

# CITY OF KEY WEST APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Bauer Restaurant, Inc DBA, Key West Songwriters Festival  
Address of Applicant(s) 1723 JAMAICA DR Email: charlie@kwswf.com  
Phone Number of Applicant(s) and emergency number K. WEST, FL 33040 305 304.0814

Name of Non-Profit(s) BMI FOUNDATION  
Address of Non-Profit(s) 7 WORLD TRADE CENTER 250 GREENWICH ST NY/NY  
Phone Number of Non-Profit(s) 212.220.3103

Ⓢ Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$5000+

Date(s) of Event 5.11/5.12

Hours of Operation 5.11/6AM-MIDNIGHT 5.12/6AM 10pm

Estimated/anticipated number of persons per day 5.11/3000 5-12/800

Location of Event 5.11/DUVAL & GREENE ST 5.12/KW AMPITHEATER

Street Closed 5.11/100-200 DUVAL ST./GREENE ST. BETWEEN FITZPATRICK & ANN STS.

Detailed Description of Event: 5.12/KW AMP. THEATER 5.11/5.12 FREE LIVE CONCERTS

5-11/NO WA FOOD ON ST. 5-12/CATERED EVENT

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required: Yes  No

Alcoholic beverages sold/served at event: Yes  No

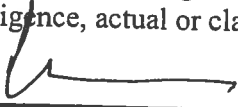
Recycle Deposit \$1000.00 Yes  No

Cooking oil recycled NA Yes  No

Recycled containers Yes  No

Ⓢ SINCE THIS A FREE CONCERT THAT COSTS THE FESTIVAL \$15,000 TO PUT ON WE AUCTION OFF GUITARS FOR THE NON-PROFITS

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

2-27-19

\_\_\_\_\_  
Date

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

**\$50.00**

Date 2-27-19

Applicant Name KEY WEST SONGWRITERS FESTIVAL

Applicant Address 1723 JAMAICA DR. KEY WEST, FL. 33040

Applicant Phone Number 305 304 0814

Event Name KEY WEST SONGWRITERS FESTIVAL - MAIN STAGE

Event Address/Location 5-11 / INTERSECTION OF DUVAL ST. & GREENE ST.

Date of Event 5-11, 2019

Nature of Event LIVE FOLK MUSIC CONCERT

Profit  Non Profit

Time(s) Request for Exemption 6 AM - 10:30 PM

Number of Exemptions at this location this calendar y

Date of last exemption MAY 2018

Date: 2/28/2019 10:04:40 AM  
Receipt Number: 46188  
Amount: \$50.00

FOR DEPOSIT ONLY  
ACCOUNT 0100903096  
Date: 2/28/2019 10:04:40 AM

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 SONGWRITER STREET  
CLOSURE

Street closure  
100-200  
block of  
Duval Street

\$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, consisting of the letters 'C' and 'B' written in a stylized, cursive-like font.


# 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 Alcohol 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 this requirement is being met.

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 CB

6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*

Sponsor's Signature CB

7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.

Sponsor's Signature CB

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

Sponsor's Signature CB

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

Sponsor's Signature CB

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

Sponsor's Signature CB

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

Sponsor's Signature CB

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

Sponsor's Signature CB

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



the special event.

**Sponsor's Signature** CB

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

**Sponsor's Signature** CB

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

**Sponsor's Signature** CB

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

Sponsor's Signature CB

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

Sponsor's Signature CB

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

Sponsor's Signature CB

# Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: CHARLIE DANON Phone number: 305 304 0814
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.  
Aluminum  Glass  #1 Plastic  #2 Plastic  Steel   
Corrugated Cardboard  Other:
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).  
Amount of recycling and garbage containers needed: 12 BARR
- 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 - MARGRET
- Capacity of containers on grounds: 32 GAL  
Contact person for containers: MARGRET UMLA Phone #: 305 434. 9136
- 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: SMOKIN' TUNA CLEANING CREW
- 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: MONDAY MAY 13TH 2019
- 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: N/A

Actions taken: VOLUNTEERS MONITOR RECYCLING

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

Problems: N/A

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: MEMO OUT 1 WK IN ADVANCE AND DAY OF.

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.

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

- Place recycling containers in the pick-up location, as arranged with the providers of the containers.

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

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

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

- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.

- Share the results with event organizers.

