

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

Name of Applicant(s) Magdiel E. Torres, MK<sup>C</sup>, USCG  
Address of Applicant(s) 127 B Peary Court, Key West, FL 33040  
Phone Number of Applicant(s) 305-433-0777 Fax: \_\_\_\_\_ Email magdiel.e.torres@uscg.mil

Name of Non-Profit (s) N/A  
Address of Non-Profit(s) N/A  
Phone Number of Non-Profit(s) N/A

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving N/A  
Date/Dates of Event Nov 11, 2015 Veterans Day Parade  
Hours of Operation 4pm (1600) - 8pm (2000)

Estimated/anticipated number of persons per day unknown  
Location of Event start at United/Duval turn right on Truman end at Bayview Park

Street Closed Upper Duval / Truman Avenue  
Detailed description of event Parade will travel south on Duval Street  
end at Front Street

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.

[Signature] 4 Sep 15  
Applicants Signature Date

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

Veterans Day Parade Nov 11, 2015

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

EVENTS (INITIAL SIGNOFF):

✓ Maria Ratero 9/4/15  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

✓ PUBLIC WORKS

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

CONDITIONS/RESTRICTIONS:

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

POLICE DEPARTMENT

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

CONDITIONS/RESTRICTIONS:

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

✓ FIRE DEPARTMENT

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

CONDITIONS/RESTRICTIONS:

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

✓ KWDOT/PORT

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

CONDITIONS/RESTRICTIONS:

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

✓ CODE COMPLIANCE

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

CONDITIONS/RESTRICTIONS:

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

EVENTS:

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

(if denied attach explanation)

Veterans Day Parade Nov 11, 2015

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

EVENTS (INITIAL SIGNOFF):

Maria Ratero 9/4/15  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

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

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

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

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

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

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

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

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

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

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

Jing Yang 15 Sep 15  
SIGNATURE DATE

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

EVENTS:

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

(if denied attach explanation)

#169 P.001  
09/16/2015 09:54  
From:

# Veterans Day Parade Nov 11, 2015

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

### EVENTS (INITIAL SIGNOFF):

Maria Ratero 9/14/15  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

### PUBLIC WORKS

[Signature]  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

### POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

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

### FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

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

### KWDOT/PORT

CONDITIONS/RESTRICTIONS:

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

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

### CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

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

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

EVENTS:  
REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_ (if denied attach explanation)

# Veterans Day Parade Nov 11, 2015

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

### EVENTS (INITIAL SIGNOFF):

Maria Ratero 9/14/15  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

### PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

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

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

### POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

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

### FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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

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

### KWDOT/PORT

Rachel... 9-16-15  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Bus Detour Required.  
\_\_\_\_\_  
\_\_\_\_\_

### CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

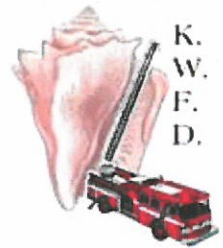
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

### EVENTS:

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

(if denied attach explanation)



## THE CITY OF KEY WEST

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

To: Adam N. Van Natta, S.F.C.

From: Division Chief/Fire Danny Blanco

Date: 09/15/2015

Reference: Veterans Day Parade

This office reviewed the special event application for the Veterans Day Parade to be held on Duval Street November 11, 2015.

The following conditions apply:

- All non walking floats need to have a Fire Safety Inspection before parade.
- 
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

*Danny Blanco, Fire Marshal*

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*

3266 USMC BX



Key West Fire Department  
1600 North Roosevelt Blvd

## Float Requirements

The Key West Fire Department will be conducting safety inspections on all floats participating in any parade. The inspections will begin prior to parade start time. Inspection time will be coordinated by the Fire Marshal's Office and the event organizer. It is extremely important that all floats arrive at the inspection area at the time specified by the organizer, and each float has someone familiar with the operations of the float to demonstrate all safety equipment. Each float will require one member of the team to stay with the float while in the staging area. All floats not having an inspection will not be allowed to participate in the parade.

