

**CITY OF KEY WEST**  
**APPLICATION FOR A SPECIAL EVENT PERMIT**

Name of Applicant(s) Lucas Oil Ocean Cup / Powerboat P1 / Backwater Hook  
Address of Applicant(s) 2320 Clark St., Apopka, FL 32703  
Phone Number of Applicant(s) 305-731-6214 Fax:        Email Karen@Silverhook.com  
Name of Non-Profit(s) Key West Community Sailing Center  
Address of Non-Profit(s) 705 Palm Ave., Key West, FL 33040  
Phone Number of Non-Profit(s) 305-292-5993 / 305-9442-9080  
Amount or Percentage of Revenue Non-Profit(s) anticipates receiving All Profits  
Date/Dates of Event ~~6/19/17 - 6/25/17~~ August 15-19, 2017  
Hours of Operation 8<sup>AM</sup>-80pm  
Estimated/anticipated number of persons per day 20-30  
Location of Event Mallory Square See Attached  
Street Closed No  
Detailed description of event See Attached

Noise exemption required: Yes        No ☒

Alcoholic beverages sold/served at event: Yes        No ☒

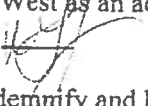
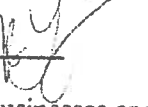
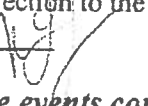


The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/permittee agrees to assume full responsibility and liability for and indemnify and hold the City of Key West harmless from and against all liability, claims for 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.

[Signature]  
Applicants Signature

4/18/17  
Date

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

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

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

8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.  
Sponsor's Signature [Signature]
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.  
Sponsor's Signature [Signature]
10. Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.  
Sponsor's Signature [Signature]
11. The organizer or sponsor of any special event, which requires the provision of additional or extraordinary support services by police, fire, administration, or other city departments shall pay to the city the cost of such services. A down payment of 10 percent of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten days prior to the special event.  
Sponsor's Signature [Signature]
12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation subject to the human rights provision of the section 38-225.  
Sponsor's Signature [Signature]
13. Any nonprofit organization accepting the waiver provided for by subsection (d) of the ordinance shall, within 90 days following the special event, submitted to the city commission an accounting of expenses and revenues incurred and generated during the special event.  
Sponsor's Signature [Signature]
14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.  
Sponsor's Signature [Signature]
15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.  
Sponsor's Signature [Signature]

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

## Complete Checklist for Event Recycling City of Key West

*Coordinating  
with  
waste  
management.*

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Karen Angle Phone number: 305-731-6219
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.  
Aluminum \_\_\_\_\_ Glass \_\_\_\_\_ #1 Plastic \_\_\_\_\_ #2 Plastic \_\_\_\_\_ Steel \_\_\_\_\_  
Corrugated Cardboard \_\_\_\_\_ Other: \_\_\_\_\_
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).  
Amount of recycling and garbage containers needed: Waste Management will help determine
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.  
Arrangements made: \_\_\_\_\_
- Capacity of containers on grounds: \_\_\_\_\_  
Contact person for containers: \_\_\_\_\_ Phone #: \_\_\_\_\_
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.  
Arrangements made: \_\_\_\_\_
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.  
Arrangements made: \_\_\_\_\_
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

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

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

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

Will coordinate  
with WM to  
make sure we  
have enough containers



## THE CITY OF KEY WEST

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

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

A handwritten signature in black ink, appearing to be "KJ", is written over a horizontal line.

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



## THE CITY OF KEY WEST

Parking Division

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

### Parking Requests for Special Events

Please describe any Special Event Parking requests below:

*One city parking space for entire time  
of event for normal sized  
automobile adjacent to Mallory  
Square.*

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

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

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

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

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

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

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





**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
- ☐ Catered Food
- ☐ Plan for Cooking Oil Disposal
- ☒ No Cooking on Site

Electrical Power

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

Road Closure *NONE*

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

Tents (More Than 200 SqFt.)

- ☐ Flame Resistance Certificate
- ☐ Size, Type, Location of Tent(s)

*See Attached*

Food Booths

- ☐ Food Booths - Total # \_\_\_\_\_
- ☐ Vendor Booths - Total # \_\_\_\_\_
- ☐ Total Number of Booths - \_\_\_\_\_

*No Food or  
Drink to be  
sold.*

Parade *NONE*

- ☐ Floats - Total # \_\_\_\_\_

Attached is the first press release, general proposal of event and one sheet, as well as the proposed location of the race village. Please let me know what forms you need from me to make this proposal an official request so we can secure the space and begin logistical arrangements.

