

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

Name of Applicant(s) Lone Palm Foundation

Address of Applicant(s) 1704 Elm Dr. Del City, OK 73115

Phone Number of Applicant(s) 336-549-8096 Fax: 305-294-9147 Email speele@margaritaville.com

Name of Non-Profit (s) Lone Palm Foundation

Address of Non-Profit(s) 1704 Elm Dr. Del City, OK 73115

Phone Number of Non-Profit(s) 336-549-8096

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

Date/Dates of Event 11/4/16

Hours of Operation 8am - 6pm

Estimated/anticipated number of persons per day 3,000

Location of Event 400/500 blocks of Duval

Street Closed yes

Detailed description of event music festival

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.

Stacy Speele for Andrew Talbert  
Applicants Signature

11/25/16  
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 7/25/14

Applicant Name Lone Palm Foundation  
Applicant Address 1704 Elm Dr. Del City, OK 73115  
Applicant Phone Number 336-549-8096  
Event Name Parrot Heads in Paradise Street Festival  
Event Address/Location 400/500 blocks of Duval St  
Date of Event 11/4/16  
Nature of Event Parrot Heads Music Festival

Profit  Non Profit

Time(s) Request for Exemption 8am-1epm

Number of Exemptions at this location this calendar year 0

Date of last exemption 11/6/15

*✓ # 24511*

City of Key West 7/27/2016 11:40:10 AM  
\*\*\*CUSTOMER RECEIPT\*\*\*  
Tender Details:  
Tender Type: CK  
Tender Amount: \$50.00  
Receipt Header:  
Cashier Id: KEYWEST1\ssealey  
Receipt Date: 7/27/2016 11:40:10 AM  
Receipt Number: 16347  
Receipt Details:  
Reference ID: 20118  
Fee Code Version: SPECIAL EVENTS PAYMENTS - SS  
Originator Receipt Number: 0  
Originator Payment Date:  
Payment Type: ALL CASH RECEIPTS  
Transaction Amount: \$50.00  
Additional Comments: PARROT HEAD NOISE EXEMPTIO  
N  
\$50.00

City Attorney's Office



Phone: (305) 292-8110  
Fax: (305) 292-8227

THE CITY OF KEY WEST

POST OFFICE BOX 1409  
KEY WEST, FLORIDA 33041-1409  
WWW.KEYWESTCITY.COM

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel  
City Attorney RT

DATE: October 17, 2002

RE: Special Events Ordinance  
Second Reading

The following are the changes made to the Special Events Ordinance for second reading:

- Section 6-26. The requirement of certified check or credit card applies only to the down payment.
- Section 6-27. The requirement of payment for parking meters has been removed altogether. In its place is a new section concerning food and beverage booths, and a prohibition against their placement in front of or near restaurants and bars.
- Section 6-56. The contact person's telephone number is now required.
- Section 6-57. Each nonprofit organization named by a sponsor in the application must provide a letter of assent to the City Manager.
- The effective date of the ordinance is January 1, 2003.

A handwritten signature in the bottom right corner of the page.

Revised for  
Third Reading  
11/19/02

ORDINANCE NO. 02-29

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 provision 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

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

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 (1-1/2%) 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.

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 person 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 percentage of the revenues of a special event that causes the closing of a city street must be donated to the nonprofit organization and, at the sponsor's option, to additional charities. On the application form issued by the city manager, the nonprofit must state the amount or percentage of revenues it anticipates to receive from the special event.~~ 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 twenty-five percent (25%) of the sponsor's gross revenues or \$1,000.00, 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 manager with a letter of assent.

Section 5. That section 6-58 of the Code of Ordinances is hereby amended as follows:

**Sec. 6-58. Major festival.**

(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 with 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

therefrom and shall be construed as reasonable and necessary to achieve the lawful purposes of this Ordinance.

Section 8. All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 9. This Ordinance shall go into effect on January 1, 2003.

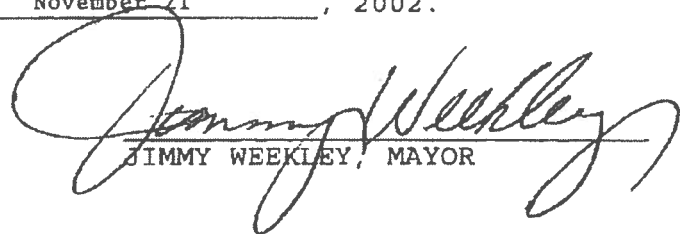
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

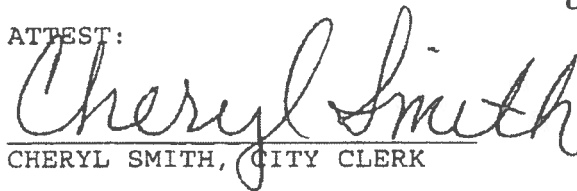
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

Filed with the Clerk November 21, 2002.

