

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: Mango Fest Key West 2023

Location: Bay View Park - 1400 Truman Avenue

Date(s): Saturday June 24, 2023

Hours of Operation: 7:00AM to 4:00PM

Break Down Date: June 24th

Number of Expected Attendees: 1,400

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.

All things mango. Food, beverage, art and kids activities. Local craft vendors and chefs from the community celebrating the peak of mango season.

EVENT ORGANIZER INFORMATION

Company or Organization Name Key West Police Athletic League

Name Sgt. Jesse Hammers

Phone number 305-747-6146

Mailing Address 1604 N. Roosevelt Blvd.

City Key West State FL Zip 33040

Email KeyWestPAL@gmail.com

Tax ID / EIN# 65-0393483

SECONDARY CONTACT INFORMATION

Name Steve Torrence

Phone number 305-797-8178

Company or Organization Name Key West Police Athletic League

Email KeyWestPAL@gmail.com

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: Mango Fest Key West 2023

Event Date: June 24, 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 be in the Office of the City Manager 60 days prior to the event.

Applicant Printed Name: Jesse Hammers

Signature: 

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

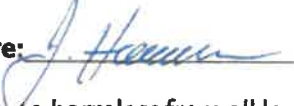
- \$1,000,000 injury by disease

- \$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: Jesse Hammers

Signature: 

3. **Indemnification:** The applicant shall indemnify and hold the City 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 of 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: Jesse Hammers

Signature: 

4. **ADA:** All special events are required to comply with the Federal Americans with Disabilities Act which requires access to all areas in services provided by the special events. Organizers must ensure that all aspects of their event meet the requirements.

Applicant Printed Name: Jesse Hammers

Signature: 

5. **Notifying:** 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.

Applicant Printed Name: Jesse Hammers

Signature: 

6. **City Services Pricing:** The organizer or sponsor of any special event which requires the provision of additional extraordinary support services by police, fire, and administration or other city department shall pay to the city the cost of such services. A nonrefundable down payment of 10% of all cost, as estimated by the city manager, shall be made to the city either by certified check or credit card at least 10 days prior to the special event.

Applicant Printed Name: Jesse Hammers

Signature: 

7. **Payment Terms:** The City Manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the City Manager, or if no such deadline is established, then within 30 days after the event the City may impose an interest charge on the amount due at the rate of one and one-half percent (1.5%) per month.

Applicant Printed Name: Jesse Hammers

Signature: 

Event Screening Questionnaire

Event Name: Mango Fest Key West 2023

Event Date: June 24, 2023

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 ☒ Needs City Commission Approval	No ☐
2. Will ANY food be prepared or served?	Yes ☒ Complete Supplement C	No ☐

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 ☒ Complete Supplement C	No ☐
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 ☒ Complete Supplement D	No ☐

STREETS & SIDEWALKS

IF YES, COMPLETE REQUIRED FORMS

5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes ☐ Complete Supplement E	No ☒
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes ☐ Complete Supplement E	No ☒
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes ☐ Complete Supplement E	No ☒

CITY PROPERTY

IF YES, COMPLETE REQUIRED FORMS

8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes ☒ Complete Supplement F	No ☐
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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

January 17, 2023
Date

Key West Police Athletic League, Inc.



To: City Manager Patti McLauchlin, City Mayor Teri Johnston & City Commissioners

From: The Key West Police Athletic League Board

Subject: PAL Mango Fest Letter of Intent to Sell Alcohol

City Manager, Madam Mayor and City Commissioners,

The Key West Police Athletic League is in the early planning stages for Mango Fest Key West 2023. This will be the 7th annual Mango Fest or PAL and we are excited to keep this event active as one of the largest fundraising events for the youth programs for the Key West Police Athletic League. This year the Tourist Development Council has awarded PAL with \$22,000.00 for the purpose of promoting the event to visitors from out of county.

The purpose of this letter is to inform you that the non-profit PAL organization intends on selling alcohol at the Bay View Park event which is granted through the Florida Department of Alcoholic Beverages and Tobacco (F.S.S. 561.422). In order to obtain the temporary permit, the governing body of the public land to be used must approve of the event prior to the application being submitted.

