

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](mailto:event_request@cityofkeywest-fl.com)

Event Name: 18th Annual JAZZ IN THE KEYS Music Festival Featuring  
Terence Young Experience and more  
Location: Coffee Butler Amphitheatre

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

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

Is the Event open to the Public? Yes ☒ No ☐

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

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

**EVENT ORGANIZER INFORMATION**

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

**SECONDARY CONTACT INFORMATION**

Name \_\_\_\_\_ Phone number \_\_\_\_\_

Company or Organization Name \_\_\_\_\_

Email \_\_\_\_\_

**SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)**

Noise Exemption Required: Yes ☐ Complete Supplement A No ☒

Non-Profit Applicant or Benefit: Yes ☒ Complete Supplement B No ☐

Alcoholic Beverages Sold/Served at Event: Yes ☒ Needs City Commission Approval No ☐

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

INITIALS REQUIRED

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

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

Applicant Printed Name: Rockelle McEntyre Signature: Rockelle McEntyre

2. **Liability Insurance:** Applicant(s) will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

Commercial General Liability with minimum limits of \$1,000,000

Business Automobile Liability with minimum limits of \$1,000,000

Statutory Workers' Compensation Coverage

Employers Liability with minimum limits:

- \$1,000,000 injury by accident

- \$1,000,000 injury by disease

- \$1,000,000 Policy Limits – Each Employee

If alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000,000. Host Liquor Liability coverage will not be acceptable. If the permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

The City of Key West shall be named as an "Additional Insured" on the permittees commercial general liability policy.

Applicant Printed Name: Rockelle McEntyre Signature: Rockelle McEntyre

3. **Indemnification:** The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe incurred by the City or which may be claimed against the City by any person, firm to the person or property f any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.

Applicant Printed Name: Rockelle McEntyre Signature: Rockelle McEntyre

## Event Screening Questionnaire

Event Name: 15th Annual JAZZ IN THE KEYS Event Date: 06/03/2023  
MUSIC Festival featuring Terence Young Experience and More

The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application.

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

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

[Signature]  
Applicant Signature

02/10/2023  
Date

## Required – Recycling Plan





|  |                               |
|--|-------------------------------|
| Event Name: <u>1<sup>st</sup> Annual JAZZ IN THE KEYS Music Festival Featuring Terence Young Experience and More</u> | Event Date: <u>06/03/2023</u> |
|--|-------------------------------|

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

### RECYCLING POINT OF CONTACT

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

### INITIALS REQUIRED

-  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](mailto: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](mailto:recycle@cityofkeywest-fl.gov).

## Required – Event Transportation Planning

Event Name: 18th Annual JAZZ IN THE KEYS Music Festival Featuring Live Jazz, Young Experience and more Event Date: 06/03/2023

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

### INITIALS REQUIRED

Rw

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

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

Rw

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

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

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

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

| Parking Type                 | Fees and Rules* | No. of Parking Spots Requested | No. of Days Needed | Total Parking Cost |
|------------------------------|-----------------|--------------------------------|--------------------|--------------------|
| Residential Permit Spaces    | Not allowed     |                                |                    |                    |
| Unmetered Street Parking     | No Cost         |                                |                    |                    |
| Park N Ride Garage           | \$32/day        |                                |                    |                    |
| Metered Street Parking       | \$20/day        |                                |                    |                    |
| Truman Waterfront Park       | \$20/day        |                                |                    |                    |
| Smathers Beach               | \$20/day        |                                |                    |                    |
| Angela Firehouse Parking Lot | \$20/day        |                                |                    |                    |
| Simonton Beach Parking Lot   | \$20/day        |                                |                    |                    |
| Ferry Terminal Parking Lot   | \$20/day        |                                |                    |                    |
| Historic Bight Parking Lot   | \$32/day        |                                |                    |                    |
| Mallory Square Parking Lot   | \$40/day        |                                |                    |                    |
| Total                        |                 |                                |                    | <u>0</u>           |