**All floats must be inspected before the parade begins.**

### Float Inspection

1. Sponsor's name and name of responsible party for each entry
2. One responsible person must remain with the float from registration to "step-off"
3. All fire safety precautions listed must remain with the float for the entire event

### Prohibited Items

1. Water Cannons, Squirt guns, Sprayers
2. Smoke Generators
3. Any device that projects materials toward the crowd
4. Fireworks, or flammables of any type
5. Firearms, actual or simulated
6. Fuel for filling generators; refueling generators after "step-off" is prohibited

### Safety Precautions Required

1. Two working portable fire extinguishers with a rating of not less than 3A40BC to be located one at the front and one at the rear of the float with participants aware of the location and operation
2. Generators must be in good working order with adequate ventilation and distance between heated exhaust and flammable materials such as bunting, fabric, and papier mache
3. Lighting devices must be properly wired and have adequate distance from flammable materials such as bunting, fabric, and papier mache
4. Floats must be structurally sound for riders as well as spectators. Any float deemed dangerous will require repair prior to passing inspection
5. **No open flames of any type**
6. **Maximum float height – 13'6"**

Remember when designing the float to allow for tight turns along the route. The tow vehicle should be in good working order and powerful enough to tow the float without breaking down. **The driver is responsible for the safety of all riders and the spectators around the float.**

## Maria Ratcliff

---

**From:** Torres, Magdiel E MKC <Magdiel.E.Torres@uscg.mil>  
**Sent:** Tuesday, September 22, 2015 3:53 PM  
**To:** Maria Ratcliff  
**Cc:** Adam.hill1@navy.mil; Adam.n.vannatta.mil@mail.mil; adiequez@bbcgrp.com; Areaka Jewell; allen@pinkleys.com; AMoore@seniorcaregroup.com; barnett\_hayes@aol.com; beachsidejoe@bellsouth.net; BYRONAGA@GMAIL.COM; chairman@keysgop.com; connie.s.cade@usps.gov; dedeo@bellsouth.net; David Fraga; djwisey@bellsouth.net; Egelston, Jeffrey D BMCM; garcia-helen@monroecounty-fl.gov; gary.hernandez@keysschools.com; glenwoodl@bellsouth.net; hbradshaw@hotmail.com; jamieguzman89@gmail.com; jhughesgroupins@aol.com; keysgop@yahoo.com; keywestdeli@aol.com; kris.howard@comcast.net; kwbighouse@hotmail.com; kwtiff@comcast.net; l.preston.brewer@gmail.com; lechnerss@yahoo.com; ljayeoo@aol.com; mbartlett@pdcn.org; Michelle.morgante@keysschools.com; ppetletier@voa-fla.org; Prindle, Clinton J CDR; psty2k@yahoo.com; Sellers-eric@monroecounty-fl.gov; sthomas@bbcgrp.com; tiffany.pellicier@keysschools.com; tricedjnm@hotmail.com; wwblane@bellsouth.net  
**Subject:** Veteran's Day parade route  
**Attachments:** Proposed RouteOriginal Route.pdf  
**Importance:** High

Good afternoon,

Maria,

Attached is the proposed route for this year Veteran's Day parade. Note that the distances are the same for both routes and we will keep the set up streets from last year, meaning from United to Julia ST.

The parade will turn North on Truman Ave. and conclude at the intersection of Truman and Jose Marti Dr. with all participants turning right at the light.

We won't need the entire intersection closed out, only enough room for people and floats to turn towards HOB school at that point. Any south bound traffic can be detoured from N Roosevelt BLVD. via Eisenhower Dr.

Participants,

The reason for the new route is to also celebrate the completion and dedication of the Vietnam Living Memorial.

The award ceremony will be held at the memorial along with music, food and refreshments that the Vietnam Living Memorial Fund Committee has put together.

The Patriotic Gala Celebration Party will be from 5-8pm at Bay View Park.

The only issue will be spreading the word on the new route so we can get maximum participation from the community since all previous years the parade has maintained the original route.