  
JIMMY WEEKLEY, MAYOR

ATTEST:

  
CHERYL SMITH, CITY CLERK

# 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 SP
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 SP
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 SP
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 SP
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 SP

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 SP

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

Sponsor's Signature SP

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 SP

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 SP

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 SP

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 SP

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 SP

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

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 SP

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 SP.

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 SP.

## Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Stacy peele Phone number: 305-294-2461
- 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: 10
- 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: Stacy peele
- Capacity of containers on grounds: not larger than 100 gallons  
Contact person for containers: Stacy peele Phone #: 305-294-2461
- 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: Stacy peele
- 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: Stacy peele
- 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: active monitor on duty
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.  
Problems: \_\_\_\_\_  
Actions taken: active monitor on duty
- 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. SP
- Security deposit returned: \_\_\_\_\_

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

URES - SEE BACK FOR DETAILS

024512

Bank of America

AMOUNT  
\$1,000.00

DATE  
Jul 15, 2016



City of  3:29:46 AM

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

Tender Details:

Tender Type: CK  
Tender Amount: \$1,000.00

Receipt Header:

Cashier Id: KEYWEST1\sealey  
Receipt Date: 7/27/2016 11:29:46 AM  
Receipt Number: 16345

Receipt Details:

Reference ID:  
20116  
Fee Code Version:  
UNUSUAL PAYMENTS - ZZ  
Originator Receipt Number:  
0  
Originator Payment Date:

Payment Type:  
ALL CASH RECEIPTS  
Transaction Amount:  
\$1,000.00  
Additional Comments: Recycling parrot head

\$1,000.00

IMCMV Holdings

7380 Sand Lake Road  
Suite 300  
Orlando, FL 32819

Pay  One Thousand Dollars And 00 Cents

CITY OF KEY WEST  
LICENSING OFFICE  
PO BOX 1409  
KEY WEST, FL 33041

to the Order of:





THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3828

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.

Stacy Deele

7/25/14

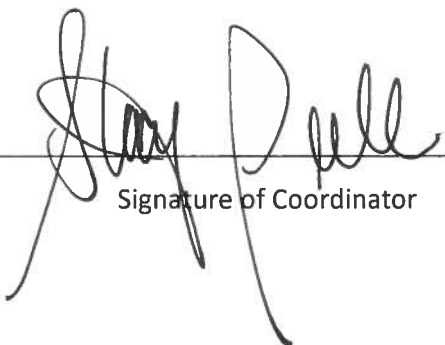
**Recycling Plan for Parrot Heads in Paradise Street Festival**

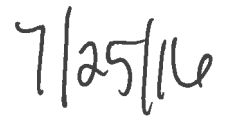
**Friday, November 4, 2016 from 8am-6pm**

**Stacy Peele, the Sales Manager at Margaritaville will be the Recycling Coordinator.**

**Her duties include:**

- Place recycling and trash containers side by side (twinning) in convenient locations
- Make sure that food and beverage booths have an adequate number of containers
- Replace full trash/recyclable containers with an empty one as needed and monitor overflow
- Will be the main contact and work directly with Waste Management in regards to placement
- Will ensure that there are stage volunteers monitoring recyclables
- Report volume of recyclables and trash to the City Manager at the conclusion of the event

  
\_\_\_\_\_  
Signature of Coordinator

  
\_\_\_\_\_  
Date

**FLORIDA DEPARTMENT OF STATE  
DIVISION OF CORPORATIONS****Detail by Entity Name****Florida Not For Profit Corporation**

LONE PALM FOUNDATION INC.