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

- Security deposit returned: \_\_\_\_\_

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

KEY WEST SONGWRITERS FESTIVAL

1723 JAMAICA DR  
KEY WEST, FL 33040

DATE 2-27-19

63-751/631 10813

2/27

PAY TO THE ORDER OF

One thousand \_\_\_\_\_

\$ 1,000.00

DOLLARS



WELLS FARGO  
Florida  
wellsfargo.com

FOR DEPOSIT ONLY



Date: 2/28/2019 10:01:13 AM  
Receipt Number: 46187  
Amount: \$1,000.00

FOR DEPOSIT ONLY  
ACCOUNT 0100903096

Receipt Number: 46187  
Fee Code Version:  
UNUSUAL PAYMENTS - ZZ  
Originator Receipt Number:  
0  
Originator Payment Date:

Payment Type:  
ALL CASH RECEIPTS  
Transaction Amount:  
\$1,000.00  
Additional Comments: KW SONGWRITERS RECYCLING

\$1,000.00





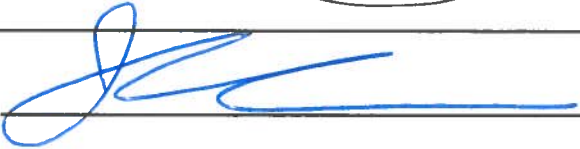
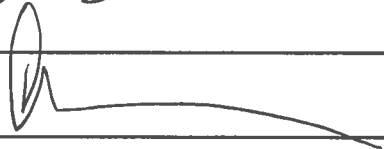

THE CITY OF KEY WEST

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

A handwritten signature in black ink, consisting of a stylized first letter followed by a horizontal line.

NO OBJECTIONS TO STREET CLOSURE FOR KEY WEST SONGWRITERS FESTIVAL

Saturday May 11<sup>th</sup>, 2019

Peterson's Harley Davidson DIAMONDUS JUSTUS	Burce 
Green Room	Mike Simon
JV Rent 'AU	Jusonet
Sand Bar	Julius
Sloppy Joe's	Reddy
Croc's	Clara White
Irish Kevin's	
SHORTY'S MARKET	Tom
Jordan Williams	
Ferr Forest	Jay
SMOKIN' TUNA	
DUGATTELL	

NO OBJECTIONS TO STREET CLOSURE FOR KEY WEST SONGWRITERS FESTIVAL

Saturday May 11<sup>th</sup>, 2019

BULL & WHISTLE | Debbie Spatz

ORLY S. KITRICK | O.K. - 220 Duval

Duval 216 | OK | Jeff

Duval 210 | OK | IRA

Angelinas Pizzeria | yes | ~~IRA~~

~~THE RICKS~~ | yes | ~~Michael~~

PIRATE CORNER | YES | ~~IRA~~

TIKI HOUSE | YES | ~~IRA~~

Capt Tony's | Yes | IRA

Wet Willies | yes | ~~IRA~~

5<sup>th</sup> St or | yes | ~~IRA~~

Conchi Jewels | yes | ~~IRA~~





**LETTER OF INTENT**

**RE: Insurance for Songwriters Fest**

Date: February 13, 2019

As discussed with Charlie Bauer, I have submitted applications to write liability coverage for Songwriters Fest. We should have quotations shortly.

A handwritten signature in black ink, appearing to read 'Jonathan Diamond', is written over a horizontal line.

Jonathan Diamond  
Licensed Agent

3706 N. Roosevelt Blvd., #207 Key West, FL 33040  
305-292-6060 (phone) [admin@kwdiamond.com](mailto:admin@kwdiamond.com) 305-292-6002 (fax)



# THE CITY OF KEY WEST

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

**RELEASE AND INDEMNIFICATION  
Key West Songwriters Festival  
Street Closure & Use of the  
Truman Waterfront Amphitheatre  
Saturday, May 11, 2019  
Sunday, May 12, 2019**

I **Charles Bauer** being authorized to act on behalf of and legally bind the **Bauer Restaurant, 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 Ratchuk

Signature of Witness

Maria Ratchuk

Print Name

2/27/19

Date

Charles Bauer

Signature of Applicant

Charles Bauer

Print Name

2/27/19

Date

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



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

### Detail by Entity Name

Florida Profit Corporation  
BAUER RESTAURANT, INC.

