

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

Name of Applicant(s) Key West Goombay Festival, Inc.

Address of Applicant(s) P.O. Box 903, Key West, FL 33040

Phone Number of Applicant(s) 770-401-7932 Fax: \_\_\_\_\_ Email glenwood@bellsouth.net

Name of Non-Profit (s) Bahama Village Community Coalition

Address of Non-Profit(s) P.O. Box 903, Key West, FL 33040

Phone Number of Non-Profit(s) 770-401-7932

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

Date/Dates of Event Third Weekend in October (20th + 21st)

Hours of Operation 10AM - 12AM

Estimated/anticipated number of persons per day 5,000

Location of Event Petronia Street and side streets from Duval to  
the Quay Pier.

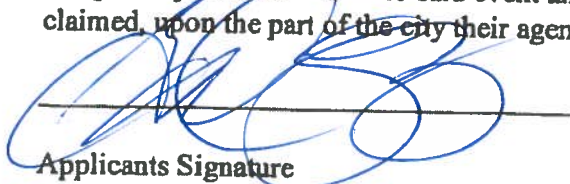
Street Closed Petronia Street and side streets from Duval to the Quay Pier.

Detailed description of event Annual Celebration/Street Fair celebrating the contributions  
and traditions of the native residents through education, music and other  
cultural arts.

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.

  
Applicants Signature

4-3-17  
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 \_\_\_\_\_

Applicant Name Key West Goombay Festival, Inc.

Applicant Address P.O. Box 903, Key West, FL 33040

Applicant Phone Number 770-401-7932

Event Name Key West Goombay Street Fair

Event Address/Location Petronia Street and side streets from Duval South to Quay Pier.

Date of Event October 20-21st, 2017

Nature of Event Cultural Celebration

Profit  Non Profit

Time(s) Request for Exemption 10 Am - 12 Am

Number of Exemptions at this location this calendar year \_\_\_\_\_

Date of last exemption \_\_\_\_\_

Date: 4/26/2017 5:47:12 PM  
Receipt Number: 26932  
Amount: \$50.00

FOR DEPOSIT ONLY  
ACCOUNT 0100903096

~~4/26/2017 5:47:12 PM~~ 4/26/2017 5:47:12 PM

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: KW GOOMBAY FESTIVAL

\$50.00

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

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\*(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.

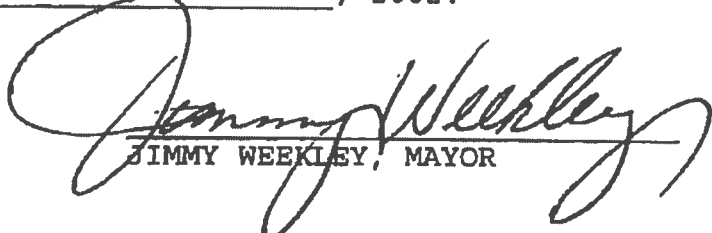
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

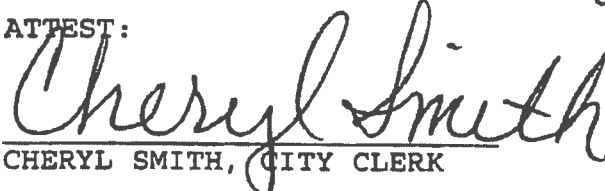
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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



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.

# 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. The Permittee will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

Commercial General Liability with minimum limits of \$1,000,000

Business Automobile Liability with minimum limits of \$1,000,000

Statutory Worker's Compensation Coverage

Employers Liability with minimum limits of \$1,000,000 injury by Accident,  
\$1,000,000 injury by Disease

Policy Limits and \$1,000,000 injury by Disease – Each Employee

If alcoholic beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the Permittee will be required to maintain Full liquor liability coverage with minimum limits to \$1,000,000. Host Liquor Liability coverage will not be acceptable. If the Permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that

The City of Key West shall be named as an "Additional Insured" on the Permittees' Commercial General Liability policy.

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

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.

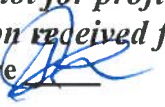
Sponsor's Signature \_\_\_\_\_

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 

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 

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 

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.

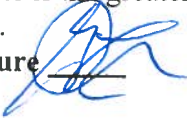

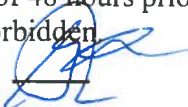


Sponsor's Signature 

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 an 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: Clenwood Lopez Phone number: 770-401-7932
- 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: Waste Management
- Capacity of containers on grounds;  
Contact person for containers: Margaret Lara Phone #: \_\_\_\_\_
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. Craig Allen (American Legion)
- 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. Craig Allen (American Legion)
- Arrange for emptying of recycling containers during the event -- from the containers on the grounds to the large container.  
Arrangements made: Craig Allen (American Legion)
- 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: Craig Allen (American Legion)
- 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.  
Craig Allen (American Legion)
- Oversee the delivery of containers and placement of signs. Craig Allen (American Legion)
- 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: CITY Public Works Department  
Actions taken: \_\_\_\_\_
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.  
Problems: City Public Works Department  
Actions taken: \_\_\_\_\_
- 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: City Public Works Department
- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced. City Public Works Department
- At the end of the event, remove signs and arrange for their return to owners. BYCE
- Place recycling containers in the pick-up location, as arranged with the providers of the containers. Waste Management
- 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: Waste Management  
Contamination: City Public Works Department
- 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. Margaret Lara, Waste Management
- 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*



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 blue ink, consisting of several loops and flourishes, is written over a horizontal line.