If the City Commission approves the use of Bay View Park for Mango Fest, we will immediately file for the temporary alcohol sale permit. Once the permit is approved and received, PAL's insurer will then note the liquor liability with the Date of Event & Location so that the City of Key West is listed as additional insured on the COI.

1604 N. Roosevelt Blvd. Key West, Florida 33040

Key West Police Athletic League, Inc.

In the event that the Key West Police Athletic League is unable to provide the City of Key West with a COI where liquor liability is not listed, there will be no alcoholic beverages sold during the Bay View Park event.

Thank you for your time and attention to this matter.

Sincerely,

Sergeant Jesse L. Hammers (PAL Program Coordinator)



Captain Randy Smith (PAL President)



The Florida Senate

2012 Florida Statutes

Title XXXIVALCOHOLIC BEVERAGES AND
TOBACCOChapter 561BEVERAGE LAW:
ADMINISTRATIONEntire Chapter**SECTION 422****Nonprofit civic organizations;
temporary permits.**

561.422 Nonprofit civic organizations; temporary permits.— Upon the filing of an application, presentation of a local building and zoning permit, and payment of a fee of \$25 per permit, the director of the division may issue a permit authorizing a bona fide nonprofit civic organization to sell alcoholic beverages for consumption on the premises only, for a period not to exceed 3 days, subject to any state law or municipal or county ordinance regulating the time for selling such beverages. All net profits from sales of alcoholic beverages collected during the permit period must be retained by the nonprofit civic organization. Any such civic organization may be issued only three such permits per calendar year. Notwithstanding other provisions of the Beverage Law, any civic organization licensed under this section may purchase alcoholic beverages from a distributor or vendor licensed under the Beverage Law.

History.—s. 1, ch. 72-380; s. 1, ch. 83-79; s. 5, ch. 84-262; s. 2, ch. 2003-20.

Disclaimer: The information on this system is unverified. The journals or printed bills of the respective chambers should be consulted for official purposes.

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Required – Recycling Plan

Event Name: Mango Fest Key West 2023

Event Date: June 24, 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 Steve Torrence

Phone Number 305-797-8178

Email KeyWestPAL@gmail.com

Number of people dedicated to recycling 10

INITIALS REQUIRED

- ST*
- ST*
- ST*
- ST*
1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.
 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.
 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.
 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:

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:

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:

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: Mango Fest Key West 2023

Event Date: June 24, 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

HH

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

HH

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				

*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: Mango Fest Key West 2023

Event Date: June 24, 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

[Signature]

Attach Site Map Layout

[Signature]

Attach Impacted Streets Map

Event Site Map Layout Legend:

- A. Food/Bev. Vendor Tents*
- B. Merchandise Vendor Tents*
- C. Seating Tents*
- D. Toilets **
- E. Amplified Music

