

# CITY OF KEY WEST APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) FLORIDA KEYS PERFORMING & VISUAL ARTS  
Address of Applicant(s) 331 AVE B, KW Email: coconutwoman@3mail.com  
Phone Number of Applicant(s) and emergency number 305 834-2143

Name of Non-Profit(s) FLORIDA KEYS PERFORMING & VISUAL ARTS  
Address of Non-Profit(s) 331 Ave B, Key West, FL 33040  
Phone Number of Non-Profit(s) 305 834-2143

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

Date(s) of Event October 20-22, 2017 & October 19-21 2018

Hours of Operation Noon to Midnight

Estimated/anticipated number of persons per day 10,000

Location of Event Petronia Street from Duval to Fort Street

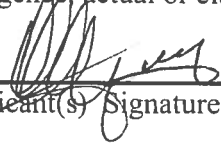
Street Closed Yes

Detailed Description of Event: Celebration of Caribbean Culture in the form of booths, culture food, wares & artifacts

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Alcoholic beverages sold/served at event:	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Recycle Deposit \$1000.00	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Cooking oil recycled	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
Recycled containers	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>

The applicant does ac knowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/permitee agrees to assume full responsibility and liability for and indemnify, 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.



\_\_\_\_\_  
Applicant(s) Signature

3-30-17

\_\_\_\_\_  
Date

**CITY OF KEY WEST**  
**APPLICATION FOR A SPECIAL EVENT PERMIT**  
**NOISE CONTROL EXEMPTION**

**\$50.00**

Date 03-30-17

Applicant Name FLORIDA KEYS PERFORMING & VISUAL ARTS INC

Applicant Address 331 AVE B, KEY WEST, FLORIDA, 33040

Applicant Phone Number 305 834-2143

Event Name GOOMBAY FESTIVAL

Event Address/Location Petronia Street from Duval to Emma & Fort to Field

Date of Event October 20-22 2017, October 19 & 20 2018

Nature of Event Booth vending wares, food, art, acts, food from around the world & Performances of the many islands of the Caribbean

Profit  Non Profit

Time(s) Request for Exemption 11:00 to Midnight

Number of Exemptions at this location this calendar year 1

Date of last exemption 1

Date: 4/26/2017 5:48:26 PM  
Receipt Number: 26933  
Amount: \$50.00

FOR DEPOSIT ONLY  
ACCOUNT 0100903096  
Reference Number: 26933-5:48:26 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 PERFORMING VISUAL  
ARTS GOOMBAY CK #91

\$50.00

ORDINANCE NO. 02-09

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES ENTITLED "AMUSEMENTS AND ENTERTAINMENT" BY AMENDING ARTICLE II PERTAINING TO SPECIAL EVENTS; AMENDING SECTION 6-26 TO REQUIRE A DOWN PAYMENT ON THE COST OF CITY SERVICES, TO ALLOW FOR INTEREST ON LATE PAYMENTS, AND TO INCREASE THE COST WAIVER TO \$1,000.00; ADDING SECTION 6-27 TO RESTRICT PLACEMENT OF FOOD, BEVERAGE AND MERCHANDISE BOOTHS; AMENDING SECTION 6-56 TO REQUIRE THE APPLICATION TO LIST AN EMERGENCY CONTACT PERSON; AMENDING SECTION 6-57 TO ESTABLISH A MINIMUM NON-PROFIT SHARE FOR SPECIAL EVENTS IN WHICH A STREET IS CLOSED; AMENDING SECTION 6-58 TO PROVIDE THAT MAJOR FESTIVAL SPONSORS MAKE APPLICATION SIX MONTHS IN ADVANCE AND APPROVE CERTAIN SALES OF ALCOHOLIC BEVERAGES; ADDING SECTION 6-61 PERTAINING TO HANDICAP-ACCESSIBLE BATHROOM FACILITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, The City Commission finds that a revision to the regulations governing special events and street closures would promote the health, safety and welfare of the citizens of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

Section 1: That section 6-26 of the Code of Ordinances is hereby amended as follows\*:

**Sec. 6-26. Payment for city services.**

- (a) The organizer or sponsor of any festival, street fair, fair, carnival, athletic event, contest, competition, parade, fundraiser, rally, boat or car race or other special event which requires city authorization, whether by administrative permit or city commission approval, and which requires the provisions of additional or extraordinary support services by police, fire, administrative, or other city departments in order to maintain order or safety or to escort participants shall pay to the city the cost of such services. A down payment of ten percent (10%) of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten (10) days prior to the event.

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1½%) per month.

(c) The city commission may grant special exceptions to this section for cause shown upon the public record.