## **Special Events Recycle Plan 2017**

### **Key West Goombay Festival 2017**

**October 21 & 22 2017**

**Recycle coordinator: Craig Allen with Margaret Lara of Waste Management**

Recycle coordinator will:

- Educate and train recycling staff, vendors, attendees and participants of event policies
- Coordinate the lease of recycle bins, the pick-up and maintenance of the containers and the recyclables
- Report the volume recycled to the city through Maria Ratcliff
- Ensure food waste containers are adjacent to recycle bins
- Stage volunteers to ensure proper separation is adhered to
- Locate public recycle areas with trash receptacles near vendors bathrooms, the entrance and exits

**Event staff will agree to meet the city's minimum requirements**

1. Recycle bins for cans and bottles within 50 feet of all drink/drink sales locations
2. Recycle we will have one for one by each trash bin will be a recycle bin
3. Delivery of recycle bins and the sorted waste will be by Waste Management
4. Adequate recyclable and other debris containers will be place throughout the festival area
5. Visible signage will be provided to direct everyone to comply with the festivals recycle plan

374

81-275/829

NAME Bahama Village Comm. Coalition

ACCOUNT NO. \_\_\_\_\_

DATE 4-3-17

PAY TO THE ORDER OF: City of Key West \$ 1,000.00  
One thousand DOLLARS

SECURITY FEATURES  
Check on Back



www.my100bank.com

MEMO Goombay 2017

MP

# Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: **Glenwood Lopez** Phone number: **770 401-7932**
- 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:      **All of the above**
- 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: **Waste Management**
- Capacity of containers on grounds:  
Contact person for containers: **Margaret Lara** Phone #: **Waste Management**
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. **Craig Allen (American Legion)**
- 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. **Craig Allen (American Legion)**
- Arrange for emptying of recycling containers during the event — from the containers on the grounds to the large container.  
Arrangements made: **Craig Allen (American Legion)**
- 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: **Craig Allen (American Legion)**
- 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. **Craig Allen (American Legion)**
- Oversee the delivery of containers and placement of signs. **Craig Allen (American Legion)**
- 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. **City Public Works Department**

- Monitor recycling containers for correct usage during the event and take actions to solve problems.  
Problems:  
Actions taken: **City Public Works Department**

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.  
Problems: **City Public Works Department**

Actions taken:

- 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: **City Public Works Department**

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced. **City Public Works Department**

- At the end of the event, remove signs and arrange for their return to owners. **BVCC**

- Place recycling containers in the pick-up location, as arranged with the providers of the containers, **Waste Management**

- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels. **Waste Management**  
Amount of material:

Contamination: **City Public Works Department**

- 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. **Margaret Lara, Waste Management**

- Security deposit of \$1000.00 must be submitted prior to the event.

- Security deposit returned: **Last return January 2016 Craig Allen will be city contact for all recycle concerns**

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

**WE THE UNDERSIGNED RESIDENTS OF KEY WEST, FLORIDA/BAHAMA VILLAGE  
 AGREE AND SUPPORT THE KEY WEST GOOMBAY FESTIVAL COMMUNITY  
 COALITION, INC. HOSTING, COORDINATING, AND DIRECTING ALL ASPECTS OF  
 THE GOOMBAY FESTIVAL—**

**NAME**

**ADDRESS**

- |                               |   |
|-------------------------------|---|
| 1. <u>Ralph Major</u>         | <u>115-A Petronia St Port</u>           |
| 2. <u>Ann Mignite</u>         | <u>111 Chapman Lane</u>                 |
| 3. <u>John</u>                | <u>305 Cross St</u>                     |
| 4. <u>Patricia</u>            | <u>711 3 C. Rogers home</u>             |
| 5. <u>ROSEMARY Lee</u>        | <u>1107 Whitt Head St</u>               |
| 6. <u>Victoria Batts</u>      | <u>724 White heron St STE P</u>         |
| 7. <u>Lucy Thomas</u>         | <u>713 Chapman Ln</u>                   |
| 8. <u>Jan Johnson</u>         | <u>210-15 Southard 715-571-1373</u>     |
| 9. <u>RICHARD OUEMAMO</u>     | <u>215-Amelia St Apt 3 305-744-7915</u> |
| 10. <u>ANTONIO MAGWOOD</u>    | <u>907 Thomas Street (60) 708-2611</u>  |
| 11. <u>Jane Grannis</u>       | <u>628 Mickens home</u>                 |
| 12. <u>DONALD CAREY</u>       | <u>419 Perbena St 305-294-7200</u>      |
| 13. <u>HARTENSE EDWARD JR</u> | <u>1400 Kennedy DR Apt 321</u>          |
| 14. <u>JOHN W. SMITH</u>      | <u>JWSKERS@GMAIL.COM 305-766-2171</u>   |
| 15. <u>Francine Edwards</u>   | <u>213 Petronia ST</u>                  |
| 16. <u>SUPRIYA LEE</u>        | <u>1107 Whitt Head 30301</u>            |
| 17. <u>Anna Chan</u>          | <u>321 Argyle St Apt 5-E</u>            |
| 18. <u>Thelma Whymis</u>      | <u>1612 Petronia Street</u>             |
| 19. <u>PETTY D. CAREY</u>     | <u>736 POOR HOUSE LANE</u>              |
| 20. <u>Jenice Hudak</u>       | <u>724 Chapman Lane</u>                 |
| 21. <u>Mott Hudak</u>         | <u>724 Chapman Lane</u>                 |
| 22. _____                     | _____                                   |
| 23. _____                     | _____                                   |
| 24. _____                     | _____                                   |
| 25. _____                     | _____                                   |

**WE THE UNDERSIGNED RESIDENTS OF KEY WEST, FLORIDA/BAHAMA VILLAGE  
 AGREE AND SUPPORT THE KEY WEST GOOMBAY FESTIVAL COMMUNITY  
 COALITION, INC. HOSTING, COORDINATING, AND DIRECTING ALL ASPECTS OF  
 THE GOOMBAY FESTIVAL—**

