

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Island Roots Heritage Festival Key West, Inc.

Address of Applicant(s) 201 Front St. #107

Phone Number of Applicant(s) 305-587-8808 Fax: _____ Email conch17@aol.com

Name of Non-Profit (s) SAME

Address of Non-Profit(s) _____

Phone Number of Non-Profit(s) _____

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 100%

Date/Dates of Event May 19, 20 & 21

Hours of Operation NOON TO 11pm

Estimated/anticipated number of persons per day 3000

Location of Event Bayview Park - Petronia St - Bahama Village multi use field

Street Closed Petronia St - Duval to Emma

Detailed description of event (2 Blocks of Duval - Truman from Duval to Eisenhower (Parade Rt) Petronia to Truman) * See attached * Anne Street May 19th evening

Noise exemption required: Yes ☒ No ☐

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

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

C. Cohen Mellies

Applicants Signature

2/17/17

Date

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

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT
NOISE CONTROL EXEMPTION

\$50.00

Date _____

Applicant Name Island Roots Heritage Festival Key West, Inc.

Applicant Address 201 Front St #107

Applicant Phone Number 305-587-8808

Event Name Island Roots Heritage Festival

Event Address/Location Bay View Park / Petronia St

Date of Event May 19, 20 + 21

Nature of Event Sister City Celebration

Profit ☐ Non Profit ☒

Time(s) Request for Exemption Noon - 11:00pm

Number of Exemptions at this location this calendar year 0

Date of last exemption 10/16

✓ # 1004

Revised for
Third Reading
11/19/02

ORDINANCE NO. 02-29

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES ENTITLED "AMUSEMENTS AND ENTERTAINMENT" BY AMENDING ARTICLE II PERTAINING TO SPECIAL EVENTS; AMENDING SECTION 6-26 TO REQUIRE A DOWN PAYMENT ON THE COST OF CITY SERVICES, TO ALLOW FOR INTEREST ON LATE PAYMENTS, AND TO INCREASE THE COST WAIVER TO \$1,000.00; ADDING SECTION 6-27 TO RESTRICT PLACEMENT OF FOOD, BEVERAGE AND MERCHANDISE BOOTHS; AMENDING SECTION 6-56 TO REQUIRE THE APPLICATION TO LIST AN EMERGENCY CONTACT PERSON; AMENDING SECTION 6-57 TO ESTABLISH A MINIMUM NON-PROFIT SHARE FOR SPECIAL EVENTS IN WHICH A STREET IS CLOSED; AMENDING SECTION 6-58 TO PROVIDE THAT MAJOR FESTIVAL SPONSORS MAKE APPLICATION SIX MONTHS IN ADVANCE AND APPROVE CERTAIN SALES OF ALCOHOLIC BEVERAGES; ADDING SECTION 6-61 PERTAINING TO HANDICAP-ACCESSIBLE BATHROOM FACILITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the City Commission finds that a revision to the regulations governing special events and street closures would promote the health, safety and welfare of the citizens of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

Section 1: That section 6-26 of the Code of Ordinances is hereby amended as follows*:

Sec. 6-26. Payment for city services.

(a) The organizer or sponsor of any festival, street fair, fair, carnival, athletic event, contest, competition, parade, fundraiser, rally, boat or car race or other special event which requires city authorization, whether by administrative permit or city commission approval, and which requires the provision of additional or extraordinary support services by police, fire, administrative, or other city departments in order to maintain order or safety or to escort participants shall pay to the city the cost of such services. A down payment of ten percent (10%) of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten (10) days prior to the event.

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. 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

*(Coding: Added language is underlined; deleted language is ~~struck through~~.)

established, then within thirty (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 (1-1/2%) per month.

(c) The city commission may grant special exceptions to this section for cause shown upon the public record.

(d) The first ~~\$500.00~~ \$1,000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.

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

Section 2. That section 6-27 is hereby added to the Code of Ordinances as follows:

Sec. 6-27. Food, beverage and merchandise booths.

No booth or stall set up for a special event and serving any amount or type of food and/or beverage, or selling merchandise, shall be placed directly in front of, or within five(5) feet of the property line of, a restaurant or a bar or a retail store (selling

primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3. That section 6-56 of the Code of Ordinances is hereby amended as follows:

Sec. 6-56. Application.

(a) Except as provided in section 6-58, At least 60 days prior to a proposed special event that will result in the closing of a public street, the sponsor shall submit an application to the city manager. An application may be made either by a tax-exempt nonprofit organization (nonprofit) or jointly by a nonprofit and a private person or business entity.