(d) The first ~~\$500.00~~ \$1,000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state 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.

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

Section 2.

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

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

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

Section 3.

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

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

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

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

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

Section 4.

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

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

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

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

Section 6

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

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

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

Section 7.

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

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

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

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

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

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

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

Filed with the Clerk November 21, 2002.

Sponsor's Signature

A handwritten signature in black ink, appearing to be "D. J. [unclear]", written over the printed text "Sponsor's Signature".

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


1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. 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** 

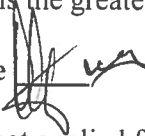
13. Any nonprofit organization accepting the waiver provided for by subsection (d) of the ordinance shall, within 90 days following the special event, submitted to the city commission an accounting of expenses and revenues incurred and generated during the special event.

**Sponsor's Signature** 



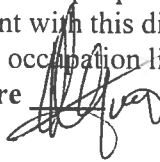
14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

Sponsor's Signature



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

Sponsor's Signature



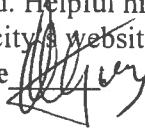
16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

Sponsor's Signature



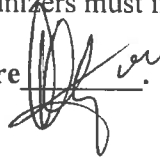
17. Special Events organizers must submit an adequate recycle plan for the size of the event being requested. Helpful hints and recycling requirements for special events can be found on the city's website. This will help you develop your plan.

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: Yul Knighten Phone number: 305 304-0778
- 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: 30
- 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: will be made
- Capacity of containers on grounds: \_\_\_\_\_  
Contact person for containers: Yul Knighten Phone #: 305 304-0778
- 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: will be 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: will be 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

containers must be adjacent to trash barrels in order to reduce contamination problems.

- Monitor recycling containers for correct usage during the event and take actions to solve problems.  
Problems: \_\_\_\_\_  
Actions taken: \_\_\_\_\_  
\_\_\_\_\_
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.  
Problems: \_\_\_\_\_  
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: \_\_\_\_\_  
\_\_\_\_\_
- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- At the end of the event, remove signs and arrange for their return to owners.
- Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.  
Amount of material: \_\_\_\_\_  
Contamination: \_\_\_\_\_
- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- Share the results with event organizers.
- Security deposit of \$1000.00 must be submitted prior to the event.
- Security deposit returned: \_\_\_\_\_

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



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 black ink, appearing to be "R. King", is written over a horizontal line.

## **Maria Ratcliff**

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**From:** Veronica Stafford <coconutwomanfl@gmail.com>  
**Sent:** Friday, May 19, 2017 2:24 PM  
**To:** Maria Ratcliff  
**Subject:** Recycling Plan FLPAVA

FLORIDA KEYS PERFORMING & VISUAL ARTS INC.

331 AVE B KEY WEST FLORIDA

The Florida Keys and Key West Performing Arts Inc will take on the responsibility of recycling for the event. We will hire people from the community who have been doing the job of cleaning and recycling for Goombay in the years when we were involved in the organising of the event. The leader for the recycling and cleaning up program is Yul Knighten and he will meet with the leadership of Waste Management Inc and they will prepare the venue and along all of Petronia Street and the entrance from Duval Street for recycling all the material that's used.

We expect the use of many cardboard boxes, glass bottles (which will be discouraged) but whatever little that's used plastics that will be used and could possibly be recycled will go into the bins that's gathered from Waste Management

Because the Florida Keys Key West Performing Arts has available members who can prepare a documentary for recycling this will be done and sent to All Booth vendors and participants in the festival before the actual days of the event.

We will also prepare a one page document that will go with every Booth application on recycling and the use of the trash containers and recycling containers. We're grateful for the opportunity to serve  
Thank you.



**THE CITY OF KEY WEST**

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

**RELEASE AND INDEMNIFICATION**

**Florida Keys Performing & Visual Arts, Inc.**

**Goombay 2017**

**Petronia Street from Duval To Thomas &**

**Multi use Fields**

**October 20 & 21, 2017**

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

Signature of Witness

Print Name

Date

Signature of Applicant

**VERONICA STAFFORD**  
Print Name

**05-15-17**  
Date

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

**Detail by Entity Name**

Florida Not For Profit Corporation

FLORIDA KEYS PERFORMING AND VISUAL ARTS INC

**Filing Information**

**Document Number** N17000001578  
**FEI/EIN Number** NONE  
**Date Filed** 02/13/2017  
**State** FL  
**Status** ACTIVE