**NAME**

**ADDRESS**

- |                           |  |
|---------------------------|--|
| 1. <u>JANISHA MULLIX</u>  | <u>720 whitehead street Apt 7C</u>         |
| 2. <u>JILLIS</u>          | <u>17 J. Mullis 323 Petronia</u>           |
| 3. <u>TERRY WILLY</u>     | <u>12 M. W. 218 OLIVIA</u>                 |
| 4. <u>OSCAR J. ROAN</u>   | <u>316 Petronia St</u>                     |
| 5. <u>Mark Martin</u>     | <u>314 Petronia</u>                        |
| 6. <u>Caroline Sicken</u> | <u>312 Petronia</u>                        |
| 7. <u>[scribble]</u>      | <u>[scribble]</u>                          |
| 8. <u>Roger Washburn</u>  | <u>314 PETRONIA</u>                        |
| 9. <u>Suzanne Kitcher</u> | <u>729 Thomas St. K.W.</u>                 |
| 10. <u>Julie De Court</u> | <u>200 Petronia St</u>                     |
| 11. <u>Lemuel Johnson</u> | <u>800 Thomas St</u>                       |
| 12. <u>Brenda Johnson</u> | <u>800 Thomas Street</u>                   |
| 13. <u>RENE RAMAI</u>     | <u>906 Baptist Lane Apt A</u>              |
| 14. <u>Joshua Ball</u>    | <u>733 whitehead St #2</u>                 |
| 15. <u>Elvise Forbes</u>  | <u>717 Whitehead</u>                       |
| 16. <u>Monica Bryan</u>   | <u>1010 Emma St. #6F K.W. FL 33040</u>     |
| 17. <u>Nathan Carey</u>   | <u>419 Virginia St. Key West, FL 33040</u> |
| 18. <u>Lakay Barnett</u>  | <u>920 Emma St. Key West, FL 33040</u>     |
| 19. <u>Deborah Evans</u>  | <u>109 Fort Street Apr 12A</u>             |
| 20. _____                 | _____                                      |
| 21. _____                 | _____                                      |
| 22. _____                 | _____                                      |
| 23. _____                 | _____                                      |
| 24. _____                 | _____                                      |
| 25. _____                 | _____                                      |

2014

INCOME:

Vendor Booth Contract: \$35,000

Miscellaneous Income: \$28,988

TOTAL INCOME: \$63,988

EXPENSES:

KWFD/Ambulance \$3,640

KWPD \$11,175

Waste Management \$1,623

Recycling Deposit \$1,000

Noise Ordinance \$50.00

City of Key West Public Works \$11,092.98

Miscellaneous Expenses: \$34,114.00

TOTAL EXPENSES: \$62,694.98

BALANCE: 1,293.02



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

## Detail by Entity Name

Florida Not For Profit Corporation  
KEY WEST GOOMBAY FESTIVAL, INC.

### Filing Information

Document Number	N01000003521
FEI/EIN Number	23-7621477
Date Filed	05/21/2001
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	02/24/2012

### Principal Address

Coral City Elks Lodge nO. 610  
1107 Whitehead Street  
KEY WEST, FL 33040

Changed: 04/12/2016

### Mailing Address

PO BOX 903  
KEY WEST, FL 33040

Changed: 06/23/2014

### Registered Agent Name & Address

HORAN, DAVID PAUL  
608 WHITEHEAD ST.  
KEY WEST, FL 33040

### Officer/Director Detail

#### **Name & Address**

Title PRES

Lopez, Glenwood  
409 Balido Street  
KEY WEST, FL 33040

Title VP

SULLIVAN, PRISCILLA G



1200 1ST STREET  
 D5  
 KEY WEST, FL 33040

Title Asst. Treasurer

MENITE, MARLYN A  
 711 CHAPMAN LN  
 KEY WEST, FL 33040

Title HOST

CORAL CITY ELKS LODGE NO. 610, IBPOE OF W  
 1107 WHITEHEAD STREET  
 KEY WEST, FL 33040

Title Coalition Member

WILLIAM WEECH POST NO.168, THE AMERICAN LEGION, INC  
 803 EMMA STREET  
 Key West, FL 33040

Title Treasurer

Sullivan, Kenneth M  
 1200 1st Street  
 D5  
 Key West, FL 33040

Title Non Profit

Coral City Elks lodge No.610  
 1107 Whitehead Street  
 Key West, FL 33040

Title Event Organizer

Bahama Village Community Coalition  
 409 Balido Street  
 Key West, FL 33040

**Annual Reports**

Report Year	Filed Date
2014	06/23/2014
2015	02/23/2015
2016	04/12/2016

**Document Images**

<a href="#">04/12/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/23/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">06/23/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">06/26/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>

<a href="#">02/24/2012 -- REINSTATEMENT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/21/2001 -- Domestic Non-Profit</a>	<a href="#">View image in PDF format</a>

Florida Department of State, Division of Corporations



# THE CITY OF KEY WEST

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

## RELEASE AND INDEMNIFICATION

**Key West Goombay Festival, Inc.**

**Goombay 2017**

**Petronia Street from Duval To Thomas &  
Multi use Fields**

**October 20 & 21, 2017**

I **Glenwood Lopez** being authorized to act on behalf of and legally bind **Key West Goombay Festival, 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.

Maria Rateru

Signature of Witness

Maria Rateru

Print Name

4-3-17

Date

Glenwood Lopez

Signature of Applicant

Glenwood Lopez

Print Name

4-3-17

Date

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



# THE CITY OF KEY WEST

## Parking Division

1300 White Street  
Key West, FL 33040

## Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

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

Key West Bight Rates: \$3.50 per hour or \$20.00 per day per space

On-Street Meter Rates: \$3.00 per hour or \$20.00 per day per space.

Modification of rates can only be approved by Commission.