(b) If the city manager approves the application, he shall then schedule it for consideration by the city commission. However, if the special event proposes to close only one block, is intended to end prior to 9:00 p.m. on any day of the year, and does not seek either a fee cost waiver or a noise exemption, the city manager may give final approval to the application.

(c) Each application shall include the name of a sponsor's contact person and that person's 24-hour telephone number(s), in case of emergency.

Section 4. That section 6-57 of the Code of Ordinances is hereby amended as follows:

**Sec. 6-57. Donation of percentage of revenue
to nonprofit organization.**

~~A percentage of the revenues of a special event that causes the closing of a city street must be donated to the nonprofit organization and, at the sponsor's option, to additional charities. On the application form issued by the city manager, the nonprofit must state the amount or percentage of revenues it anticipates to receive from the special event.~~ When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least twenty-five percent (25%) of the sponsor's gross revenues or \$1,000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manager with a letter of assent.

Section 5. That section 6-58 of the Code of Ordinances is hereby amended as follows:

Sec. 6-58. Major festival.

(a) A major festival is a special event of regional impact. Major festivals are: ~~Faney~~Fantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons

or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. ~~have a non profit coapplicant or to provide a percentage of revenues to a charitable cause.~~

(b) A business that seeks to sell alcoholic beverages at a major festival pursuant to an APS state license, and which is not a bar or restaurant or other concern that sells alcoholic beverages in the ordinary course of its business, must obtain the written approval of the major festival sponsor and provide such approval to the city of Key West.

Section 6. That section 6-61 is hereby added to the Code of Ordinances as follows:

Sec. 6-61. Temporary bathroom facilities.

Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent (5%) of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

Section 7. If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable

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therefrom and shall be construed as reasonable and necessary to achieve the lawful purposes of this Ordinance.

Section 8. All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 9. This Ordinance shall go into effect on January 1, 2003.

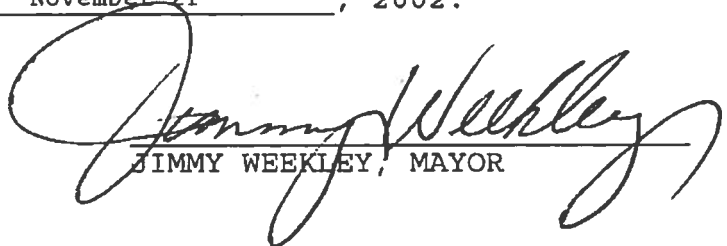
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

Read and passed on second reading at a regular meeting held this 6th day of November, 2002.

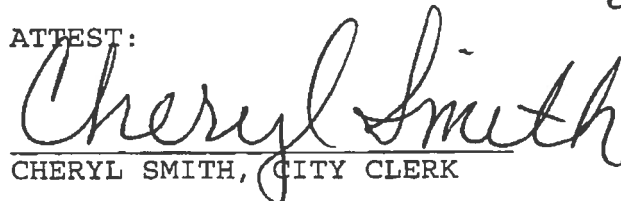
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

Authenticated by the presiding officer and Clerk of the Commission on 21st day of November, 2002.

Filed with the Clerk November 21, 2002.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

POST OFFICE BOX 1409
KEY WEST, FLORIDA 33041-1409
WWW.KEYWESTCITY.COM

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel
City Attorney RT

DATE: October 17, 2002

RE: Special Events Ordinance
Second Reading

The following are the changes made to the Special Events Ordinance for second reading:

- Section 6-26. The requirement of certified check or credit card applies only to the down payment.
- Section 6-27. The requirement of payment for parking meters has been removed altogether. In its place is a new section concerning food and beverage booths, and a prohibition against their placement in front of or near restaurants and bars.
- Section 6-56. The contact person's telephone number is now required.
- Section 6-57. Each nonprofit organization named by a sponsor in the application must provide a letter of assent to the City Manager.
- The effective date of the ordinance is January 1, 2003.

Done

RULES AND REGULATIONS FOR USE OF CITY OF KEY WEST PROPERTY FOR SPECIAL EVENTS

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.
Sponsor's Signature Can
4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature Can
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.
Sponsor's Signature Can
6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*
Sponsor's Signature Can
7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.
Sponsor's Signature Can

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

Sponsor's Signature Ecn

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

Sponsor's Signature Ecn

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

Sponsor's Signature Ecn

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

Sponsor's Signature Ecn

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

Sponsor's Signature Ecn

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

Sponsor's Signature Ecn

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

Sponsor's Signature Ecn

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

Sponsor's Signature Ecn

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

Sponsor's Signature 

17. Special Events organizers must submit a adequate recycle plan for the size of the event being requested. Helpful hints and recycling requirements for special events can be found on the city's website. This will help you develop your plan.