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

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

## Required: Event Site Map / Layout

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

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

### INITIALS REQUIRED

Bur Attach Site Map Layout

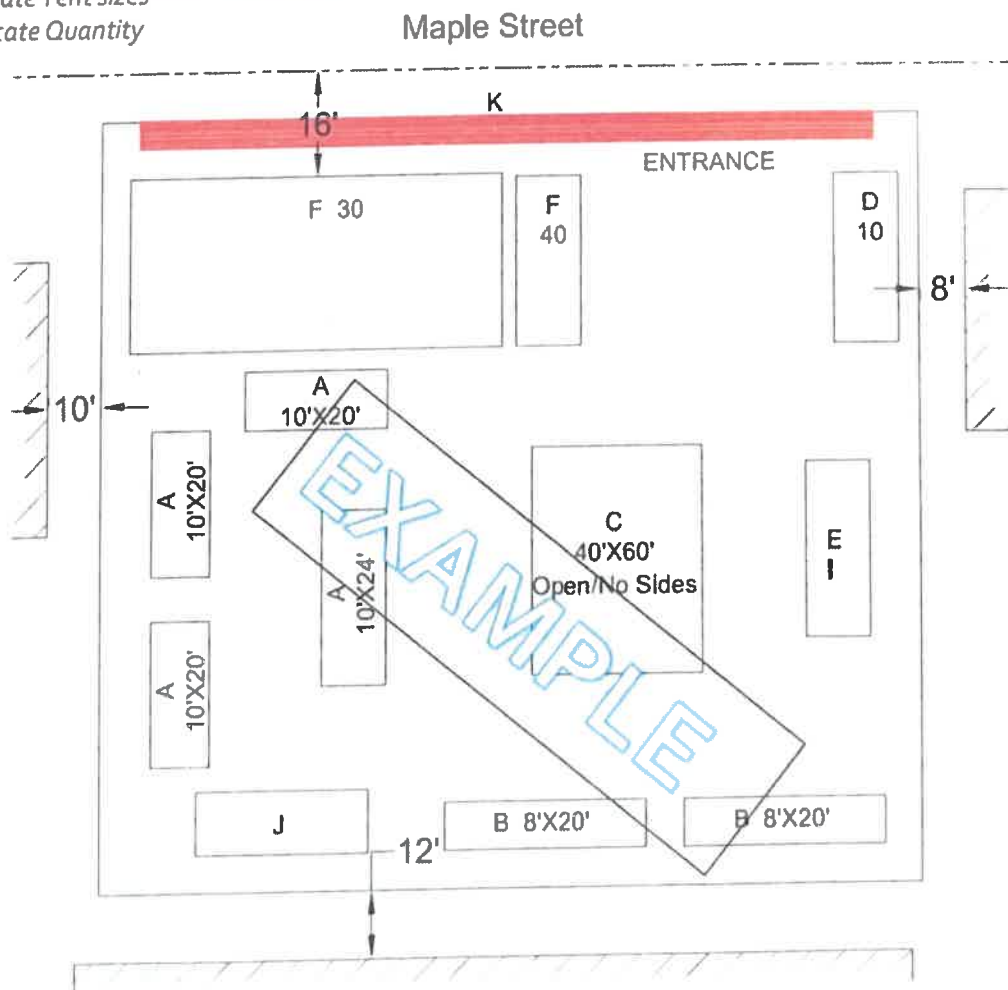
Rv Attach Impacted Streets Map

### Event Site Map Layout Legend:

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

\* Indicate Tent sizes

\*\* Indicate Quantity



## Special Event Permit Application

## Supplement A - Noise

Event Name: 1<sup>st</sup> Annual JAZZ TATLE KEYS Music Festival Featuring Teenage Young Experience and more Event Date: 06/03/2023

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: \_\_\_\_\_

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

### INITIALS REQUIRED

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

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

## Special Event Permit Application

## Supplement B – Non-Profit Verification

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

## INITIALS REQUIRED

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

## SIGNATURE AND ATTACHMENT REQUIRED

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

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

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

Officer Signature [Signature] Title: Administrator Date 07/10/2023

# Special Event Permit Application

## Supplement C – Food & Safety

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

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

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938






Police Department – LT Joseph Tripp (305) 809-1027

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

### EVENT ACTIVITIES – Check all that apply to the Special Event

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

### INITIALS REQUIRED

-  **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.
-  **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.
-  **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.
-  **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.
-  **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.

## Special Event Permit Application

## Supplement D – Tents & Structures

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

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

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938

Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout

Yes ☐

No ☐

### TENTS

Total Number of Food/Beverage Vendor Tents: 3

Total Number of Merchandise Vendor Tents: 3

Total: 6

Tent Supplier Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Size & Type of Tents: \_\_\_\_\_

Provide Certificate of Flame Resistance/Retardant for Tent Fabric.

Yes ☐

No ☒

Will there be any combustibles or flammable liquids under the tent?

Yes ☐

No ☒

Will the sides of the tent be used?

Yes\* ☐

No ☒

\*Exit plans must be indicated on Site Map Layout.

### STRUCTURES

What structures will be erected? \_\_\_\_\_

Will structures be erected on any part of a street or sidewalk?

Yes ☐

No ☒

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

# Special Event Permit Application

## Supplement E – Street Closure

Event Name: \_\_\_\_\_ Event Date: \_\_\_\_\_

### STREET CLOSURE INFORMATION

Street(s) to be closed \_\_\_\_\_ Block/Address Number(s) \_\_\_\_\_

Cross-Streets: between \_\_\_\_\_ and \_\_\_\_\_

Closure Date(s) \_\_\_\_\_ Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

### INITIALS REQUIRED

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

### SIGNATURE REQUIRED

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

\_\_\_\_\_  
Event Organizer Signature

\_\_\_\_\_  
Date

## Special Event Permit Application

## Supplement F – City Property

|  |                             |
|--|-----------------------------|
| Event Name: <u>1st Annual JAZZ in the Keys Music Festival featuring the Terrance Young experience and more</u> | Event Date: <u>6/3/2023</u> |
|--|-----------------------------|

A list of City Properties that are available for event use, their amenities and Use Fees are listed in the Special Event Guide.

Which City Property do you wish to use? Amphitheater

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

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

### INITIALS REQUIRED

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

- \_\_\_\_\_ 11. Event Organizer is responsible for any and all environmental cleanup, restoration, fees, fines, etc. associated with the activity and shall put in place any and all measures to eliminate environmental contamination to the City Property that may be caused by the Event activity.
- \_\_\_\_\_ 12. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed no later than close of business of the last day of the event. Event Organizer should plan accordingly. City of Key West may impose additional fees for use of City Property beyond usage dates.

#### INITIALS REQUIRED for Truman Waterfront Property

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

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

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

DEPARTMENT OF THE TREASURY

Date:

FEB 17 2019

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

Employer Identification Number  
59 2416651

DIN:

17053190335008

Contact Person:

MARIA S TRITCH

704 31549

Contact Telephone Number

(877) 829 5500

Accounting Period Ending

June 30

Public Charity Status:

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

Form 990/990-EZ/990-N Required

No

Effective Date of Exemption:

December 17, 2008

Contribution Deductibility:

Yes

Addendum Applies:

No

Dear Applicant:

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

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

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

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

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

CORNISH MEMORIAL A M E ZION INC

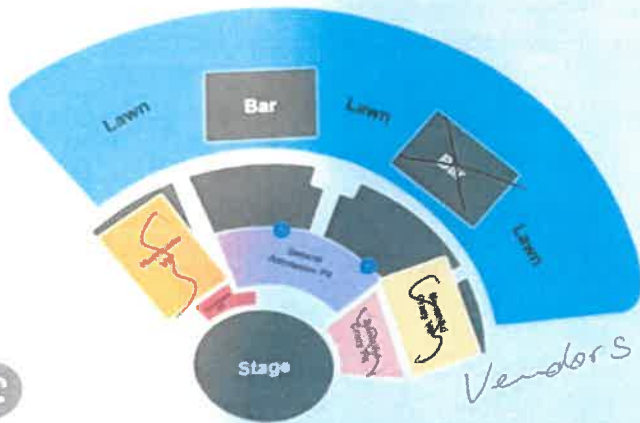
Sincerely,

*ef*

Director, Exempt Organizations  
Rulings and Agreements



StubPass



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

to copyright. Learn More

Related content

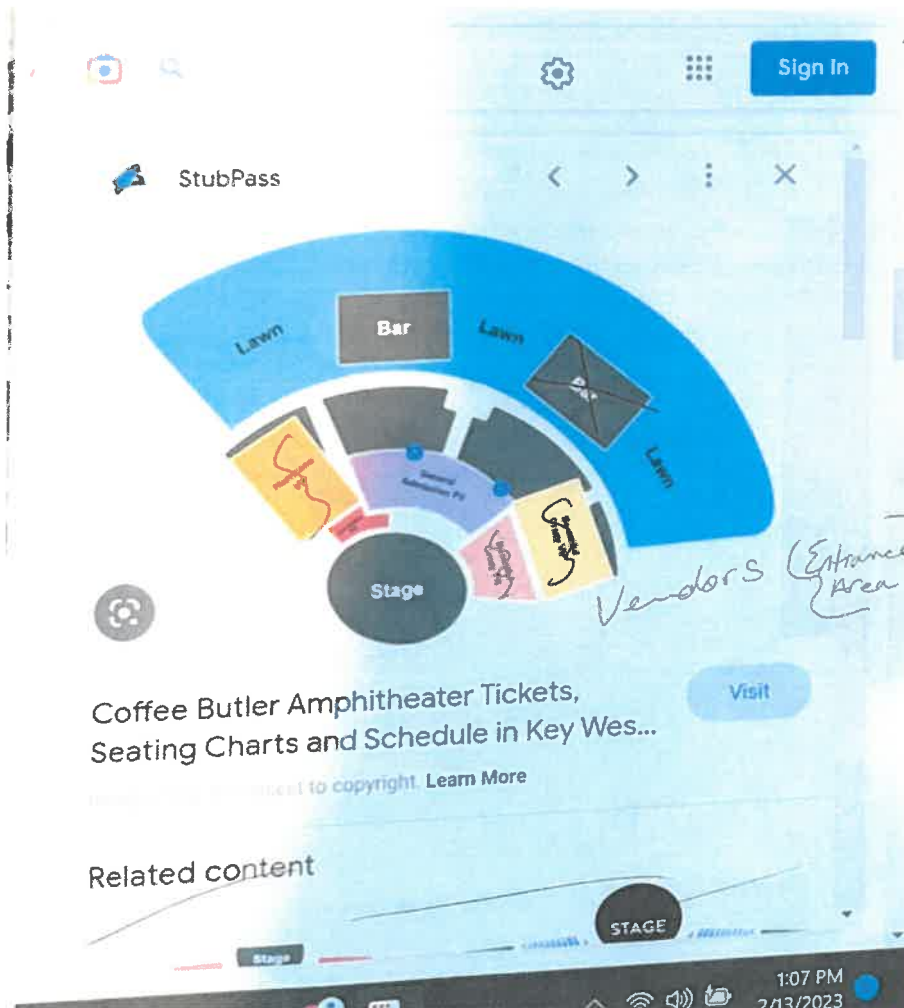
STAGE

1:07 PM

2/13/2023

1/4/3/2023

1st Annual Jazz In The  
KFV, Fairhope, Featuring  
T. Young and more



04/3/2023

1st Annual Jazz In The  
K&L's Parkade Featuring  
Tina Turner Young and More

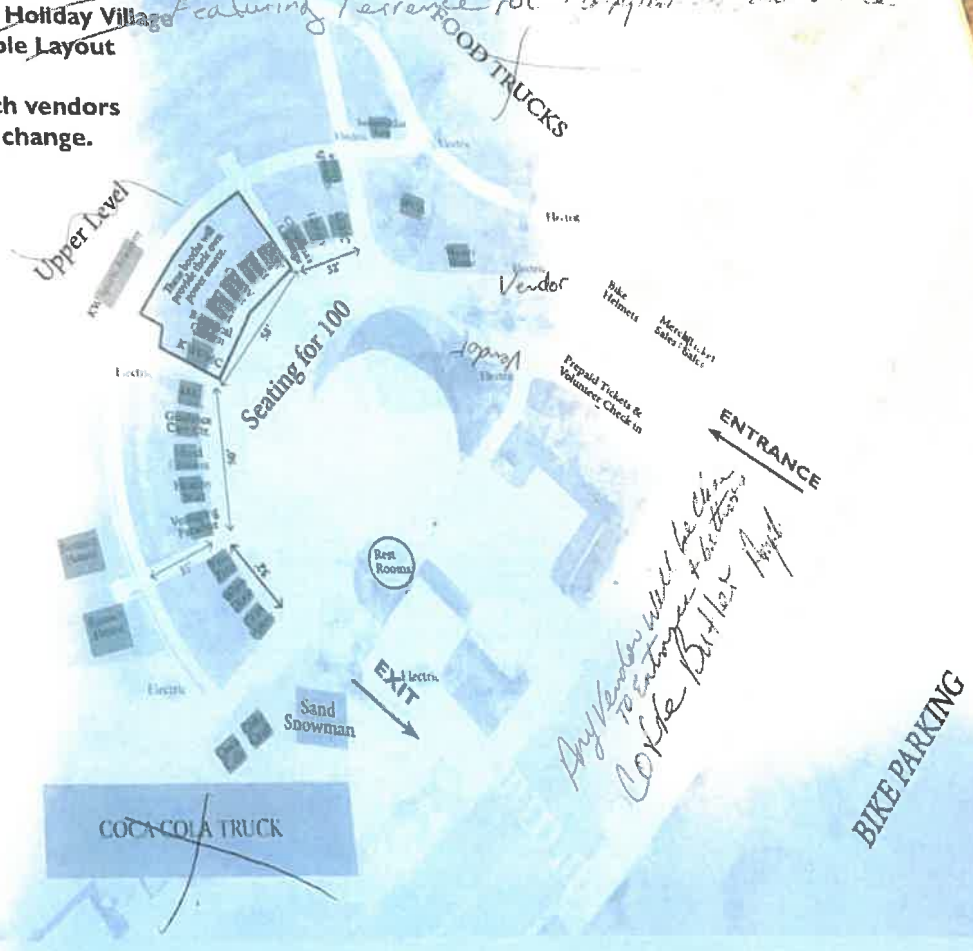
2025 - 1st Annual JAZZ Fest In N.Y.  
 2022 Holiday Village *Featuring Terrace for 100 people and more*  
 Sample Layout

Booth vendors may change.



2022 Holiday Village *1st Annual JAZZ Fest In the City*  
 Sample Layout *Featuring Terrance for 1st Annual Jazz Fest In the City and More.*

Booth vendors may change.



# Coffe Butler Amphitheater

## Special Event Permit Application

## Department Approvals

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

| Department Signoff / Date | Restrictions / Conditions |
|---------------------------|---------------------------|
| Events Coordinator        | Maria Katerff             |
| Code Compliance           | Mark Duggan               |
| Engineering               |                           |
| Fire Department           |                           |
| KW DOT                    |                           |
| Parking                   |                           |
| Police Department         |                           |
| Port & Marine Services    |                           |
| Property Management       |                           |
| Public Works              |                           |
| Recycling/Solid Waste     |                           |
| Utilities                 |                           |
| Other:                    |                           |