If you have any questions, please contact John Wilkins, Parking Director at (305) 809-3855 or email [jwtwilkins@cityofkeywest-fl.gov](mailto:jwtwilkins@cityofkeywest-fl.gov)

(305) 809-3855 [jwtwilkins@cityofkeywest-fl.gov](mailto:jwtwilkins@cityofkeywest-fl.gov)



**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)

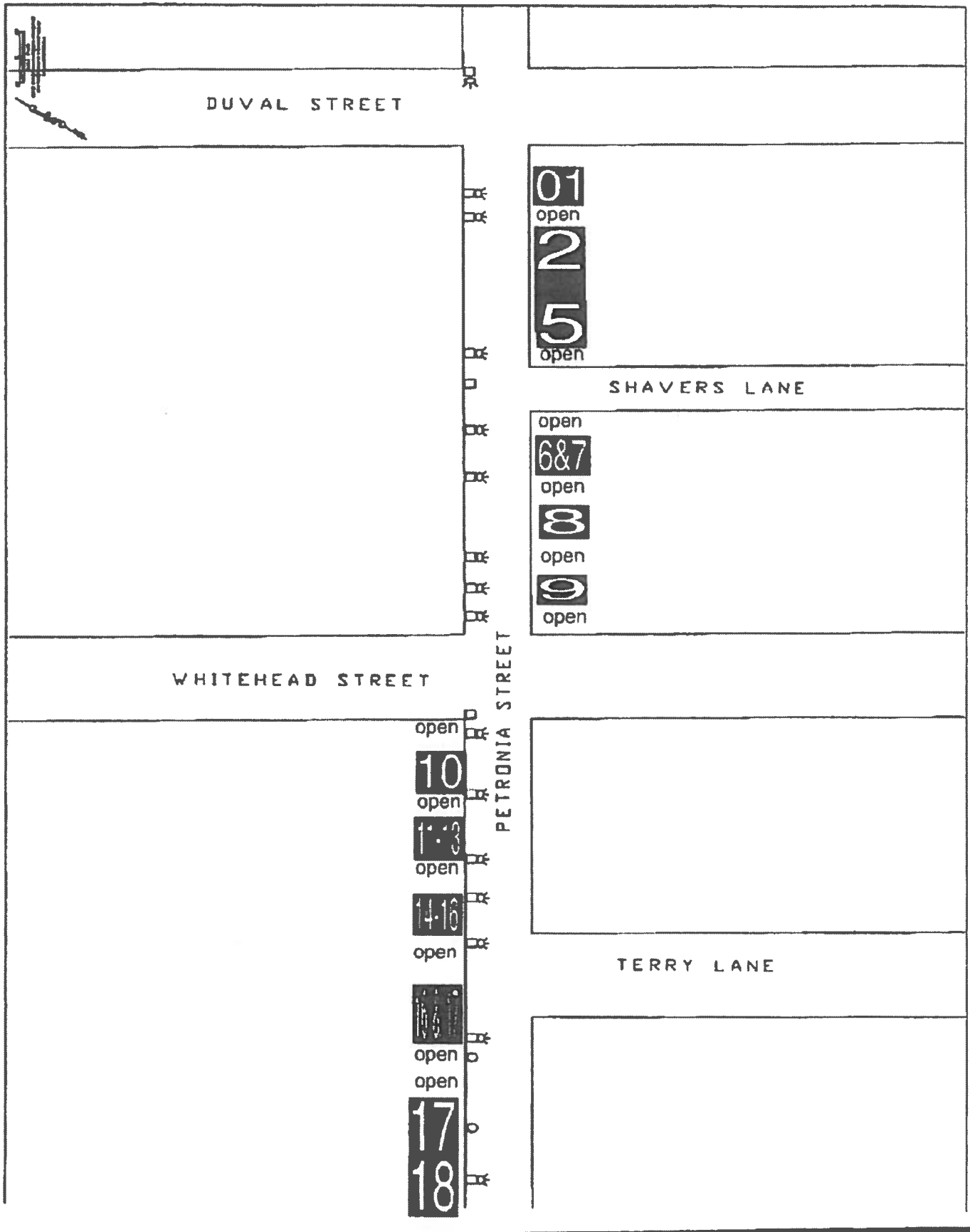
**Food Booths**

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

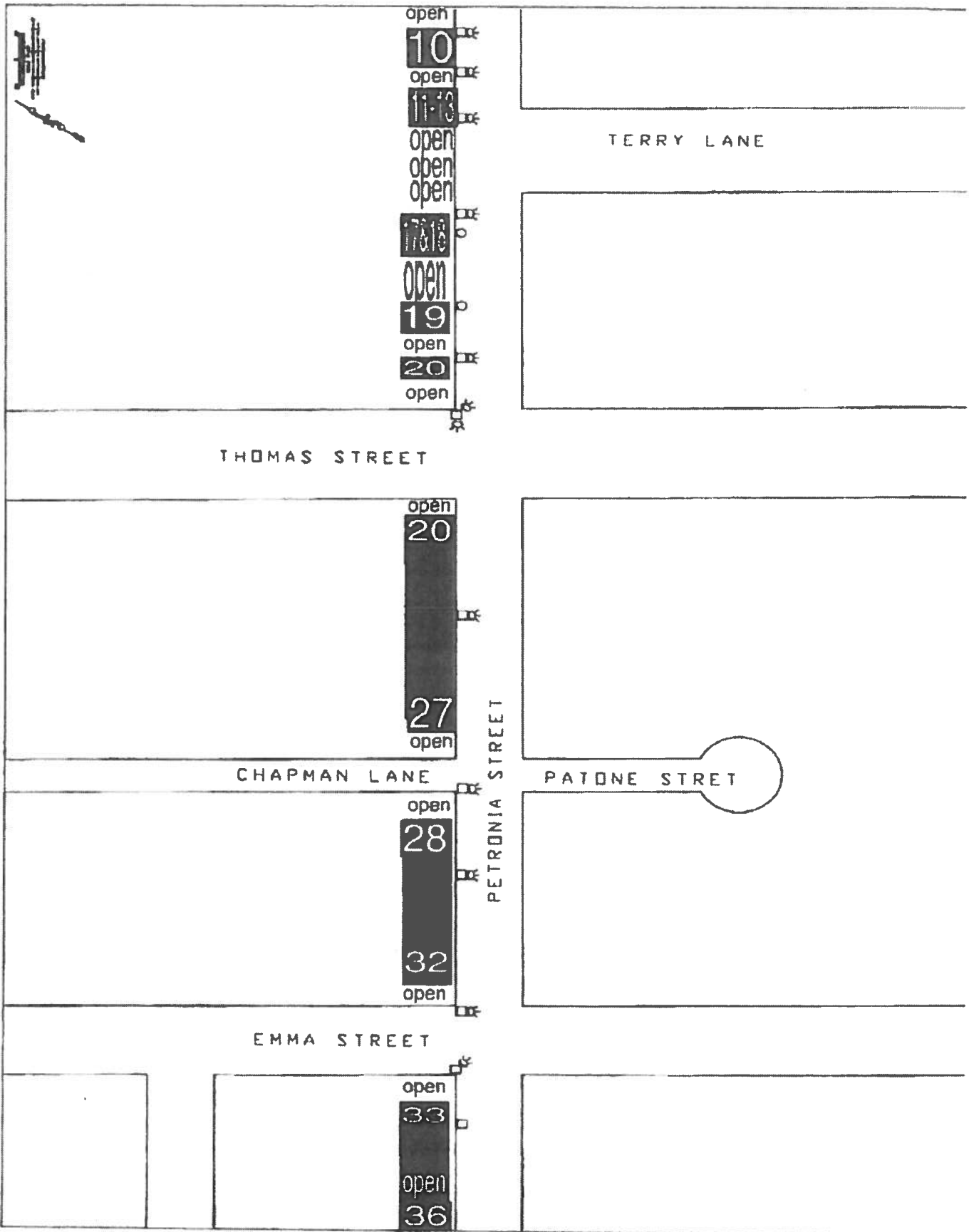
**Parade**

- Floats – Total # \_\_\_\_\_

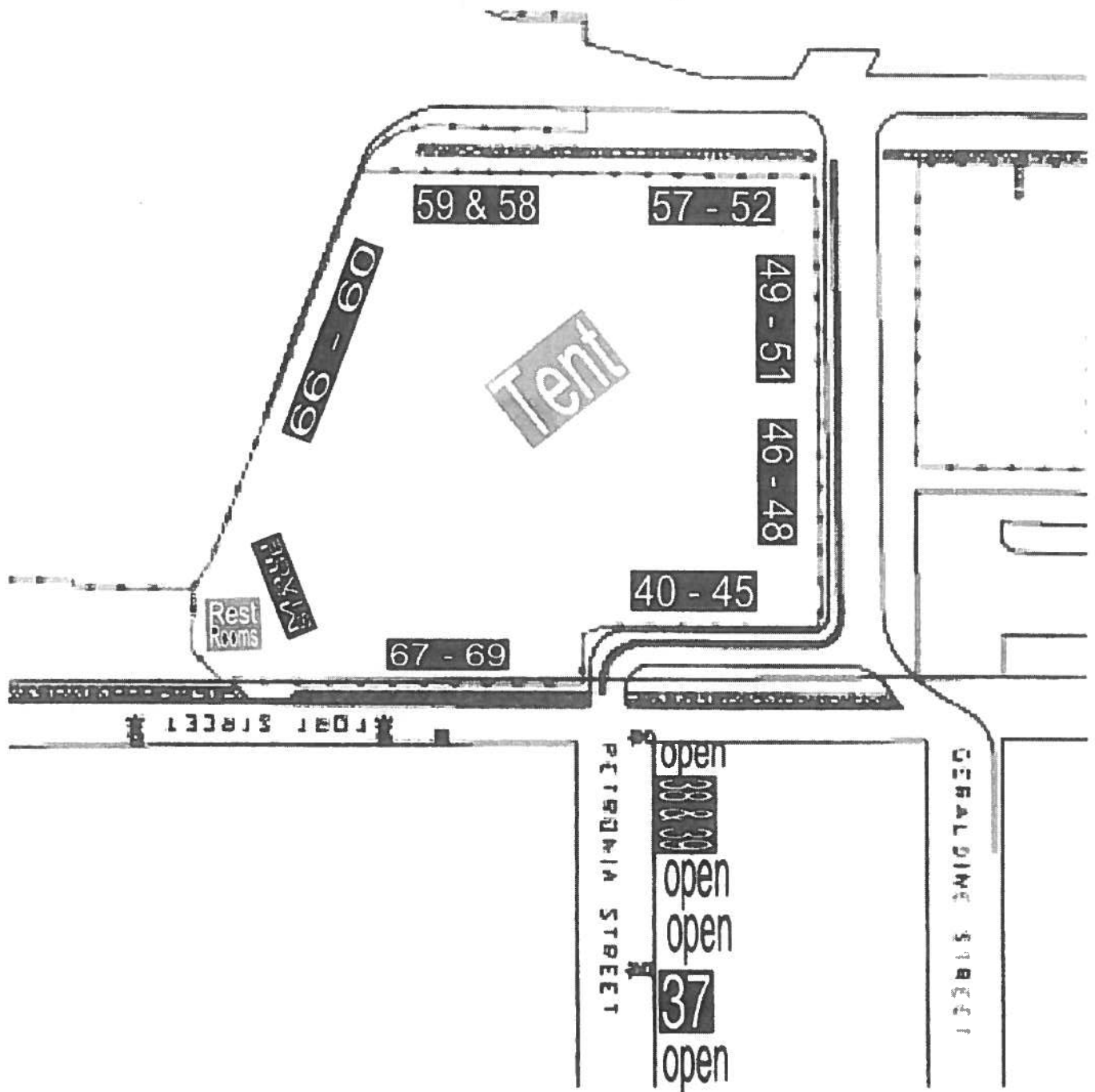
# 2017 Goombay Map Duval St - Terry Ln



# 2017 Goombay Map Terry Ln - Emma St.



# 2017 Goombay Map Inside Goombay Park





**Goombay Map**  
**2014**



Booth Spaces 1 - 4

Booth Spaces 5 - 9

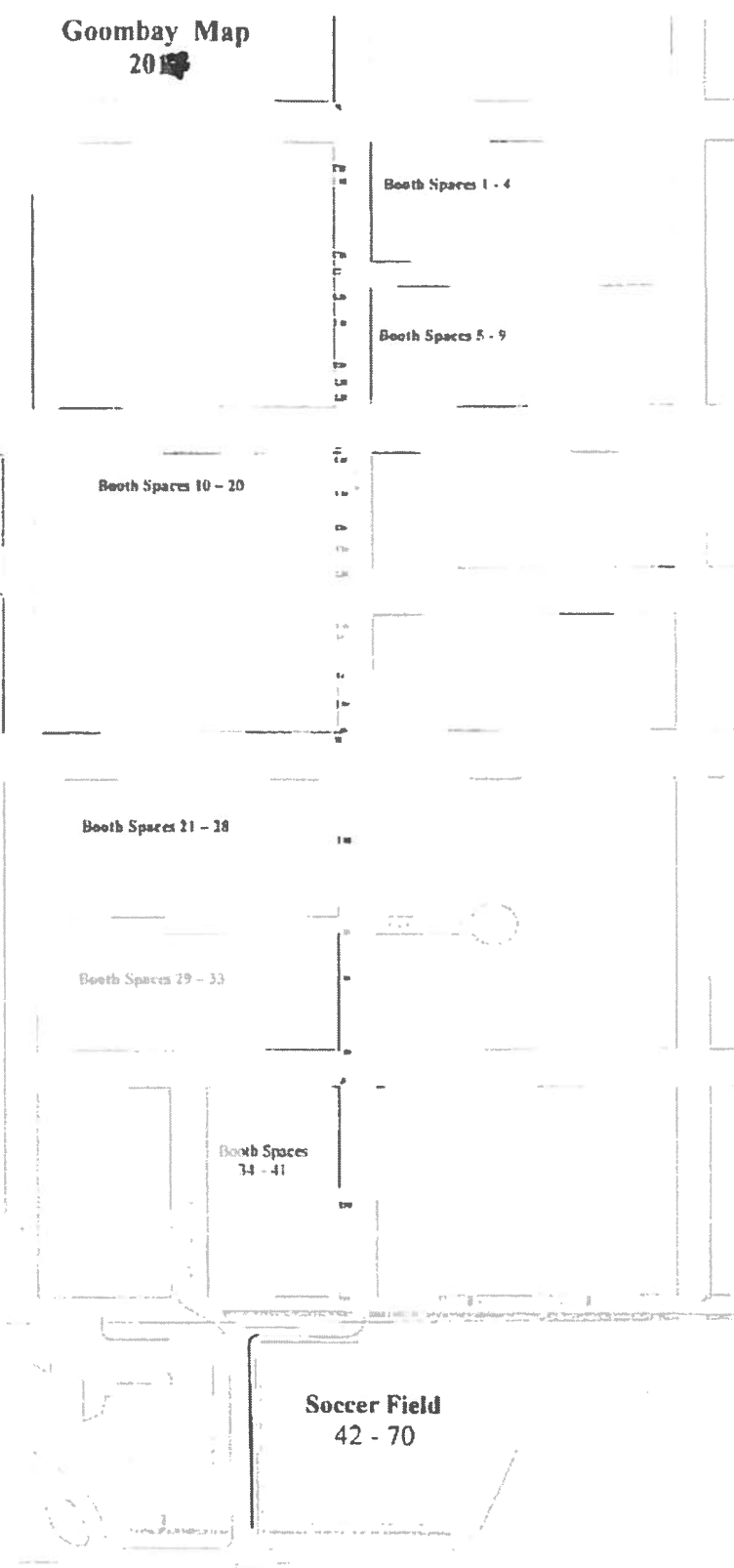
Booth Spaces 10 - 20

Booth Spaces 21 - 28

Booth Spaces 29 - 33

Booth Spaces  
34 - 41

**Soccer Field**  
42 - 70



**Exhibit (A)  
Goombay Map  
2017**

Booth Spaces 1 - 4

Booth Spaces 5 - 9

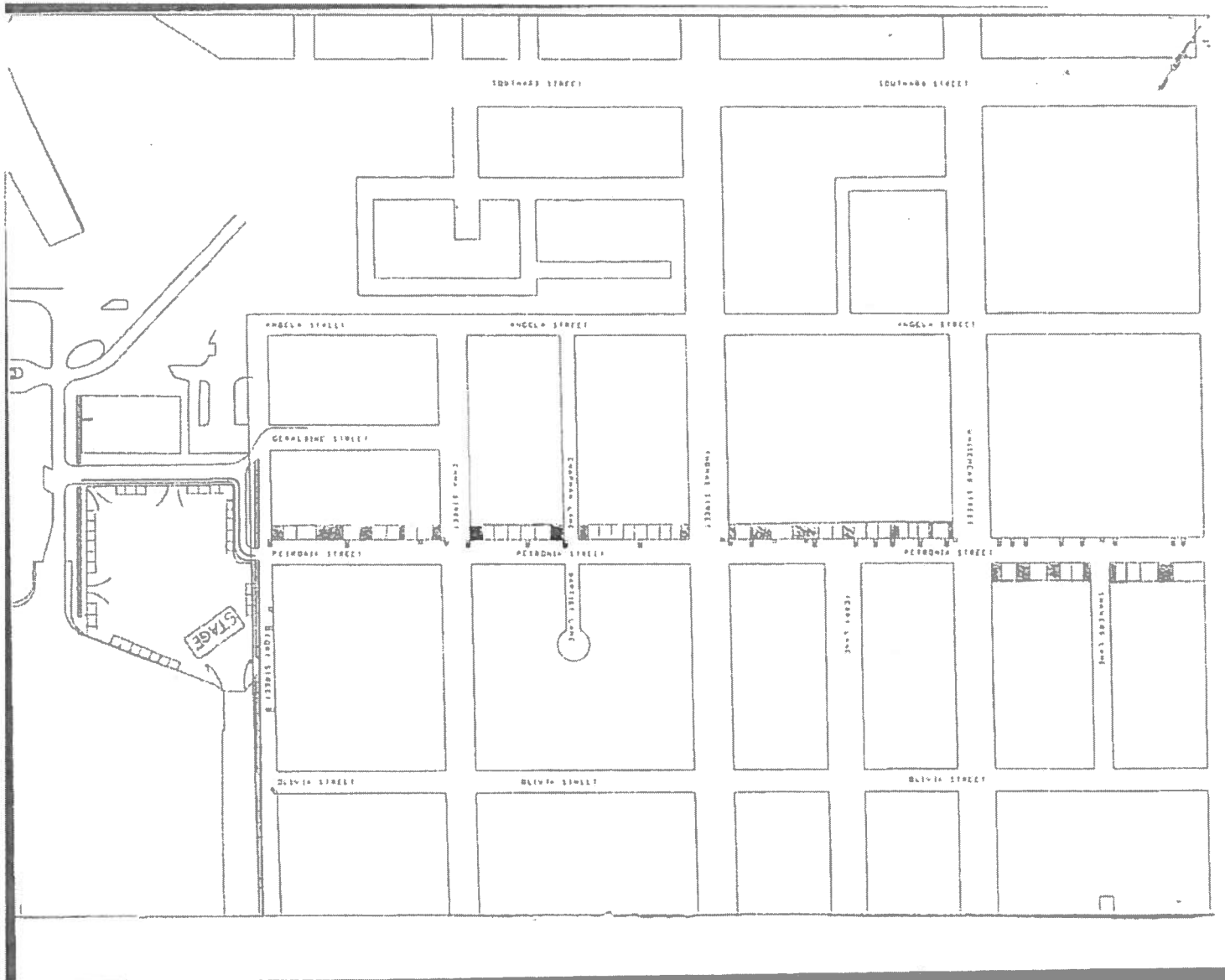
