

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

Name of Applicant(s) Bauer Restaurant, dba. Key West Songwriters Festival

Address of Applicant(s) 417 White St. Key West, FL 33040

Phone Number of Applicant(s) 305-314-0814 Fax: \_\_\_\_\_ Email KWSWF@aol.com

Name of Non-Profit (s) Operation Homefront

Address of Non-Profit(s) ebony.strange@operationhomefront.net

Phone Number of Non-Profit(s) 240-403-7294

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 2011 was \$7000.00

Date/Dates of Event May 5, 2012

Hours of Operation 6pm - 11pm (street closed for setup)

Estimated/anticipated number of persons per day 3000 - 5000

Location of Event 200 Block Duval St. / Green/Duval Intersection

Street Closed Duval / Green

Detailed description of event Key West Songwriters Festival - Main Event

Live Concert Stage - Free Concert featuring multiple entertainers  
nonprofit Raffle site.

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.

CHARLES BAUER

*PLEASE PRINT AND SIGN*

Applicants Signature

11/18/2011

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 11/18/2011

Applicant Name Bayer Restaurant, Inc. dba. Key West Songwriters Festival

Applicant Address 4 Charles St. Key West

Applicant Phone Number 305-304-0814

Event Name Key West Songwriters Festival - Main Event

Event Address/Location Duval & Greene St. 200 blk of Duval

Date of Event Saturday May 5, 2012

Nature of Event Final Concert for Key West Songwriters Fest

Profit  Non Profit

Time(s) Request for Exemption 6pm - midnight

Number of Exemptions at this location this calendar ye

Date of last exemption May 2011

*(Handwritten scribbles)*

City of Key West  
 \*\*\* CUSTOMER RECEIPT \*\*\*  
 Oper: KEYWGM Type: OC Drawer: 1  
 Date: 12/15/11 45 Receipt no: 24302

Description	Quantity	Amount
SS SPECIAL EVENTS PAYMENTS	1.00	\$50.00

G/L account number:  
 00100003429300  
 00100001040000

SMOKIN TUNA

Tender detail		
CK CHECK	1851	\$50.00
Total tendered		\$50.00
Total payment		\$50.00

Trans date: 12/15/11 Time: 11:50:54

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 of federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.
- (e) Any nonprofit organization accepting the waiver provided for by subsection (d) of this section shall, within 90 days following the special event, submit to the city commission an accounting of expenses and revenues incurred and generated during the event.

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



Section 2.

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

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

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

Section 3.

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

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

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

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

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

Section 4.

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

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

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

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

Section 6

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

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

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

Section 7.

If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefore and shall be construed as reasonable and necessary to achieve the lawful purposes of this ordinance.



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

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

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

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

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

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

Filed with the Clerk November 21, 2002.

Sponsor's Signature \_\_\_\_\_



# RULES AND REGULATIONS FOR USE OF CITY OF KEY WEST PROPERTY FOR SPECIAL EVENTS

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.  
Sponsor's Signature CB
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 CB
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 CB
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 CB
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 CB

8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.

Sponsor's Signature CB

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

Sponsor's Signature CB

10. Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.

Sponsor's Signature CB

11. The organizer or sponsor of any special event, which requires the provision of additional or extraordinary support services by police, fire, administration, or other city departments shall pay to the city the cost of such services. A down payment of 10 percent of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten days prior to the special event.

Sponsor's Signature CB

12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation subject to the human rights provision of the section 38-225.

Sponsor's Signature CB

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

Sponsor's Signature CB

14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

Sponsor's Signature CB

15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.

Sponsor's Signature CB



16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

Sponsor's Signature CB

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

Sponsor's Signature CB.

18. All special events are required to comply with the Federal Americans with Disability's Act which requires access to all areas and services provided by the special events. Organizers must insure that all aspects of their event meet the requirements.

Sponsor's Signature CB.