The concept of the race village is to have an area where we would promote the event to the public and draw interest. It would include an area covered by tents that we plan to have our sponsors as well as a series of presentations open to the public. We would also like to have the boat on display on its trailer. When I walked the area of Mallory Square I noticed that there may be a possibility to pull it up from the parking lot. The vessel will be on the trailer except when it is doing the actual run and testing prior to the event. I can give you more details on the space needed once we have secured all of our sponsors. Your direction and input will help us make this a successful event.

Thanking you in advance for your time.

Best Regards,

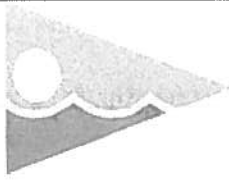
**Karen Angle**, Event Director

***LUCAS OIL OCEAN CUP***

305-731-6219

[Karen@SilverHook.com](mailto:Karen@SilverHook.com)

[www.LucasOilOceanCup.com](http://www.LucasOilOceanCup.com)



Key West Community  
Sailing Center

705 Palm Avenue, P. O. Box 828  
Key West, FL 33041-0828

Phone: 305-292-5993

Commodore: [commodore@keywestsailingcenter.org](mailto:commodore@keywestsailingcenter.org)  
Instruction: [education@keywestsailingcenter.org](mailto:education@keywestsailingcenter.org)  
Website: <http://keywestsailingcenter.org>  
Facebook: <http://www.facebook.com/KWCSC>

April 19, 2017

Mr. Nigel Hook,  
Ms. Janet Wilson,  
SilverHook Powerboats  
4240 Church Street #1202  
Sanford, FL 32771

Dear Nigel, Janet, and the 77 Lucas Oil Ocean Cup Team:

THANK YOU SO MUCH! We at the Key West Community Sailing Center are very appreciative of your donation of \$3,500.

Because of your support, our "Trip to Cuba" with the Key West Sailing Conchs, the Key West High School Sailing Team will be able to take place. The Key West Sailing Conchs are one of our educational programs of the Key West Community Sailing Center and consists of ten very eager and enthusiastic young sailors. The KWCSC and the Sailing Conchs were personally invited by Commodore Jose Escrich of the Hemingway International Yacht Club in Havana, Cuba to join in sailing and cultural events celebrating its 25th Anniversary. The 5-day trip will take place from May 18 to May 22, 2017.

Many sailing and water events are planned with Cuban youth. Our students will also take part in the boat parade along Havana's famous sea wall, the Malecon, and will attend the festive celebration of 25<sup>th</sup> Anniversary.

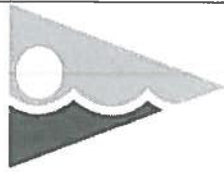
This hands-on, first-person experience for our high school sailing team traveling and sailing in Cuba is the best way for students to learn about Cuba, its citizens and the sport of sailing. Sailing hones skills that build confidence, seamanship, self-reliance, team building and trust. Also, Commodore Escrich and I feel that having young sailors from Key West participate in these events will strengthen our friendship between the United States and Cuba.

Please note that we are a recognized tax-exempt organization under Section 501(c)(3) of the current Internal Revenue Code, which makes your donation tax-deductible. For your reference our FID tax number is 59-2813351.

As Commodore, I wish to extend my thanks and my appreciation for your support of our organization.

Sincerely,

Jane Rohrschneider  
Commodore of the Key West Community Sailing Center  
305-942-9080



Key West Community  
Sailing Center

705 Palm Avenue, P. O. Box 828  
Key West, FL 33041-0828

Phone: 305-292-5993

Commodore: [commodore@keywestsailingcenter.org](mailto:commodore@keywestsailingcenter.org)

Instruction: [education@keywestsailingcenter.org](mailto:education@keywestsailingcenter.org)

Website: <http://keywestsailingcenter.org>

Facebook: <http://www.facebook.com/KWCSC>

April 26, 2017

To Whom It May Concern:

The Key West Community Sailing Center(KWCSC) has agreed to be the non-profit to whom Lucas Oil Ocean Cup (LOOC) will be donating funds from their June 20-25, 2017 World Record Event. We understand they will be setting up an event village, hopefully in Mallory Square, at which we will be present with our membership and information available for the public.

It is our understanding that LOOC will donate all profits to charity following their event. We will receive and already have received funds from LOOC for our High School Sailing Team. We needed additional funds to allow the team to travel to Cuba for the Hemingway International Yacht Club of Cuba's 25<sup>th</sup> Anniversary celebration in May. Additional funds received from LOOC following the event may be in the form of new boats for our community sailing center or in the form of money.

A full accounting of donated funds will be available after the event is complete.

Sincerely,

Jane Rohrschneider  
Commodore of the Key West Community Sailing Center  
305-942-9080

August 15-19, 2017

## Maria Ratcliff

---

**From:** Janet Wilson <Janet@silverhook.com>  
**Sent:** Wednesday, May 10, 2017 9:57 AM  
**To:** SKSchall@gmail.com; Fritterman@gmail.com; WAngieKW@aol.com; KWCarcatures@gmail.com; Orders@twistedanimals.com; TheGraffeos@hotmail.com  
**Cc:** Maria Ratcliff; Larry Bleil; Karen Angle  
**Subject:** Update for Sunset Celebration - August 15-19 - New date for Lucas Oil Ocean Cup - Cuba to Key West

Dear Sunset Celebration,

It was very nice meeting you all last week and I would like to provide a quick update about our plans for August. The date we discussed during the meeting needed to be moved to be a week *earlier* due to various schedules within the team. The new dates for planning for are now **August 15-19** which I believe was the earliest start date not interfering with the Lobsterfest weekend?

The rough plan would be to move into Mallory Square on Tuesday the 15th (early), and to be out Saturday the 19th of August (a cruise ship is arriving on the 20th). The record run to Cuba will be on Thursday, August 17th. I have updated Maria / City of Key West and Karen Angle will be resubmitting the paperwork with the city.

Please let me know right away, today if possible, if there are concerns with August 15-19 dates because a press release announcing the date changed is planned for late today or tomorrow.

Thanks again for your time last week!  
Janet

Janet Wilson  
Team Manager, #77 Lucas Oil SilverHook  
General Manager, SilverHook Powerboats  
619.733.1428 | Janet@SilverHook.com



# 2017 Lucas Oil Ocean Cup – Key West to Cuba

## Contents of Equipment and Position Document

Equipment.....	2
A. Box Truck – once in position this will not move .....	2
B. Boat 50' x 10' (Tow Truck behind) .....	2
C. Hospitality Motor Coach 45' x 8.5' .....	2
D. Popup Tent 10' x 20' .....	3
E. Display Setup with 5 <sup>th</sup> Wheel Behind 40' x 20' .....	3
Position .....	5
A. Mallory Square – West .....	5
1. Enter / Exit.....	5
2. Layout.....	6

## Maria Ratcliff

---

**From:** Janet Wilson <Janet@silverhook.com>  
**Sent:** Tuesday, June 13, 2017 11:19 AM  
**To:** Maria Ratcliff  
**Cc:** Karen Angle  
**Subject:** Re: FW: Update for Sunset Celebration - August 15-19 - New date for Lucas Oil Ocean Cup - Cuba to Key West

Good morning,

### \*\*\* Barricades \*\*\*

Having barricades is a great idea! Is that something we need to add to our application to the city?

**Moving boat** - normally the crew (on foot), become traffic cops *especially* when pedestrians are around and to help the truck driver navigate tight spots. When moving the boat on/off Mallory to the ramp, The crew could move/remove barricades to build a safety corridor to ensure people stay back.

**Display area** - the popups and equipment are laid out to encourage interaction in appropriate spots. People are very interested in the boat and love to have pictures taken in front of it. That being said, there are areas we normally keep people away from, so a few barriers would be helpful.

### \*\* Sea Wall \*\*\*

Are you the right person ask about the seawall, if not who should to check with? This week we should know if launching from the Simonton Street ramp is feasible and it would b great move over and tie up to the seawall in front of Mallory Square area. Usually a tie up would be for 20-30 minutes while the crew chief does final checks before pushing off... and (thinking out loud) after the world record run Nigel & Jay could pull up, step out, and hold the press conference right there. It would be awesome! The question is are their restrictions and/or would special permission be required?