Booth Spaces 10 - 20

Booth Spaces 21 - 28

Booth Spaces 29 - 33

Booth Spaces  
34 - 41

**Soccer Field  
42 - 60**





# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Goombay 2017  
DATES: Oct 20 & 21st

## DEPARTMENTS

## COMMENTS

EVENTS (INITIAL SIGNOFF)

Mani Karyuf 4/4/17  
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

Jim Long 18 Apr 17  
SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN  APPROVED  DENIED



# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: <u>Goombay 2017</u>
DATES: <u>Oct 20 &amp; 21st</u>

**DEPARTMENTS**

**COMMENTS**

**EVENTS (INITIAL SIGNOFF)**

*Mani Kattuff*      *4/4/17*  
 SIGNATURE                      DATE

**COMMUNITY SERVICES**

SIGNATURE                      DATE

**POLICE DEPARTMENT**

SIGNATURE                      DATE

**FIRE DEPARTMENT**

SIGNATURE                      DATE

**KWDOT**

*RKH*                      4-18-2017  
 SIGNATURE                      DATE

Will require deviation of routes during festival.

**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: Goombay 2017  
 DATES: Oct 20 & 21st

### DEPARTMENTS

### COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Laruff 4/4/17  
 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: 2017.04.19 12:54:25 -0400

SIGNATURE DATE

Requires extra duty officers  
 Requires ABT Permit  
 Requires Sound Exemption

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: Goombay 2017  
 DATES: Oct 20 - 21st

<u>DEPARTMENTS</u>	<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF) <u>Maria Laruff</u> <u>4/4/17</u> SIGNATURE                      DATE	
COMMUNITY SERVICES <u>[Signature]</u> SIGNATURE                      DATE	
POLICE DEPARTMENT 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	

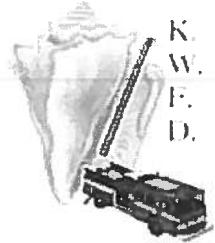
SPECIAL EVENT PERMIT HAS BEEN  APPROVED  DENIED

# Goombay 2017

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):		CONDITIONS/RESTRUCTIONS
_____ SIGNATURE	_____ DATE	_____ _____ _____
PUBLIC WORKS		_____ _____ _____
_____ SIGNATURE	_____ DATE	_____ _____ _____
POLICE		_____ _____ _____
_____ SIGNATURE	_____ DATE	_____ _____ _____
FIRE DEPARTMENT		<u>SEE ATTACHED MEMO</u>
<u>Alan Averette</u>	<u>4/20/2017</u>	_____ _____ _____
_____ SIGNATURE	_____ DATE	_____ _____ _____
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) 809-3933

To: Goombay Festival

From: Division Chief/Fire Alan Averette

Date: April 20, 2017

Reference: Goombay Festival

This office reviewed the special event application for Goombay Festival to be held on October 20 & 21, 2017.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- The Fire Marshal's office will require a total of 9 Fire Inspectors during the event hours at a rate of \$40.00 per hour: (4) Inspectors Friday the 20<sup>th</sup>, and (5) Inspectors Saturday the 21<sup>st</sup>.
- The same foot print for the festival set up as 2017. Booths will be designated to one side of the street, there will be no blocked cross streets or hydrants, and there shall be 10' clearance from the corners on each intersection.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