**Filing Information**

|                             |              |
|-----------------------------|--------------|
| <b>Document Number</b>      | N15000003315 |
| <b>FEI/EIN Number</b>       | 46-5763423   |
| <b>Date Filed</b>           | 04/01/2015   |
| <b>State</b>                | FL           |
| <b>Status</b>               | ACTIVE       |
| <b>Last Event</b>           | AMENDMENT    |
| <b>Event Date Filed</b>     | 07/17/2015   |
| <b>Event Effective Date</b> | NONE         |

**Principal Address**4359 GILA AVE.  
SAND DIEGO, CA 92117**Mailing Address**4359 GILA AVE.  
SAND DIEGO, CA 92117**Registered Agent Name & Address**BRALEY, BRENDA  
9803 NW 43RD TERR  
DORAL, FL 33178**Officer/Director Detail****Name & Address**

Title P

BROGREN, JIM  
PO BOX 936  
DETROIT LAKES, MN 56502

Title VP

LOMBARDI, JOE  
PO BOX 8  
WAINSCOTT, NY 11975

Title TREA

BERUBE, JANICE  
4359 GILA AVE  
SAN DIEGO, CA 92117

Title SEC

KESSLER, SARA  
1704 ELM DRIVE  
DEL CITY, OK 73115

Title PHIP OFFICER OF LONE PALM FOUNDATION

TALBERT, ANDREW  
3028 INDIAN RIDGE CT  
EDEN, NC 27288

Title PHIP OFFICER OF LONE PALM FOUNDATION

TALBERT, ANDREW  
3028 INDIAN RIDGE CT  
EDEN, NC 27288

Title PHIP OFFICER OF LONE PALM FOUNDATION

COHEN, DAVID  
6986 SAMANTHA CT.  
NIAGRA FALLS, NY 14304

Title PHIP OFFICER OF LONE PALM FOUNDATION

ZUEST, CHRISTOPHER  
10300 SE 57TH  
OKLAHOMA CITY, OK 73150

Title PHIP OFFICER OF LONE PALM FOUNDATION

PFISTER, KATHLEEN  
1819 E KIRKLAND LN #B  
TEMPE, AZ 85281

### Annual Reports

| Report Year | Filed Date |
|-------------|------------|
| 2016        | 03/02/2016 |

### Document Images

|   |  |
|---|--|
| <a href="#">03/02/2016 -- ANNUAL REPORT</a>       | <a href="#">View image in PDF format</a> |
| <a href="#">07/17/2015 -- Amendment</a>           | <a href="#">View image in PDF format</a> |
| <a href="#">04/01/2015 -- Domestic Non-Profit</a> | <a href="#">View image in PDF format</a> |

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State of Florida, Department of State



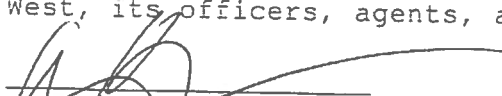
THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

Lone Palm Foundation, Inc.  
Parrot Heads in Paradise Street Festival  
Friday, November 4, 2016  
8:00 a.m. to 6:00 p.m.

I Sarah Kessler being authorized to act on behalf of and legally bind Lone Palm Foundation, 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

Ava Kerr  
Print Name

7/26/16  
Date

  
Signature of Applicant

Sarah Kessler  
Print Name

7/26/16  
Date

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/11/2016

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><br>Hays Companies<br>80 South 8th Street<br>Suite #700<br>Minneapolis MN 55402   | <b>CONTACT NAME:</b> Kathryn Ladd<br><b>PHONE (A/C, No, Ext):</b> (612) 333-3323<br><b>E-MAIL ADDRESS:</b> kladd@hayscompanies.com<br><b>FAX (A/C, No):</b>                                 |                                 |
|  | <b>INSURER(S) AFFORDING COVERAGE</b>  |                                 |
| <b>INSURED</b><br>IMCMV Holdings, Inc.<br>(See pg.2 for Additional Named Insureds)<br>7380 Sand Lake Road, Suite 300<br>Orlando FL 32819 | <b>INSURER A:</b> American Zurich Insurance Company<br><b>INSURER B:</b> American Guarantee & Liability<br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> | <b>NAIC #</b><br>40142<br>26247 |

**COVERAGES**                      **CERTIFICATE NUMBER:** 16-17                      **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 SUBR INSD 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<br>GEN'L AGGREGATE LIMIT APPLIES PER<br><input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC<br><input type="checkbox"/> OTHER          |                    | GLA 0113561   | 4/1/2016                | 4/1/2017                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COM/OP AGG \$ 2,000,000<br>\$ |   |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input checked="" type="checkbox"/> Comp - \$100<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS<br><input checked="" type="checkbox"/> Coll - \$500 |                    | GLA 0113561   | 4/1/2016                | 4/1/2017                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |   |
| B        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$   |                    | AUC011388501  | 4/1/2016                | 4/1/2017                | EACH OCCURRENCE \$ 20,000,000<br>AGGREGATE \$ 20,000,000<br>\$   |   |
| B        | <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  | Y/N<br>N           | N/A           | WC 0113562              | 4/1/2016                | 4/1/2017   | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER<br>E L EACH ACCIDENT \$ 1,000,000<br>E L DISEASE - EA EMPLOYEE \$ 1,000,000<br>E L DISEASE - POLICY LIMIT \$ 1,000,000 |
| A        | Liquor Liability   |                    | GLA 0113561   | 4/1/2016                | 4/1/2017                | Occ 1,000,000<br>Agg 2,000,000   |   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Named Insured includes: IMCMV Key West Cafe, LLC - 500 Duval Stree, Key West, FL 33040.  
RE: Street Festival - November 4, 2016.

### CERTIFICATE HOLDER

### CANCELLATION

|   |   |
|---|---|
| City of Key West<br>525 Angela Street f.o. Box 1409<br>Key West, FL 33040<br>3132 Flagler Ave | 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>James Hays/KLADD |
|---|---|

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February 29, 2016

To whom it may concern:

The annual Parrot Heads in Paradise Meeting of the Minds blood drive continues to be the largest blood drive event in the Florida Keys. In 2015 the PHIP MOTM blood drive produced 182 units of blood that helped save 546 lives. This blood drive is critical for our hospitals as we get ready to gear up for the holiday season. We appreciate their time and what they do for our community.

Sincerely,

Nancy Brundage  
Community Relations Coordinator, OneBlood  
Region 1, Florida Keys

## Stacy Peele

---

**From:** Cyndy Livingston <cyndyinkeys@aol.com>  
**Sent:** Monday, February 29, 2016 2:15 PM  
**To:** Stacy Peele  
**Cc:** speele@imcmv.com  
**Subject:** PHIP Care Camps donation at MOTM (Howard Livingston)

Howard Livingston  
Howard Livingston and The Mile Marker 24 Band

Dear PHIP,

Cyndy and I would like to thank you for your generous \$5000 donation to KOA Care Camps at the 2015 Meeting Of The Minds. This coupled with the \$5000 donation you made in 2014 has been nothing short of amazing. Care Camps sends children with Cancer to specialized summer camps, which allow them to be just kids and not cancer patients. This is truly life changing for these special children.

Party with a purpose could not be more evident seeing the smiles on so many children's faces. You and the entire Parrothead community are amazing and we are so thankful to be part of it.

Again, thank you for your hard work, generosity and love.

Sincerely,

Howard Livingston

Margaritaville  
500 Duval St.  
Key West, FL 33040



November 30, 2015

To our friends at Margaritaville,

On behalf of the Bahama Village Music Program I would like to thank you for your donation. This letter, in accordance with IRS regulations, is to acknowledge a donation of \$2,304.00 to the Bahama Village Music Program for which you received no goods or services. It is the support and thoughtfulness of people like you that allows us to continue bringing music education to the lives of underprivileged children in our community. We are grateful that our mission has touched your life and can guarantee that your donation will do the same for our students.

Sincerely,

Tax ID: 30-0134445

Kate Divoll  
BVMP Program Director  
103 Olivia St.  
Key West, FL 33040  
305.504.7664  
info@bvmpkw.org



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

Bahama Village Music Program ~ 103 Olivia St ~ Key West, FL 33040 ~ (305) 504-7664 ~ www.bvmpkw.org



Protecting Pets in Paradise

Thank you for your special gift in the amount of

\$ 5,000

Your generosity and support for the animals in our care is sincerely appreciated.

The Parrotheads have made a tremendous difference in the lives of the animals we serve with this year's MOTM gift. You are all partners & heroes in our lifesaving mission! XOXO Tammie & the animals!

The Florida Keys SPCA is dedicated to promoting the humane treatment of all animals through compassionate care, adoption, education, population control and humane law enforcement.

The FkSPCA is a 501(c)(3) corporation. Tax ID # 05-0801564

College Road, Key West, FL 33040 • 305.294.4857 • fksPCA.org • info@fksPCA.org • facebook.com/fksPCA

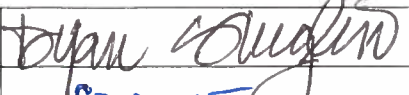


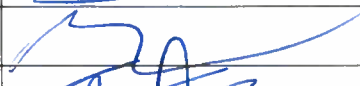





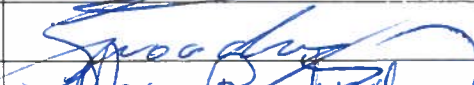


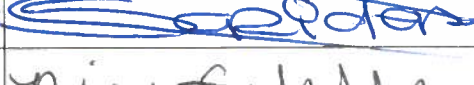
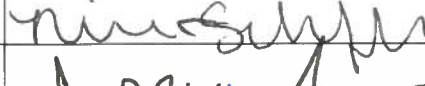


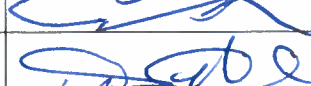
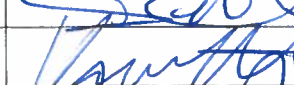
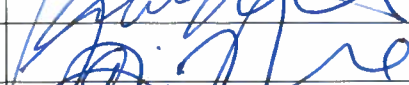


block

## Parrotheads in Paradise Street Festival

It's that time of year again! The annual Parrotheads in Paradise Street Festival is Friday, November 4, 2016. The Paradise Charitable Foundation is asking for your support in our effort to have the 400/500 block of Duval Street closed from 8:00 am to 6:00 pm on Friday, November 4, 2016. We appreciate it and hope to see you there.

Business

Signature

| Business                 | Signature  |
|--------------------------|--|
| 1. Island style          |    |
| 2. Yummy                 |    |
| 3. Chen Cohen            |    |
| 4. GAP                   |    |
| 5. Life is Good          |    |
| 6. JAMES COLEMAN GALLERY |    |
| 7. FOREVER YOURS         |    |
| 8. Forever yours         |   |
| 9. Satchels              |  |
| 10. Walgreens            |  |
| 11. Willie T's           |  |
| 12. LIK                  |  |
| 13. Sumite Cider         |  |
| 14. Heavenly Centre      |  |
| 15. Luis Sottill Studios |  |
| 16. Jack Flats           |  |
| 17. 1300e wear           |  |
| 18. Kilwins              |  |
| 19. Crazy Shirts         |  |
| 20. BANANA REPUBLIC      |  |
| 21. CVS                  |  |
| 22.                      |  |
| 23.                      |  |

400  
Block

## Parrotheads in Paradise Street Festival

It's that time of year again! The annual Parrotheads in Paradise Street Festival is Friday, November 4, 2016. The Paradise Charitable Foundation is asking for your support in our effort to have the 400/500 block of Duval Street closed from 8:00 am to 6:00 pm on Friday, November 4, 2016. We appreciate it and hope to see you there.

Business

Signature

|     | Business                              | Signature             |
|-----|---------------------------------------|-----------------------|
| 1.  | express                               | Janelle Lewis         |
| 2.  | Le Macaron                            | Jean-Marie LIBERTE    |
| 3.  | Mattheessen's Candy Kitchen           | Christina Mattheessen |
| 4.  | De la                                 | Korlyn Bolster        |
| 5.  | THE PLACK STORE / THE LITTLE RED BOAT | [Signature]           |
| 6.  | Fresh Produce                         | [Signature]           |
| 7.  | EARTHBOUND                            | [Signature]           |
| 8.  | Claire's                              | [Signature]           |
| 9.  | Build-A-Bear Workshop                 | [Signature]           |
| 10. | Artisans                              | [Signature]           |
| 11. | sandal factory                        | [Signature]           |
| 12. | LA CONCHA                             | [Signature]           |
| 13. |                                       |                       |
| 14. |                                       |                       |
| 15. |                                       |                       |
| 16. |                                       |                       |
| 17. |                                       |                       |
| 18. |                                       |                       |
| 19. |                                       |                       |
| 20. |                                       |                       |
| 21. |                                       |                       |
| 22. |                                       |                       |
| 23. |                                       |                       |

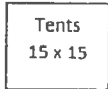
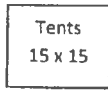
Eaton Street

**400 BLOCK**

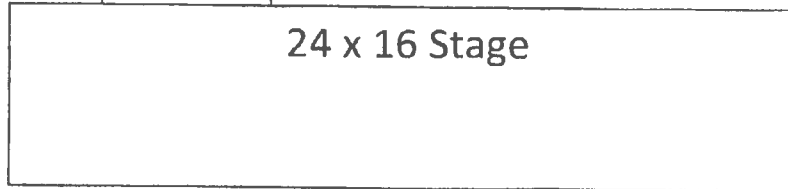
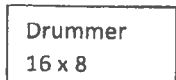
Barricade Line