**Principal Address**

331 AVE B  
KEY WEST, FL 33040 UN

**Mailing Address**

331 AVE B  
KEY WEST, FL 33040 UN

**Registered Agent Name & Address**

STAFFORD, VERONICA  
331 AVE B  
KEY WEST, FL 33040

**Officer/Director Detail****Name & Address**

Title PRES

STAFFORD, VERONICA  
331 AVE B  
KEY WEST, FL 33040 UN

Title SEC

SWEETING - SOMERSALL, MARCIA  
976 SANGRIA CIRCLE  
RUTLEDGE, FL 32839

Title TREA

JOHNSON, TATIANA  
FLAGLER AVE  
KEY WEST, FL 33040 UN

**Annual Reports****No Annual Reports Filed****Document Images**[02/13/2017 -- Domestic Non-Profit](#)[View image in PDF format](#)

FLORIDA KEYS PERFORMING AND VISUAL ARTS, INC.

GOOMBAY FESTIVAL 2017 PETITION

AS A RESIDENT/BUSINESS OWNER/MANAGER, WITHIN BAHAMA VILLAGE, I SUPPORT THE GOOMBAY FESTIVAL 2017:

<u>NAME:</u>	<u>ADDRESS/LOCATION:</u>	<u>TELEPHONE #/EMAIL ADD:</u>
Yul A. Knighten	720 Whitehead 6E	305 304 0778, yul.knighten@gmail.com
ELOY, JEAN Carmen	720 Whitehead 6E 72 P Whitehead St 7B	786 444-88-15
Tyler McNab	724 Duval Bourbon	ST Pub / 305 916 1755
Tyler Buckheim	801 Whitehead St.	Petronia Island Store@gmail.com 305-440-3710
Erich Weidner	314 Duval	Erich Weidner 314
Angie Gilligan	803 Whitehead	305-517-6840 @ Hutman's
Hisa Mesa	726 United St.	305 526-8269
Teresa Willis	323 Petronia	305-942-6414
Joey Gonzalez	316 " "	
Stephen Hammus	314 Petronia	Island + Resort Remmy 305. 294. 6127
Anne Kobornuk	392 Petronia	(305) 407-4580
Casey Crockett	310 Petronia	Key West Sunshine club
Dana Trujillo-Dash	812 Thomas St	(305) 509-7065 Wanderlust KW
Eugene Petrov	2013 Fogarty Ave	305 297-8280
Yedek N. Cenc	227 Petronia	305 304 2266
Zhanar Bekbolatova	226 Petronia	305 293-0208
		407-285-8369



FLORIDA KEYS PERFORMING AND VISUAL ARTS, INC.

GOOMBAY FESTIVAL 2017 PETITION

AS A RESIDENT/BUSINESS OWNER/MANAGER, WITHIN BAHAMA VILLAGE, I SUPPORT THE GOOMBAY FESTIVAL 2017:

NAME:

ADDRESS/LOCATION:

TELEPHONE #/EMAIL ADD:

Al Bundy

801 Emma

305-975-9423

Santiago Berdega

1125 Petronia

296 7691

JOHNSON'S

800 THOMAS

305-294-8680



320 Angela SA

ALL EVENTS REQUIRING ACCESS  
TO UTILIZE THE TRUMAN  
WATERFRONT PROPERTY MUST HAVE A  
SIGNED LICENSE FOR USE OF THE  
PROPERTY PRIOR TO THE SPECIAL EVENT  
RESOLUTION GOING TO CITY  
COMMISSION

PLEASE CONTACT DOUG BRADSHAW AT  
305-809-3792 TO SCHEDULE THE EVENT AND  
OBTAIN A LICENSE

## ATTACHMENT A

LICENSE FOR USE OF CITY OF KEY WEST OWNED PROPERTY

LICENSE NUMBER

THIS LICENSE TO USE CITY OF KEY WEST PROPERTY HEREIN DESCRIBED IS ISSUED BY THE CITY OF KEY WEST TO THE LICENSEE NAMED BELOW FOR THE PURPOSE HEREIN SPECIFIED UPON THE TERMS AND CONDITIONS SET FORTH BELOW, AND ON ATTACHMENTS B, AND C. BY THE EXECUTION HEREOF THE LICENSEE AGREES TO COMPLY WITH ALL SUCH TERMS, CONDITIONS, AND GENERAL PROVISIONS.

