

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Jay Collins

Address of Applicant(s) 12802 Tampa Oaks Blvd Suite 450
Temple Terrace, FL 33637

Phone Number of Applicant(s) 813-615-4800 Fax: _____ Email jay.collins@
verizonwireless.com

Name of Non-Profit (s) Bahama Village Music Program

Address of Non-Profit(s) 103 Oliva St. Key West, FL

Phone Number of Non-Profit(s) 305-292-9408

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

Date/Dates of Event 6/1-3/2012

Set Up 8:00-4:00 4:00pm

6/1 Hours of Operation ~~8:00pm-11:00pm~~ 11:00pm (6/1) Noon-11:pm (6/2-6/3)

Estimated/anticipated number of persons per day 1,000

Location of Event Mallory Square

Street Closed N/A

Detailed description of event Music Festival - headliner

Tito Puente Jr. plus 4 other acts. Local
business and vendors will be invited to set up & participate.

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.

Jay Collins

Applicants Signature

3/1/12

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 3/22/12

Applicant Name Jay Collins

Applicant Address 12802 Tampa Oaks Blvd. Suite 450

Applicant Phone Number Temple Terrace, FL 33047
813-615-4800

Event Name Verizon Summer Music Festival

Event Address/Location Mallory Square

Date of Event 6/1-3/12

Nature of Event Music Festival

Profit Non Profit

Time(s) Request for Exemption 4-11:00p(10/11) 11:00a-11:00a(10/2-10/3)

Number of Exemptions at this location this calend:

Date of last exemption NA

City of Key West
*** CUSTOMER RECEIPT ***
Oper: KEYWGM Type: OC Drawer: 1
Date: 4/16/12 45 Receipt no: 61553

Description	Quantity	Amount
SS SPECIAL EVENTS PAYMENTS	1.00	\$1050.00

G/L account number:
00100003429300
00100001040000









VERIZON MUSIC EXEMPTION

Tender detail		
CK CHECK	1413	\$1050.00
Total tendered		\$1050.00
Total payment		\$1050.00

Trans date: 4/16/12 Time: 8:09:54

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 JC
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 JC
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 JC
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 JC
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 JC

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 
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature 
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 
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 
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 
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 
14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.
Sponsor's Signature 
15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.
Sponsor's Signature 

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

Sponsor's Signature

17. Special Events organizers must submit 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 .

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 .

Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Jessica Talkington Phone number: 313-526-1137
- 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: _____
- Capacity of containers on grounds: _____
Contact person for containers: _____ Phone #: _____
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: _____
- 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: _____
- 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

THIS CHECK IS VOID WITHOUT A BLUE BORDER AND VOID PANTOGRAPH. SEE BACK FOR COMPLETE LIST OF SECURITY FEATURES INCLUDED ON THIS CHECK.



BAYSHORE PRODUCTIONS, INC.
27504 SKY LAKE CIRCLE
WESLEY CHAPEL, FL 33544

BANK OF AMERICA
63-27/631

1413

DATE 4/9/2012

PAY TO THE ORDER OF City of Key West \$ **1,050.00

One Thousand Fifty and 00/100***** DOLLARS

City of Key West
3132 Flagler Ave
Key West, FL 33040

VOID AFTER 90 DAYS



MEMO Verizon Music Festival - Noise Exemption and Recy

~~001473 1083 00272 22903 125571~~



THE CITY OF KEY WEST

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

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 blue ink is written over a horizontal line. The signature is stylized and appears to be the name of the person authorizing the event.