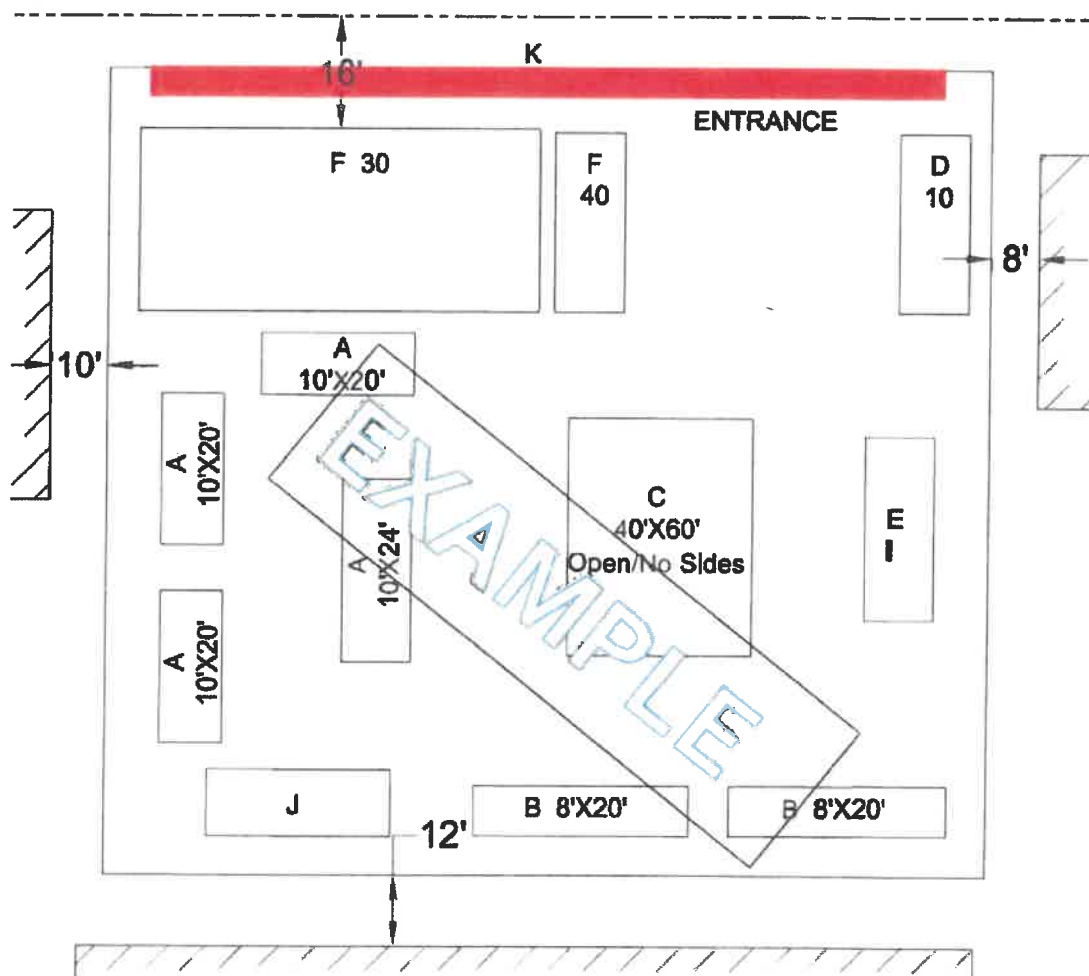
- F. Car Parking**
- G. Bike Parking**
- H. Roads Closed
- I. Stage Area
- J. Bounce House

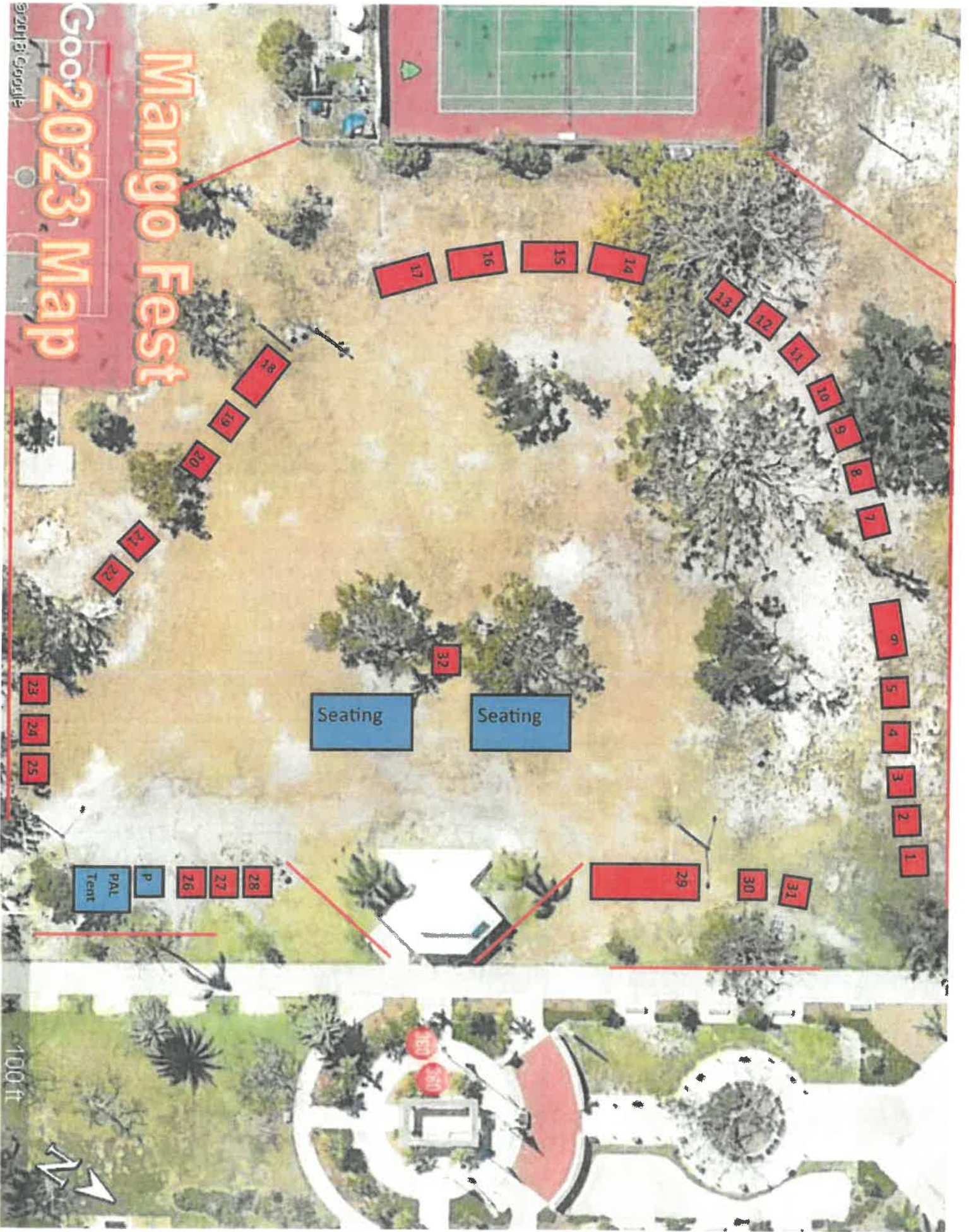
- K. Podiums
- L. Fire Lane (RED LINE)
- M. Label Street(s)
- N. Other: _____
- O. Other: _____

* Indicate Tent sizes

** Indicate Quantity

Maple Street





Google 2023 Map

Mango Fest

Seating

Seating

PAL Tent

100 ft



Event Name: Mango Fest Key West 2023Event Date: June 24, 2023

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: Sound stage at the One Human Family pavilion with speakers pointed away from residential structures.

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

INITIALS REQUIRED



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



2. The processing fee for the application is \$85.16, due upon submission of application. Include this fee in the Special Event Fee Schedule.



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](#)

Event Name: Mango Fest Key West 2023Event Date: June 24, 2023Non-Profit Organization Name Key West Police Athletic League, Inc.Tax ID/EIN # 65-0393483Representative Jesse HammersPurpose of Organization To create and maintain a bond between the police, youth and community.Phone 305-747-6146Email KeyWestPAL@gmail.com

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?

All proceeds will benefit the youth programs with the Key West Police Athletic League.

INITIALS REQUIRED

-  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.
-  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.
-  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.
-  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  Title: Program Coordinator Date 01/17/2023



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-801277763C-7	03/31/2023	03/31/2028	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

KEY WEST POLICE ATHLETIC LEAGUE INC
1604 N ROOSEVELT BLVD
KEY WEST FL 33040-7254

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

Event Name: Mango Fest Key West 2023Event Date: June 24, 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>
☐ Deep Frying / Open Flame	☒ Generator	☐ Road Closure
☐ Charcoal Grill	☒ 110AC / Extension Cords	☐ Fog/Smoke Machine
☒ Gas Grill	☐ DC Power	☐ Bubble Machine
☒ Food Warming Only	<u>Structures:</u>	☐ Pyrotechnics
☒ Catered Food	☐ Stages / Risers / Canopies	☐ Special Effects
<u>Alcohol To be Served By</u>	☐ Viewing Stands / Bracing	☐ Open Flame
☐ Existing Licensed Establishment	☒ Seating	☐ Lasers
☐ Commercial Licensed Vendors	☒ Air Supported Bounce House	☐ Confetti
☒ Non-profit Licensed Vendors	☒ Tents Greater than 200 SF	☐ Vehicle/Motorcycle Demo

INITIALS REQUIRED

JH

1. 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.