Thanks, Janet



# 2017 Lucas Oil Ocean Cup – Key West to Cuba

## Equipment

A. Box Truck – once in position this will not move



B. Boat 50' x 10' (Tow Truck behind)



C. Hospitality Motor Coach 45' x 8.5'





## 2017 Lucas Oil Ocean Cup – Key West to Cuba

D. Popup Tent 10' x 20'



E. Display Setup with 5<sup>th</sup> Wheel Behind 40' x 20'





## 2017 Lucas Oil Ocean Cup – Key West to Cuba

### F. Viewing Platform



### G. Golf Cart





# 2017 Lucas Oil Ocean Cup – Key West to Cuba

## Position

### A. Mallory Square – West

#### 1. Enter / Exit



Questions: Will trees be in the way? Can a Fire Truck fit through there without hitting any trees?

## 2017 Lucas Oil Ocean Cup – Key West to Cuba





4. Press Conference, Crew and Boat check then return to KW within 1 hour.



### Arrival in Key West

1. Support Vessel at the Reef Reports SilverHook Passing
2. #77 Lucas Oil SilverHook passes the Finish Line!
3. APBA/UIM official timer stops the clock announcing the world record time.
4. SilverHook – comes off plane and does a slow loop near Mallory Square to allow engines to cool. This is a photo op where Nigel and Jay are flying the US and Cuban flag.
5. Helicopter(s) will proceed to airport to land.
6. SilverHook Proceeds to Truman Ramp for removal from water.
7. SilverHook is brought back to Mallory Square for press conference.
8. Awards presented
9. Party to celebrate two new world records.



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS

EVENT: Lucas Oil Ocean cup (Mallory Square) Race  
DATES: August 15-19, 2017 Village

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratcliff 6/17  
SIGNATURE DATE

I have had this  
application since 4-18-17

✓ Richard Scrum  
COMMUNITY SERVICES  
SIGNATURE DATE

✓ POLICE DEPARTMENT  
SIGNATURE DATE

✓ FIRE DEPARTMENT  
SIGNATURE DATE

✓ KWDOT  
SIGNATURE DATE

N/A

✓ PORT AND MARINE SERVICES  
SIGNATURE DATE

✓ CODE COMPLIANCE  
SIGNATURE DATE

ENGINEERING  
SIGNATURE DATE

UTILITIES  
SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN \_\_\_\_ APPROVED \_\_\_\_ DENIED

## Maria Ratcliff

---

**From:** Doug Bradshaw  
**Sent:** Friday, June 09, 2017 3:14 PM  
**To:** Maria Ratcliff  
**Cc:** Martha Arencibia  
**Subject:** RE: Lucas Oil Ocean Cup race from Key West to Cuba  
**Attachments:** DOC021.pdf

Good from the ports stand point

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:** Friday, June 09, 2017 3:08 PM  
**To:** Richard Sarver <rsarver@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Cassandra Jackson <cjackson@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Martha Arencibia <marencibia@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>  
**Cc:** James K. Scholl <jscholl@cityofkeywest-fl.gov>; Greg Veliz <gveliz@cityofkeywest-fl.gov>  
**Subject:** Lucas Oil Ocean Cup race from Key West to Cuba

*No alcohol and no noise.*

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



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS

EVENT: Lucas Oil Ocean cup (Mallory Square) Race  
DATES: August 15-19, 2017 Village

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Katakis 6/17  
SIGNATURE DATE

I have had this  
application since 4-18-17

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

Jin Young 9 Jun 17  
SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN        APPROVED        DENIED



## **Maria Ratcliff**

---

**From:** Alan Averette  
**Sent:** Monday, June 12, 2017 9:03 AM  
**To:** Maria Ratcliff  
**Subject:** RE: Lucas Oil Ocean Cup race from Key West to Cuba

Maria,  
No street closures, No cooking.  
No objections.

*Alan Averette, Fire Marshal*

Key West Fire Department  
1600 N. Roosevelt Boulevard  
Key West, Florida 33040  
305-809-3933 Office  
305-292-8284 Fax  
[aaverett@cityofkeywest-fl.gov](mailto:aaverett@cityofkeywest-fl.gov)