Recycle Plan – Verizon Wireless Music Festival June 1 – 3, 2012

- Working with Waste management for delivery of trash and recycling containers
- Containers will be monitored throughout the event to ensure items are being placed in the proper containers.
- Signs will be placed at strategic locations informing guests of recycling
- Containers will be emptied throughout the event into a larger container on the grounds
- Any vendors will be informed of the proper recycling procedures
- After the festival, the containers will be returned to Waste Management



THE CITY OF KEY WEST

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

PUBLIC NOTICE

THIS IS TO NOTIFY YOU THAT **BAYSHORE PRODUCTIONS (MUSIC FESTIVAL AT MALLORY SQUARE)** 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 **FRIDAY, JUNE 1, 2012 (SET UP 7:00 A.M.) 4:00 P.M. TO 11:00 P.M. & SATURDAY & SUNDAY, JUNE 2 & 3, 2012 FROM 12:00 NOON TO 11:00 P.M.** WHICH IS LOCATED WITHIN 100 FEET OF YOUR PROPERTY. A HEARING ON THE APPLICATION WILL TAKE PLACE AT THE CITY COMMISSION MEETING ON **MAY 1, 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.



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Sunrise Rotary Club of Key West
Poker Run
June 1 - 3, 2012

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

Signature of Witness

Signature of Applicant

Print Name

Print Name

Date

Date

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



CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)
04/06/2012

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).

PRODUCER Aon Risk Services Northeast, Inc. Parsippany NJ Office 10 Lanidex Center West P.O. Box 608 Parsippany NJ 07054-0608 USA	CONTACT NAME: _____ PHONE (A/C. No. Ext): (866) 283-7122 FAX (A/C. No.): (847) 953-5390		
	E-MAIL ADDRESS: _____		
INSURED Cellco Partnership dba Verizon Wireless 180 Washington Valley Road Bedminster NJ 07921 USA	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: National Union Fire Ins Co of Pittsburgh		19445
	INSURER B: New Hampshire Ins Co		23841
	INSURER C: Illinois National Insurance Co		23817
	INSURER D: _____		
	INSURER E: _____		
INSURER F: _____			

Holder Identifier :

COVERAGES

CERTIFICATE NUMBER: 570045879910

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. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC			2449475	06/30/2011	06/30/2012	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS HIRED AUTOS			CA 3506323 AOS CA 3506325 MA CA 3506324 VA	06/30/2011	06/30/2012	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			WC015883656 AOS WC015883657 MA, MI, MN, NY, WI, WV	06/30/2011	06/30/2012	<input checked="" type="checkbox"/> WC STATUTORY LIMITS E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

Certificate No : 570045879910

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

City of Key West is included as Additional Insured under the General Liability and Automobile Liability policies as required by written contract.

CERTIFICATE HOLDER**CANCELLATION**

Bayshore Productions
27504 Sky Lake Circle
Wesley Chapel FL 33544 USA

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Aon Risk Services Northeast, Inc.

Attachment to ACORD Certificate for Cellco Partnership dba Verizon wireless

The terms, conditions and provisions noted below are hereby attached to the captioned certificate as additional description of the coverage afforded by the insurer(s). This attachment does not contain all terms, conditions, coverages or exclusions contained in the policy.

INSURED

Cellco Partnership dba Verizon wireless
 180 Washington Valley Road
 Bedminster NJ 07921 USA

INSURER
INSURER
INSURER
INSURER
INSURER

ADDITIONAL POLICIES

If a policy below does not include limit information, refer to the corresponding policy on the ACORD certificate form for policy limits.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER/ POLICY DESCRIPTION	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	WORKERS COMPENSATION						
C		N/A		WC015883661 FL	06/30/2011	06/30/2012	
A		N/A		015883659 CA	06/30/2011	06/30/2012	
B		N/A		WC015883660 TX	06/30/2011	06/30/2012	
B		N/A		WC015883658 MN	06/30/2011	06/30/2012	

Certificate No : 570045879910



April 17, 2012

Bahama Village Music Program was recently approached by Thomas Barthmus from Bayshore Productions in regards to BVMP participating in the Verizon Summer Music Festival. BVMP is happy to be a part of what will be an exciting event for the Key West musical community. Bahama Village Music Program is also very grateful to be the recipient of a donation made as part of the Festival. BVMP is a long standing 501c3 non-profit that gives free music lessons to any child in Key West who otherwise would not have access to private music instruction. Our partnership with the Verizon Summer Music Festival and Bayshore Productions would help us continue to give the gift of music to the children of Key West.