JH

2. 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.

JH

3. 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.

JH

4. 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.

JH

5. 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.

Jesse L. Hammers

From: Alan Averette
Sent: Tuesday, January 17, 2023 1:21 PM
To: Jesse L. Hammers
Cc: Jason Barroso
Subject: RE: Key West PAL - Mango Fest 2023 Assistance

Yes absolutely.
Just remind me when it gets a little closer.

Respectfully,

Alan Averette
Fire Chief
Key West Fire Department
Serving the Southernmost City
Class 1 Fire Department

From: Jesse L. Hammers <jhammers@cityofkeywest-fl.gov>
Sent: Tuesday, January 17, 2023 12:07 PM
To: Alan Averette <aaverett@cityofkeywest-fl.gov>
Cc: Jason Barroso <jbarroso@cityofkeywest-fl.gov>
Subject: Key West PAL - Mango Fest 2023 Assistance

Good Morning Chief,

I am writing to inform you that we will be having Mango Fest 2023 this year on June 24th, 2022 from 7:00 AM to 4:00 PM. The Key West Police Athletic League would ask for your Departments assistance with inspections of onsite vendors and use of the Gator again. Thank you for your time.

Respectully,

Detective Sergeant Jesse L. Hammers

Criminal Investigations Unit Supervisor
Key West Police Department
Office: (305) 809-1016
Cell: (305) 747-6146

Event Name: Mango Fest Key West 2023Event Date: June 24, 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

Provide copy of Event Site Map/Layout

Yes ☒No ☐**TENTS**Total Number of Food/Beverage Vendor Tents: 20Total Number of Merchandise Vendor Tents: 15Total: 35Tent Supplier Name Self provided Contact Number N/A

Size & Type of Tents: Vendor tents are reserved as 10x10 and 10x20 spots within the park. The Key West Police Athletic League will provide 20x30 and 20x40 tents for attendees to use for shade.

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.*

STRUCTURESWhat structures will be erected? No structures will be used during this event.

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:

N/A

Special Event Permit Application

Supplement E – Street Closure

Event Name: Mango Fest Key West 2023Event Date: June 24, 2023

STREET CLOSURE INFORMATION

Street(s) to be closed None Block/Address Number(s) N/ACross-Streets: between N/A and N/AClosure Date(s) N/A Time N/A AM/PM to N/A AM/PM

INITIALS REQUIRED

- JH 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.
- JH 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.
- JH 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.
- JH 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.
- JH 5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.
- JH 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.

James H. Harris
Event Organizer Signature

January 17, 2023

Date

City of Key West | 1300 White St. Key West, FL 33040 | (305)809-3881

Special Event Permit Application

Supplement F – City Property

Event Name: Mango Fest Key West 2023

Event Date: June 24, 2023

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? Bay View Park (1400 Truman Avenue)

Which Area(s) of the City Property do you wish to use? All of the park between Jose Mari, Truman, & Virginia to the tennis court fence line

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

INITIALS REQUIRED

JH

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.

JH

2. Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.

JH

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.

JH

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.

JH

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.

JH

6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.

JH

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.

JH

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.

JH

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.

JH

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.

- JH*
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.
- JH*
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:

- JH*
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.
- JH*
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.
- JH*
15. Event Organizer must provide the City of Key West with a detailed schedule for activities.
- JH*
16. City of Key West personnel shall be allowed access to the site at all times.
- JH*
17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.
- JH*
18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.
- JH*
19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.
- JH*
20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time
- JH*
21. Use of the inner basin for any activities is not authorized.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/28/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Insurlynx LLC 401 Monroe Turnpike Monroe CT 06468		CONTACT NAME: Cindy Hartsburg PHONE (A/C, No, Ext): 203.538.0508 E-MAIL: chartsburg@insurlynx.com ADDRESS:		FAX (A/C, No): 888.809.2345	
INSURED Key West Police Athletic League, Inc 1604 N Roosevelt Blvd Key West FL 33040		INSURER(S) AFFORDING COVERAGE		NAIC #	
		INSURER A: PHILADELPHIA IND INS CO		18058	
		INSURER B: PHILADELPHIA IND INS CO		18058	
		INSURER C: PHILADELPHIA IND INS CO		18058	
		INSURER D:			
		INSURER E:			
		INSURER F:			