1. PROPERTY LOCATION

KEY WEST, FLORIDA

2. DATES COVERED

FROM: - TO:

3. DESCRIPTION OF PROPERTY (INCLUDE ROOM AND BUILDING NUMBERS WHERE APPROPRIATE)

TRUMAN WATERFRONT PROPERTY : MATHEW GILLERAN FIELD

4. PURPOSE OF LICENSE

- TO STAGE THE GOOMBAY FESTIVAL -

5. LICENSOR

CITY OF KEY WEST

5a. CITY REPRESENTATIVE (TITLE AND ADDRESS)

DOUG BRADSHAW, PORT PROJECT MANAGER, P.O. BOX 6434, KEY WEST, FL 33041-6434, (305) 809-3792

6. LICENSEE (NAME AND ADDRESS)

FLORIDA KEYS PERFORM  
-ING & VISUAL ARTS INC

6a. LICENSEE REPRESENTATIVE (NAME/ADDRESS/PHONE)

VERONICA STAFFORD ; 331 AVE B  
KEY WEST, FL 33040

7. REFUNDABLE DEPOSIT FOR USE OF PROPERTY (PAYABLE IN ADVANCE)

(IF NO CASH PAYMENT IS REQUIRED, ENTER "NONE" UNDER ITEM 7a "AMOUNT"

a. AMOUNT	b. FREQUENCY PAYMENTS DUE	c. FIRST DUE DATE	d. TO (MAILING ADDRESS)
	One time payment	Submitted with License	Port office at P.O Box 6434, Key West, FL 33041-6434

8. ADDITIONAL CHARGES FOR USE OF PROPERTY

(IF NO CASH PAYMENT IS REQUIRED, ENTER "NONE" UNDER ITEM 8a "AMOUNT"

a. AMOUNT (EACH PAYMENT)	b. FREQUENCY PAYMENTS DUE	c. FIRST DUE DATE	d. TO (MAILING ADDRESS)
			Port office at P.O Box 6434, Key West, FL 33041-6434

9. INSURANCE REQUIRED AT EXPENSE OF LICENSEE

(IF ANY OR ALL INSURANCE REQUIREMENTS HAVE BEEN WAIVED, ENTER "NONE" IN a, b, c, OR d AS APPROPRIATE)

TYPE	MINIMUM AMOUNT	TYPE	MINIMUM AMOUNT
a. FIRE AND EXTENDED COVERAGE	SEE ITEM #10	c. THIRD PARTY PERSONAL INJURY PER PERSON	SEE ITEM #10
b. THIRD PARTY PROPERTY DAMAGE	SEE ITEM #10	d. THIRD PARTY PERSONAL INJURY PER ACCIDENT	SEE ITEM #10

10. GENERAL CONDITIONS (SEE ATTACHED)

Licensee shall carry (A.) COMPREHENSIVE AUTOMOBILE INSURANCE AND VEHICLE LIABILITY INSURANCE FOR OWNED AND NON-OWNED VEHICLES COVERING CLAIMS FOR INJURIES TO MEMBERS OF THE PUBLIC AND/OR DAMAGES TO PROPERTY OF OTHERS ARISING FROM USE OF MOTOR VEHICLES INCLUDING ONSITE AND OFFSITE OPERATION WITH LIMITS OF ONE MILLION DOLLARS EACH OCCURRENCE AND THREE MILLION DOLLARS ANNUAL AGGREGATE. (B.) COMMERCIAL GENERAL LIABILITY COVERAGE IN THE AMOUNT OF 1 MILLION DOLLARS/OCCURRENCE AND 2 MILLION DOLLARS ANNUAL AGGREGATE FOR THE TERM OF THE LICENSE. LICENSE IS FURTHER SUBJECT TO THE PROVISIONS IN ATTACHMENT B AND C.

### II. EXECUTION OF LICENSE

FOR	BY		DATE
	NAME AND TITLE	SIGNATURE	
CITY OF KEY WEST	MR. JIM SCHOLL, CITY MANAGER		
LICENSEE			

IF LICENSEE IS A CORPORATION, ATTACH CERTIFICATION OF SIGNATURE.