Bahama Village Music Program is excited to be a part of the Verizon Summer Music Festival and we hope that you will approve their special events permit.

Thank you,

Katchen Duncan
BVMP Program Director
727 Fort St.
Key West, FL 33040
(305) 292 9628
bvmp@bellsouth.net

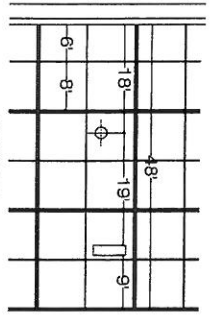
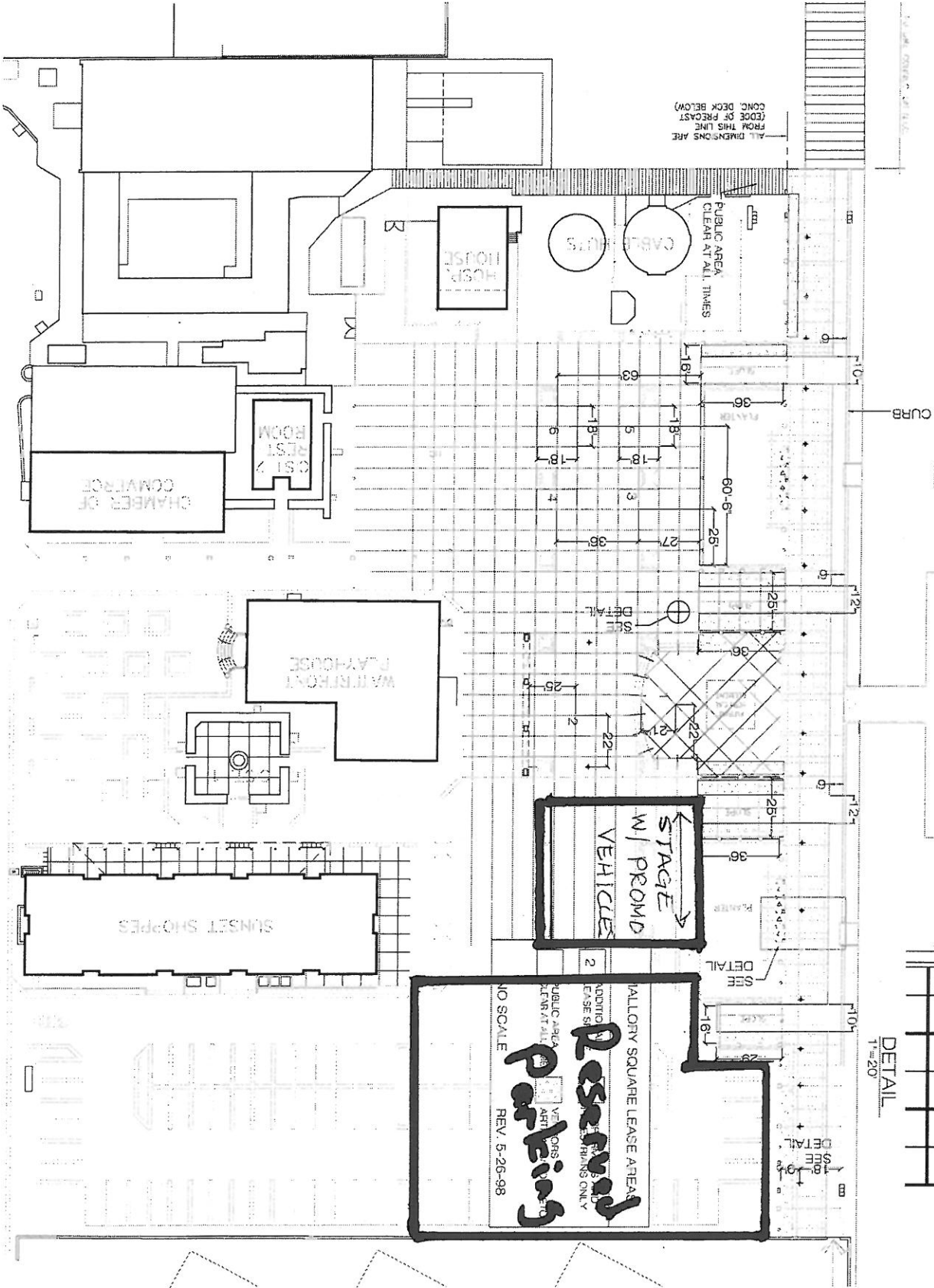
Tax Number: 85-8012850415C-3