#### Filing Information

<b>Document Number</b>	P08000074310
<b>FEI/EIN Number</b>	26-3136635
<b>Date Filed</b>	08/07/2008
<b>State</b>	FL
<b>Status</b>	ACTIVE

#### Principal Address

1723 JAMAICA DRIVE  
KEY WEST, FL 33040

Changed: 04/03/2010

#### Mailing Address

1723 JAMAICA DRIVE  
KEY WEST, FL 33040

Changed: 04/03/2010

#### Registered Agent Name & Address

BAUER, CHARLES  
1723 JAMAICA DRIVE  
KEY WEST, FL 33040

Name Changed: 04/03/2010

Address Changed: 04/03/2010

#### Officer/Director Detail

##### **Name & Address**

Title D

BAUER, CHARLES  
1723 JAMAICA DRIVE  
KEY WEST, FL 33040

#### Annual Reports

<b>Report Year</b>	<b>Filed Date</b>
2017	01/11/2017

2018            02/19/2018  
2019            02/27/2019

**Document Images**

<a href="#">02/27/2019 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/19/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/11/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/01/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/10/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/27/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/24/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/03/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/18/2011 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/03/2010 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/13/2009 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">08/07/2008 -- Domestic Profit</a>	<a href="#">View image in PDF format</a>

Florida Department of State, Division of Corporations



KEY WEST FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE

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Please Check All That Apply To This Event

Cooking

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

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

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

Food Booths

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

Parade

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



Saturday- on Duval Street – May 11<sup>th</sup>

We need to secure our Barricades for our main stage on Greene & Duval – if you have a record of what we used last year – we would like to duplicate that order (Charlie worked direct with Oscar last year)

We have already secured recycle/garbage and 1 port a let with WM/Margaret Lara for this show.

Sunday at the AMP- May 12<sup>th</sup>

Garbage & Recycling

I would like to pay public works to manage the Trash that night please (it was FLAWLESS at TASTE Of KW)

I believe we need a roll off on site?? AND id like your recommendation on number of bins? We are expecting maybe 800 - 1000 people tops.

Port A Lets

I think 6 additional port-a lets - to be placed near the existing restrooms will be fine – can I coordinate these with you Or should I secure with WM

Do you feel more than that would be required?

We do have volunteers to manage parking.

We are encouraging biking, ride shares, Duval loop,

We will have two 10 X 15 - tents for 'entry'

One tent back stage 20x20

We are securing KWPD, EMT, and KWFD

Let me know what I might be overlooking!

Charlie Bauer

305.304.0814



# THE CITY OF KEY WEST

Parking Division

1370 White Street  
Key West, FL 33041

## Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

N/A

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)

FRONT STREET

*barricade*

Crazy shirts

Green Room

GREENE STREET

*STAGE*

Tropical

RICKS

Sloppy J

*UTILITY TRUCK*

Duval Central

DUVAL STREET

Irish Kevin's

CHARLES STREET

Shorty's

Beach club

Vacant

Teasers

Flying Monkey

Bull/Whistle

Fogarty's

CAROLINE STREET

*barricade*

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BMI FOUNDATION

7 World Trade Center  
250 Greenwich Street  
New York, NY 10007  
212-220-3103

info@bmifoundation.org

*Dedicated to the creation, performance, and study of music.*

February 28, 2019

Mr. Charlie Bauer  
Key West Songwriters Festival  
1723 Jamaica Dr.  
Key West, Florida 33040

Dear Charlie,

Thank you for selecting the BMI Foundation as a beneficiary of your 24th Annual Key West Songwriters Festival. You have permission to use the name "BMI Foundation" in promoting your festival and raising funds to benefit our work on behalf of music students, composers, performers, researchers, and other nonprofit arts organizations nationwide.

The BMI Foundation is a nonprofit organization founded in 1985 to encourage the creation, performance, and study of American music. The Foundation's programs include competitive scholarships for songwriters and composers, operating grants for nonprofit arts presenters, and support for innovative music education initiatives in schools and communities across the country. The final selections for these programs are entrusted to panels composed of some of the world's most distinguished artists and musicians, all of whom volunteer their time and knowledge. Because all members of the Foundation's board and Advisory Panel serve without compensation, over 91% of all donations and investment income is available for charitable grants.

Name as it should appear on website, printed material, and festival merchandise:

BMI Foundation (logo font is Gotham)

Hyperlink to website: <http://bmifoundation.org>

Hyperlink to our donation page: <http://bmifoundation.org/donate>

Hyperlink to download our logo: <http://bmifoundation.org/logo>

We will reciprocate on our website with a hyperlink to yours if you will provide us with your logo and URL.

Contact: Deirdre Chadwick  
BMI Foundation, Inc.  
7 World Trade Center  
New York, NY 10007  
212.220.3176  
dchadwick@bmifoundation.org

Please direct all event-related correspondence to Michelle Moore at BMI Foundation, 7 World Trade Center, New York, NY, 10007. 212.220-3175. mmoore@bmifoundation.org

Thank you for supporting the BMI Foundation. We look forward to working with the Key West Songwriters Festival in raising funds for music education and performance in communities across the country.

Sincerely,

A handwritten signature in cursive script that reads "Deirdre Chadwick". The signature is written in black ink and is positioned above the printed name and title.