COVERAGES

CERTIFICATE NUMBER: 1331

REVISION NUMBER: 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GENL AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC ☒ OTHER: SEXUAL ABUSE	Y	N	PHPK2469190	11/12/2022	11/12/2023	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000						
	MED EXP (Any one person) \$ 0						
	PERSONAL & ADV INJURY \$ 1,000,000						
							GENERAL AGGREGATE \$ 3,000,000
							PRODUCTS - COMP/OP AGG \$ 3,000,000
							EACH OCC/GEN AGG \$ 1M/2M
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ HIRED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB ☐ EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N N/A If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE OTH-ER
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$
B	Accident			PHPA117184	11/12/2022	11/12/2023	Max Benefit Retention \$50,000 \$0

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

A. Cyber Security Liability: PHPK2469190 Effective Date: 11/12/2022 Expiration Date: 11/12/2023; Aggregate: \$25,000 Deductible: \$0
 C. D&O -Policy: PHSD1743810 Effective date: 11/12/2022 Expiration: 11/12/2023; Limit: \$1,000,000 Aggregate: \$1,000,000; \$5K RETENTION

CERTIFICATE HOLDER

CANCELLATION

City of Key West 1300 White Street Key West FL 33040	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Cindy Hartsburg
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UMBRELLA LIAB ☐ OCCUR EXCESS LIAB ☐ CLAIMS-MADE DED ☐ RETENTION \$						EACH OCC/GEN AGG \$ 1M/2M
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N ☐ N/A				COMBINED SINGLE LIMIT (Ea accident) \$
B	Accident		PHPA117184	11/12/2022	11/12/2023	BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
						EACH OCCURRENCE \$
						AGGREGATE \$
						\$
						PER STATUTE OTH-ER
						E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$
						Max Benefit \$50,000
						Retention \$0

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

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CERTIFICATE HOLDER**CANCELLATION**

City of Key West Bayview Park 1400 Truman Avenue Key West FL 33040	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Cindy Hartsburg
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Mango Fest 2022

Income

Sponsors	Amount	Date	Check No.
Next Financial	\$200.00	05/03/22	643
Lower Keys Medical Center	\$1,000.00	05/18/22	8144600270
McKendry Builders	\$250.00	05/24/22	13707
Manley deBoer	\$200.00	05/24/22	70420
Fausto's Food Palace	\$200.00	06/01/22	55065
Island Dental	\$1,000.00	06/01/22	2134
Irish Kevins	\$500.00	06/01/22	19297
Conch Republic Independence	\$1,000.00	06/02/22	1207
Opal Key Resort	\$1,000.00	06/06/22	10725468
Peary Court Apartments	\$1,000.00	06/07/22	10875
Keystar	\$300.00	06/10/22	9533
Marriott Beachside	\$300.00	06/10/22	27525
Spottswood Companies	\$600.00	06/10/22	22113
Butterfly Conservatory	\$500.00	06/10/22	49625
Conch House	\$500.00	06/10/22	23098
Strunk Ace Hardware	\$500.00	06/15/22	31553
Claude Harris	\$200.00	06/15/22	27510
Margaret Romero	\$800.00	06/30/22	9082
Arnolds Towing	\$500.00	06/30/22	3198
Mr. Z's	\$300.00	06/30/22	7948
Truist Bank	\$200.00	07/06/22	1193032
First State Bank	\$500.00	07/19/22	103207
Total	\$11,550.00		