## ATTACHMENT B: GENERAL CONDITIONS

- B. The Licensor hereby grants to the Licensee the right to use the premises or facilities described in item 3, together with the necessary rights of ingress and egress.
- b. This License shall be effective for the period stated in item 2 and is revocable at any time without notice at the option and discretion of the Licensor or its duly authorized representative.
- C. The use shall be limited to the purposes specified herein. Licensor does not warrant or represent that the property is safe or suitable for the purpose for which Licensee intends to use it, and Licensee assumes all risks in its use.
- d. This License shall be neither assignable nor transferable by the Licensee.
- e. If utilities and services are furnished to the Licensee during License period, the Licensee shall reimburse the Licensor for the cost thereof as determined by the Licensor in accordance with applicable statutes and regulations.
- f. The Licensee, at its own cost and expense shall protect, maintain, and keep in good order, the premises or facilities licensed hereby. At the discretion of the Licensor this obligation shall include, but not be limited to, contribution toward the expense of long-term maintenance of the premises or facilities, the necessity for which accrued during the period of Licensee's use. The amount of expense to be borne by the Licensee shall be determined by prorating the total expense of the item of long-term maintenance on the basis of fractional use by the Licensee. This fractional part of the total expense shall be prorated further if the item of long-term maintenance did not accrue in its entirety during the Licensee's use. Upon a determination by the Licensor that the necessity exists for an expenditure of funds for maintenance, protection, preservation or repair, the Licensee shall pay to the Licensor its proportionate share on demand.
- g. No additions to, or alterations of, the premises or facilities shall be made without the prior consent of the Licensor. Upon revocation or surrender of this License, to the extent directed by the Licensor, the Licensee shall remove all alterations, additions, betterments and improvements made, or installed, and return the premises or facilities to the same, or as good condition as existed on the date of entry under this License.
- h. The Licensee shall be liable for any loss of, or damage to, the premises or facilities incurred as a result of its use and shall make such restoration or repair, or monetary compensation as may be directed by the Licensor. The Licensee shall not be liable for loss of, or damage to, the premises arising from causes beyond the control of the Licensee and occasioned by a risk not in fact covered by insurance and not customarily covered by insurance in the locality in which the premises are situated. Nothing contained herein, however, shall relieve the Licensee of liability with respect to any loss or damage to the premises, not fully compensated for by insurance, which results from willful misconduct, lack of good faith, or failure to exercise due diligence, on the part of the Licensee. All insurance required for the Licensee on the premises shall be for the protection of the Licensor and the Licensee against their respective risks and liabilities in connection with the premises. Each policy of insurance against loss or damage to City of Key West property shall name the Licensee and the City of Key West, as the insured and shall contain a loss payable clause reading substantially as follows: "Loss, if any, under this policy shall be adjusted with (Name of Licensee) and the City of Key West and the proceeds shall be payable to the City of Key West". In the event that any item or part of the premises or facilities shall require repair, rebuilding or replacement resulting from loss or damage, the risk of which is assumed under this paragraph h, the Licensee shall promptly give notice thereof to the Licensor and, to the extent of its liability as provided in this paragraph, shall, upon demand, either compensate the City of Key West for such loss or damage, or rebuild, replace or repair the item or items of the premises or facilities so lost or damaged, as the Licensor may elect. If the cost of such repair, rebuilding, or replacement exceeds the liability of the Licensee for such loss or damage, the Licensee shall effect such repair, rebuilding or replacement if required so to do by the Licensor and such excess of cost shall be reimbursed to the Licensee by the Licensor. In the event the Licensee shall have effected any repair, rebuilding or replacement,

## Initials of Applicant

- which the Licensee is required to effect pursuant to this paragraph, the Licensor shall direct payment to the Licensee of so much of the proceeds of any insurance carried by the Licensee and made available to the City of Key West on account of loss of or damage to any item or part of the premises or facilities as may be necessary to enable the Licensee to effect such repair, rebuilding or replacement. In event the Licensee shall not have been required to effect such repair, rebuilding, or replacement, and the insurance proceeds allocable to the loss or damage which has created the need for such repair, rebuilding or replacement have been paid to the Licensee, the Licensee shall promptly refund to the Licensor the amount of such proceeds.
- i. The Licensee shall indemnify and save harmless the City of Key West, its officers, agents, servants and employees from all liability or otherwise, for death or injury to all persons, or loss or damage to the property of all persons resulting from the use of the premises by the Licensee, and shall furnish the insurance specified in Item 9. Each policy of insurance required in Item 9 covering bodily injuries and third party property damage shall contain an endorsement reading substantially as follows: "The insurer waives any right of subrogation against the City of Key West which might arise by reason of any payment made under this policy." This indemnity shall survive the expiration of this License.
  - j. All insurance required by this License shall be in such form, for such periods of time, and with such insurers as the Licensor may require or approve. A certificate of insurance or a certified copy of each policy of insurance taken out hereunder shall be deposited with the Licensor's local representative prior to use of the premises and facilities. The Licensee agrees that not less than thirty (30) days prior to the expiration of any insurance required by this License, it will deliver to the Licensor's local representative a certificate of insurance or a certified copy of each renewal policy to cover the same risks.
  - k. The Licensee warrants that it has not employed any person to solicit or secure this License upon any agreement for a commission, percentage, brokerage or contingent fee. Breach of this warranty shall give the City of Key West the right to annul this License or in its discretion to recover from the Licensee the amount of such commission, percentage, brokerage or contingent fee in addition to the consideration herein set forth. This warranty shall not apply to commissions payable by the Licensee upon contracts or sales secured or made through bona fide established commercial or selling agencies maintained by the Licensee for the purpose of securing business.
  - l. In connection with the performance of work under this License, the Licensee agrees not to discriminate against any employee or applicant for employment because of race, religion, color, or national origin, sex, disability, ancestry, sexual orientation, gender identity or expression, marital status, parental status or source of income. The aforesaid provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Licensee agrees to post hereafter in conspicuous places available for employees and applicants for employment, notices to be provided by the Licensor setting forth the provisions of the nondiscrimination clause. The Licensee further agrees to insert the foregoing provision in all subcontracts hereunder, except Subcontracts for standard commercial supplies or raw materials.
  - m. All activities authorized hereunder shall be subject to such rules and regulations as regards supervision or otherwise, as may, from time to time, be prescribed by the local representative of the Licensor as designated in Item 5a.
  - n. The laws of the State of Florida shall govern the validity of this license agreement, interpretation, performance, and any other claims related to it. The venue for any and all claims or legal actions will be Monroe County, Florida.