Sponsor's Signature 

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

Sponsor's Signature 

Recycle Plan for IRHF

We will be organizing a group of volunteers for the task of recycling at this event. The IRHF committee will be coordinating the recycle tasks required by the City of Key West for the Island Roots Heritage Festival event at Bay View Park and Patronis Street, May 19 thru 21, 2017.

This group will be educated as to what is expected at the Island Roots Heritage Festival for recycling.

IRHF will coordinate:

1. Contacting Greg Sullivan and obtaining recycle containers from Waste Management prior to the event and for making sure they are delivered.
2. Notifying each booth vendor of the recycling effort and educated the individual booth coordinators as to what is expected the day of the event. This includes a notice in each group's packet of what is expected of them this year concerning recycling efforts. This will include those booths that are not serving food. Each group will be encouraged to bring a recycle container as the location of the booths do not allow for each booth to have a Waste Management container located directly next to each booth. This will help with overflow and pick up efforts.
3. Meet with City a week prior to event to review park map and clean up schedule.

The Volunteer's will coordinate:

1. Making signs and placing them on the containers the day of the event.
2. Placing containers alongside garbage cans throughout the park enabling volunteers to make pick-ups throughout the day and transport the accumulating recycle to the large bins from Waste Management.
3. Make sure that all bins are moved to the Waste Management site and that all bins are emptied, sorted and ready for pick up. This includes any excessive cardboard tied up.

IRHF will coordinate:

1. Contacting Waste Management on Monday to ensure containers are picked up
2. Obtaining weight/volume of recycle for reporting to the City
3. Photos of before and after the event



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3888

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

S. Cohen Miller

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THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

Island Roots Heritage Festival Key West, Inc.
Bayview Park, Truman Waterfront Multi Use Fields
Parade & Celebration
May 19, 20 & 21, 2017

I Colleen Mellies being authorized to act on behalf of and legally bind Island Roots Heritage Festival Key West, Inc. doing business as the legal entity or association on whose behalf this application is made, do hereby release the City of Key West, its officers, agents and employees from any and all liability for damages arising out of, or related to the activities for which application for leave to use City property has been submitted; and do hereby further agree, on behalf of said entity or association to indemnify, and hold harmless the City of Key West, its officers, agents, and employees from and against any and all damages to personnel or property of the City, and against all claims for damages or injuries to other persons or property of any nature whatsoever, and for defense costs, including attorneys' fees at both trial and appellate levels, arising from the actions or omissions of the person(s) or legal entity(ies) on whose behalf the application is submitted, including, but not limited to, the sale and dispensing of alcoholic beverages, or otherwise arising from the actions of their members, licensees, customers, guests, invitees, or participants in the related activities permitted. The foregoing Release and Indemnification agreement does not apply to those claims for damages or injuries which result from the negligent actions or omissions of the City of Key West, its officers, agents, and employees.

Neil S. Mellies
Signature of Witness

NEIL S. MELLIES
Print Name

3-1-17
Date

Colleen Mellies
Signature of Applicant

Colleen Mellies
Print Name

3-1-17
Date

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

DETAILED DESCRIPTION OF EVENT:

The ***Island Roots Heritage Roots Festival*** will be a celebration of the Sister City connection Key West Shares with Green turtle Cay in the Bahamas.

In 1977, Key West and the Island of Green turtle Cay (Key) formed a Sister City proclamation to celebrate their joint heritage. Many Key West families originated from people who were from the Bahamas and moved here, whereby helping to establish Key West in the 1800's..

This event will celebrate our historical, cultural and genealogical ties (our "Island Roots" if you will) to our Sister City, Green Turtle Cay and the Bahamas.