Deirdre Chadwick  
President

Event Name: Key West Songwriters Festival May 11, 12 - 2019

## 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	Working w/ waste management
X	Authorization Letter for continuous cleaning of recycled area	
X	Signatures of No Objection of Street closure (If applicable)	
X	Insurance naming the City as additional insured	
X	Financial of previous event (If applicable)	Free event
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	

Street Closure → Amphitheatre  
May 11 May 12



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS

EVENT: Key West Songwriters Festival  
DATES: May 11 - Street closure May 12 - Amphitheatre

DEPARTMENTS	COMMENTS
EVENTS (INITIAL SIGNOFF) <u>Maria Latuff</u> 2/28/19 SIGNATURE DATE	
COMMUNITY SERVICES SIGNATURE DATE	
POLICE DEPARTMENT SIGNATURE DATE	
FIRE DEPARTMENT SIGNATURE DATE	
KWDOT <u>Rogelio Hernandez / R.S.</u> 2-28-19 SIGNATURE DATE	No Impact
PORT AND MARINE SERVICES SIGNATURE DATE	
CODE COMPLIANCE SIGNATURE DATE	
ENGINEERING SIGNATURE DATE	
UTILITIES SIGNATURE DATE	

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

Street Closure = Amphitheatre  
May 11 May 12

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



**EVENT:** Key West Songwriters Festival  
**DATES:** May 11 - Street closure May 12 Amphitheatre

**DEPARTMENTS**

**COMMENTS**

**EVENTS (INITIAL SIGNOFF)**

Maria Patuff 2/28/19  
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] 28 Feb 19  
SIGNATURE DATE

**ENGINEERING**

SIGNATURE DATE

**UTILITIES**

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED  DENIED

## **Maria Ratcliff**

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**From:** Doug Bradshaw  
**Sent:** Thursday, February 28, 2019 2:18 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Key West Songwriters Festival May 11 - Street closure on Duval Street and May 12 - Concert at Amphitheatre

No issues

Doug Bradshaw  
Director Port and Marine Services  
City of Key West  
201 William Street  
Key West, FL 33040  
305-809-3792

**From:** Maria Ratcliff  
**Sent:** Thursday, February 28, 2019 10:58 AM  
**To:** Richard Sarver <rsarver@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Cyndee Michaud <cmichaud@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Sean Brandenburg <sbrandenburg@cityofkeywest-fl.gov>; Michael Davila <mdavila@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>  
**Subject:** Key West Songwriters Festival May 11 - Street closure on Duval Street and May 12 - Concert at Amphitheatre

*Please review and send back the top approval sheet. Thanks!*

*Respectfully*

*Maria Ratcliff  
Executive Administrator to the City Manager  
& Special Events Coordinator  
City of Key West  
1300 White Street  
Key West, Florida 33040  
(305) 809-3881  
[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)*

Street Closure = Amphitheatre  
May 11 May 12



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS

EVENT: <u>Key West Songwriters Festival</u>
DATES: <u>May 11 - Street closure May 12 - Amphitheatre</u>

DEPARTMENTS	COMMENTS
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EVENTS (INITIAL SIGNOFF)

<u>Maria Latuff</u> SIGNATURE	<u>2/28/19</u> DATE	
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COMMUNITY SERVICES

<u>[Signature]</u> SIGNATURE	<u>2/28/19</u> DATE	
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POLICE DEPARTMENT

_____ SIGNATURE	_____ DATE	
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FIRE DEPARTMENT

_____ SIGNATURE	_____ DATE	
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KWDOT

_____ SIGNATURE	_____ DATE	
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PORT AND MARINE SERVICES

_____ SIGNATURE	_____ DATE	
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CODE COMPLIANCE

_____ SIGNATURE	_____ DATE	
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ENGINEERING

_____ SIGNATURE	_____ DATE	
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UTILITIES

_____ SIGNATURE	_____ DATE	
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SPECIAL EVENT PERMIT HAS BEEN \_\_\_\_\_ APPROVED \_\_\_\_\_ DENIED



## THE CITY OF KEY WEST

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

To: Key West Songwriters Festival

From: Division Chief/Fire Marshal Danny Blanco

Date: March 1, 2019

Reference: Key West Songwriters Concert at the Amphitheatre

This office reviewed the special event application for the Key West Songwriters Concert to be held at the Key West Waterfront Amphitheater May 12, 2019. The following conditions apply:

- The event will require an EMS crew standing by for the entire event. The event organizer is responsible for two rescue personnel @ \$40.00 an hour each.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