***Serving the Southernmost City***

**From:** Maria Ratcliff  
**Sent:** Friday, June 09, 2017 3:08 PM  
**To:** Richard Sarver <[rsarver@cityofkeywest-fl.gov](mailto:rsarver@cityofkeywest-fl.gov)>; Marcus A. Davila <[madavila@cityofkeywest-fl.gov](mailto:madavila@cityofkeywest-fl.gov)>; Steve Torrence <[storrence@cityofkeywest-fl.gov](mailto:storrence@cityofkeywest-fl.gov)>; Alan Averette <[aaverett@cityofkeywest-fl.gov](mailto:aaverett@cityofkeywest-fl.gov)>; Cassandra Jackson <[cjackson@cityofkeywest-fl.gov](mailto:cjackson@cityofkeywest-fl.gov)>; Doug Bradshaw <[dbradshaw@cityofkeywest-fl.gov](mailto:dbradshaw@cityofkeywest-fl.gov)>; Martha Arencibia <[marencibia@cityofkeywest-fl.gov](mailto:marencibia@cityofkeywest-fl.gov)>; Jim J. Young <[jjyoung@cityofkeywest-fl.gov](mailto:jjyoung@cityofkeywest-fl.gov)>; Rod Delostrinos <[rdelostrinos@cityofkeywest-fl.gov](mailto:rdelostrinos@cityofkeywest-fl.gov)>; Rogelio Hernandez <[rhernandez@cityofkeywest-fl.gov](mailto:rhernandez@cityofkeywest-fl.gov)>; Oscar Ladino <[oladino@cityofkeywest-fl.gov](mailto:oladino@cityofkeywest-fl.gov)>  
**Cc:** James K. Scholl <[jscholl@cityofkeywest-fl.gov](mailto:jscholl@cityofkeywest-fl.gov)>; Greg Veliz <[gveliz@cityofkeywest-fl.gov](mailto:gveliz@cityofkeywest-fl.gov)>  
**Subject:** Lucas Oil Ocean Cup race from Key West to Cuba

*No alcohol and no noise.*

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

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**From:** Rod Delostrinos  
**Sent:** Monday, June 12, 2017 2:14 PM  
**To:** Maria Ratcliff; Richard Sarver; Marcus A. Davila; Steve Torrence; Alan Averette; Cassandra Jackson; Doug Bradshaw; Martha Arencibia; Jim J. Young; Rogelio Hernandez; Oscar Ladino  
**Subject:** RE: Lucas Oil Ocean Cup race from Key West to Cuba

No issues with Transit.

Very Respectfully,

Rod Delostrinos  
Director of Transportation  
City of Key West

O: 305.809.3918  
C: 305.304.6860  
5701 College Road  
Key West, Florida 33040

**From:** Maria Ratcliff  
**Sent:** Friday, June 09, 2017 3:08 PM  
**To:** Richard Sarver <rsarver@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Cassandra Jackson <cjackson@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Martha Arencibia <marencibia@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>  
**Cc:** James K. Scholl <jscholl@cityofkeywest-fl.gov>; Greg Veliz <gveliz@cityofkeywest-fl.gov>  
**Subject:** Lucas Oil Ocean Cup race from Key West to Cuba

*No alcohol and no noise.*

Maria Ratcliff  
Executive Administrator to the City Manager &  
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City of Key West  
1300 White Street  
Key West, Florida 33040  
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# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Lucas Oil Ocean cup (Mallory Square) Race  
 DATES: August 15-19, 2017 Village

## DEPARTMENTS

## COMMENTS

### EVENTS (INITIAL SIGNOFF)

Maria Ratcheff 6/17  
 SIGNATURE DATE

I have had this  
 application since 4-18-17

### COMMUNITY SERVICES

SIGNATURE DATE

### POLICE DEPARTMENT

Steven  
Torrence

Digitally signed by Steven Torrence  
 DN: cn=Steven Torrence, ou=KWPD,  
 email=sttorrence@cityofkeywest-  
 fl.gov, c=US  
 Date: 2017.06.12 16:30:24 -04'30'

No issues that I can see; they might want to consider  
 an extra duty officer. No street closures/No Alcohol Sales

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

August 2017

23-24-25-26-27

**Lucas Oil Ocean Cup**  
**World Speed Records**  
**Key West to Cuba & Cuba to Key West**  
**June 20-25, 2017**

August  
15-19

**Planned Activities**

This document provides details for planning the activities for the Key West, FL side of the APBA/UIM World Speed Record events. Two World Record Attempts are being planned. The first record is from Key West to Cuba. The second record is the reverse course, from Cuba to Key West. Both records are to be run in one day with approximately a 1 hour break in Cuba for a press conference.

The dates for this event are June 20-25, 2017. Although weather conditions will ultimately determine the specific day, the first choice is Friday, June 23. Should weather forecasts for Friday be negative, the plan is to fall back to Thursday or move forward to Saturday. Because the attempt date will be confirmed later, this document will refer to WRAD (World Record Atttempt Date).