**FIRE  
LANE**



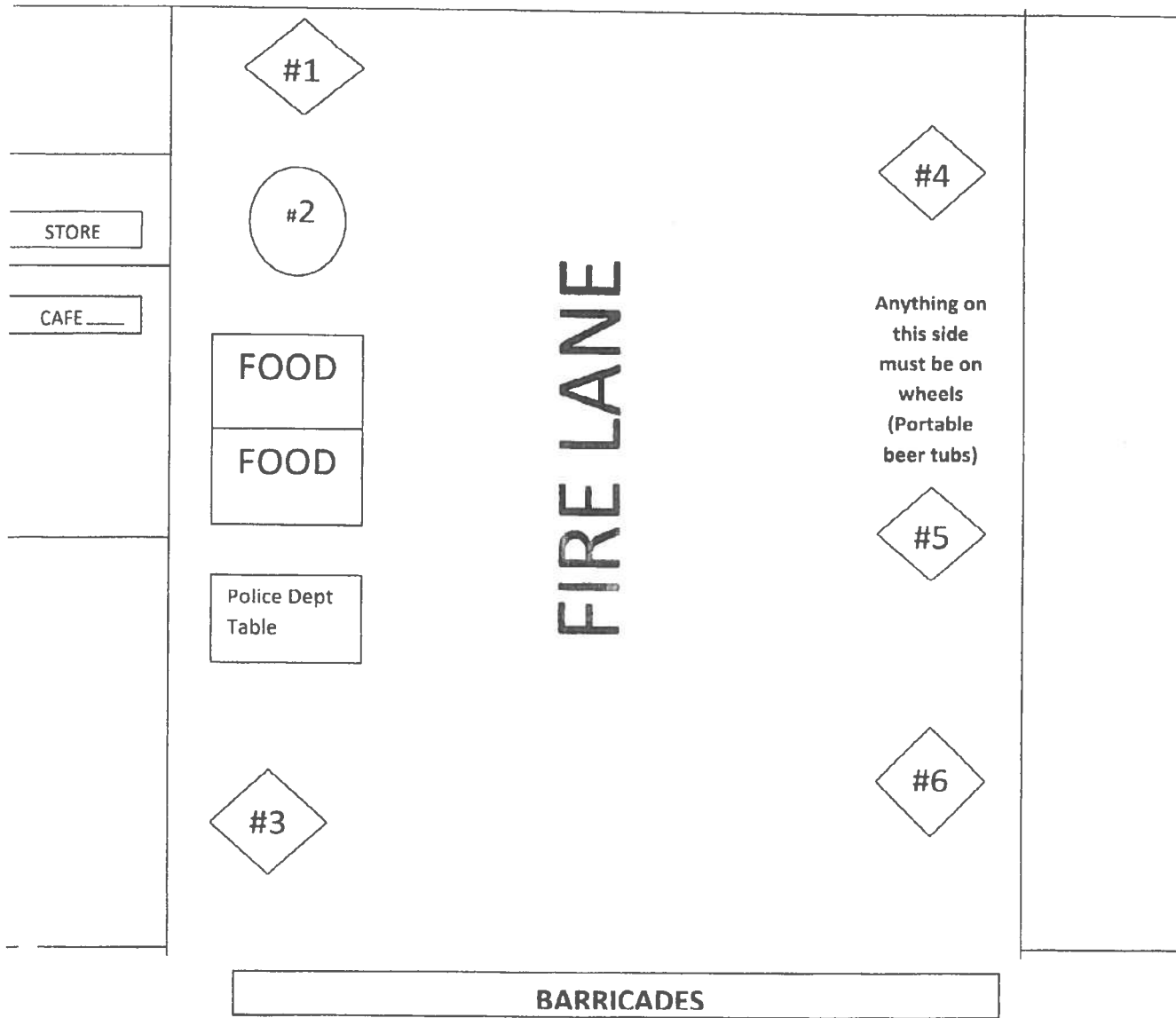
La  
Concha



Barricade Line

Fleming Street

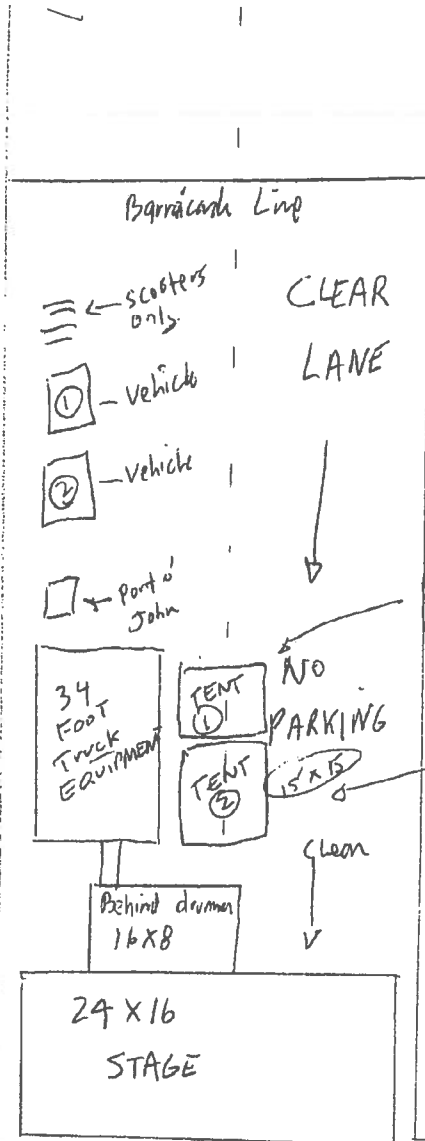
FLEMING St.