Mango Fest 2022

Vendor	Amount	Date	Check No.
Apuhemp	\$80.00	04/02/22	320
Jean Paul Art	\$80.00	04/06/22	19-36943400
Kims Jams	\$80.00	04/11/22	330
Mels Desserts	\$80.00	05/02/22	2594
Johns Jungle Baskets	\$80.00	04/15/22	6146
Hope 91.9	\$80.00	04/19/22	6006
Paradise Tiles	\$160.00	05/19/22	CASH
One Love Food Truck	\$80.00	05/24/22	1783
Omar's Wood Carving	\$80.00	05/27/22	114
Salsa y Sabor	\$80.00	05/27/22	204
Pirate Seafood	\$160.00	05/27/22	CASH
Juanchi Produce	\$160.00	05/27/22	2459
Tubazaar	\$240.00	06/06/22	CASH
Suns Up Studio	\$80.00	06/10/22	CASH
Authenic Hemp Company	\$80.00	06/15/22	4293
Tastefully Simple	\$80.00	06/15/22	912
CocoKeynuts	\$80.00	06/16/22	122
Take Stock In Children	\$80.00	06/16/22	1550
Cooper Esposito Handbags	\$80.00	06/16/22	CASH
Three Plant Ladies	\$160.00	06/25/22	2316
Clay Tinney	\$80.00	06/25/22	CASH
VFW	\$0.00	06/25/22	CASH
Total	\$2,160.00		

Donations	Amount	Date	Check No.
Jeffs Jems	\$50.00	06/30/22	1101
Carmen Rodriguez	\$50.00	06/25/22	1553
Kims Jams	\$600.00	06/30/22	CASH
Tracy's Cotton Candy	\$113.00	06/25/22	CASH
Cheese Lovers	\$150.00	07/10/22	1775
Off The Charts Entertainment	\$50.00	07/19/22	101
LKMC	\$265.00	06/26/22	CASH
VFW	\$300.00	06/26/22	CASH
Total	\$1,578.00		

Mango Fest 2022

Events

Photo Contest

1 entry	Amount	\$19.34
Total		\$19.34

Art Contest

2 entry's	Amount	\$48.26
Total		\$48.26

50/50 Art Auction

Fran Decker Art	Amount	\$484.88
Total		\$484.88

Mango Brunch

34 tickets	Amount	\$2,252.46
Total		\$2,252.46

Silent Auction

Cash	Amount	\$965.00
Checks		\$1,056.00
Total		\$2,021.00

Sales

Mango Trees

7 gallon trees x 6	Amount	\$540.00
15 gallon trees x 3		\$510.00
Total		\$1,050.00

Mangos

All Varieties	Amount	\$1,288.00
Total		\$1,288.00

Tee Shirts

Sloth 2022 Shirts	Amount	\$1,350.00
Total		\$1,350.00

PAL Bar

Sales and Tips	Amount	\$1,550.00
Total		\$1,550.00

TOTAL INCOME	\$25,351.94
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Mango Fest 2022

Expense

CASH Withdrawal & Deposit for Vendor Village

First State Bank	Amount
Withdrawal	(\$3,100.00)
Deposit	\$3,100.00
Total	\$0.00

Event	Amount	Date	Check No.
Kickoff Party - Kaya Island Eats	Free	06/23/22	N/A
Mango Dinner - Viva Saloon	Free	06/24/22	N/A
Brunch - Lost Kitchen	(\$1,650.00)	06/26/22	CC
Weeklong Dining - Yellowfin	Free	06/23-06/26	N/A
Total	(\$1,650.00)		

Licensing & Application

TDC App Fee for MF 2021	(\$5.00)
Go Daddy Web Management	(\$263.88)
Total	(\$268.88)

TDC Reimbursement Items

Curry & Sons Posters/Banners	(\$320.00)
Florida Weekly	(\$940.00)
Facebook Ads	(\$602.47)
Total	(\$1,862.47)

Material

Larry Smith Entertainment	(\$400.00)
City of KW Community Services	(\$597.08)
50/50 Fran Decker Art	(\$250.00)
Four Star Rental - Tents	(\$700.00)
Total	(\$1,947.08)

Mango's & Trees

Mangos from MangoMen	(\$800.00)
Mangos from La Esperanza	(\$57.00)
Mango Trees from Al's Fruit Trees	(\$540.75)
Total	(\$1,397.75)

