

# CITY OF KEY WEST APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant: Muriel Montalvan, CPT., USA

Address of Applicant: P.O. Box 9051 Key West, FL. 33040

Phone Number of Applicant: 305-293-5590 954-918-1275 *leave message*

Name of Non-Profit: N/A

Address of Non-Profit: N/A

Phone Number of Non-Profit: N/A

Amount or Percentage of Revenue Non-Profit anticipates receiving: N/A

Date of Event: 11 November 2011, Veteran's Day

Hours of Operation: 4:00 pm (16:00) until 8:00 pm (20:00)

Estimated/anticipated number of persons per day: Unknown

Location of Event: Duval Street

Street Closed: Duval and adjacent side streets

Detailed Description of Event: Parade will start at the south end of Duval, travel northward, turn right on Eaton and end at Simonton Street.

Noise exemption required: Yes  No

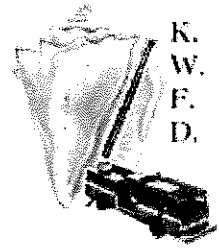
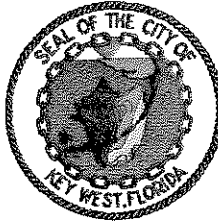
Alcoholic beverages sold/served at event: Yes  No

The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant/permittee agrees to assume full responsibility and liability for and indemnify, and suits for or by reason of any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission to 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.

Muriel Montalvan  
Applicant's Signature

\_\_\_\_\_  
Date

*JIATF-South*



## THE CITY OF KEY WEST

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

To: Muriel Montalvan CPT, USA

From: Division Chief/Fire Marshal Marcus del Valle

Date: 06/17/2011

Reference: Veterans Day Parade

This office reviewed the special event application for the Veterans Day Parade to be held on Duval Street November 11, 2011.

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.**

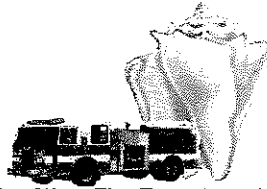
If I can be of any further assistance please contact me.

**Marcus del Valle**, Fire Marshal

Key West Fire Department  
1600 N. Roosevelt Blvd.  
Key West, Florida 33040  
305-292-8179 Office  
305-293-8399 Fax  
[mdelvalle@keywestcity.com](mailto:mdelvalle@keywestcity.com)

*Serving the Southernmost City*

KEY WEST FIRE



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**

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.**

# Veterans Parade 2011

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):  
Mana Katush 6-15-2011  
SIGNATURE      DATE

CONDITIONS/RESTRICTIONS:

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### PUBLIC WORKS

\_\_\_\_\_  
SIGNATURE      DATE

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### POLICE DEPARTMENT

\_\_\_\_\_  
SIGNATURE      DATE

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

### FIRE DEPARTMENT

SM David 6/17/2011  
SIGNATURE      DATE

SEE ATTACHED  
MEMO.

### PORT/ Key West DOT

\_\_\_\_\_  
SIGNATURE      DATE

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### CODE COMPLIANCE

\_\_\_\_\_  
SIGNATURE      DATE

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### KEY WEST PROPERTY MANAGEMENT

\_\_\_\_\_  
SIGNATURE      DATE

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### PARKING DEPARTMENT

\_\_\_\_\_  
SIGNATURE      DATE

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# Veterans Parade 2011

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Marina Kateruff 6-15-2011  
SIGNATURE                  DATE

CONDITIONS/RESTRICTIONS:

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**PUBLIC WORKS**

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SIGNATURE                  DATE

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**POLICE DEPARTMENT**

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SIGNATURE                  DATE

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**FIRE DEPARTMENT**

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SIGNATURE                  DATE

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**PORT/ Key West DOT**

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SIGNATURE                  DATE

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**CODE COMPLIANCE**

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SIGNATURE                  DATE

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**KEY WEST PROPERTY  
MANAGEMENT**

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SIGNATURE                  DATE

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**PARKING DEPARTMENT**

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SIGNATURE                  DATE

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# Veterans Parade 2011

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Kateroff 6-15-2011  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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### PUBLIC WORKS

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SIGNATURE DATE

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### POLICE DEPARTMENT

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SIGNATURE DATE

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### FIRE DEPARTMENT

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SIGNATURE DATE

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### PORT/ Key West DOT

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SIGNATURE DATE

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### CODE COMPLIANCE

Jim Yang 15 Jun 11  
SIGNATURE DATE

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### KEY WEST PROPERTY MANAGEMENT

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SIGNATURE DATE

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### PARKING DEPARTMENT

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SIGNATURE DATE

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# Veterans Parade 2011

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

*Manu Katuski* 6-15-2011  
SIGNATURE          DATE

CONDITIONS/RESTRICTIONS:

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**PUBLIC WORKS**

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SIGNATURE          DATE

**POLICE DEPARTMENT**

*[Signature]* 6-15-11  
SIGNATURE          DATE

*Will be staffed  
by officers*

**FIRE DEPARTMENT**

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SIGNATURE          DATE

**PORT/ Key West DOT**

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SIGNATURE          DATE

**CODE COMPLIANCE**

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SIGNATURE          DATE

**KEY WEST PROPERTY  
MANAGEMENT**

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SIGNATURE          DATE

**PARKING DEPARTMENT**

\_\_\_\_\_  
SIGNATURE          DATE

# Veterans Parade 2011

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Katusoff 6-15-2011  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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**PUBLIC WORKS**

Rob 6/16/2011  
SIGNATURE DATE

wired drawing  
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**POLICE DEPARTMENT**

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SIGNATURE DATE

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**FIRE DEPARTMENT**

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SIGNATURE DATE

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**PORT/ Key West DOT**

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SIGNATURE DATE

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**CODE COMPLIANCE**

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SIGNATURE DATE

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**KEY WEST PROPERTY  
MANAGEMENT**

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SIGNATURE DATE

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**PARKING DEPARTMENT**

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SIGNATURE DATE

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