

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Brad T. Buckhoits

Address of Applicant(s) 801 Duval St Key West, FL

Phone Number of Applicant(s) 731-9055 Fax: _____ Email bradbuckhoits@me.com

Name of Non-Profit (s) Petronia St. Neighborhood Association Inc.

Address of Non-Profit(s) 728 Duval St Key West FL

Phone Number of Non-Profit(s) 305-747-0343

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

Date/Dates of Event October 18 + 19 2013

10-17/10-18 2014
10-16/10-17 2015
10-21/10-22 2016
10-20/10-21 2017

Hours of Operation 12:00 pm - 12:00 Am

Estimated/anticipated number of persons per day 10,000 - 20,000

Location of Event on Petronia St. Between Duval + Fort

Street Closed Same as Above

Detailed description of event Cultural Celebration of the traditional heritage of

Bahama Village, Featuring Food Vendors, Arts, Crafts, & Continuous Live Entertainment
Such as Soca Bands, local Street Performers, Amateur & Professional acts of many
varieties local & Imported

Noise exemption required: Yes ☒ No ☐

Alcoholic beverages sold/served at event: Yes ☒ No ☐

The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/permittee agrees to assume full responsibility and liability for and indemnify and hold the City of Key West harmless from and against all liability, claims for damages, and suits for or by reason of any injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the city their agents or employees.

Brad T. Buckhoits

Applicants Signature

11-4-2012

Date

Financial Statement of the event of the previous year must be submitted with application

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

NOISE CONTROL EXEMPTION

\$50.00

Date 11/4/12

Applicant Name Brad T. Buckholts

Applicant Address 801 Duval St

Applicant Phone Number 905-731-9055

Event Name Bahama Village Goombay Festival

Event Address/Location on Petronia St Between Duval & Fort

Date of Event October 18 & 19 2013

Nature of Event Cultural Celebration & Fundraiser for
local non-profit organization

Profit ☐ Non Profit ☒

Time(s) Request for Exemption 12pm - 12am w/ special consideration for
calm weather & no wind down

Number of Exemptions at this location this calendar year 1

Date of last exemption _____

City of Key West
*** CUSTOMER RECEIPT ***
Oper: KEYWMGM Type: OC Drawer: 1
Date: 1/18/13 45 Receipt no: 32776

Description	Quantity	Amount
SS SPECIAL EVENTS PAYMENTS	1.00	\$50.00


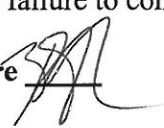



G/L account number:
00100003429300
00100001040000

PETRONIA ST GOOMBAY NOISE

Tender detail		
CK CHECK	1043	\$50.00
Total tendered		\$50.00
Total payment		\$50.00

Trans date: 1/18/13 Time: 8:50:50

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. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.
Sponsor's Signature 
4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.
Sponsor's Signature 
6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*
Sponsor's Signature 
7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.
Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

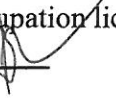
13. Any nonprofit organization accepting the waiver provided for by subsection (d) of the ordinance shall, within 90 days following the special event, submitted to the city commission an accounting of expenses and revenues incurred and generated during the special event.

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

17. Special Events organizers must submit 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 .

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

Sponsor's Signature .

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Jim Gilleran Phone number: 305-304-2400
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum _____ Glass X #1 Plastic _____ #2 Plastic _____ Steel _____
Corrugated Cardboard X Other: _____
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).
Amount of recycling and garbage containers needed: _____
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.
Arrangements made: Same as last year
- Capacity of containers on grounds: Waste Management will know closer to event
Contact person for containers: Jim Gilleran Phone #: 305-304-2400
- 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: W M
- 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: W M
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

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

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

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

(06/07/2014 20:12) 1208290123571: 0500599521

RECEIVED

JAN 30 2013

CITY MANAGER



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

Recycling Plan

To: Maria Ratcliff, Special Events Coordinator

From: Gregory W. Veliz, Director of Community Services

Date: January 29, 2013

Reference: Goombay Festival

The Community Services Department provided the removal of trash and recycling for the 2012 Goombay Festival. In an effort to assist and committee and the community, we will once again provide the 2013 Goombay Festival committee with the removal of the trash and recycling and the City will be compensated for this service accordingly.

Thank you,


Gregory W. Veliz
Director of Community Services
City of Key West

MEMORANDUM