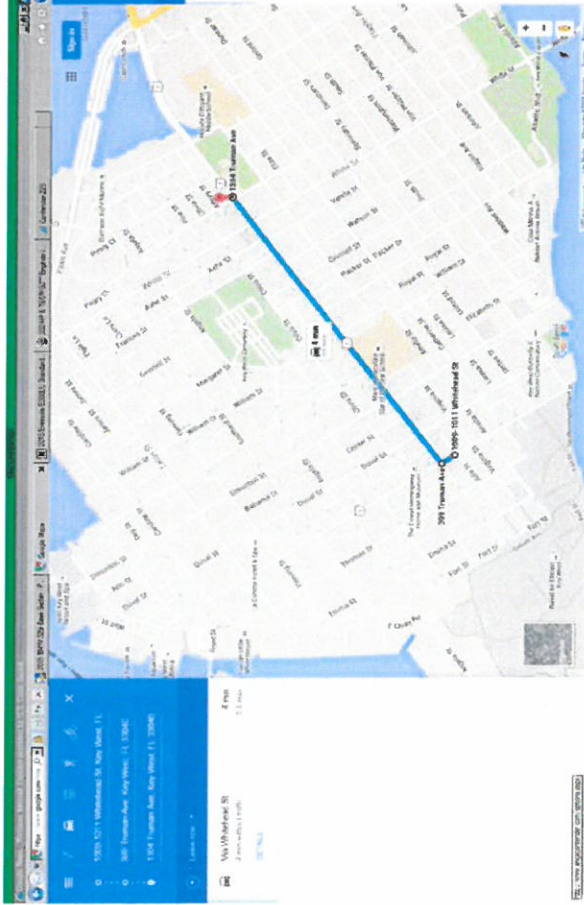
If any participant can provide me with any contacts that can assist in the promulgation of the information via any form of media, I will greatly appreciate it.

Feel free to provide feedback.

Respectfully,



MKC Magdiel E. Torres  
Sector Key West RFO  
United States Coast Guard  
100 Trumbo Point Rd.  
Key West, FL. 33040  
Cell: (305) 797-3167



## Proposed Route

Distance: ¼ mile

**Pros:**

Same distance as original route.

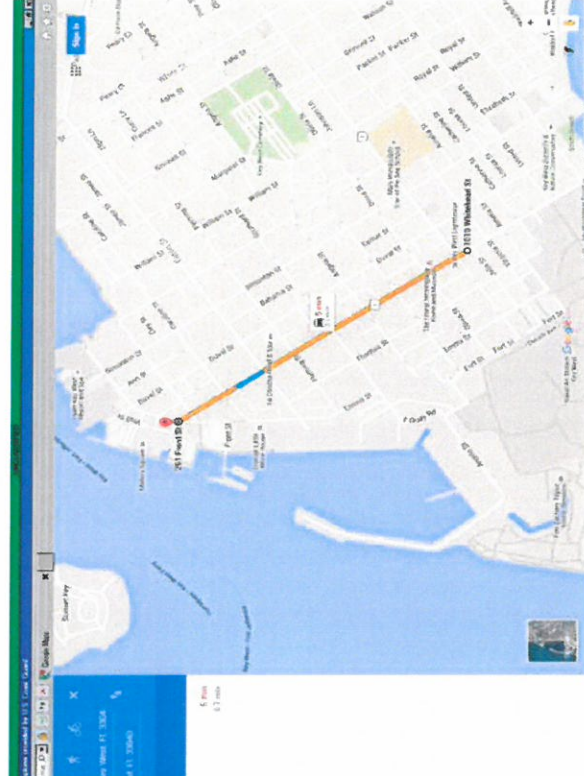
Ends at the Military Memorial Park.

**Cons:**

Will require extensive media exposure to receive significant participation from the community.

Will not go by major local establishments.

Might affect businesses that depend on events like this one.



## Original Route

Distance: ¾ mile

**Pros:**

Good exposure with community and visitors.

Known route by participants and community.

**Cons:**

Does not end at the Military Memorial Park.