Mango Fest 2022

Tee Shirts

Hot Action Purchase of 142 Shirts	(\$1,175.73)
Total	(\$1,175.73)

Daiquiri Bar Items

GFS Bar Items	(\$83.20)
Sams Club	(\$332.04)
Total Wine	(\$97.32)
Total	(\$512.56)

TOTAL EXPENSE **-\$8,814.47**

NET REVENUE **\$16,537.47**

Monies for Deposit Following Event

Mangos, Trees, Donations & Bar	\$5,466.00
Silent Auction	\$2,021.00
Vendor & Sponsor Contribution	\$10,940.00
Shirt Sales	\$1,350.00
CASH Bank Denominations	\$3,100.00

Special Event Permit Application

Department Approvals

Event Name: <u>Mango Fest</u>	Event Date: <u>June 24, 2023</u>
-------------------------------	----------------------------------

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

Special Event Permit Application

Department Approvals

Event Name: Mango Fest Event Date: June 24, 2023

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratchford
Code Compliance 3 Feb 23	J. Gong
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals

Event Name: Mango Fest

Event Date: June 24, 2023

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratzliff
Code Compliance	
Engineering	 No Objections 2/3/23
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: PAL (jhammers@cityofkeywest-fl.gov)

From: Division Chief/Fire Marshal Jason Barroso

Reference: PAL Mango Fest 2023

This office reviewed the special event application for the PAL Mango Fest be held at Bay View Park on June 24, 2023.

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 notifying on duty Fire Inspector to check Life Safety Inspections prior to start of the event. KWPD will be present for the entire event to conduct a Safety Watch.
- **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/Division Chief
Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3931 Office
305-292-8284 Fax
jbarroso@cityofkeywest-fl.gov

Serving the Southernmost City

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

3266 LSN 1032



Key West Fire Department

Office of the Fire Marshal

Jason Barroso, Fire Marshal
Tim Anson, Capt. / Fire Inspector
Gregory Barroso, Capt. / Fire Inspector
Dereck Berger, Lt. / Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 809-3933
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. All hydrants must maintain 5' clearance on each side to allow fire department access.
4. **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 **3A:40B: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**.

Special Event Permit Application

Department Approvals

Event Name: Mango Fest

Event Date: June 24, 2013

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratzke
Code Compliance	
Engineering	
Fire Department	
KW DOT	No effect - Rd Relocating / Rd.
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Maria Ratcliff

From: John Wilkins
Sent: Tuesday, February 7, 2023 11:19 AM
To: Maria Ratcliff
Subject: RE: Mango Fest at Bayview Park June 24, 2023

Parking has no objections. Please place an event sign/sheet (with a cellphone number that rings locally) on the dashboard of vehicles associated with the event/vendors.

John Wilkins
Parking Director

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Friday, February 3, 2023 1:49 PM
To: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Subject: Mango Fest at Bayview Park June 24, 2023

Good afternoon,

Please review attached event and send approval sheet. If Police, Fire and Community Services please send them the estimate of the event, I would appreciate it. Thanks!

Maria

Maria Ratcliff

From: Joseph Tripp
Sent: Tuesday, February 7, 2023 2:18 PM
To: Maria Ratcliff
Subject: RE: Mango Fest at Bayview Park June 24, 2023

Approved, thank you!

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Tuesday, February 7, 2023 2:02 PM
To: Joseph Tripp <jtripp@cityofkeywest-fl.gov>
Subject: FW: Mango Fest at Bayview Park June 24, 2023

Here you go. Can you send the approval again, please? Thanks!

From: Maria Ratcliff
Sent: Friday, February 3, 2023 1:49 PM
To: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Subject: Mango Fest at Bayview Park June 24, 2023

Good afternoon,

Please review attached event and send approval sheet. If Police, Fire and Community Services please send them the estimate of the event, I would appreciate it. Thanks!

Maria

Special Event Permit Application

Department Approvals

Event Name: Mango Fest

Event Date: June 24, 2013

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Rateroff
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Fire Department	
KW DOT	
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Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	