**ATTACHMENT C: ADDITIONAL PROVISIONS**

The licensee is subject to the following additional provisions:

1. The City identifies a single Point of Contact, Mr. Doug Bradshaw, Port Project Manager of Key West, phone (305) 809-3792 or Cell (305) 797-8361, who will provide license provision oversight and enforcement for the full term of the license.
2. Prior to use of the premises Licensee must provide a \$ \_\_\_\_\_ refundable deposit and a \$ \_\_\_\_\_ nonrefundable payment for use of the property. This payment shall be delivered to the Port office at P.O Box 6434, Key West, FL 33041-6434. All checks shall be made payable to Licensor. Utilities used by Licensee will be charged at current rates. Any additional costs that will be incurred by the City (security, fire protection, public works, Navy, etc.) must be paid to the City to those departments. Assignment of damage cost or noncompliance penalties will be at the discretion of the City of Key West. Additional charges may be made after the activity if required.
3. All utility use must be coordinated through Doug Bradshaw. Any modification to utilities to support the activity will be at the sole cost of the Licensee.
4. Licensee is responsible for obtaining necessary permits required by any other agencies pertaining to this event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible of providing proof of permit prior to entering into an agreement with the City of Key West.
5. Licensee must provide the City with a detailed schedule for activities.
6. The activities each day shall conclude not later than 6 p.m. nor begin before 8 a.m. without prior approval by Licensor.
7. No generators associated with the event shall operate after 6 p.m. and before 8 a.m.
8. The leased site must be maintained in an orderly and neat condition. Licensor may request Licensee to improve conditions of site within reason if conditions become unacceptable.
9. The Licensee shall notify the Truman Annex Master Property Owner's Association (TAMPOA) at least 30-days prior to the activity.
10. Ingress/egress by the licensee shall be coordinated with the Licensor.
11. The Licensee must provide or ensure 24-hour security for the licensed area either thru security guard or by fencing with locking gates.
12. City of Key West personnel shall be allowed access to the site at all times.
13. Licensee shall provide sufficient personnel to ensure proper and safe operation of the activity.

14. Licensee may not stay overnight on City of Key West property without prior approval by Licensor.
15. Entrance to City of Key West buildings is not authorized.
16. No alcoholic beverages/non-prescription drugs or food may be brought onto or sold on Licensor's property without prior approval from the City Commission.
17. Licensee must provide own portable toilets.
18. No trash may be left on site. Use of City of Key West dumpsters is not authorized unless prior approval is obtained.
19. Any use of NOAA's property or seawall must be coordinated with NOAA.
20. Use of the inner basin to anchor boats is not authorized.
21. No hazardous material or waste shall be used or stored on the premises without submitting a Hazardous Waste Handling and Spill Plan to the City of Key West.
22. Licensee is responsible for any and all environmental cleanup, restoration, fees, fines, etc. associated with the activity and shall put in place any and all measures to eliminate environmental contamination to the property that may be caused by the activity.
23. An environmental plan shall be submitted to the City detailing how Licensee will handle environmental waste such as lead based paint.
24. Licensee must take part in pre- and post-activity walk-through inspections with the Licensor's point of contact, or designee.
25. Licensee shall provide the Licensor's Point of Contact copies of all applicable deposits, insurance policies in force at the time of the license, and payments to City of Key West associated with this license.
26. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed from the property no later than close out of business of the last day of this license. Licensee should plan accordingly. Licensor's may impose additional fees for use of property beyond license dates.
27. Licensee may be required to suspend activity as directed by City Staff during special events that occur at the Truman Waterfront.
28. In rare cases the Licensee at their sole expense may be required to move the activity to another location at the Truman Waterfront or off of the Truman Waterfront property if development of the Truman Waterfront and the activity are in conflict. Every effort will be made to avoid this occurrence.