*Alan Averette*, Fire Marshal/Division Chief  
 Key West Fire Department  
 1600 N. Roosevelt Boulevard  
 Key West, Florida 33040  
 305-809-3931 Office  
 aaverett@cityofkeywest-fl.gov

3267 LSN 132

## Key West Fire Department

Office of the Fire Marshal

Alan Averette, Fire Marshal  
Jason Barroso, Capt. / Fire Inspector  
Gregory Barroso, Capt. / Fire Inspector  
Wesley Jones Lt. / Fire Inspector

1600 N. Roosevelt Blvd.  
Key West, FL 33040  
Phone: (305) 809-3933

### REGLAS PARA PUESTOS DE COMIDA Y VENDEDORES

#### CONSTRUCTION Y LOCALIDAD DE LOS PUESTOS

1. Cada puesto debe tener una via de salida, minimo de 3 pies de ancho por 6 pies the alto (la estructura del puesto no debe intersectar la via de salida)
2. Un espacio de 60 pulgadas debe ser mantenido entre la covertura del puesto y cualquier superficie donde se este cocinando. Tambien debe haber una barrera de peatones entre toda superficie caliente y el publico.
3. **Cada vendedor debe permanecer en svarea asignada, sus equiposy proviciones no puedeu estar fuera de svarea desiguada (esto incluye las acerasy vias de salida).**

#### Equipos que usan Butano y Propano:

- .Todos los tanques deben tener una valvula para apagar el combustible.
- .Los tanques deben estar protegidos y asegurados en su posicion de uso y deben de estar a 5 pies uno del otro.
- .No se pueden tener tanques extras de combustible en los puestos.
- .Tanques que no esten en uso tienen que estar **apagados**.
- .Los tanques que no esten en uso deben estar guardados en un lugar seguro. Esos tanques deben estar ceparados 50 pies de cualquier producto flammable. Todos los tanques de gas bajo presion, tanto flammable como no-flamable, deben de estar protegidos para prevenir algun accidente.

#### Equipos de Electricidad

- .Generadores deben de estar en lugares aprobados por la Oficina del Fire Marshal para uso en "eventos especiales".
- .Esta prohibido abastecer de combustible a los generadores durante el horario del evento. Ningun combustible extra debe mantenerse en el puesto durante el horario del evento.
- .Durante el horario permitido para reabastecer el combustible, no se permite fumar o tener ninguna otra llama al aire libre dentro de 25 pies de distancia.
- .Los cables de extension deben ser los que estan aprobados para uso exterior.
- .Los cables de extension deben de estaren un lugar libre de peligros.

#### Cocinando con Carbon

- .En las areas donde ay acceso publico, nose pude cocinar con carbon.
- .Los equipos de cocinar con carbon deben de estar separados 10 pies de cualquier estructura flammable o vehiculos estacionados.
- .El carbon se debe desechar en vasijas de metal.

.Para ensender el carbon se debe hacer en una vasija protegida, donde las llamas esten distanciadas tanto del publico como de productos flammable.

### **Freidoras de Grasa y Equipos de Cocinar con Llamas al Aire Libre**

.Freir en grasa se define como cualquier operacion o proceso de cocinar en el cual el producto flota o es sumergido en aceite caliente durante el proceso de cocinarse.

.El area de freir no puede tener acceso para el publico.

.Los equipos de freir deben tener una forma de graduar la temperatura.

.Debe haber una separacion minima de 3 pies entre los equipos de freir y otros equipos de llamas para cocinar al aire libre.

### **Extinguidores de Fuego**

.Cada puesto donde se cocine tiene que estar equipado con un extinguidor **3A:40B:C** (extinguidor quimico seco)

.Para los puestos, la distancia maxima para llegar a un extinguidor tipo **2A:10BC** no debe ser mas de 75 pies.

.Los extinguidores deben estar situados adjacente a la salida y tienen que estar visible y accessible.

.Cada extinguidor debe ser chequeado anualmente y marcado de acuerdo al mismo.

.Cada generador debe de ser equipado con un extinguidor de tipo **40B:C** por lo minimo. El extinguidor debe de estar cerca del generador y accessible en todo momento.

### **Otras Reglas**

**Hidrantes-** Por ninguna razon o en ningun momento deben ser obstruidos o bloqueados.

**Calles-** El parqueo esta limitado por lo tanto no debe estacionar su vehiculo donde le bloquee el acceso a vehiculos de emergencia.

*Todas estas reglas no incluyen otras provisiones generales que se les imponga despues de la inspeccion.*

Cualquier puesto que no cumpla las reglas, sera cerrado inmediatamente.

### **Informacion para Proteccion Contra Incendios**

.Asegurese de donde y como usar el extinguidor de incendios mas cercano.

. **No** deje desatendido ningun equipo de cocinar.

. **No** se vista con ropa que le quede suelta cuando este cocinando.

. No deje que gran cantidad de basura se acumule en su puesto.

. Separe los productos flammable de todo equipo de cocinar.

. **No** le heche combustible al carbon que ya esta encendido.

. En caso de alguna emergencia, **Marque 9-1-1.**



## Key West Fire Department

### Office of the Fire Marshal

Alan Averette, Fire Marshal  
Jason Barroso, Capt. / Fire Inspector  
Gregory Barroso, Capt. / Fire Inspector  
Wesley Jones Lt. / Fire Inspector

1600 N. Roosevelt Blvd.  
Key West, FL 33040  
Phone: (305) 809-3933

## 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.**



# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

<b>EVENT:</b>	Goombay 2017
<b>DATES:</b>	Oct 20 - 21st

**DEPARTMENTS**

**COMMENTS**

**EVENTS (INITIAL SIGNOFF)**

*Mani Kattuff*      *4/4/17*

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**

SIGNATURE

DATE

**ENGINEERING**

SIGNATURE

DATE

**UTILITIES**

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN  APPROVED  DENIED

Event Name: Key West Boombox Festival, Inc

## Special Event Checklist

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

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