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 • 727 Fort Street • Key West, Florida 33040 • phone (305) 292-9628

KEY WEST HARBOR



ALLEY SQUARE LEASE AREA

ADDITIONAL LEASES AND LEASES ONLY

Reservatory

Parking

PUBLIC AREA EXCEPT ART VEHICLES ONLY

NO SCALE

REV. 5-26-98

STAGE

W/ PROMD

VEHICLES

Maria Ratcliff <mratclif@keywestcity.com>

M Event at the playhouse

2 messages

Maria Ratcliff <mratclif@keywestcity.com>
To: Gary Symons <garysymons@att.net>

Tue, Mar 27, 2012 at 10:49 AM

Gary, I have someone that wants to do a Music Festival at the plaza on June 1-3, 2012. I looked at your website and it looks like you guys do not have anything going on those dates. Please advise. Thanks

--

Maria Ratcliff
Executive Administrator to City Manager
and Special Events Coordinator
3132 Flagler Avenue
PH (305) 809-3881
Fax (305) 809-3886

Gary Symons <garysymons@att.net>
To: Maria Ratcliff <mratclif@keywestcity.com>

Tue, Mar 27, 2012 at 11:44 AM

That is correct; we have nothing on our calendar for those dates.

Gary

From: Maria Ratcliff <mratclif@keywestcity.com>
To: Gary Symons <garysymons@att.net>
Sent: Tue, March 27, 2012 10:49:24 AM
Subject: Event at the playhouse

[Quoted text hidden]



Maria Ratcliff <mratclif@keywestcity.com>

International Latin artist for performance in Key West

11 messages

Jorge Gateno <jorgegateno@aol.com>

Mon, Jun 27, 2011 at 10:58 AM

To: wm@keywestcity.com, gabreda@keywestcity.com, ccates@keywestcity.com, vperez@keywestcity.com, mratclif@keywestcity.com

My name is Jorge Gateno and I am writing to you on behalf of International Latin artist Tito Puente Jr (son of the legendary Tito Puente) and Verizon Wireless. Tito Jr. is currently promoting his newest Latin album, and has a regional sponsorship with Verizon Wireless (which has authorized retailers in Key West). As part of this partnership, they are looking to organize (or tie in with) an event in Key West where Tito and his band can perform. The artist fees and expenses would be covered, and in return, Verizon would like to be a presenting sponsor and have the ability to set up areas to demo their products.

Tito performed in Mallory Square a few years back, and the response was tremendous. We are looking to try and do something possibly in August (or September).

I emailed all of you since I wasn't sure exactly who to reach out to. If there is interest in doing this, please let me know. I can be reached here via email, or at [305 968 6090](tel:3059686090). I am helping both parties out, so if you want to explore this opportunity, I will arrange a conference call with everyone, and we can go from there.

Thanks for your help!!!

