

City of Key
West
Special Event Permit Application

For assistance in filling out this application, please contact the City at (305) 809-3881 or via email at event_request@cityofkeywest-fl.com

Event Name: 1st Annual JAZZ IN THE KEYS Music Festival Featuring
Terence Young Experience and MORE
Location: Coffee Butler Amphitheatre

Date(s): 06/03/2023 Hours of Operation: 12pm - 10pm

Break Down Date: 06/03/2023 Number of Expected Attendees: 100 (+)

Is the Event open to the Public? Yes No

Description: Provide a narrative description of the full scope of your event with as much detail as possible in the box below. If this event has multiple sub events, specify date and time range of each.

Provide a family friendly all day event. A destination event. Experience a wide range of music from local artist and nationally. Vendors to provide food and drinks tickets to be sold to repair church's buildings.

EVENT ORGANIZER INFORMATION

Company or Organization Name Cornish Memorial AME Zion Church
Name Rev Rochelle McIntyre Phone number 803-524-4689
Mailing Address 702 Whitehead St
City Key West State FL Zip 33040 Email Rochellep16@aol.com
Tax ID/EIN# 59-2416651

SECONDARY CONTACT INFORMATION

Name _____ Phone number _____
Company or Organization Name _____
Email _____

SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes Complete Supplement A No
Non-Profit Applicant or Benefit: Yes Complete Supplement B No
Alcoholic Beverages Sold/Served at Event: Yes Needs City Commission Approval No
Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission through Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must have a liquor license and provide liquor liability insurance.

INITIALS REQUIRED

Event Name: 1st Annual JAZZ IN THE KEYS Music Festival Featuring The Terence Young Experience and wife Event Date: 06/03/2023

1. **Application Form:** All Applicant(s) must fill out the City of Key West (City) application form provided to you by the Office of the City Manager. All applications are subject to approval at the discretion of the City Manager and/or City Commission and must in the Office of the City Manager 60 days prior to the event.

Applicant Printed Name: Rockelle McEntyre Signature: Rockelle McEntyre

2. **Liability Insurance:** Applicant(s) 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 Workers' Compensation Coverage
Employers Liability with minimum limits:
- \$1,000,000 injury by accident
- \$1,000,000 injury by disease
- \$1,000,000 Policy Limits – 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.

Applicant Printed Name: Rockelle McEntyre Signature: Rockelle McEntyre

3. **Indemnification:** The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe incurred by the City or which may be claimed against the City by any person, firm to the person or property f any person, firm, corporation, or entity which are consequent or arise from the activities of 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.

Applicant Printed Name: Rockelle McEntyre Signature: Rockelle McEntyre

Event Screening Questionnaire

Event Name: <u>15th Annual JAZZ IN THE KEYS</u> <u>MUSIC FESTIVAL FEATURING TERENCE YOUNG EXPERIENCE AND MORE</u>	Event Date: <u>06/03/2023</u>
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The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application.

VENDOR SALES	
1. Will ANY alcoholic beverage be sold or served?	Yes <input checked="" type="checkbox"/> Needs City Commission Approval No <input type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input checked="" type="checkbox"/> Complete Supplement C No <input type="checkbox"/>
SAFETY IF YES, COMPLETE REQUIRED FORMS	
3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles	Yes <input checked="" type="checkbox"/> Complete Supplement C No <input type="checkbox"/>
4. Will your event involve ANY of the following tents or structures? Tents, Booths, Canopies or Podiums, Viewing Stands and Bracing, Stages, Risers or Air Support Structures	Yes <input checked="" type="checkbox"/> Complete Supplement D No <input type="checkbox"/>
STREETS & SIDEWALKS IF YES, COMPLETE REQUIRED FORMS	
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes <input type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
CITY PROPERTY IF YES, COMPLETE REQUIRED FORMS	
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes <input checked="" type="checkbox"/> Complete Supplement F No <input type="checkbox"/>

The applicant does acknowledge and hereby affirms that any and all information of this application and all of its supplements are accurate to the best of their knowledge. The applicant(s)/permittee agrees to assume full responsibility and liability for and indemnify and hold the City of Key West harmless from and against all liability, claims for damages, and suits for or by reason for an 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 Signature

02/10/2023
Date

Required – Recycling Plan

Event Name: 1st Annual JAZZ IN THE KEYS Music Festival Featuring Terence Young Experience and More Event Date: 06/03/2023

The City of Key West is committed to increasing the collection of recycled materials and needs your help to accomplish this. As the Event Organizer, you need to encourage your vendors to participate in the separation of solid waste and recyclable items by providing the adequate number and type of collection receptacles.

RECYCLING POINT OF CONTACT

Name _____ Phone Number _____
 Email _____ Number of people dedicated to recycling _____

INITIALS REQUIRED

- TC* 1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.
- TC* 2. **RECYCLING FEE:** The Fee (see Fee Schedule) must be submitted prior to the event. You can earn all or part of this fee back by participating in the City Recycling Program.
- TC* 3. **ACCEPTABLE RECYCLABLES:** The primary items will be Aluminum Cans, Plastic Bottles, Cardboard, and Glass Bottles. But additional items can include Food and Beverage Cartons, Regular paper, Magazines and Program Handouts.
- TC* 4. **CONTAMINATION:** I understand that recycle bins with contamination above 15% will result in not being able to earn back all or part of the Recycling Fee.

RECYCLING TIMELINE

Two Weeks (Self filling)	BEFORE EVENT: <ol style="list-style-type: none"> 1. Arrange Trash/Recycling through Community Services (305-809-3759). 2. Get approval for educational signage needed to inform customers/event goers of recycling and garbage rules/locations during the event. Request standard signage or submit unique designs for approval through recycle@cityofkeywest-fl.gov
Due Date (Self filling)	DAY OF EVENT: <ol style="list-style-type: none"> 1. Place Recycling/Garbage containers in pairs throughout venue, at approximately every 30 feet throughout the event. 2. During the event ensure that recycle bins are free from contamination. Pull full bags, replace with a new liner, and stage full bags only at pre-arranged sites. 3. At end of event, remove all signage, and return if borrowed from City. Place all trash/recycling containers pre-arranged pick-up location.
Due Date (Self filling)	TRASH/RECYCLING REPORT: <ol style="list-style-type: none"> 1. City Community Services will supply a report detailing the amount of materials collected for recycling by weight, volume, or count and report on contamination levels. 2. After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting recycle@cityofkeywest-fl.gov.

Required – Event Transportation Planning

Event Name: 19th Annual JAZZ IN THE KEYS MUSIC Festival Featuring Live Jazz, Young Experience and More Event Date: 06/03/2023

Parking and traffic congestion are consistently a concern of Key West residents. It is the City's goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

INITIALS REQUIRED

Rw

Communications: Every event is required to provide communications about modes of transportation that will reduce vehicle traffic. These actions include:

1. Website(s)
2. Email
3. Ticketholders
4. Social Media

Rw

Opportunities: Large Events are required to explore opportunities to help minimize traffic congestions and parking issues. Your event will be more successful by encouraging alternate transportation or utilize transit friendly alternatives. Check opportunities you will explore.

- Encourage Walking
- Encourage Biking
- Providing Bike Security with Valet
- Include Ride Service with VIP Passes
- Provide Pre-Sale parking only
- Premium parking prices

- Partner with Transit System/Buses
- Partner with Transit Friendly Hotels
- Partner with Restaurants/Bars
- Partner with Rideshare/Taxi Companies
- Implement Shuttles
- Other: _____

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day			
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lot	\$32/day			
Mallory Square Parking Lot	\$40/day			
			Total	<i>D</i>

*Modification of rates or parking waivers can only be approved by City Commission.

Total Parking Cost shall be calculated using this table and accounted for in the Event Fee Schedule. For more information, contact John Wilkins, Parking Director at (305) 809-3855.

Required: Event Site Map / Layout

Event Name: 1st Annual Jazz Festival in the Keys Music Festival Featuring Terence Young Experience Band/More Event Date: 06/03/2023

Using the legend below, please illustrate your event to the best of your ability. If it is a single site event only one site layout is needed. If the event includes multiple streets, a second map showing the Impacted Streets for the entire area is needed.

INITIALS REQUIRED

bu Attach Site Map Layout

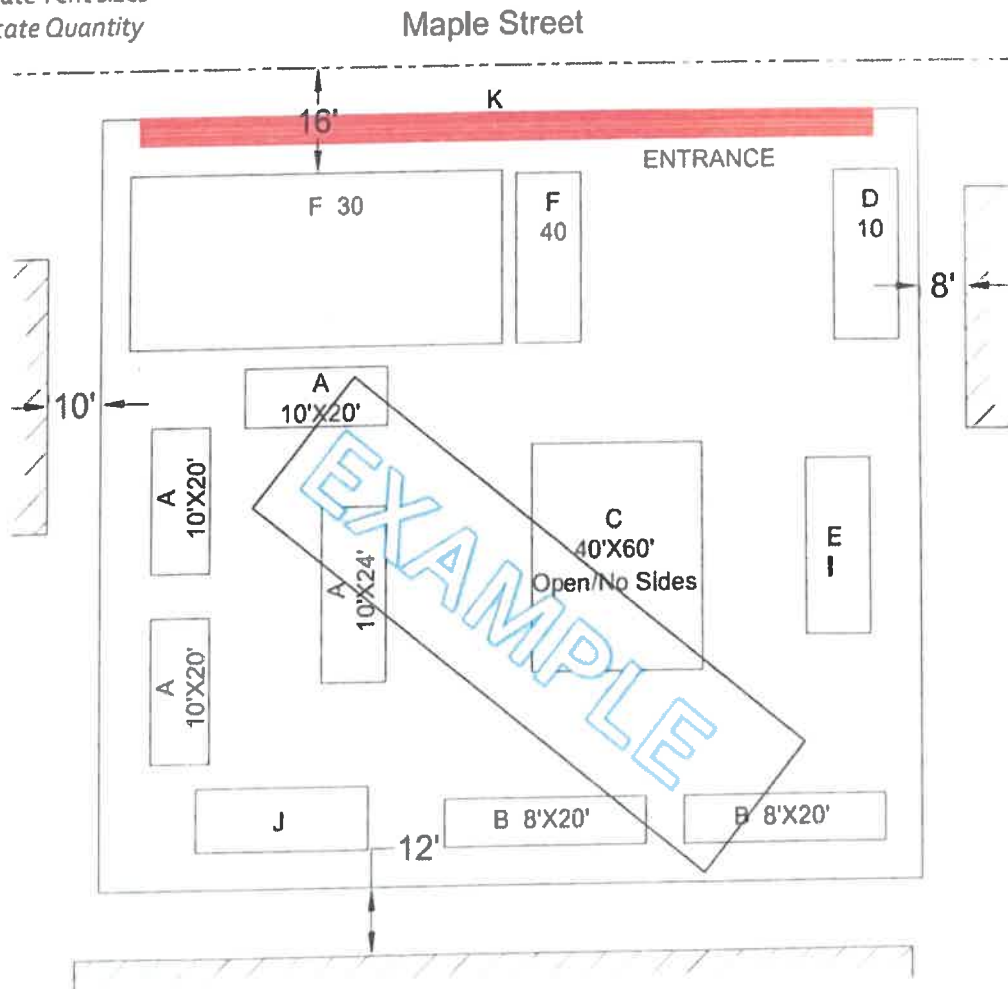
bu Attach Impacted Streets Map

Event Site Map Layout Legend:

- | | | |
|------------------------------|-------------------|-------------------------|
| A. Food/Bev. Vendor Tents* | F. Car Parking** | K. Podiums |
| B. Merchandise Vendor Tents* | G. Bike Parking** | L. Fire Lane (RED LINE) |
| C. Seating Tents* | H. Roads Closed | M. Label Street(s) |
| D. Toilets ** | I. Stage Area | N. Other: _____ |
| E. Amplified Music | J. Bounce House | O. Other: _____ |

* Indicate Tent sizes

** Indicate Quantity



Special Event Permit Application

Supplement A - Noise

Event Name: <u>1st Annual JAZZ TATLE KEYS Music Festival Featuring Telemis Young Experience and more</u>	Event Date: <u>06/03/2023</u>
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Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited

Noise limitations - Within a core commercial district as defined in this article, the maximum dBA and dBC sound levels permitted on any property located therein shall be as follows:

The average measurement taken between ten (10) and twenty (20) seconds shall be no greater than the maximum levels set out below. The measurement shall be taken from the sound source property line, or individual lease boundary in the case of property which has been subdivided by the execution of individual leases, of the noise generating property at a location that is closest to the complainant's property line:

- a. Eighty-five (85) dBA or ninety-four (94) dBC between the hours of 11:00 a.m. and 2:59 a.m.
- b. Seventy-five (75) dBA or eighty-four (84) dBC between the hours of 3:00 a.m. and 10:59 a.m.

In any residential or commercial district as defined in this article, a decibel meter shall be used for a complaint of unreasonable noise made at or within 100 feet of the property line of the sound source. The decibel reading shall be made at the location of the complaint. The investigating officer shall issue a citation for unreasonably excessive noise, unless in his judgment a warning is sufficient to cease the violation. There shall be no more than a total of one warning per offending person or establishment.

Events that expect to exceed decibel levels set for their area must get a Noise Exemption from the City Commission. Noise Exemptions cannot be issued for the same location within 60 days of the last noise exemption approval.

Describe the Potential Noise Sources: _____

Do you wish to apply for a Noise Exemption? Yes Need City Commission Approval No

INITIALS REQUIRED

- LR 1. Applicant(s) has reviewed the City Code regarding Noise limitations and understands that an exemption from the noise control ordinance requires approval from the City Commission. Applications for noise exemptions must be received 30 days before the event
- LR 2. The processing fee for the application is \$85.16, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- LR 3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

For more information on Noise and Noise Exemptions, consult the Special Event Guide and read the [City Code Section 26-192](#)

Special Event Permit Application

Supplement B – Non-Profit Verification

Event Name: 1st Annual JAZZ IN THE KEYS Event Date: 06/03/2023
 Featuring Terence Young Experience and More!
 Non-Profit Organization Name Cornish Memorial AME Zion Church
 Tax ID/EIN # 59-2416651 Representative Rev. Rochelle McEntyre
 Purpose of Organization Faith Base
 Phone 803-524-4689 Email rochellep16@aol.com
 How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?
Repairs to church buildings. Pay Artist

INITIALS REQUIRED

- R 1. **Services Waived:** The first \$1,000.00 of costs as specified in Section 6-26 (d) of the Code of Ordinances may be waived for any Event Organizer or Sponsor organization which qualifies as a tax-exempt Non-profit organization according to State or Federal law. Acceptance of this waiver by such Event Organizer or Sponsor organization shall render the Special Event a public accommodation subject to Human Rights provision of Section 38-225.
- R 2. **Approval:** Supplement B must be reviewed and approved for Non-profit waivers to be granted. Neither Completion nor Submission of this form guarantees a waiver will be granted.
- R 3. **Monies Received:** Within 30 days of the event completion the Event Organizer agrees to submit to the City Commission a letter from the Non-profit Organization receiving the waiver stating the amount of monetary donation received from the event.
- R 4. **Accounting:** Within 90 days following the Special Event, the Event Organizer or Sponsor organization will ensure that the Non-profit organization receiving the waiver submits to the City Commission an accounting of expenses and revenues incurred and generated during the event.

SIGNATURE AND ATTACHMENT REQUIRED

I hereby certify that the above-named Non-profit organization is a bona fide, in good standing, domestic civic, educational, charitable, fraternal, or religious organization under the laws of the State of Florida or with proper tax exemption status with the Internal Revenue Service; that the organization is the actual sponsor of the event described and that all the proceeds from the event, after necessary direct expenses, will be used for civic, educational, charitable or religious purpose.

I further certify that the answers to the above questions are correct and complete to the best of my knowledge and belief. I also understand that any organizations who fraudulently seek exemption shall be subjected to civil and criminal penalties provided for in Florida Statutes.

Provide a copy of your organization letter issued by the I.R.S. or Secretary of State verifying tax exempt status.

Officer Signature [Signature] Title: Administrator Date 02/10/2023

Special Event Permit Application

Supplement C – Food & Safety

Event Name: 19 Annual JAZZ IN THE KEYS MUSIC Festival Featuring Terence Young Experience and more Event Date: 06/03/2023

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

- Fire Department and EMS – Chief Alan Averette (305) 809-3938
- Police Department – LT Joseph Tripp (305) 809-1027

More information on Safety requirements can be found in the Special Event Guide.

EVENT ACTIVITIES – Check all that apply to the Special Event

<u>Cooking:</u>	<u>Electrical Power</u>	<u>Other</u>
<input checked="" type="checkbox"/> Deep Frying / Open Flame	<input checked="" type="checkbox"/> Generator	<input type="checkbox"/> Road Closure
<input type="checkbox"/> Charcoal Grill	<input checked="" type="checkbox"/> 110AC / Extension Cords	<input type="checkbox"/> Fog/Smoke Machine
<input checked="" type="checkbox"/> Gas Grill	<input checked="" type="checkbox"/> DC Power	<input type="checkbox"/> Bubble Machine
<input type="checkbox"/> Food Warming Only		<input type="checkbox"/> Pyrotechnics
<input type="checkbox"/> Catered Food	<u>Structures:</u>	<input type="checkbox"/> Special Effects
	<input type="checkbox"/> Stages / Risers / Canopies	<input type="checkbox"/> Open Flame
<u>Alcohol To be Served By</u>	<input type="checkbox"/> Viewing Stands / Bracing	<input type="checkbox"/> Lasers
<input checked="" type="checkbox"/> Existing Licensed Establishment	<input type="checkbox"/> Seating	<input type="checkbox"/> Confetti
<input type="checkbox"/> Commercial Licensed Vendors	<input checked="" type="checkbox"/> Air Supported Bounce House	<input type="checkbox"/> Vehicle/Motorcycle Demo
<input type="checkbox"/> Non-profit Licensed Vendors	<input type="checkbox"/> Tents Greater than 200 SF	

INITIALS REQUIRED

- Alcohol:** Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission by Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Applicant must have a [liquor license](#) and provide liquor liability insurance.
- Cooking Safety:** If cooking, a KWFD Fire Watch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment.
- Sidewalks:** Structures must not interfere with pedestrian movement on the sidewalk. The Special Event Site Plan must show a minimum setback of six (6) feet from the property lines.
- Special Event Site Map:** Indicate where structures, tents, stages, cooking equipment, etc. will be located. The layout must also identify distances to the nearest buildings and property line. If seating will be provided, show seating/chair arrangement.
- Cooking Oil:** Cooking oil must be disposed of properly. Vendors found dumping cooking oil improperly will result in forfeiture of a portion of the Event deposit.

Special Event Permit Application

Supplement D – Tents & Structures

Event Name: 19th Annual JAZZ IN THE KEYS Music Festival Event Date: 06/03/2023
Featuring Teleme Young Experience and more

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938
Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout Yes No

TENTS

Total Number of Food/Beverage Vendor Tents: 3

Total Number of Merchandise Vendor Tents: 3

Total: 6

Tent Supplier Name _____ Contact Number _____

Size & Type of Tents: _____

Provide Certificate of Flame Resistance/Retardant for Tent Fabric. Yes No

Will there be any combustibles or flammable liquids under the tent? Yes No

Will the sides of the tent be used? Yes* No

*Exit plans must be indicated on Site Map Layout.

STRUCTURES

What structures will be erected? _____

Will structures be erected on any part of a street or sidewalk? Yes No

For each structure, note number of footings, weight and dimensions (L/W/H) below:

Special Event Permit Application

N/A

Supplement E – Street Closure

Event Name: _____ Event Date: _____

STREET CLOSURE INFORMATION

Street(s) to be closed _____ Block/Address Number(s) _____

Cross-Streets: between _____ and _____

Closure Date(s) _____ Time _____ AM/PM to _____ AM/PM

INITIALS REQUIRED

- _____ 1. **Non-Profit Inclusion:** Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a Non-profit organization. When an Event Organizer proposes a Special Event that will cause the closing of a city street or other public right-of-way, the Event Organizer must donate at least 25% of the Event Organizer's gross revenues or \$1000.00, whichever is greater, to at least one Non-profit organization. The Event Organizer must designate the Non-profit organization(s) on the application for the event. Each named Non-profit organization must provide the City Manager with a letter of agreement with the Event Organizer.
- _____ 2. **Consent:** The Event Organizer must have neighboring businesses sign a petition of no objection to the street closure. A template consent form can be found in the Special Events Guide.
- _____ 3. **ADA Restrooms:** Whenever the Event Organizer of a Special Event provides temporary bathroom facilities within 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.
- _____ 4. **Insurance:** Typical insurance policies may not provide coverage for accidents that may occur off private property and in the City Right-of-way. Events taking place within City Right-of-Way require insurance in the amount of \$1M – liability and \$2M – aggregate.
- _____ 5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.
- _____ 6. **Emergency Access:** The closed street/roadway will immediately available for emergency vehicles and vehicles within the close block.

SIGNATURE REQUIRED

We the undersigned, agree to save and hold harmless, the City of Key West from all cost and damage to any person and/or property which is caused by any activity, condition, or event arising out of temporary use of the above street for the purpose of this Special Event.

Event Organizer Signature

Date

Special Event Permit Application

Supplement F – City Property

Event Name: <u>1st Annual JAZZ in the Keys Music Festival featuring the Terrance Young experience and more</u>	Event Date: <u>6/3/2023</u>
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A list of City Properties that are available for event use, their amenities and Use Fees are listed in the Special Event Guide.

Which City Property do you wish to use? Amphitheater

Which Area(s) of the City Property do you wish to use? _____

Will Utilities be required (Water and/or Electricity)? Yes No

INITIALS REQUIRED

- _____ 1. The City makes no guarantees that the requested City Property and Area will be available on the dates requested. Submitting this application acts as a request, not a guarantee.
- _____ 2. Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.
- _____ 3. Applicants wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Event Organizer must first have obtained a liquor license and liquor liability insurance.
- _____ 4. Prior to use of the requested facility, the applicant must provide a refundable deposit and a nonrefundable payment for use of the City Property, as determined by the Fee Schedule. This payment shall be delivered to the City Manager’s Office at 1300 White St., Key West, FL 33040 at time of application. All checks shall be made payable to City of Key West.
- _____ 5. All utility use must be coordinated through City of Key West. Any modification to utilities to support the activity will be at the sole cost of the Event Organizer and must meet City Codes. Utilities used by the Event Organizer will be charged at current rates or agreed upon method.
- _____ 6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.
- _____ 7. The City property used must be maintained in an orderly and neat condition. City of Key West may request Event Organizer to improve conditions of site within reason if conditions become unacceptable.
- _____ 8. No trash may be left on site. Use of City of Key West dumpsters is not authorized unless prior approval is obtained from the City Manager.
- _____ 9. No alcoholic beverages/non-prescription drugs or food may be brought onto or sold on Truman Waterfront without prior approval from the City Commission.
- _____ 10. 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.

- 11. Event Organizer 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 City Property that may be caused by the Event activity.
- 12. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed no later than close of business of the last day of the event. Event Organizer should plan accordingly. City of Key West may impose additional fees for use of City Property beyond usage dates.

INITIALS REQUIRED for Truman Waterfront Property

For Use of Truman Waterfront, the Event Organizer is subject to the following additional provisions:

- 13. Event Organizer is responsible for obtaining necessary permits required by any other agencies pertaining to this Special Event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible for providing proof of permit prior to entering into an agreement with the City of Key West.
- 14. Event Organizer must take part in pre- and post-activity walk-through inspections with the City of Key West point of contact, or designee.
- 15. Event Organizer must provide the City of Key West with a detailed schedule for activities.
- 16. City of Key West personnel shall be allowed access to the site at all times.
- 17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.
- 18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.
- 19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.
- 20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time
- 21. Use of the inner basin for any activities is not authorized.

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date:

SEP 17 2019

CORNISH MEMORIAL A M E ZION INC
C/O SCOTT G OROPEZA
815 PEACOCK PL
KEY WEST, FL 33040

Employer Identification Number:
59 2416651

DIN:

17053190335008

Contact Person:

MARIA S TRITCH

704 31549

Contact Telephone Number:

(877) 829 5500

Accounting Period Ending:

June 30

Public Charity Status:

170(b)(1)(A)(i)

Form 990/990-EZ/990-N Required:

No

Effective Date of Exemption:

December 17, 2008

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221 PC" in the search bar to view Publication 4221 PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Letter 947

CORNISH MEMORIAL A M E ZION INC

Sincerely,

ef

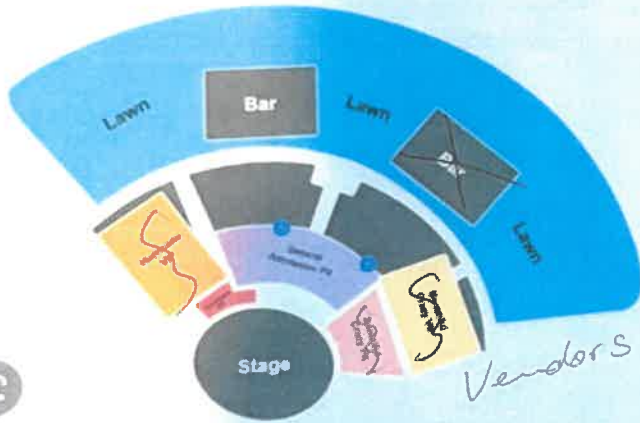
Director, Exempt Organizations
Rulings and Agreements



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Coffee Butler Amphitheater Tickets, Seating Charts and Schedule in Key Wes...

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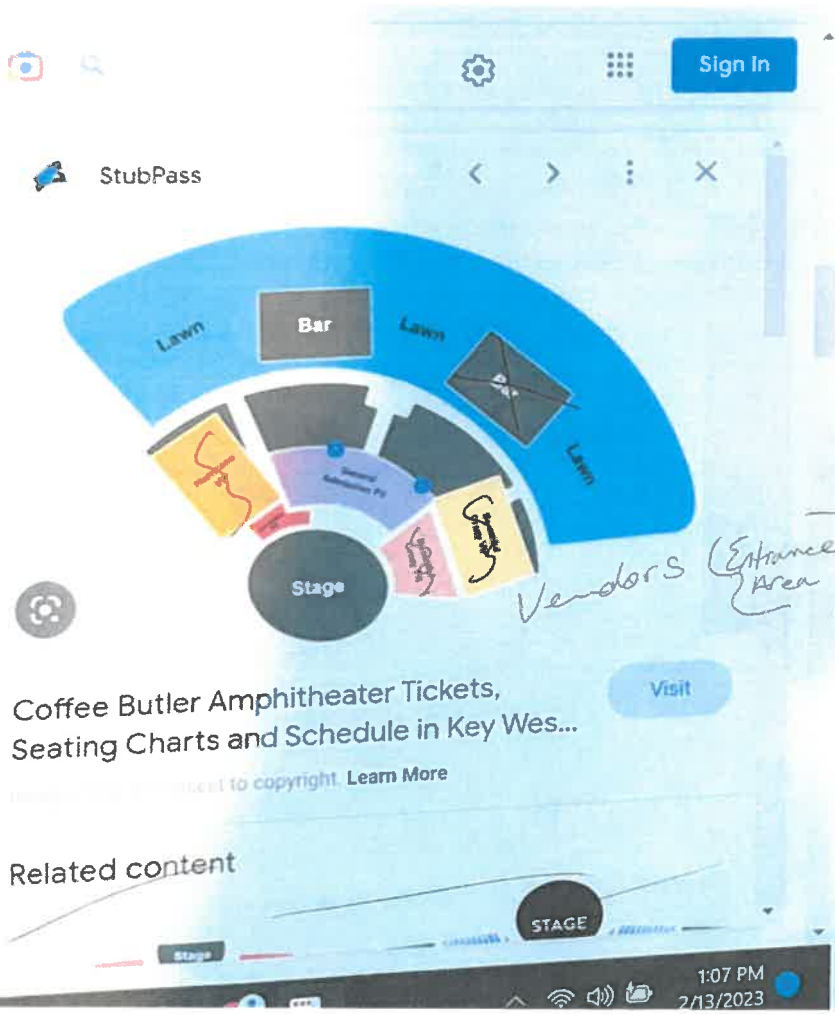
1/4/2/2023

1st Annual Jazz In The
Key, Festival. Featuring
Tina Turner Young and More.

Vendors (Entrance Area)

06/2/2023

1st Annual Jazz In The
Key's Parkside Featuring
Tina Turner Young and More



Vendors (Entrance Area)

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2025 - 1st Annual JAZZ Fest In N.Y.
2022 Holiday Village *Featuring Terrace for 100 Applications and More*
Sample Layout

Booth vendors may change.



2023 - 1st Annual JAZZ Fest In the Park
2022 Holiday Village *Featuring Terrace for ... and More.*
Sample Layout

Booth vendors may change.



Cohee Butler Amphitheater

Special Event Permit Application

Department Approvals

Event Name: <u>1st Annual Jazz in the Keys</u>	Event Date: <u>June 3, 2023</u>
--	---------------------------------

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Kateroff</i>
Code Compliance	<i>Mark Jay</i>
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Coffee Butler Amphitheater

Special Event Permit Application

Department Approvals

Event Name: 1st Annual Jazz in the Keys Event Date: June 3, 2023

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Ratuji</i>
Code Compliance	
Engineering	<i>Gary Colone</i> No Objections 2-21-23
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



THE CITY OF KEY WEST

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

To: Cornish Memorial AME Zion Church
Rev. Rochelle McEntyie(rochellep16@aol.com)

From: Division Chief Fire Marshal Jason Barroso

Date: Feb. 23, 2023

Reference: 1st Annual Jazz In the Keys Music Festival

This office reviewed the special event application for the 1st Annual Jazz In the Keys Music Festival to be held at Coffee Butler Amphitheater on June 3, 2023 12:00pm-10:00pm.

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.
- **Event organizer is responsible for KWFD Fire Personnel @ \$60.00 an hour per person (1). They will be present for the entire event to conduct a Fire Safety Watch & and respond to any medical calls for the event.**
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Jason Barroso, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3932 Office
305-292-8284 Fax

jbarroso@cityofkeywest-fl.gov

Serving the Southernmost City

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

326E LSSM W3X

Maria Ratcliff

From: Steven P. McAlearney
Sent: Tuesday, February 21, 2023 3:42 PM
To: Maria Ratcliff
Subject: RE: 1st Annual Jazz in the Keys Festival at the Coffee Butler Amphitheater - June 3, 2023

Ports no issues.

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Tuesday, February 21, 2023 3:38 PM
To: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Subject: 1st Annual Jazz in the Keys Festival at the Coffee Butler Amphitheater - June 3, 2023

Good afternoon,

Please review and return your approval sheets. Please reach out to them on the estimate of amount it will cost. Let me know if you have any questions. Thank you!

Maria

Maria Ratcliff

From: Joseph Tripp
Sent: Thursday, February 23, 2023 3:47 PM
To: Maria Ratcliff
Subject: RE: 1st Annual Jazz in the Keys Festival at the Coffee Butler Amphitheater - June 3, 2023

We are good with this.

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Tuesday, February 21, 2023 3:38 PM
To: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Subject: 1st Annual Jazz in the Keys Festival at the Coffee Butler Amphitheater - June 3, 2023

Good afternoon,

Please review and return your approval sheets. Please reach out to them on the estimate of amount it will cost. Let me know if you have any questions. Thank you!

Maria

Maria Ratcliff

From: John Wilkins
Sent: Tuesday, February 28, 2023 3:27 PM
To: Maria Ratcliff
Subject: RE: 1st Annual Jazz in the Keys Festival at the Coffee Butler Amphitheater - June 3, 2023

Parking has no objection. If the grassy field is utilized, the event organizer is responsible for organizing the parking and the revenue collected must go to a local charity.

John Wilkins
Parking Director

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Tuesday, February 21, 2023 3:38 PM
To: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Subject: 1st Annual Jazz in the Keys Festival at the Coffee Butler Amphitheater - June 3, 2023

Good afternoon,

Please review and return your approval sheets. Please reach out to them on the estimate of amount it will cost. Let me know if you have any questions. Thank you!

Maria

Lotte Butler Amphitheater

Special Event Permit Application

Department Approvals

Event Name: 1st Annual Jazz in the Keys Event Date: June 3, 2023

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Katerfi
Code Compliance	
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other: TWF	Ralph Moya

Coffe Butler Amphitheater

Special Event Permit Application

Department Approvals

Event Name: 1st Annual Jazz in the Keys

Event Date: June 3, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Maria Raterffi
✓ Code Compliance	
✓ Engineering	
✓ Fire Department	
✓ KW DOT	N/A
✓ Parking	
✓ Police Department	
✓ Port & Marine Services	
✓ Property Management	N/A
✓ Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



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Detail by Entity Name

Florida Not For Profit Corporation
CORNISH MEMORIAL A.M.E. ZION, INC.

Filing Information

Document Number	N08000011357
FE/EIN Number	59-2416651
Date Filed	12/18/2008
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	09/09/2016
Event Effective Date	NONE

Principal Address

702 WHITEHEAD ST.
KEY WEST, FL 33040

Mailing Address

702 WHITEHEAD ST.
KEY WEST, FL 33040

Registered Agent Name & Address

Robertson, Georgette, Chairman, Steward
702 WHITEHEAD ST
KEY WEST, FL 33040

Name Changed: 12/14/2015

Address Changed: 05/11/2012

Officer/Director Detail

Name & Address

Title Financial Secretary

GALLAGHER, PATRICIA
704 WHITEHEAD ST.
KEY WEST, FL 33040

Title Steward

FORBES, ELLAVISE
723 WHITEHEAD ST.
KEY WEST, FL 33040

Title Trustee

BENNETT, DARLENE
619 MICKENS LANE
KEY WEST, FL 33040

Title Pastor

McEntyre, Rochelle, Pastor
702 WHITEHEAD ST.
KEY WEST, FL 33040

Title Executive Secretary

Murphy, Cheryl
702 WHITEHEAD ST.
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2021	02/11/2021
2022	02/01/2022
2023	02/27/2023

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