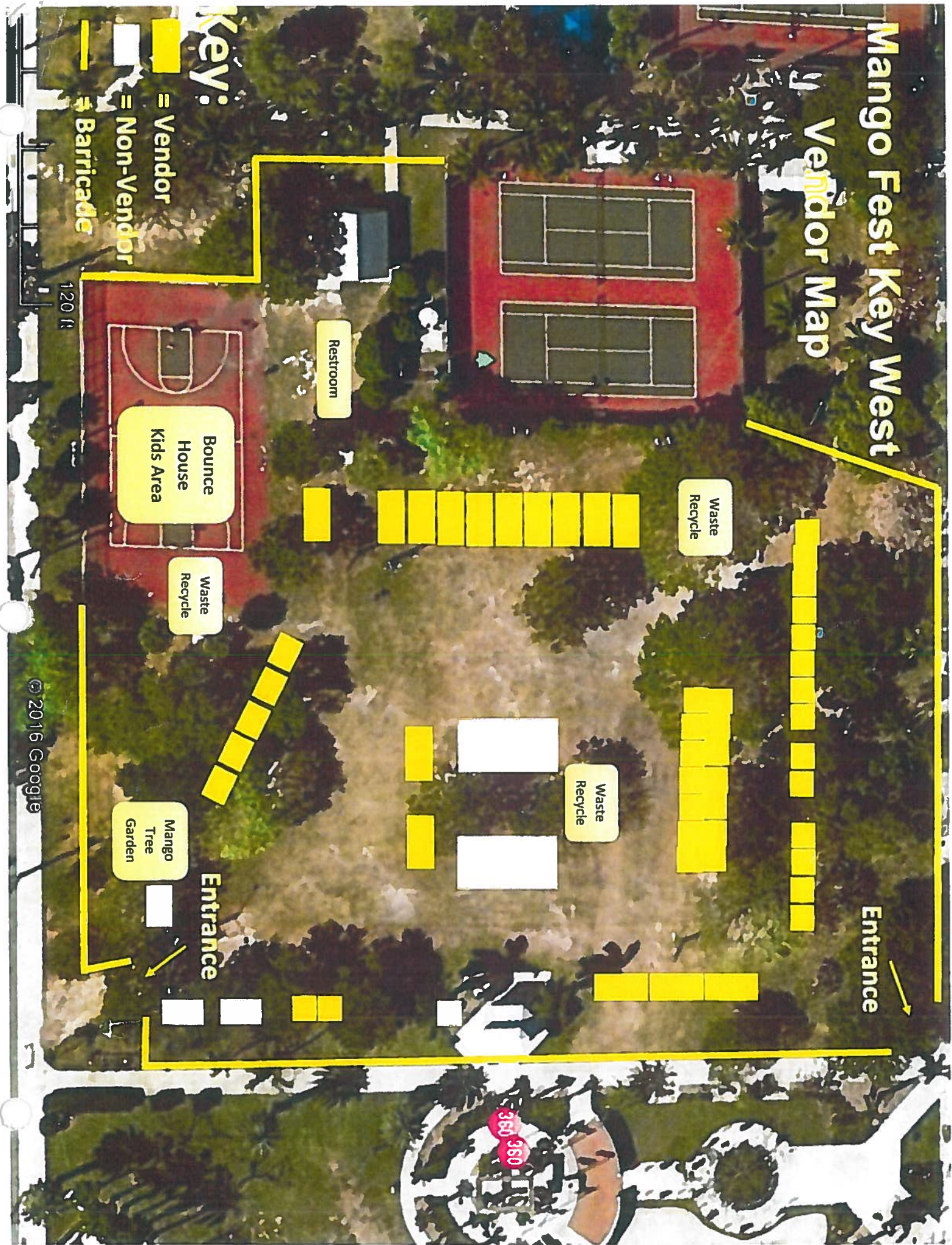
Event Name: PAL Mango - Bayview Park

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

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

# Mango Fest Key West

## Vendor Map



### Key:

 = Vendor

 = Non-Vendor

 = Barricade

Entrance

Entrance

Waste Recycle

Waste Recycle

Restroom

Bounce House Kids Area

Waste Recycle

Mango Tree Garden

120 ft

© 2016 Google

360 360



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: PAL Mango Fest  
DATES: July 21, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Signature: Maria Stakusch  
Date: 4/25/18

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

K.WDOI

SIGNATURE DATE

PORT AND MARINE SERVICES

Signature: Jim Long  
Date: 26 Apr 18

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

# PAL Mango Fest 2018

## 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

Alan Averette                      4/26/2018  
SIGNATURE                      DATE

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

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: P.A.L.

From: Division Chief/Fire Marshal Alan Averette

Date: 4/26/2018

Reference: PAL Mango Fest 2018

This office reviewed the special event application for the PAL Mango Fest be held at Bay View Park on July 21, 2018.

Based on the application the following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

*Alan Averette*, Fire Marshal/Division Chief  
Key West Fire Department  
1600 N. Roosevelt Boulevard  
Key West, Florida 33040  
305-809-3931 Office  
aaverett@cityofkeywest-fl.gov

326E L53M W3X

CITY OF ELY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS

EVENT: PAL Mango Fest

DATES: July 21, 2018

DEPARTMENTS

COMMENTS

| EVENTS (INITIAL SIGNOFF)          |                 | COMMENTS |
|-----------------------------------|-----------------|----------|
| <i>Maria Slavich</i><br>SIGNATURE | 4/25/18<br>DATE |          |
| COMMUNITY SERVICES                |                 |          |
| <i>[Signature]</i><br>SIGNATURE   |                 |          |
| POLICE DEPARTMENT                 |                 |          |
|                                   |                 |          |
| SIGNATURE                         | DATE            |          |
| FIRE DEPARTMENT                   |                 |          |
|                                   |                 |          |
| SIGNATURE                         | DATE            |          |
| L.WDOT                            |                 |          |
|                                   |                 |          |
| SIGNATURE                         | DATE            |          |
| PORT AND MARINE SERVICES          |                 |          |
|                                   |                 |          |
| SIGNATURE                         | DATE            |          |
| CODE COMPLIANCE                   |                 |          |
|                                   |                 |          |
| SIGNATURE                         | DATE            |          |
| ENGINEERING                       |                 |          |
|                                   |                 |          |
| SIGNATURE                         | DATE            |          |
| UTILITIES                         |                 |          |
|                                   |                 |          |
| SIGNATURE                         | DATE            |          |

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



# CITY OF ELY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: PAL Mango Fest Bayview Park  
 DATES: July 21, 2018

## DEPARTMENTS

## COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Stankov 4/25/18  
 SIGNATURE DATE

✓ COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

Steve Torrence 4/30/18

SIGNATURE DATE

requires ABT Permitt  
 requires extra duty officer

✓ FIRE DEPARTMENT

SIGNATURE DATE

✓ KWDOT

SIGNATURE DATE

N/A

✓ PORT AND MARINE SERVICES

SIGNATURE DATE

N/A

✓ CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

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



**THE CITY OF KEY WEST**

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

**RELEASE AND INDEMNIFICATION**  
**Key West Police Athletic League, Inc.**  
**July 21, 2018**

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

*[Signature]*  
Signature of Witness  
Joseph A. Stockton  
Print Name  
4/30/2018  
Date

*[Signature]*  
Signature of Applicant  
Steve Torrence  
Print Name  
4/26/18  
Date





CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: PAL Mango Fest Bayview Park
DATES: July 21, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Signature: Maria Latorre, Date: 4/25/18

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOI

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED