

# 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: Oct 18 2013 TO: Oct 27 2013

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

TRUMAN WATERFRONT PROPERTY

4. PURPOSE OF LICENSE

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)

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

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 LICENSE  
(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

- a. 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 restore 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.




Initials of Applicant



### 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.

Initials of Applicant 

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.



**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**



## THE CITY OF KEY WEST

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

**RELEASE AND INDEMNIFICATION**  
**Petronia St. Neighborhood Association**  
**Goombay 2013 through ~~2017~~**  
**Petronia Street**  
**Duval Street to Fort Street**

I **Brad T. Buckholts** being authorized to act on behalf of and legally bind **Petronia St. Neighborhood Association** 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 Ratcliff  
Signature of Witness

Maria Ratcliff  
Print Name

11-05-12  
Date

Brad T. Buckholts  
Signature of Applicant  
Brad T. Buckholts  
Print Name

11-05-2012  
Date





## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3828

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

A handwritten signature in blue ink, consisting of stylized, overlapping loops and a long horizontal stroke extending to the right, positioned above a horizontal line.

Bourbon St. Pub

Booth spaces with a CHECK MARK have already been sold.

Petronia St.

Parking Lot

Business

● = pole or tree - Very high  
☒ = planter - Very low

195'

Parking Lot

Bourbon St Pub

Better Than Sex

Next page →

DO NOT PARK HERE. DO NOT LOAD HERE  
YOU WILL BE TOWED!

Shaver's Lane



DO NOT PARK HERE. DO NOT LOAD HERE  
YOU WILL BE TOWED!

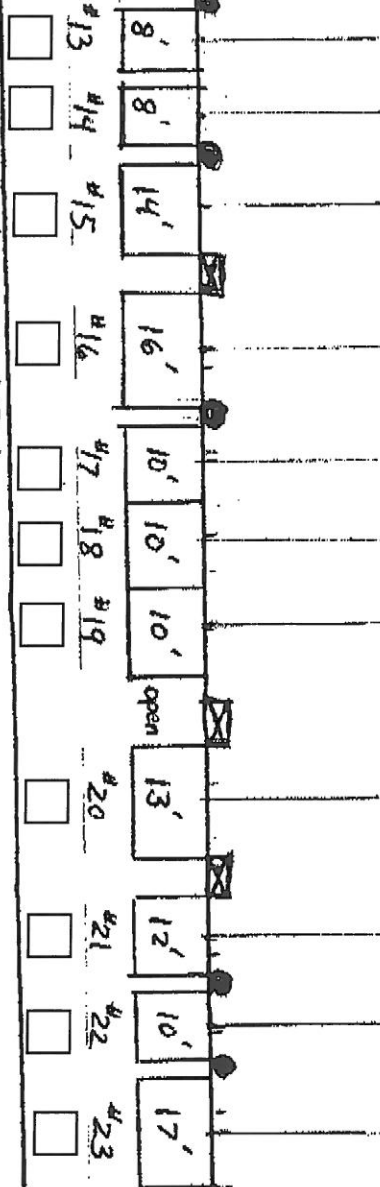
Shaver's Lane

Fire

Petronia St.

● = pole or tree - very high  
☒ = planter - very low

200'



Fire

Whitehead St.

YOU MAY PARK AND UNLOAD YOUR BOOTH THERE. CHECK IN WITH REGISTRATION BOOTH ON THE FIELD TO RECEIVE VENDOR LOADING PARKING PASS. ONE YOU ARE DONE UNLOADING OR LOADING, YOU NEED TO MOVE YOUR VEHICLE OR IT WILL BE TOWED.

Whitehead St.

Fire.

Bahama Village Market

Shops

Petronia St.

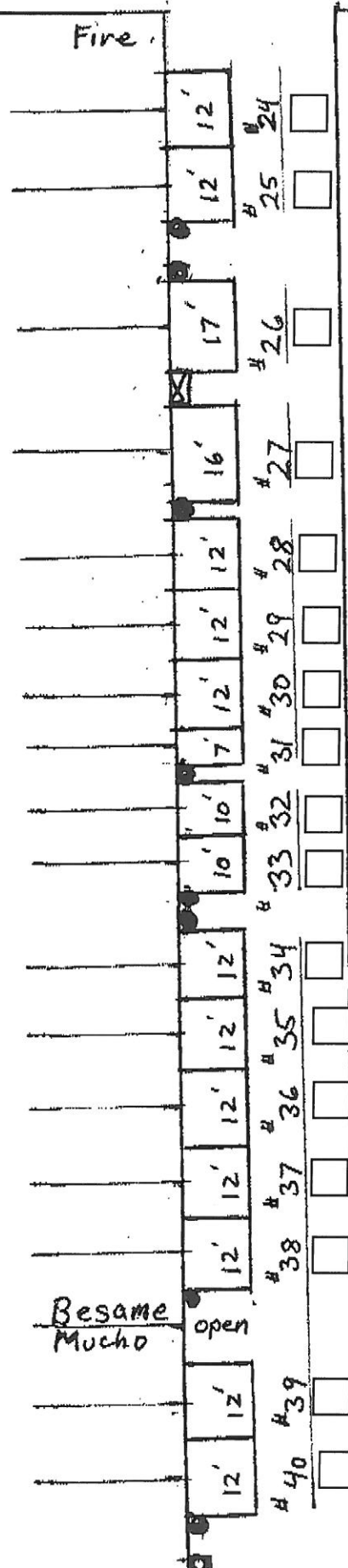
DO NOT PARK HERE. DO NOT LOAD HERE  
YOU WILL BE TOWED!

Terry Ln.

Besame Mucho

open

422' cont. gH.  
● = pole or tree - very high  
☒ = planter - very low





● = pole or tree - very high  
 ☒ = planter - very low

Petronia St.

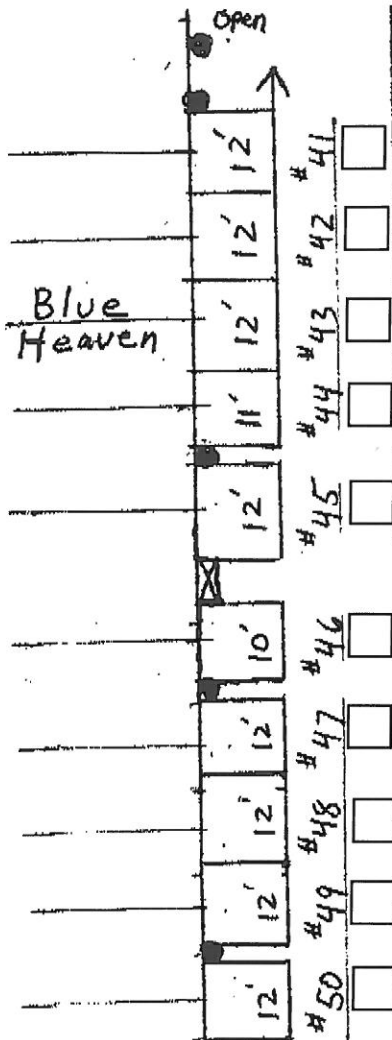
Johnson's Cafe

#56 #57 #58 #59 #60

12' 12' 12' 12' 12'

UNAVAILABLE BOOTH SPACES

Fire



Blue Heaven

Fire

Thomas St #55 #54 #53 #52 #51

12' 12' 12' 12' 12'

UNAVAILABLE BOOTH SPACES

Fire

Continued to pg 5.

Cont. from pg. 3, 422

Blue Heaven

YOU MAY PARK AND UNLOAD YOUR BOOTH THERE. CHECK IN WITH REGISTRATION BOOTH ON THE FIELD TO RECEIVE VENDOR LOADING PARKING PASS. ONE YOU ARE DONE UNLOADING OR LOADING, YOU NEED TO MOVE YOUR VEHICLE OR IT WILL BE TOWED.

Pg. 5.

Thomas St.

Fire

Johnson's  
Grocery

210' - cont. on pg. 6.

Petronia St.

● = pole or tree - very high  
☒ = planter - very low

Caribbean  
House

Fire

Chapman Lane

DO NOT PARK HERE. DO NOT LOAD HERE  
YOU WILL BE TOWED!

Fire

Continued





Chapman Lane



Fire

DO NOT PARK HERE. DO NOT LOAD HERE  
YOU WILL BE TOWED!

Baptist Lane

204' cont. from pg 5.

Santiago's  
Bodega

 = pole or tree - very high  
 = planter - very low

Fire

YOU MAY PARK AND UNLOAD YOUR BOOTH THERE. CHECK IN WITH REGISTRATION BOOTH ON THE FIELD TO RECEIVE VENDOR LOADING PARKING PASS. ONE YOU ARE DONE UNLOADING OR LOADING, YOU NEED TO MOVE YOUR VEHICLE OR IT WILL BE TOWED.

Emma St.

Fire

BOOTH 89 UNAVAILABLE

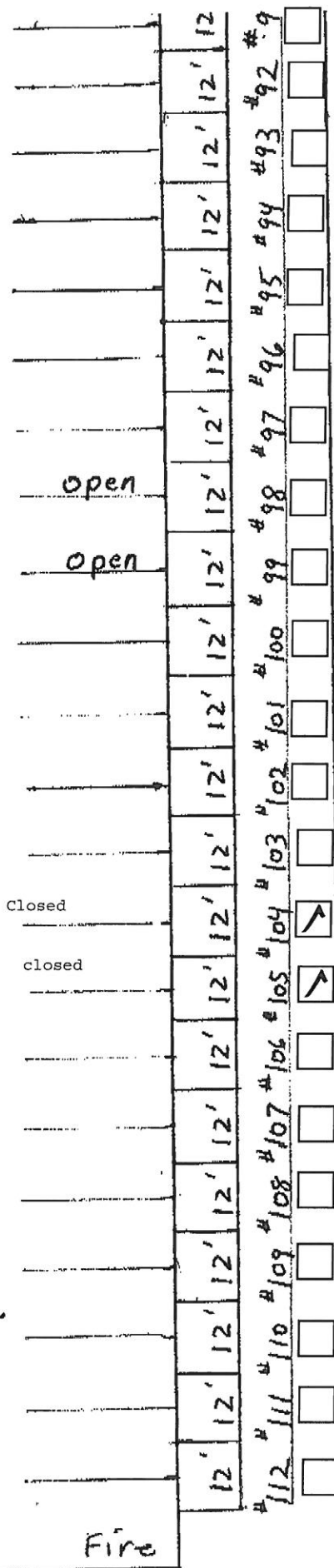
Continued

308 - cont. from pg 6.

Continued

Pg 7.

● = pole or tree - very high  
 ☒ = planter - very low



Fire

DO NOT PARK HERE. DO NOT  
LOAD HERE

XXXXXXXXXXXXXXXXXXXX  
Front St.  
XXXXXXXXXXXXXXXXXXXX

DO NOT PARK HERE. DO NOT LOAD HERE  
YOU WILL BE TOWED!

XXXXXXXXXXXXXXXXXXXXX  
Front Set  
XXXXXXXXXXXXXXXXXXXXX

FORT  
STREET



Clayton Lopez  
City Commissioner  
District VI

THE CITY OF KEY WEST  
P.O. BOX 1409  
KEY WEST, FL 33041-1409

3126 Flagler Avenue  
(305) 809-3845  
clopez@keywestcity.com

November 6, 2012

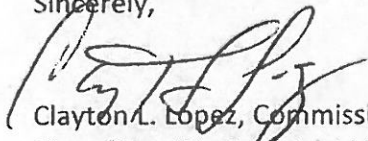
To: DAC I Advisory Board  
Monroe County Tourist Development Council

Re: "Goombay" Application for Event Media Funds

To whom it may concern,

I have been impressed at every step and every action by the team who ran this year's Goombay (2012)! There were NONE of the problems of last year or years past. Everything, including communication between the principals was open and transparent. I would wholeheartedly support this group to give us Goombay 2013!

Sincerely,

  
Clayton L. Lopez, Commissioner  
City of Key West, District VI

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



Bob Vitas  
City Manager



3132 Flagler Avenue  
(305) 809-8888  
bvitas@keywestcity.com

This letter is written to confirm my ongoing support of "Goombay" and the national, or even global attention that this event produces to promote Key West to all travelers. I fully support moving forward with the same group, The Petronia St. Neighborhood Association, producing this event.

The Petronia St. Neighborhood Association, while in charge of Goombay 2012, has demonstrated its ability to effectively market and promote Key West. I ask the TDC DAC I to support the funding of this events in the 2013 application for marketing dollars to the fullest extent possible.

Sincerely,

  
Bob Vitas  
City Manager



Craig Cates  
Mayor

3126 Flagler Avenue  
(305) 809-3840  
ccates@keywestcity.com

## THE CITY OF KEY WEST

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

November 6, 2012

To: DAC I Advisory Board  
Monroe County Tourist Development Council

Re: "GoomBay" Application for Event Media Funds

This letter is written to confirm my ongoing support of "GoomBay" and the national, or even global, attention that this event produces to promote Key West to all travelers. I fully support moving forward with the same group, The Petronia St. Neighborhood Association, producing this event.

The Petronia St. Neighborhood Association, while in charge of Goombay 2012, has demonstrated its ability to effectively market and promote Key West. I ask the TDC DAC I, support the funding of this events 2013 application for marketing dollars to the fullest extent possible.

Sincerely,

A handwritten signature in dark ink, appearing to read "Craig Cates", is written over a faint, larger version of the same signature.

Craig Cates  
Mayor

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





THIS AREA IS FOR  
VENDOR PARKING

THIS AREA IS FOR  
VENDOR PARKING



# GOOMBAY 2K12

## Income and Expenses - Actual

January 01 through November 14, 2012

Income	
Booth Rental Income	\$ 23,641
Liquor Booth Income	21,896
Other Income	1,010
SPONSORSHIP Income	4,100
UNCLASSIFIED DEPOSITS	850
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TOTAL INCOME	\$ 51,497

Expense	
Bank fees	\$ 511
Event costs other	4,675
Event entertainment	19,800
Event safety	13,630
Event sanitation	4,242
LIQUOR BOOTH COSTS	6,090
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TOTAL EXPENSE	\$ 48,948
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NET INCOME (LOSS)	\$ 2,550
=====	





**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 # \_\_\_\_\_



# THE CITY OF KEY WEST

Parking Division

P.O.Box 1409, Key West, FL 33040

## Parking Requests for Special Events

Please describe any Special Event Parking requests below:

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

Key West Bight Rates: \$2.00 per hour or \$16.25 per day per space

On-Street Meter Rates: \$1.50 per hour or \$20.00 per day per space.

Vendors and Event Organizers must pay for metered parking used outside of Event Zone.

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

If you have any questions, please contact John Wilkins, Parking Manager at (305) 809-3855 or email [jwilkins@keywestcity.com](mailto:jwilkins@keywestcity.com)

(305) 809-3855 [jwilkins@keywestcity.com](mailto:jwilkins@keywestcity.com)

Event Name: Goombay 2013-2017

**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)	n/A
✗	Insurance naming the City as additional insured	in progress-
✓	Financial of previous event (If applicable)	
✓	Release & Idemnification Form	
✓	Site Map ( where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	will arrive

Goombay 2013-2017

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

EVENTS (INITIAL SIGNOFF):

Maura Katus  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

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SIGNATURE DATE

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CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

Jim Long 30 Jan 13  
SIGNATURE DATE

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EVENTS:

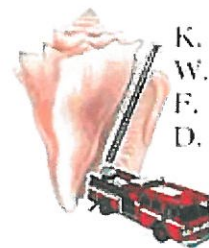
REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

Eug Bradshall

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## THE CITY OF KEY WEST

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

To: Goombay Festival

From: Division Chief/Fire Danny Blanco

Date: January 31, 2013

Reference: Goombay Festival

This office reviewed the special event application for Goombay Festival to be held on October 18 & 19, 2013.

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 18<sup>th</sup>, and (5) Inspectors Saturday the 19<sup>th</sup>.
- The same foot print for the festival set up as 2012.
- **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/Division Chief

Key West Fire Department  
1600 N. Roosevelt Boulevard  
Key West, Florida 33040  
305-809-3931 Office  
305-292-8284 Fax  
dblanc@keywestcity.com

*Serving the Southernmost City*

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

305-809-3931  
KEY WEST FL 33040





## Key West Fire Department

### Office of the Fire Marshal

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

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

## Food Booth and Vendor Regulations

### Vendor Booth Construction and Location

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

### Butane or Propane equipment:

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

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

### Electrical Power:

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

### **Charcoal Cooking:**

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

### **Deep Fat Frying/Flambé/Open Flame Cooking:**

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

### **Fire Extinguishers:**

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

### **Miscellaneous:**

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

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

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

***Any booth not in compliance will be immediately closed.***

## Fire Safety Tips

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

Goombay 2013 - 2017

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

## EVENTS (INITIAL SIGNOFF):

Maura Katus  
SIGNATURE DATE

## CONDITIONS/RESTRICTIONS:

## PUBLIC WORKS

\_\_\_\_\_  
SIGNATURE DATE

## CONDITIONS/RESTRICTIONS:

## POLICE DEPARTMENT

S. J. M. 2/04/13  
SIGNATURE DATE

## CONDITIONS/RESTRICTIONS:

① Requires: ART Permit for ALK  
Extra Duty Officers  
Noise Exemption

## FIRE DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE

## CONDITIONS/RESTRICTIONS:

## KWDOT/PORT

\_\_\_\_\_  
SIGNATURE DATE

## CONDITIONS/RESTRICTIONS:

## CODE COMPLIANCE

\_\_\_\_\_  
SIGNATURE DATE

## CONDITIONS/RESTRICTIONS:

## EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

Eug Bradshall

Goombay 2013-2017

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

EVENTS (INITIAL SIGNOFF):

Maurice Ratusky  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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PUBLIC WORKS

R. Smith  
SIGNATURE DATE 3/27

CONDITIONS/RESTRICTIONS:

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POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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SIGNATURE DATE

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FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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SIGNATURE DATE

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KWDOT/PORT

CONDITIONS/RESTRICTIONS:

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SIGNATURE DATE

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CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

\_\_\_\_\_  
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EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

Eug Bradshall

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\_\_\_\_\_  
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Goombay 2013-2017

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

EVENTS (INITIAL SIGNOFF):

Maura Ratchford  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

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SIGNATURE DATE

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POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

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SIGNATURE DATE

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FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

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KWDOT/PORT

Myke W. 3-28-13  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Will require all routes be diverted  
to Simonton Street, no  
service west of Simonton

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

\_\_\_\_\_  
SIGNATURE DATE

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EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

Eug Bradshall

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\_\_\_\_\_

Goombay 2013-2017

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

EVENTS (INITIAL SIGNOFF):

Maura Ratzke  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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✓ PUBLIC WORKS

\_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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✓ POLICE DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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✓ FIRE DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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✓ KWDOT/PORT

\_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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✓ CODE COMPLIANCE

\_\_\_\_\_  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

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EVENTS:

REQUEST HAS BEEN APPROVED \_\_\_\_\_  
DENIED \_\_\_\_\_

(if denied attach explanation)

Doug Bradshaw

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UNION TEMPLE ASSOCIATION, INCORPORATED

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<b>Document Number</b>	N42475
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<b>Event Date Filed</b>	11/03/2010
<b>Event Effective Date</b>	NONE

**Principal Address**328 TRUMAN AVE  
UNION LODGE #47 F&AM PHA  
KEY WEST, FL 33040

Changed: 11/03/2010

**Mailing Address**328 TRUMAN AVENUE  
KEY WEST, FL 33040

Changed: 02/28/2005

**Registered Agent Name & Address**KELLEY, ALBERT L  
926 TRUMAN AVE  
KEY WEST, FL 33040

Name Changed: 11/03/2010

Address Changed: 11/03/2010

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

Title V

FORTSON, JEAN  
209 VIRGINIA ST.  
KEY WEST, FL

Title TRUS

LEGGETT, JOAN ALLEN  
20-E 11TH AVENUE  
KEY WEST, FL 33040

Title T

CASTILLO, AARON  
307 VIRGINIA ST.  
KEY WEST, FL 33040

Title T

WEECH, MARY  
211 TRUMAN AVE  
KEY WEST, FL 33040

Title T

SAWYER, ANTHONY  
E-6 11TH AVE.  
KEY WEST, FL

Title P

THURSTON, BERNARD NJR.  
328 TRUMAN AVENUE  
KEY WEST, FL 33040

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Report Year	Filed Date
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2013	02/07/2013

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