## THE CITY OF KEY WEST

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

# PUBLIC NOTICE

THIS IS TO NOTIFY YOU THAT **BAUER RESTAURANT, INC.** HAS APPLIED TO THE KEY WEST CITY COMMISSION FOR A SPECIAL EVENT PERMIT UNDER SECTION 6-86 OF THE CITY'S NOISE CONTROL ORDINANCE. THE APPLICATION IS FOR AN EVENT TO TAKE PLACE ON **SATURDAY, MAY 5, 2012 FROM 6:00 P.M. TO MIDNIGHT ON THE 200 BLOCK DUVAL STREET** WHICH IS LOCATED WITHIN 100 FEET OF YOUR PROPERTY. A HEARING ON THE APPLICATION WILL TAKE PLACE AT THE CITY COMMISSION MEETING ON **FEBRUARY 7, 2012, AT 6:00 P.M., OLD CITY HALL, 510 GREENE STREET.**

IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT MARIA RATCLIFF THE CITY MANAGER'S OFFICE AT 809-3881.

# Complete Checklist for Event Recycling

## City of Key West

- ☑ Identify contact person at the festival responsible for working with recycling.  
Name of person: Charlie Bower Phone number: 305-304-0814
- ☑ Identify the recyclable commodities that will be used by the public and behind-the-scenes.  
Aluminum  Glass  #1 Plastic  #2 Plastic  Steel   
Corrugated Cardboard  Other:
- ☑ Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).  
Amount of recycling and garbage containers needed:
- ☑ Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.  
Arrangements made: ✓ Margaret to set time of drop off.
- ☑ Capacity of containers on grounds: 32 gal.  
Contact person for containers: Margaret Lara Phone #: 305-797-3312
- ☑ Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. coming from WM
- ☑ 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: \_\_\_\_\_
- ☑ 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: WM handling this
- ☑ 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: \_\_\_\_\_

*festival staff to monitor*

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

Problems: \_\_\_\_\_

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

*festival staff to monitor*

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

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

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- At the end of the event, remove signs and arrange for their return to owners.
- Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.

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

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

- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- Share the results with event organizers.
- Security deposit of \$1000.00 must be submitted prior to the event.
- Security deposit returned: \_\_\_\_\_

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

KEY WEST SONGWRITERS' FESTIVAL  
1723 Jamaica Dr  
Key West, FL 33040

1302

63-643/670  
BRANCH 00795

1-20-12

Date

PAY to the  
order of

WASTE MANAGEMENT

\$ 1000.00

One thousand

Dollars



Security  
Features  
Details on  
Back



WACHOVIA

Wachovia Bank, a division of Wells Fargo Bank, N.A.

For

STREET FEST

MP

[REDACTED MICR LINE]



## SPECIAL EVENT RECYCLE PLAN

EVENT; KEY WEST SONGWRITERS FESTIVAL MAIN EVENT

DATE; MAY 5, 2012

TIME; 6PM – MIDNIGHT

Festival Recycle committee will coordinate

### With Waste Management:

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

Drop of and Pick up of recyclables, containers, liners

Placement of Bins throughout event site

Ensure bins are clearly marked "recyclables"

### With Event Staff:

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

Staff to encourage and promote recycling

Ensure bins are clearly marked to avoid sorting trash from recyclables

Cardboard Collection done behind the scenes

### With Private Vendors:

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





## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3888

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Pursuant to my request to conduct a special event requiring authorization by the City Commission, I agree that throughout the event I will keep the premises clear of accumulated recyclables, trash and debris. This includes emptying trash and recycle cans on a regular basis for the duration of the event.

A handwritten signature in black ink, consisting of a large, stylized initial 'L' followed by a long horizontal line that tapers to a point on the right. The signature is written above a solid horizontal line.



**Signatures of NO Objection to Street Closure**

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

**DATE; MAY 5, 2012**

**TIME; 6PM – MIDNIGHT**

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

**RICKS ENTERTAINMENT COMPLEX**

*Fred B...*

**DUVAL BEACH CLUB**

**PETES PIANO BAR**

*John A. ...*

**BULL/ WHISTLE**

**FOGARTY'S / FLYING MONKEY**

**MAD ROOSTER**

*[Signature]*

**CHEESEBURGER KEY WEST**

*Ron Adams  
2pm Tuesd.*

**SHORTYS**

*Barbara Roof*

*Annie -*

**IRISH KEVINS**

*[Signature]*

**THE LAZY GECKO**

*[Signature]*

**SLOPPY JOES**

*Kevin A. ...*

*Tropical - Mrs. McC...*

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YY)  
01/04/12

PRODUCER

**FOR SERVICE CALL:**  
**FRANCIS L. DEAN & ASSOCIATES OF FLORIDA, LLC**  
 OCALA, FLORIDA  
 877/671-3326  
 www.fdeanfl.com

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.**

## COMPANIES AFFORDING COVERAGE

INSURED SPORTS AND REC. PROVIDERS ASSN. PURCHASING GROUP

Bauer Restaurants, Inc. dba  
 The Key West Songwriters Fest  
 412 White Street  
 Key West, FL 33040

Cert #SO136856-00

COMPANY A RIVERPORT INSURANCE COMPANY

COMPANY B

COMPANY C

COMPANY D

## COVERAGES

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.

CO LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	<b>GENERAL LIABILITY</b>	FLDG180312	05/02/12	05/07/12	GENERAL AGGREGATE	\$ 2,000,000.00
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				PRODUCTS-COMP/OP AGG	\$ 2,000,000.00
	<input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				PERSONAL & ADV INJURY	\$ 1,000,000.00
	<input type="checkbox"/> OWNER'S & CONTRACTOR'S PROT				EACH OCCURRENCE	\$ 1,000,000.00
	<input type="checkbox"/> INCLUDES ATHLETIC PARTICIPANTS				FIRE DAMAGE (Any one fire)	\$ 300,000.00
					MED EXP (Any one person)	\$ 5,000.00
	<b>AUTOMOBILE LIABILITY</b>				COMBINED SINGLE LIMIT	\$
	<input type="checkbox"/> ANY AUTO				BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident)	\$
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE	\$
	<input type="checkbox"/> HIRED AUTOS					
	<input type="checkbox"/> NON-OWNED AUTOS					
	<b>GARAGE LIABILITY</b>				AUTO ONLY-EA ACCIDENT	\$
	<input type="checkbox"/> ANY AUTO				OTHER THAN AUTO ONLY:	
					EACH ACCIDENT	\$
					AGGREGATE	\$
	<b>EXCESS LIABILITY</b>				EACH OCCURRENCE	\$
	<input type="checkbox"/> UMBRELLA FORM				AGGREGATE	\$
	<input type="checkbox"/> OTHER THAN UMBRELLA FORM					\$
	<b>WORKER'S COMPENSATION AND EMPLOYERS' LIABILITY</b>				WC STATUTORY LIMITS	
	<input type="checkbox"/> THE PROPRIETOR/PARTNERS/EXECUTIVE OFFICERS ARE:				OTH-ER	
	<input type="checkbox"/> INCL				EL EACH ACCIDENT	\$
	<input type="checkbox"/> EXCL				EL DISEASE - POLICY LIMIT	\$
	<b>OTHER</b>				EL DISEASE - EA EMPLOYEE	\$

## DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS

THE CERTIFICATE HOLDER IS ADDED AS AN ADDITIONAL INSURED BUT ONLY WITH RESPECT TO LIABILITY ARISING OUT OF OPERATIONS OF THE NAMED INSURED DURING THE POLICY PERIOD.

Music Festival-Key West Songwriters Festival

## CERTIFICATE HOLDER

## CANCELLATION

City Of Key West  
 604 Simonton St  
 Key West, FL 33040

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING COMPANY WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO MAIL SUCH NOTICE SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE COMPANY, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

Francis L. Dean







Maria Ratcliff &lt;mratclif@keywestcity.com&gt;

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## Event

3 messages

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**Maria Ratcliff <mratclif@keywestcity.com>****Tue, Jan 17, 2012 at 10:12 AM**

To: Eric Sindone &lt;esindone@gmail.com&gt;

Cc: kswf@aol.com

Ok, so I am working on both events for the same date. Your event and the Songwriters on the 200 block of Duval Street. You both have stages. How is that going to work with the music? Just wondering because the Commission is going to look at this and question.

--

*Maria Ratcliff**Executive Administrator to City Manager  
and Special Events Coordinator**3132 Flagler Avenue**PH [\(305\) 809-3881](tel:3058093881)**Fax [\(305\) 809-3886](tel:3058093886)*

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**Eric Is done <esindone@gmail.com>****Tue, Jan 17, 2012 at 10:54 AM**

To: Maria Ratcliff &lt;mratclif@keywestcity.com&gt;

We are currently working with Charlie at Smoking Tuna to make both events work together. I will have something more definite for you in the next couple of days

Eric

Powered by Awesome

[Quoted text hidden]

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**Maria Ratcliff <mratclif@keywestcity.com>****Tue, Jan 17, 2012 at 11:01 AM**

To: Eric Is done &lt;esindone@gmail.com&gt;

Sounds good. Thanks Eric

[Quoted text hidden]



Crazy shirts

Polar ice cream

b  
a  
r  
r  
i  
c  
a  
d  
e

STAGE

b  
a  
r  
r  
i  
c  
a  
d  
e

Tropical

RICKS

Sloppy Joes

Lazy Gecko

Irish Kevins

Shorty's

cheesburger

Mad Rooster

---

Beach club

Petes Piano

Bull/Whistle

Fogarty's

barricade

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

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Please Check All That Apply To This Event

Cooking

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

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

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

Food Booths

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

Parade

- Floats – Total # \_\_\_\_\_



Dani Holliday &lt;daniholliday1@gmail.com&gt;

## Fwd: Partner in Support Application: Approved

3 messages

smokintunakw@aol.com <smokintunakw@aol.com>  
To: daniholliday1@gmail.com

Thu, Dec 8, 2011 at 12:27 PM

Got the partnership agreement. We gave \$7k to the charity last year thru all the fundraising you did..CB

From: [shauna@shaunacollins.com](mailto:shauna@shaunacollins.com)  
To: [smokintunakw@aol.com](mailto:smokintunakw@aol.com)  
Sent: 12/8/2011 10:47:41 A.M. Eastern Standard Time  
Subj: Fwd: Partner in Support Application: Approved

Confirmation of partnership below.

Shauna Collins  
[shauna@shaunacollins.com](mailto:shauna@shaunacollins.com)

Begin forwarded message:

From: Ebony Strange <[Ebony.Strange@OperationHomefront.net](mailto:Ebony.Strange@OperationHomefront.net)>  
Subject: **Partner in Support Application: Approved**  
Date: November 2, 2011 8:36:02 AM CDT  
To: "[shauna@shaunacollins.com](mailto:shauna@shaunacollins.com)" <[shauna@shaunacollins.com](mailto:shauna@shaunacollins.com)>

Shauna:

Your Partner in Support application has been approved. Attached to this email is our logo which you can use as well as our Guidelines sheet so you can see the rules we have in place. If using verbiage on your website, you need to use the following paragraph:

*Operation Homefront provides emergency financial and other assistance to the families of our service members and wounded warriors. A national nonprofit, Operation Homefront leads more than 4,500 volunteers across 25 chapters and has met more than 400,000 needs since 2002. A four-star rated charity by watchdog*

***Charity Navigator, and with an A rating by the American Philanthropy Institute, 94 percent of all donations to Operation Homefront goes to its programs. For more information about Operation Homefront, please visit [www.operationhomefront.net](http://www.operationhomefront.net)***

I will need to review any printed or e-materials featuring our logo and brand before it goes live to confirm that everything is good to go. I appreciate your desire to work with Operation Homefront on this endeavor. I truly hope it's successful for not only you but for Operation Homefront.

Best,  
Ebony

Ebony Strange  
Director of Special Events  
Operation Homefront  
O: [240-403-7294](tel:240-403-7294)  
C: [202-355-3735](tel:202-355-3735)  
F: [240-403-7523](tel:240-403-7523)  
[ebony.strange@operationhomefront.net](mailto:ebony.strange@operationhomefront.net)  
[www.operationhomefront.net](http://www.operationhomefront.net)

=



*Operation Homefront (OHF) provides emergency financial and other assistance to the families of our service members and wounded warriors.*

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**2 attachments**

Event Name: Key West Songwriters Festival

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

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





## THE CITY OF KEY WEST

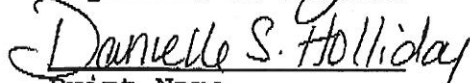
P.O. BOX 1409  
KEY WEST, FL 33041-1409

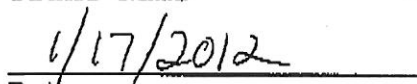
### RELEASE AND INDEMNIFICATION


Bauer Restaurant, dba Key West Songwriters Festival  
200 block of Duval Street  
May 5, 2012

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

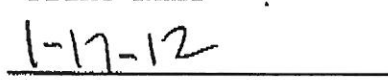
  
\_\_\_\_\_  
Signature of Witness

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

  
\_\_\_\_\_  
Date

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

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

  
\_\_\_\_\_  
Date

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



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

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## Songwriters Festival on the 200 block of Duval Street

2 messages

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

**Wed, Jan 18, 2012 at 12:26 PM**

To: Richard Sarver <[rsarver@keywestcity.com](mailto:rsarver@keywestcity.com)>, Steve Torrence <[storrenc@keywestcity.com](mailto:storrenc@keywestcity.com)>, Marcus Delvalle <[mdelvalle@keywestcity.com](mailto:mdelvalle@keywestcity.com)>, Myra Wittenberg <[mwittenb@keywestcity.com](mailto:mwittenb@keywestcity.com)>, Jim Young <[jjyoung@keywestcity.com](mailto:jjyoung@keywestcity.com)>, KWPD Dispatch <[dispatch@keywestcity.com](mailto:dispatch@keywestcity.com)>

--

*Maria Ratcliff  
Executive Administrator to City Manager  
and Special Events Coordinator  
3132 Flagler Avenue  
PH [\(305\) 809-3881](tel:(305)809-3881)  
Fax [\(305\) 809-3886](tel:(305)809-3886)*

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 **SKMBT\_C36012011813111.pdf**  
1673K

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**Myra Wittenberg** <[mwittenb@keywestcity.com](mailto:mwittenb@keywestcity.com)>

**Thu, Jan 19, 2012 at 8:15 AM**

To: Maria Ratcliff <[mratclif@keywestcity.com](mailto:mratclif@keywestcity.com)>  
Cc: Jim Fitton <[jfitton@keywestcity.com](mailto:jfitton@keywestcity.com)>

This won't effect buses - thanks.

[Quoted text hidden]

# Songwriter Festival

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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

PUBLIC WORKS

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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

POLICE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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

FIRE DEPARTMENT

Marcus del Valle

01/20/2012

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

SEE ATTACHED MEMO

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

PORT/KEY WEST DOT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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

CODE COMPLIANCE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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

KEY WEST PROPERTY  
MANAGEMENT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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

PARKING DEPARTMENT

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

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



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-2933

To: Charles Bauer, Key West Songwriters Festival

From: Division Chief/Fire Marshal Marcus del Valle

Date: 01/20/2012

Reference: Song Writers Festival

This office reviewed the special event application for the Song Writers Festival to be held on the 200 block of Duval Street on May 5, 2012.

The following conditions apply:

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

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

**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

Songwriters Festival 200 block of Duval  
May 5, 2012

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

EVENTS (INITIAL SIGNOFF):

Maria Raterzi  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

PUBLIC WORKS

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

CONDITIONS/RESTRICTIONS:

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

POLICE DEPARTMENT

[Signature] 23 Jan  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

① Will Require Extra Duty Officers  
② Will Require Noise Exemption  
③ ABT permits will be reviewed  
for off Premis Sales

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)



Songwriters Festival 200 block of Duval  
May 5, 2012

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

EVENTS (INITIAL SIGNOFF):

Maria Rabezz  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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

PUBLIC WORKS

[Signature] 1-23  
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)

Songwriters Festival 200 block of Duval  
May 5, 2012

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

EVENTS (INITIAL SIGNOFF):

*Maria Ratajski*  
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:

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

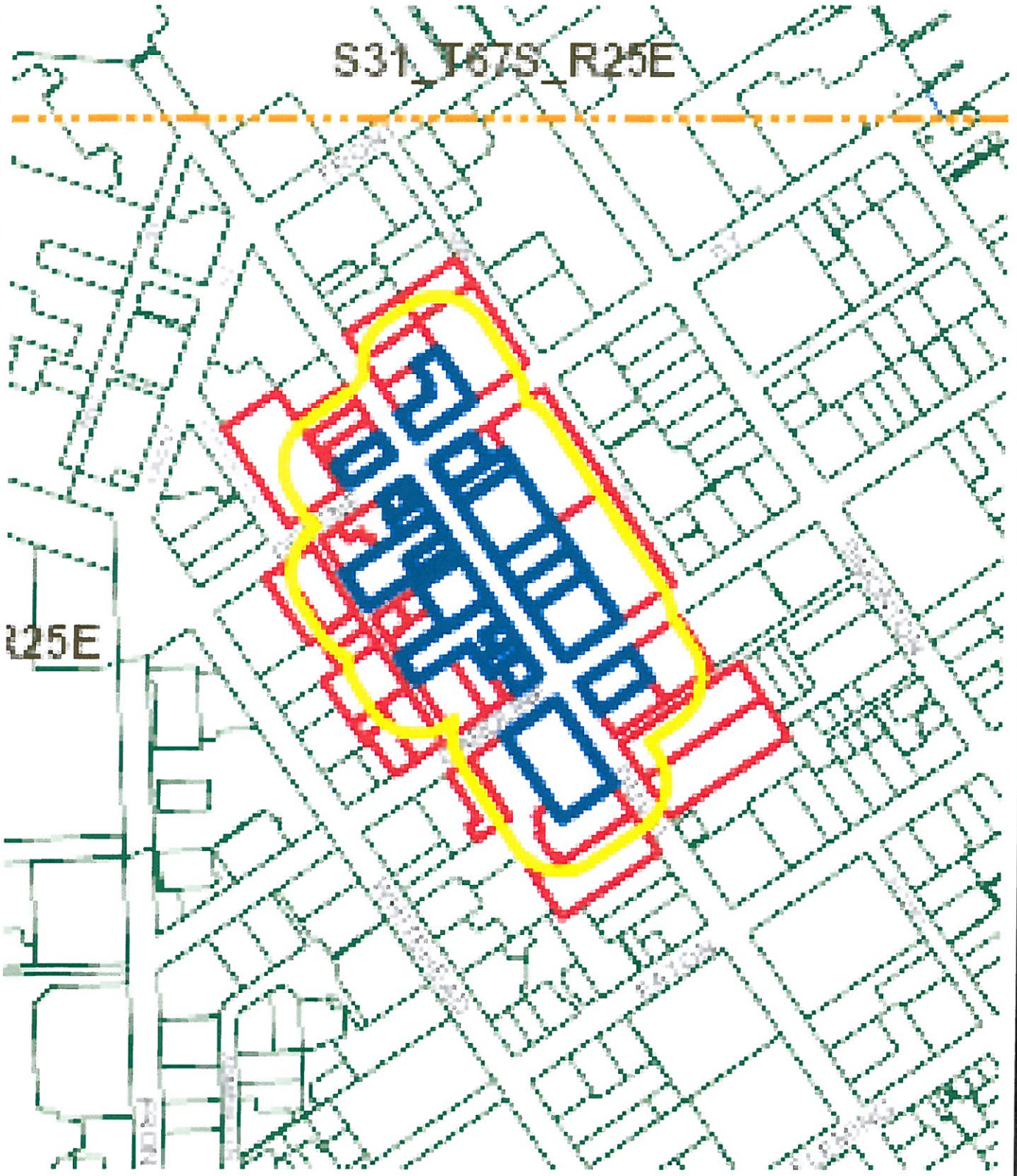
EVENTS:

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

DENIED \_\_\_\_\_

(if denied attach explanation)