# 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 [jwilkins@cityofkeywest-fl.gov](mailto:jwilkins@cityofkeywest-fl.gov)



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

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Please Check All That Apply To This Event

Cooking

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

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

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

Food Booths

- Food Booths – Total # \_\_\_\_\_
- Vendor Booths – Total # \_\_\_\_\_
- Total Number of Booths - 190

Parade

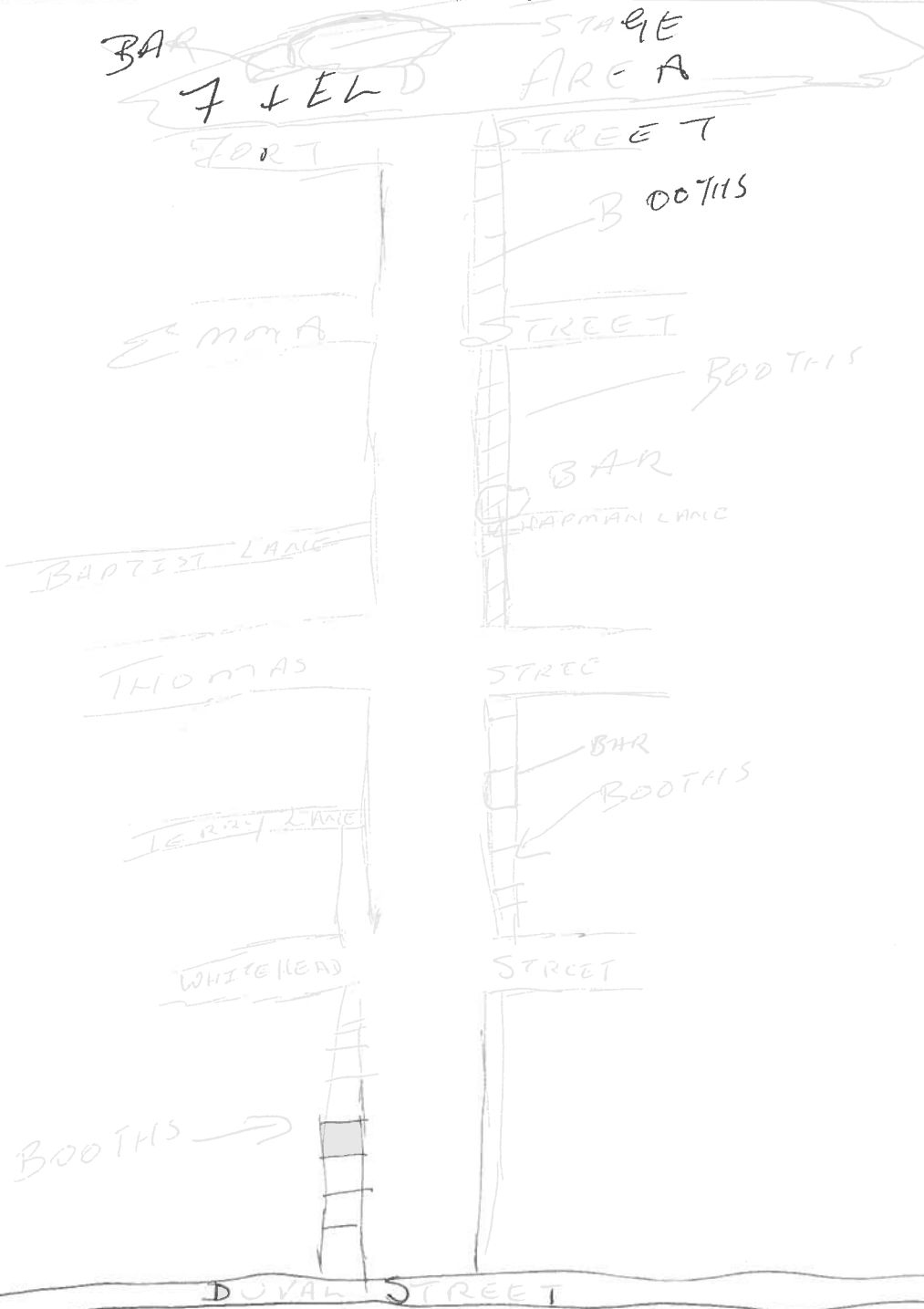
- Floats – Total # 2



**SECTION 5 - DESCRIPTION OF PREMISES TO BE LICENSED**  
**AB&T AUTHORIZED SIGNATURE REQUIRED**

Business Name (D/B/A) or Name of Event

Neatly draw a floor plan of the premises in ink, including sidewalks and other outside areas which are contiguous to the premises walls, doors, counters sales areas storage areas restrooms, bar locations and any other specific areas which are part of the premises where the event will be held. A multi-story building where the entire building is to be licensed must show the details of each floor.