Jorge

Don Sullivan - 305 294-8855

Maria Ratcliff <mratclif@keywestcity.com>

Mon, Jun 27, 2011 at 11:05 AM

To: Jorge Gateno <jorgegateno@aol.com>

Jorge, the best thing to do is put a special event application in. You can find the application at www.keywestcity.com go to the upper left hand corner under departments and click City Manager's page. Scroll down and you will find the application. Once I get the date that you guys want, we will have to check to make sure that the Waterfront Playhouse is not having any productions. You can actually go on their website at Waterfront Playhouse and see if there are any. If there are, you will not be able to have a concert there. Thanks and let me know if I can be of further assistance. Thanks

[Quoted text hidden]

--

Maria Ratcliff

*Executive Administrator to City Manager
and Special Events Coordinator*

PH (305) 809-3881

Fax (305) 809-3886

Jorge Gateno <jorgegateno@aol.com>
To: Maria Ratcliff <mratclif@keywestcity.com>

Tue, Feb 7, 2012 at 10:46 AM

Maria, hope all is well. I am following up on this email I sent several months ago. We are working with some folks in Key West to help us coordinate this event, but I wanted to make sure that we could do the event on ~~May 25-27~~. I know its Memorial Day weekend, but Verizon wants to bring down their stage and have Tito Puente Jr perform. We will be filing the application this week. Thanks!!

Jorge Gateno

(786)837-3690

(305)968-6090

From: Maria Ratcliff [mailto:mratclif@keywestcity.com]
Sent: Monday, June 27, 2011 11:05 AM
To: Jorge Gateno
Subject: Re: International Latin artist for performance in Key West

[Quoted text hidden]

Maria Ratcliff <mratclif@keywestcity.com>
To: Jorge Gateno <jorgegateno@aol.com>

Tue, Feb 7, 2012 at 10:57 AM

Is this event at Mallory Square? It's just such big weekend for Sunset Celebration. Also their is a Survivors Event. Usually that event is held at the Southernmost Beach. Thanks

[Quoted text hidden]

3132 Flagler Avenue

[Quoted text hidden]

Jorge Gateno <jorgegateno@aol.com>
Reply-To: jorgegateno@aol.com
To: Maria Ratcliff <mratclif@keywestcity.com>

Tue, Feb 7, 2012 at 10:59 AM

Yes- we would want to do it at Mallory Square.

My concern is locking in the date. Mark from the Key West Food and Wine Festival is also helping us out because we want to get some of the local businesses involved. He is talking with the Latin restaurant located on the square today to make sure they don't have a conflict either.

Thanks!!

Sent from my wireless device.

From: Maria Ratcliff <mratclif@keywestcity.com>
Date: Tue, 7 Feb 2012 10:57:14 -0500
To: Jorge Gateno <jorgegateno@aol.com>

[Quoted text hidden]

Maria Ratcliff <mratclif@keywestcity.com>
To: jorgegateno@aol.com

Tue, Feb 7, 2012 at 11:00 AM

Will Sunset Celebration be able to have their daily sunset celebration? That would add to the event.

[Quoted text hidden]

Jorge Gateno <jorgegateno@aol.com>
Reply-To: jorgegateno@aol.com
To: Maria Ratcliff <mratclif@keywestcity.com>

Tue, Feb 7, 2012 at 11:02 AM

Sure!! We want to make this as community-involved as possible. Is there a number I can call you at and ill explain the layout :)
Sent from my wireless device.

From: Maria Ratcliff <mratclif@keywestcity.com>
Date: Tue, 7 Feb 2012 11:00:56 -0500
To: <jorgegateno@aol.com>

[Quoted text hidden]

Maria Ratcliff <mratclif@keywestcity.com>
To: jorgegateno@aol.com

Tue, Feb 7, 2012 at 11:03 AM

I am getting ready to go into a meeting. Once you decide the date, please fill out the application and we can go from there. Thanks

[Quoted text hidden]

Jorge Gateno <jorgegateno@aol.com>
Reply-To: jorgegateno@aol.com
To: Maria Ratcliff <mratclif@keywestcity.com>

Tue, Feb 7, 2012 at 11:04 AM

You got it. Thanks!!
Sent from my wireless device.

From: Maria Ratcliff <mratclif@keywestcity.com>
Date: Tue, 7 Feb 2012 11:03:46 -0500

[Quoted text hidden]

Maria Ratcliff <mratclif@keywestcity.com>
To: jorgegateno@aol.com

Tue, Feb 7, 2012 at 11:05 AM

Your welcome

[Quoted text hidden]

Maria Ratcliff <mratclif@keywestcity.com>
To: jorgegateno@aol.com

Wed, Apr 11, 2012 at 10:59 AM

Jorge, I received the paperwork today but there is paperwork missing.