# Coffee Butler Amphitheater

## Special Event Permit Application

## Department Approvals

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

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



## THE CITY OF KEY WEST

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

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

From: Division Chief Fire Marshal Jason Barroso

Date: Feb. 23, 2023

Reference: 1<sup>st</sup> Annual Jazz In the Keys Music Festival

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

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- **Event organizer is responsible for KWFD Fire Personnel @ \$60.00 an hour per person (1). They will be present for the entire event to conduct a Fire Safety Watch & and respond to any medical calls for the event.**
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

*Jason Barroso, Fire Marshal*

Key West Fire Department  
1600 N. Roosevelt Boulevard  
Key West, Florida 33040  
305-809-3932 Office  
305-292-8284 Fax  
[jbarroso@cityofkeywest-fl.gov](mailto:jbarroso@cityofkeywest-fl.gov)

*Serving the Southernmost City*

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

326 LSN 132

## Maria Ratcliff

---

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

Ports no issues.

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

Good afternoon,

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

Maria

## Maria Ratcliff

---

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

We are good with this.

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

Good afternoon,

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

Maria

## Maria Ratcliff

---

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

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

John Wilkins  
Parking Director

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

Good afternoon,

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

Maria

# Lotte Butler Amphitheater

## Special Event Permit Application

## Department Approvals

Event Name: 1st Annual Jazz in the Keys

Event Date: June 3, 2023

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

# Coke Butler Amphitheater

## Special Event Permit Application

## Department Approvals

Event Name: 1st Annual Jazz in the Keys

Event Date: June 3, 2023

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



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

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

### Filing Information

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

### Principal Address

702 WHITEHEAD ST.  
KEY WEST, FL 33040

### Mailing Address

702 WHITEHEAD ST.  
KEY WEST, FL 33040

### Registered Agent Name & Address

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

Name Changed: 12/14/2015

Address Changed: 05/11/2012

### Officer/Director Detail

#### **Name & Address**

Title Financial Secretary

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

Title Steward

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

**Title Trustee**

**BENNETT, DARLENE**  
**619 MICKENS LANE**  
**KEY WEST, FL 33040**

**Title Pastor**

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

**Title Executive Secretary**

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

## Annual Reports

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

### Document Images

|   |  |
|---|--|
| <a href="#"><u>02/27/2023 – ANNUAL REPORT</u></a>       | <a href="#">View image in PDF format</a> |
| <a href="#"><u>02/01/2022 – ANNUAL REPORT</u></a>       | <a href="#">View image in PDF format</a> |
| <a href="#"><u>02/11/2021 – ANNUAL REPORT</u></a>       | <a href="#">View image in PDF format</a> |
| <a href="#"><u>01/18/2020 – ANNUAL REPORT</u></a>       | <a href="#">View image in PDF format</a> |
| <a href="#"><u>02/06/2019 – ANNUAL REPORT</u></a>       | <a href="#">View image in PDF format</a> |
| <a href="#"><u>01/13/2018 – ANNUAL REPORT</u></a>       | <a href="#">View image in PDF format</a> |
| <a href="#"><u>01/23/2017 – ANNUAL REPORT</u></a>       | <a href="#">View image in PDF format</a> |
| <a href="#"><u>09/09/2016 – Amendment</u></a>           | <a href="#">View image in PDF format</a> |
| <a href="#"><u>04/01/2016 – ANNUAL REPORT</u></a>       | <a href="#">View image in PDF format</a> |
| <a href="#"><u>12/14/2015 – REINSTATEMENT</u></a>       | <a href="#">View image in PDF format</a> |
| <a href="#"><u>03/14/2013 – ANNUAL REPORT</u></a>       | <a href="#">View image in PDF format</a> |
| <a href="#"><u>05/11/2012 – REINSTATEMENT</u></a>       | <a href="#">View image in PDF format</a> |
| <a href="#"><u>04/30/2009 – ANNUAL REPORT</u></a>       | <a href="#">View image in PDF format</a> |
| <a href="#"><u>12/18/2008 – Domestic Non-Profit</u></a> | <a href="#">View image in PDF format</a> |