S31 T67S R25E



## Monroe County, Florida

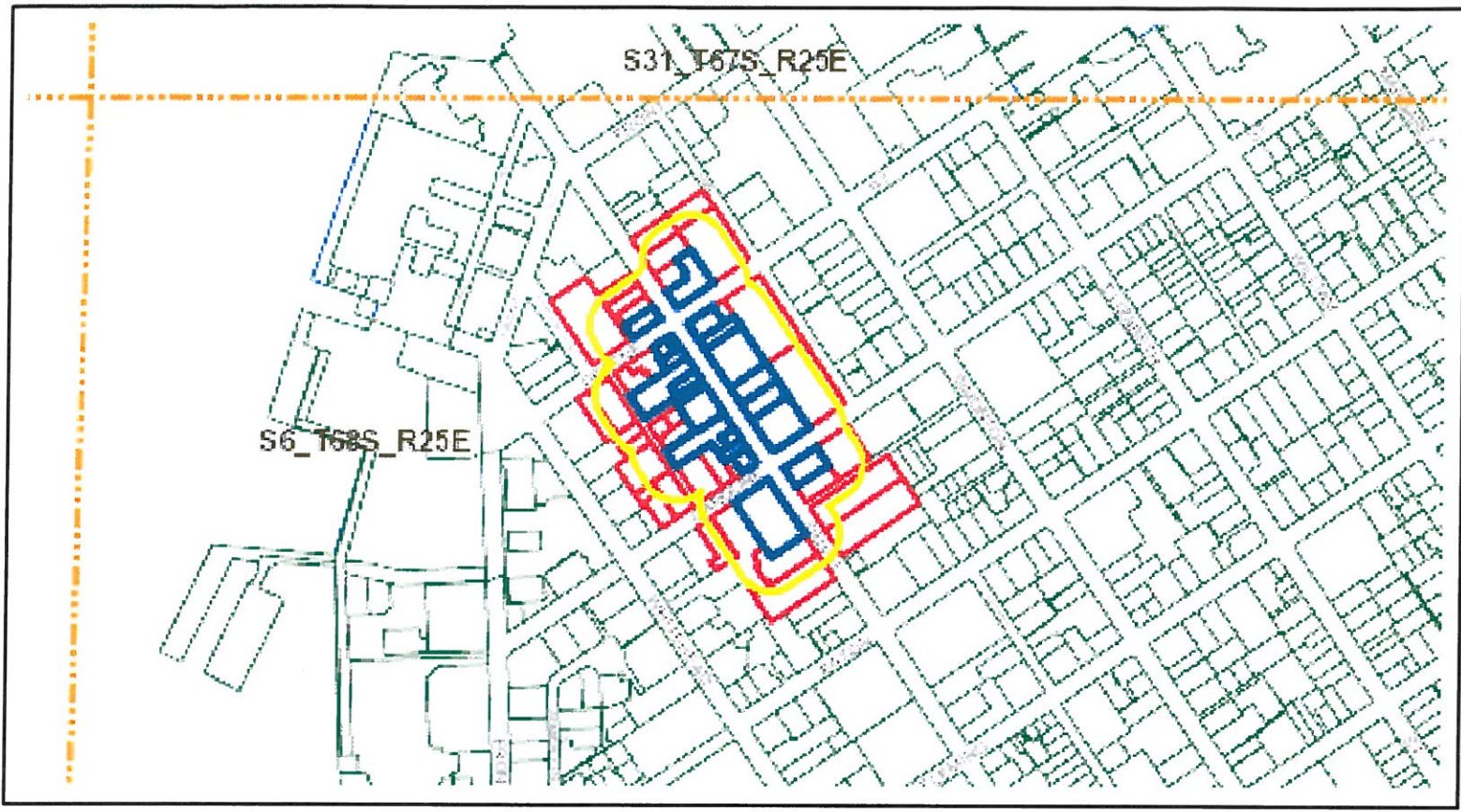
### 200 Block Duval(Songwriters)

Printed: Jan 23, 2012

DISCLAIMER: The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.







Printed: Jan 23, 2012

## Monroe County, Florida 200 Block Duval(Songwriters)

DISCLAIMER: The Monroe County Property Appraiser's office maintains data on property within the County solely for the purpose of fulfilling its responsibility to secure a just valuation for ad valorem tax purposes of all property within the County. The Monroe County Property Appraiser's office cannot guarantee its accuracy for any other purpose. Likewise, data provided regarding one tax year may not be applicable in prior or subsequent years. By requesting such data, you hereby understand and agree that the data is intended for ad valorem tax purposes only and should not be relied on for any other purpose.