They are:

recycling checklist

recycling plan

I received insurance but it has Bayshore Productions listed as additional insured not the City of Key West with our address on it.

Release & Idemnification - attached

Letter from the Bahama Village Music program stating that they will be receiving a donation from the event.

[Quoted text hidden]

 **SKMBT_C36012041110550.pdf**
389K



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

MEMORANDUM

TO: Key West Cultural Preservation Society, Inc.,
ATTN: Don Sullivan

CC: Greg Veliz, Director of Community Services
Marilyn Wilbarger, Senior Property Manager
Rod Delostrinos, Assistant Community Service Director

FROM: Maria Ratcliff, Special Events Coordinator

DATE: April 12, 2012

SUBJECT: Written Notice of Intent

1. Pursuant to City Commission of the City of Key West, Florida Resolution 04-131, Section (4) Special Events, Item (a) and (b), the City of Key West (CITY) is giving the Cultural Preservation Society, Inc., (CPS) written notice, delivered with seventy-two (72) hours in advance, of its intent to occupy Mallory Square for special events. This letter serves as notice for the following event and date:

Executive Adventures World Sailfish, April 13 through April 23, 2012 . They will be using the entire plaza.

Verizon Music Festival at Mallory Square, June 1 – 3, 2012. Friday, June 1 from 4:00 p.m. to 11:00 p.m. Saturday, June 2, 2012 from 11:00 a.m. to 11:00 p.m. and Sunday, June 3, 2012 from 11:00 a.m. to 11:00 p.m. CPS will be able to set up during this event.

Pending on City Commission Approval



Maria Ratcliff <mratclif@keywestcity.com>

Verizon event in Key West

1 message

Jorge Gateno <jorgegateno@aol.com>

Fri, Apr 13, 2012 at 10:56 AM

To: catbutt22@comcast.net

Cc: Thomas Barthmus <Thomas@bayshoreproductions.com>, Maria Ratcliff <mratclif@keywestcity.com>

Don, it was a pleasure speaking with you yesterday on the phone. I am copying Thomas from Bayshore Productions on this email. He is handling all of the logistics and event production.

Just to recap, the event will take place on Mallory Square from June 1-3. We are going to make sure to include the Sunset Celebration event in ours as well. We will cease the main stage for an hour to 90 minutes while the Sunset Celebration takes place, and will then resume the main stage. The area will remain open, even though there will be no main act performing, and anyone who wishes to visit the Verizon booth or the other vendors will be able to do so.

Once we finalize the exact times, layout, vendors, and artists performing, we will send everything over to you so that you can also help in promoting it through any means that you have available.

Thomas- Don handles the Sunset Celebration event on Mallory Square every night. Per the discussions we have had before, we wanted to make sure to include that event with ours since it is a nightly event that everyone attends. My thoughts on this are to make sure everyone is included, that we can run the main stage during the day, pause it for 60-90 minutes while Sunset Celebration takes place, and then resume the main stage with an opening act and a headliner each night. Can you please confirm and let me know if this is correct or if something has changed?

Thanks everyone!!!

Jorge



**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 # _____
- Vendor Booths – Total # _____
- Total Number of Booths - _____

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:

We will need between 40-50 parking spots in the lot beside Mallory Square for our set up vehicles and event staff parking.