SOUTHARD



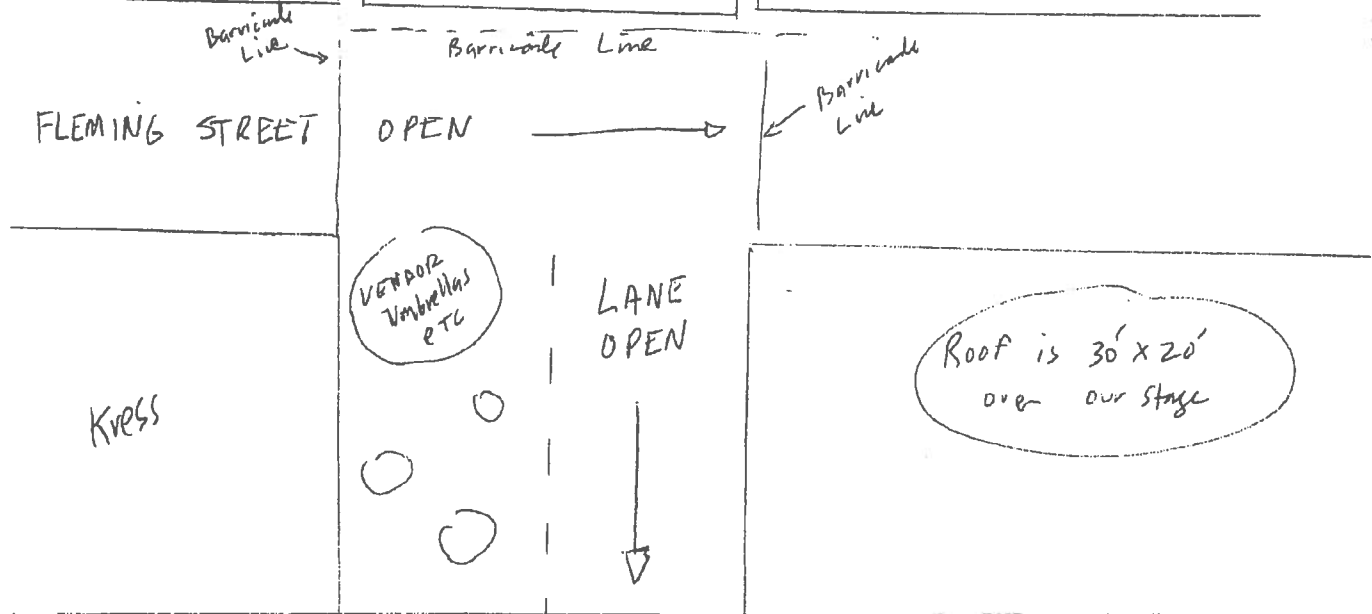
DRAWING IS ABSOLUTELY NOT TO SCALE!



These 2 Tents will be in the clear lane ONLY

These 15x15 TENTS cannot exceed the length of the 34' Box Truck They will be assembled together and this is the setup we have had in the past

La Concha Motel



Roof is 30' x 20' over our stage

Kress



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

---

Please Check All That Apply To This Event

Cooking

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

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

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

Food Booths

- Food Booths -- Total # 1
- Vendor Booths -- Total # 6
- Total Number of Booths - 7

Parade

- Floats -- Total # \_\_\_\_\_



# THE CITY OF KEY WEST

Parking Division  
P.O.Box 1409, Key West, FL 33040

## Parking Requests for Special Events

Please describe any Special Event Parking requests below:

A dumpster will be placed on Fleming  
street in metered spots

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Mallory Square Rates: \$4.00 per hour or \$32.00 per day per space

Key West Bight Rates: \$2.00 per hour or \$16.25 per day per space

On-Street Meter Rates: \$1.50 per hour or \$20.00 per day per space.