We plan to have a Parade starting at Bay View Park and travel to Bahama Village Multi -use Field. Our Parade will include bands, , open top cars with local and any visiting Dignitaries, floats (# of floats, if any has yet to be determined TBD) and local School and private children's groups (See enclosed Parade route map)

There will be a small concert on Anne Street, adjacent to Two friends Patio Restaurant on Friday night showcasing the Barefoot Man who preforms regularly in the Bahamas

At the Bahama Village multi-use field, we will be holding a family festival that will be open to other non-profit groups to participate in by having a vendor booth. Children's rides, food and beverage stalls, craft booths and an area dedicated to educating children and adults alike on our Sister City Proclamation and shared Historical and Genealogical family ties to Green Turtle Cay. Finally, we will be showcasing our local musical talent and bring a band from the Bahamas for entertainment throughout the day and evening on Saturday. We will also be using that stage area for announcements and Ceremonial Celebrations through out the event. (See enclosed proposed Bahama village multi use field layout plan)

Island Roots Heritage Festival May 19-21, 2017

Tentative Timeline of events:

Friday May 19, 2017

12:00 PM set up of stage and rides on the Bahama Village multi-use field in preparation for Saturdays fair

5:00 PM closing of Anna St in preparation for the Festival Opening in the parking lot adjacent to Two Friends Patio Restaurant

8:00 PM Opening of Island Roots Heritage Festival followed by a show featuring the Barefoot Man & Band

Saturday May 20, 2017

7:30AM vendor set up on Petronia Street[only if we need additional space] and multi-use field 12:00PM opening of the Saturday IRHF fair grounds site

1:00PM Parade [currently still in planning stage] from Bay View Park to the multi-use field closing of the roads on the enclosed Parade Route will need to be complete prior to the start of the Parade

3:00PM music and announcement will begin on the main stage of the festival grounds.

The timeline for comments from our community leaders and any visiting dignitaries is still being finalized.

Various musical performances for local artists will take place throughout the afternoon and evening, closing with a Concert showcasing the Barefoot Man coming over from the Islands

10:30PM closing of the Festival grounds

Sunday May 21, 2017

7:00AM set up of the White Street Pier in preparation for the
“Sunday Worship by the Water”

This service will include several of our local Clergy to provide a
community worship service for all to attend. Pastor Carey is
heading up a committee with several other Clergy from the
community to determine what the best time for this service
will be. This Service will mark the closing of the IRHF

Friday, May 19, 2017

1800-555-5555

Anne Street
Blocked for Friday night concert

Concert on Private Lot

Green Street

Stage

Two
Friends
Patio?

Front Street

Proposed Parade Route

800 and 900 Block of Duval

Turnan from Duval to Eisenhower

Roads to be closed for
Parade Route

Turnman Avenue

Bay View Park

IRHF Site

Peterson Street

Street

Olivia St

Duval

Proposed Parade Route

800 and 900 Block of Duval

Truman from Duval to
Eisenhower

Roads to be closed for
Parade Route

Truman Avenue

Bay View Park

IRHF Site

May 20th, 2017

Petronia Street

Street

Olivia St

Duval

May 20, 2017

Duval

Duval

Proposed Event Site
Street Closure

Vendors

D

Whitehead

Vendors

E

Whitehead

T

R

Thomas

Vendors

O

Thomas

N

I

D

Chapman Lane

Vendors

Chapman Lane

Emma

Emma

May 20, 2017

Multi use Field
Bahama Village

IRTF
INCORPORATED

Petronia St

ride

ride

Bounce
house

ride

ride

Vendor

Vendor

ride

Stage

Vendor

Vendor

Vendor

Vendor

Vendor

Vendor

Vendors

Rides

Vendors



**KEY WEST FIRE DEPARTMENT
FIRE MARSHAL'S OFFICE**

Please Check All That Apply To This Event

Cooking

- ☒ Deep Frying/Open Flame
- ☒ Charcoal Grill
- ☒ Gas Grill
- ☒ Food Warming Only
- ☒ NA Catered Food
- ☒ Plan for Cooking Oil Disposal
- ☒ NA No Cooking on Site

Electrical Power

- ☒ Generator
- ☒ 110 AC with Extension Cords
- ☒ DC Power

Road Closure

- ☒ Map of Closed Road with Fire Lane & Vendor Booth(s) Locations

Tents (More Than 200 SqFt.)

- ☒ N/A Flame Resistance Certificate
- ☒ N/A Size, Type, Location of Tent(s)

Food Booths

- ☒ Food Booths – Total # TBD
- ☒ Vendor Booths – Total # TBD
- ☒ Total Number of Booths - TBD

Parade

- ☒ Floats – Total # TBD

THE
PORTER-ALLEN COMPANY
I N S U R A N C E

Since 1891

September 2, 2016

City of Key West
P.O. Box 1409
Key West, FL 33041

RE: Island Roots Heritage Festival Key West, Inc.
Special Event in May 2017.

To whom this may concern,


Colleen Mellies, Director, has contacted The Porter Allen Company to secure insurance coverage for the 40th Anniversary of the Island Roots Heritage Festival with Key West's sister city, Green Turtle Cay.