Event Name: Hoiana Lepo Performing & Vocal Arts

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

X	TITLE	COMMENTS
✓	Special Event Application	
✓	Noise Exemption (If applicable)	
✓	\$50.00 for Noise	
✓	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	
✓	Recycling Plan	
✓	Authorization Letter for continuous cleaning of recycled area	
✓	Signatures of No Objection of Street closure (If applicable)	
Ⓚ	Insurance naming the City as additional insured	<i>forthcoming</i>
✓	Financial of previous event (If applicable)	<i>Not applicable</i>
✓	Release & Idemnification Form	
✓	Site Map ( where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS

EVENT: Florida Keys Performing Visual Arts *Monday 2017*  
 DATES: Oct 20-21, 2017

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

*Maria Latuff* 4/18/17  
 SIGNATURE DATE

[Empty comment box]

COMMUNITY SERVICES

*[Signature]*  
 SIGNATURE DATE

[Empty comment box]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty comment box]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty comment box]

KWDOT

SIGNATURE DATE

[Empty comment box]

PORT AND MARINE SERVICES

SIGNATURE DATE

[Empty comment box]

CODE COMPLIANCE

SIGNATURE DATE

[Empty comment box]

ENGINEERING

SIGNATURE DATE

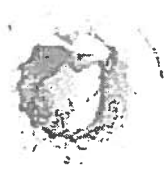
[Empty comment box]

UTILITIES

SIGNATURE DATE

[Empty comment box]

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Florida Keys Performing Visual Arts
DATES: Oct 20-21, 2017

Yonkey 20

DEPARTMENTS

0

EVENTS (INITIAL SIGNOFF)

Signature: [Handwritten Signature]

[Signature box]

COMMUNITY SERVICES

[Signature box]

SIGNATURE

POLICE DEPARTMENT

[Signature box]

SIGNATURE

FIRE DEPARTMENT

[Signature box]

[Redacted Signature]

[Signature box]

SIGNATURE

DATE

PORT AND MARINE SERVICES

[Signature box]

SIGNATURE

CODE COMPLIANCE

Signature: Jim Young 17 May 17

[Signature box]

SIGNATURE

ENGINEERING

[Signature box]

SIGNATURE

UTILITIES

[Signature box]

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN



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

**EVENT:** Florida Keys Performing Visual Arts *Stromberg 2017*  
**DATES:** Oct 20-21, 2017

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

maria latuff 4/18/17  
 SIGNATURE DATE

✓ COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

✓ FIRE DEPARTMENT

SIGNATURE DATE

✓ KWDOT

SIGNATURE DATE

N/A

✓ PORT AND MARINE SERVICES

SIGNATURE DATE

✓ CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN \_\_\_\_ APPROVED \_\_\_\_ DENIED

## **Maria Ratcliff**

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**From:** Alan Averette  
**Sent:** Monday, May 22, 2017 12:02 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Veronica Stafford Goombay  
**Attachments:** Application Approval Goombay.doc; Conditional Memo 2017.doc; Vendor Regulations.doc; Spanish Vendors.doc

Thank You

*Alan Averette, Fire Marshal*

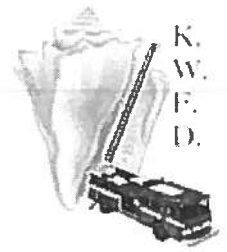
Key West Fire Department  
1600 N. Roosevelt Boulevard  
Key West, Florida 33040  
305-809-3933 Office  
305-292-8284 Fax  
[aaverett@cityofkeywest-fl.gov](mailto:aaverett@cityofkeywest-fl.gov)

***Serving the Southernmost City***

**From:** Maria Ratcliff  
**Sent:** Tuesday, May 16, 2017 9:19 AM  
**To:** Richard Sarver <rsarver@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Cassandra Jackson <cjackson@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>  
**Subject:** Veronica Stafford Goombay

*Same as the other one, different applicant. Both going in front of the Commission on June 6<sup>th</sup>. Thanks!*

Maria Ratcliff  
Executive Administrator to the City Manager &  
Special Events Coordinator  
City of Key West  
1300 White Street  
Key West, Florida 33040  
Phone: 305 809-3881  
Fax: 305 809-3886



## 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: May 22, 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

3266 LSN 132  
KEY WEST 7928