*Danny Blanco, Fire Marshal*

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

*Serving the Southernmost City*

326E USMC W32



## **Maria Ratcliff**

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**From:** Joseph Tripp  
**Sent:** Friday, March 1, 2019 3:53 PM  
**To:** Maria Ratcliff  
**Cc:** JR Torres  
**Subject:** approvals

Approved:

Hemmingway July 20

Rams Head June 9

Songwriters May 11/12

Mermaid July 6/7 (her costs are going to depend strongly on how many floats and she doesn't know at this point)

Street Closure → Amphitheatre  
May 11 May 12



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

**EVENT:** Key West Songwriters Festival  
**DATES:** May 11 - Street closure May 12 - Amphitheatre

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Patuff 2/28/19  
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

**IT IS UNLAWFUL  
TO PURCHASE ALCOHOL  
IF YOU ARE  
UNDER 21 YEARS OF AGE**



**WE I.D.**

**You Must Be  
Born On or Before Today's Date**

**1998**

**It is UNLAWFUL to sell or dispense to persons  
under 21 years of age, unless exempt pursuant to  
Sections 562.11 or 562.13, Florida Statutes**



**MONROE COUNTY  
COALITION ★ COM**  
SAFE AND DRUG FREE  
PARTNERSHIPS OF MONROE

**The penalties associated with the sale or dispensing of alcoholic  
beverages to persons under 21 years of age, include imprisonment in  
county jail for a period of up to 60 days, a fine up to \$500, or both.**

*To report those who are in violation of the law, please call: Key West Police Dept: (305) 809-1000  
(Non-Emergency) FL Division of Alcoholic Beverages & Tobacco: 1-866-40-SUDS (1-866-540-7837)*

(b) The above-described sign shall be legibly printed on cardboard or other similar material with at minimum one-half-inch block style letters.

(c) A violation of this section shall be subject to prosecution and fine under the civil citation procedures of sections 2-676 through 2-680, or section 1-15 of the Key West Code of Ordinances. Each day of a continuing violation shall constitute a separate offense subject to the penalties set forth herein.

(Ord. No. 07-10, § 2, 8-7-2007; Ord. No. 18-27, § 2, 11-20-2018)

**Sec. 18-30. Posting and required notice regarding prohibition of purchase and sale of alcoholic beverages to persons under 21 years of age.**

(1) All persons who own or operate a business establishment in the City which sells or dispenses alcoholic beverages for consumption on or off the premises shall conspicuously post a notice within said business establishment in such a place where alcoholic beverages are either displayed, purchased or consumed. Such notice shall comply with the requirements of this section. Failure to post such required notice pursuant to the requirements of this section shall constitute a violation of this ordinance. This restriction shall not apply to a bona fide restaurant without a restaurant bar. Such places of business shall conspicuously post a notice within said business establishment in such a place where it will be visible to all employees of said business.

(2) Required notice shall consist of one or more signs or notices, each of which is not less than 93 square inches (8-1/2 by 11"), with at least one-half-inch block style letters, which contains the following information, clearly discernable by persons to whom alcoholic beverages may be sold or dispensed:

IT IS UNLAWFUL TO PURCHASE ALCOHOL  
IF YOU ARE UNDER 21 YEARS OF AGE.

IT IS UNLAWFUL TO SELL OR DISPENSE  
ALCOHOL TO PERSONS UNDER 21 YEARS

OF AGE, UNLESS EXEMPT PURSUANT TO SECTIONS 562.11 OR 562.13, FLORIDA STATUTES.

THE PENALTIES ASSOCIATED WITH THE SALE OR DISPENSING OF ALCOHOLIC BEVERAGES TO PERSONS UNDER 21 YEARS OF AGE INCLUDE IMPRISONMENT IN COUNTY JAIL FOR A PERIOD OF UP TO 60 DAYS, A FINE UP TO \$500, OR BOTH.

TO REPORT THOSE WHO ARE IN VIOLATION OF THE LAW, YOU CAN CALL:

KEY WEST POLICE — (305)809-1000  
(NON-EMERGENCY #)

FL DIVISION OF ALCOHOLIC BEVERAGES & TOBACCO — 1-866-540-SUDS (866-540-7837)

In the alternative to the above language, a health warning sign provided by the Monroe County Coalition may be used.

(3) A violation of this section shall be subject to prosecution and fine under the civil citation procedures of sections 2-676 through 2-680, or section 1-15 of the Key West Code of Ordinances. Each day of a continuing violation shall constitute a separate offense subject to the penalties set forth herein.

(Ord. No. 18-27, § 2, 11-20-2018)

**Secs. 18-31—18-55. Reserved.**