We will secure this coverage for the event scheduled from May 19 to May 21, 2017.

If you have any questions, please contact Elizabeth Freeman at (305)294-2542.

Thank you.

Yours truly,


Elizabeth Freeman
The Porter-Allen Company, Inc.

Detail by Entity Name

Florida Not For Profit Corporation

ISLAND ROOTS HERITAGE FESTIVAL KEY WEST, INC.

Filing Information**Document Number** N16000007169**FEI/EIN Number** NONE**Date Filed** 07/22/2016**State** FL**Status** ACTIVE**Principal Address**

201 FRONT STREET SUITE 107

KEY WEST, FL 33040

Mailing Address

201 FRONT STREET SUITE 107

KEY WEST, FL 33040

Registered Agent Name & Address

CORPORATE CREATIONS NETWORK INC.

11380 PROSPERITY FARMS ROAD #221E

PALM BEACH GARDENS, FL 33410

Officer/Director Detail**Name & Address**

Title DIR

MELLIES, COLLEEN

201 FRONT STREET SUITE 107

KEY WEST, FL 33040

Title DIR

CATES, SCOTT

201 FRONT STREET SUITE 107

KEY WEST, FL 33040

Title DIR

MCPHERSON, BEN

201 FRONT STREET SUITE 107

KEY WEST, FL 33040

Annual Reports**No Annual Reports Filed****Document Images**

07/22/2016 -- Domestic Non-Profit

[View image in PDF format](#)

Event Name: Island Roots

Special Event Checklist

Everything must be checked off before
submitting the special event application

X	TITLE	COMMENTS
✓	Special Event Application	
✓	Noise Exemption (If applicable)	
✓	\$50.00 for Noise	
✓	Ordinance initialed	
✓	Recycling checklist completed	
	Recycling deposit \$1,000.00	
✓	Recycling Plan	
✓	Authorization Letter for continuous cleaning of recycled area	
	Signatures of No Objection of Street closure (If applicable)	Working on it
✓	Insurance naming the City as additional insured	Get closer to event Attached letter from Porter Allen
N/A	Financial of previous event (If applicable)	
✓	Release & Idemnification Form	
✓	Site Map (where barricades, stages, etc are to go)	
N/A	Letter from non profit that states they will be receiving the funds	They are the non profit



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Island Roots Heritage Festival

DATES: May 19, 20, 21, 2017

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Kateruli

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

Jim Young

SIGNATURE

7 Mar 17

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN ☐ APPROVED ☐ DENIED

Maria Ratcliff

From: Doug Bradshaw
Sent: Tuesday, March 07, 2017 11:05 AM
To: Maria Ratcliff
Subject: RE: Island Roots Heritage Festival May 19, 20 & 21, 2017

No issues from Port

Doug Bradshaw
Director Port and Marine Services
City of Key West
201 William Street
Key West, FL 33040
305-809-3792

From: Maria Ratcliff
Sent: Tuesday, March 07, 2017 10:59 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Cassandra Jackson <cjackson@cityofkeywest-fl.gov>; Norman Whitaker <nwhitaker@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; James Bouquet <jbouquet@cityofkeywest-fl.gov>; Dee Dee Green <dgreen@cityofkeywest-fl.gov>
Subject: Island Roots Heritage Festival May 19, 20 & 21, 2017

Maria Ratcliff
Executive Administrator to the City Manager &
Special Events Coordinator
City of Key West
1300 White Street
Key West, Florida 33040
Phone: 305 809-3881
Fax: 305 809-3886

Maria Ratcliff

From: James Bouquet
Sent: Tuesday, March 07, 2017 12:02 PM
To: Maria Ratcliff; Richard Sarver; Steve Torrence; Alan Averette; Cassandra Jackson; Norman Whitaker; Rogelio Hernandez; Regina Scott; Jim J. Young; Doug Bradshaw; Dee Dee Green
Subject: RE: Island Roots Heritage Festival May 19, 20 & 21, 2017

Ok with Engineering.

Jim Bouquet, Director

From: Maria Ratcliff
Sent: Tuesday, March 07, 2017 10:59 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Cassandra Jackson <cjackson@cityofkeywest-fl.gov>; Norman Whitaker <nwhitaker@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; James Bouquet <jbouquet@cityofkeywest-fl.gov>; Dee Dee Green <dgreen@cityofkeywest-fl.gov>
Subject: Island Roots Heritage Festival May 19, 20 & 21, 2017

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CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Island Roots Heritage Festival
DATES: May 19, 20, 21, 2017

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Katenoff

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Island Roots Heritage Festival
DATES: May 19, 20: 21, 2017

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Katerufi

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POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

Rogelio Hernandez / R.D.