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

Music Festival at Mallory Square June 1-3-2012

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

EVENTS (INITIAL SIGNOFF):

✓ Maria Ratzliff
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

✓ N/A
SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

✓ [Signature] 13 Apr 12
SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____

DENIED _____

(if denied attach explanation)

Music Festival at Mallory Square

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS

SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE

SIGNATURE DATE

FIRE DEPARTMENT

SEE ATTACHED MEMO

Danny Blanco 04/17/12

SIGNATURE DATE

PORT/KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



Key West Fire Department

Office of the Fire Marshal

Danny Blanco , Fire Marshal
Alan Averette, Capt. / Fire Inspector
Kenneth Wardlow, Capt. / Fire Inspector
Jason Barroso, Lt./ Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 292-8179
Fax: (305) 293-8399

Food Booth and Vendor Regulations

Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.
3. **Each vendor shall stay within their assigned area, equipment and supplies shall not be staged outside their allotted space. ie: sidewalks, exit ways.**

Butane or Propane equipment:

1. Shut-off valves must be provided at each fuel source.
2. Tanks must be protected from damage and secured in an upright position and must be located at least 5 feet apart from each other.
3. No storage of extra butane or propane tanks in booth.
4. Tanks not in use must be turned **OFF**.
5. Unused fuel cylinders shall be stored in a secured position. Unused cylinders must be located 50 feet away from all combustibles.

All compressed gas bottles, flammable or non-flammable shall be properly secured to prevent accidental tipping over.

Electrical Power:

1. Generators shall be placed in locations approved by the Fire Marshal's Office for "special events" use.
2. Refueling of generators is prohibited during event hours. No extra fuel shall be stored during event hours.
3. During approved refueling times, no smoking or open flames are allowed within 25 feet.
4. Extension cords shall be of grounded type and approved for exterior use. Extension cords shall be placed so as not to create a hazard.

Charcoal Cooking:

1. Charcoal cooking must be located in areas away from public access.
2. Charcoal cooking must be 10 feet away from combustible structures and parked vehicles.
3. Coals shall be disposed in metal containers

Deep Fat Frying/Flambé/Open Flame Cooking:

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. The cook area must not be accessible by the general public.
3. Deep fat frying equipment must be equipped with a temperature regulating device.
4. Separation must be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.

Fire Extinguishers:

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of 3A:40B:C. (dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of 2A:10B:C must not exceed 75 feet.
3. Fire extinguishers must be serviced annually and be tagged accordingly.
4. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.
5. Each cooking booth that is using deep fat fryers must have a 6 Liter Type K (wet chemical fire extinguisher).

Miscellaneous:

Fire Hydrants – Fire Hydrants must not be obstructed at any time for any reason.

Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

The above regulations are not inclusive of other general fire safety provisions that may be imposed upon inspection.

Any booth not in compliance will be immediately closed.

Fire Safety Tips

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. Do not spray lighter fluid on briquettes that have been previously ignited.
7. In case of emergency, **DIAL 9-1-1.**

Event Name: Music 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	
N/A	Signatures of No Objection of Street closure (If applicable)	
✓	Insurance naming the City as additional insured	Need City named as additional insured
N/A	Financial of previous event (If applicable)	
	Release & Idemnification Form	Forthcoming
✓	Site Map (where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	Bahama Village Music Program



**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.)

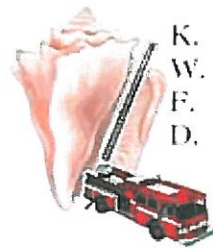
- Flame Resistance Certificate
- Size, Type, Location of Tent(s)

Booths

- Food Booths – Total # _____
- Vendor Booths – Total # _____
- Total Number of Booths - _____

Parade

- Floats – Total # _____



THE CITY OF KEY WEST

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

To: Jay Collins

From: Fire Marshal Danny Blanco

Date: 04/17/2012

Reference: Music Festival at Mallory Square

The following conditions apply:

This office reviewed the special event application for Music Festival at Mallory Square to be held at on June 1-3, 2012.

The following conditions apply:

- Cooking and Generator use that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- Attached is the Application Check-List: Please complete and return.
- The Event is responsible for the cost of Fire Inspector(s) who will perform the Life Safety Inspection on event dates.
- Fire Inspector(s) working the Inspection detail shall be paid a rate of \$ 40.00 an hour with a four hour minimum.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Danny Blanco, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
305-292-8284 Fax
dblanco@keywestcity.com

Serving the Southernmost City

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.

KEY WEST FIRE