Vendors and Event Organizers must pay for metered parking used outside of Event Zone.

Modification of rates or parking waivers can only be approved by City Commission.

If you have any questions, please contact John Wilkins, Parking Manager at (305) 809-3855 or email [jwilkins@keywestcity.com](mailto:jwilkins@keywestcity.com)

(305) 809-3855 [jwilkins@keywestcity.com](mailto:jwilkins@keywestcity.com)



# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

|               |                                 |
|---------------|---------------------------------|
| <b>EVENT:</b> | <u>Parrot Heads in Paradise</u> |
| <b>DATES:</b> | <u>Friday, November 4, 2016</u> |

DEPARTMENTS

COMMENTS

**EVENTS (INITIAL SIGNOFF)**

|                     |                 |                      |
|---------------------|-----------------|----------------------|
| <u>Maria Latuff</u> | <u>11/25/16</u> | <u>same as usual</u> |
| SIGNATURE           | DATE            |                      |

**COMMUNITY SERVICES**

|                       |      |                         |
|-----------------------|------|-------------------------|
| <u>Richard Sarver</u> |      | <u>OK will be ready</u> |
| SIGNATURE             | DATE |                         |

**POLICE DEPARTMENT**

|           |      |  |
|-----------|------|--|
|           |      |  |
| SIGNATURE | DATE |  |

**FIRE DEPARTMENT**

|           |      |  |
|-----------|------|--|
|           |      |  |
| SIGNATURE | DATE |  |

**KWDOT**

|           |      |  |
|-----------|------|--|
|           |      |  |
| SIGNATURE | DATE |  |

**PORT AND MARINE SERVICES**

|           |      |            |
|-----------|------|------------|
|           |      | <u>N/A</u> |
| SIGNATURE | DATE |            |

**CODE COMPLIANCE**

|           |      |  |
|-----------|------|--|
|           |      |  |
| SIGNATURE | DATE |  |

**ENGINEERING**

|           |      |  |
|-----------|------|--|
|           |      |  |
| SIGNATURE | DATE |  |

**UTILITIES**

|           |      |  |
|-----------|------|--|
|           |      |  |
| SIGNATURE | DATE |  |

SPECIAL EVENT PERMIT HAS BEEN  APPROVED  DENIED



**CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS**

**EVENT:** Parrot Heads in Paradise  
**DATES:** Friday, November 4, 2016

**DEPARTMENTS**

**COMMENTS**

**EVENTS (INITIAL SIGNOFF)**

Maria Ruff 7/25/16 same as usual  
SIGNATURE DATE

**COMMUNITY SERVICES**

SIGNATURE DATE

**POLICE DEPARTMENT**

SIGNATURE DATE

**FIRE DEPARTMENT**

SIGNATURE DATE

**KWDOT**

SIGNATURE DATE

**PORT AND MARINE SERVICES**

SIGNATURE DATE

**CODE COMPLIANCE**

Jin Young 27 Jul 16  
SIGNATURE DATE

**ENGINEERING**

SIGNATURE DATE

**UTILITIES**

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN  APPROVED  DENIED



# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

**EVENT:** Parrot Heads in Paradise

**DATES:** Friday, November 4, 2016

DEPARTMENTS COMMENTS

**EVENTS (INITIAL SIGNOFF)**

Maria Satuy 7/25/16 same as usual

SIGNATURE DATE

**COMMUNITY SERVICES**

SIGNATURE DATE

**POLICE DEPARTMENT**  
**Steven Torrence**

Digitally signed by Steven Torrence  
DN: cn=Steven Torrence, o=KWPD, ou=KWPD,  
email=storrence@cityofkeywest-fl.gov, c=US  
Date: 2016.07.26 17:27:53 -0400

Requires Extra Duty Officers  
Requires Noise Exemption & ABT Permit

SIGNATURE DATE

**FIRE DEPARTMENT**

SIGNATURE DATE

**KWDOT**

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 KEY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS**

**EVENT:** Parrot Heads in Paradise  
**DATES:** Friday, November 4, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Lathuff      7/25/16      same as usual  
 SIGNATURE                      DATE

**COMMUNITY SERVICES**

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

**POLICE DEPARTMENT**

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

**FIRE DEPARTMENT**

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

**KWDOT**

Ronald Henderson / R.D.      7/27/16      No detours required  
 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

Event Name: Parrot Heads in Paradise Street Festival

## Special Event Checklist

Everything must be checked off before submitting the special event application

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