SIGNATURE

3-7-17
DATE

No bus service in Bahama
Village during parade.

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

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ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED



**CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS**

EVENT: Island Roots Heritage Festival
DATES: May 19, 20: 21, 2017

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rakeup

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COMMUNITY SERVICES

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POLICE DEPARTMENT

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FIRE DEPARTMENT

Alan Anzelle

3-10-17

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See Memo's

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PORT AND MARINE SERVICES

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CODE COMPLIANCE

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SIGNATURE

DATE

UTILITIES

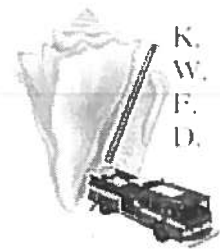
SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN

APPROVED

DENIED



THE CITY OF KEY WEST

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

To: Goombay Festival

From: Division Chief/Fire Alan Averette

Date: March 10, 2017

Reference: Island Roots Heritage Festival

This office reviewed the special event application for Island Roots Heritage Festival to be held on May 19, 20, and 21 2017.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- The Fire Marshal's office will require a total of 2 Fire Inspectors during the event hours at a rate of \$40.00 per hour: (2) Inspectors Saturday the 20th.
- Booths will be designated to one side of the street, there will be no blocked cross streets or hydrants, and there shall be 10' clearance from the corners on each intersection.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Alan Averette, Fire Marshal/Division Chief
Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3931 Office
aaverett@cityofkeywest-fl.gov



Key West Fire Department

Office of the Fire Marshal

Alan Averette, Fire Marshal
Wesley Jones, Lt. / Fire Inspector
Gregory Barroso, Capt. / Fire Inspector
Jason Barroso, Capt. / 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. Each cross street corner shall have 10' clearance before the setup of any vendor booth.
4. All hydrants must maintain 5' clearance on each side to allow fire department access.
5. **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**.



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Island Roots Heritage Festival
DATES: May 19, 20, 21, 2014

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Katerufi

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DATE

✓ COMMUNITY SERVICES

SIGNATURE

DATE

✓ POLICE DEPARTMENT

SIGNATURE

DATE

✓ FIRE DEPARTMENT

SIGNATURE

DATE

✓ KWDOT

SIGNATURE

DATE

✓ PORT AND MARINE SERVICES

SIGNATURE

DATE

✓ CODE COMPLIANCE

SIGNATURE

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✓ ENGINEERING

SIGNATURE

DATE

✓ UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Island Roots Heritage Festival
 DATES: May 19, 20: 21, 2017

DEPARTMENTS

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Maria Kateruf

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SIGNATURE

DATE

POLICE DEPARTMENT *Steven*

Torrence

Digitally signed by Steven Torrence
 DN: cn=Steven Torrence, o=KWPD,
 ou=KWPD,
 email=sttorrence@cityofkeywest-
 fl.gov, c=US
 Date: 2017.03.07 11:13:43 -0500

This event will require extra duty officers for the concert, parade and street fair.

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

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**CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS**

EVENT: Island Roots Heritage Festival
DATES: May 19, 20: 21, 2017

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FIRE DEPARTMENT

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KWDOT

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DATE

PORT AND MARINE SERVICES

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DATE

CODE COMPLIANCE

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ENGINEERING

SIGNATURE

DATE

UTILITIES

[Signature] 3/14/17

SIGNATURE

DATE

[Signature]

SPECIAL EVENT PERMIT HAS BEEN ☐ APPROVED ☐ DENIED



This letter of agreement outlines the understanding between Bahama Village Music Program (BVMP), a 501(c)3 nonprofit corporation and the Island Roots Heritage Festival, a festival to celebrate the collaboration between sister cities, Key West and Green Turtle Cay. A portions of the proceeds and donations collected for the Island Roots Heritage Festival in May 2017 will benefit the Bahama Village Music Program and our mission of music for every child.

Thank you,

Katchen Duncan
Bahama Village Music Program
Executive Director
103 Olivia St.
Key West, FL 33040
katchen@bvmpkw.org
(305) 504-7664



The Bahama Village Music Program is an independent and not-for-profit 501 (c) 3 organization dedicated to providing music education to children who otherwise do not have access to specialized music instruction. IRS Tax ID # 30-0114445