Safety for all participants is the number one priority.

Once the Event Village in Key West is set up we will maintain security on site that will stay in the Parliament Motor Coach. We need 50amp power hookups otherwise we will need to run generators. We also plan to employ off duty police to monitor the area overnight while we are set up.

**Decision Points**

**June 9-10 Weather Forecast** – Review long range weather forecasts to decide if conditions during June 21-25 are favorable for the attempt.

**June 16-17 Weather Forecast** – Review forecasts to confirm conditions are still favorable. Focusing on Friday, June 23 as the primary date.

**June 19-20 Weather Forecast** – Review forecasts to confirm conditions are still favorable. Focusing on Friday, June 23 as the primary date. Narrow the time of the day based on the weather trend.

**Note: If weather conditions are adverse, the event will be rescheduled.**

**Event Planning**

Race Director, Gene Stephens, will be coordinating APBA/UIM officials and all of the Key West Start/Finish activities, including placement of the Key West based support boat fleet.

Event Director, Karen Angle, will be the single point of contact with Cuban authorities and with the #77 Team Coordinator, Jim Edwards, located in Cuba during the run.

Event planning is ongoing. As refinements are made, detailed information will be provided.

The #77 Lucas Oil SilverHook crew members located in Key West will be referred to as the #77 Key West Team and the crew members located in Havana will be referred to as the #77 Havana Team.

Cruise Ship Schedule attached. **While cruise ships are docked no movement of vehicles may take place on the respective pier.** There are 3 cruise ship piers – Outer Mole (Truman Annex), Pier B (Margaritaville Resort) and Mallory Square Pier. Pier B will not affect our movement so those ships are in gray.

### **Stakeholders**

American Power Boat Association (APBA)  
Union Internationale Motonautique (UIM)  
PowerboatP1-USA (P1)  
Support Vessels  
Support Aircraft  
City of Key West  
Cultural Preservation Society/Sunset Celebrations  
Hemingway International Yacht Club of Cuba (HIYC)  
Key West Community Sailing Center (KWCS)  
US Coast Guard (USCG)  
Florida Keys National Marine Sanctuary (FKNMS)

### **Event Calendar / Important Dates**

NOTE: The dates below are based on **WRAD (World Record Attempt Date) of Friday, June 23** and are subject to change.

**WRAD minus 4 days (Monday, June 19)**

*Cruise Ship Schedule – Freedom (Pier B) 1100-1900*  
*Cruise Ship Schedule – Celebrity (Outer Mole) 0800-1700*

1. Weather Forecast provided and day and time discussed
2. Day and Time communicated to all Stakeholders
3. Arrival of Motor Coach to Florida Keys (Marathon)
4. Arrival of SilverHook to Homestead or Marathon
5. Verify KW is prepared for set up of Event Village at Mallory Square

6. Verify all removable safety barriers are ready to be moved as needed

**WRAD minus 3 days (Tuesday, June 20)**

*Cruise Ship Schedule – Victory (Pier B) 0730-1330*

1. Weather Forecast provided - WRAD Finalized and Time Estimated
2. Day and Estimated Time communicated to all Stakeholders
3. Arrival of Motor Coach and SilverHook to Mallory Square
4. Set Up Event Village on Mallory Square (see Attached Position and Equipment Document)
5. Security set up at Mallory Square
6. Welcome Party



**WRAD minus 2 days (Wednesday, June 21)**

*Cruise Ships Not Scheduled on any Pier.*

1. Weather Watch - Time of start discussed
2. Transport SilverHook to Truman Ramp
3. Test Run SilverHook
4. Video Shoot of test run and event village
5. Safety and Medical Briefing
6. Havana Support Team and Officials Fly to Havana

**WRAD minus 1 day (Thursday, June 22)**

*Cruise Ship Schedule – Enchantment (Pier B) 0930-1800*

*Cruise Ship Schedule – Empress (Mallory) 1230-1900*

1. #77 Key West Team to perform final checks on SilverHook
2. P1 Team to Inspect SilverHook for ABPA/UIM Sanctioning Purposes
3. Safety and Medical Briefing
4. Support Boat Briefing



**NOTE:** It is highly probable this attempt will begin just after sunrise.  
Departure in Key West could be as early as 6:30am.

**WRAD (Friday, June 23)**

*Cruise Ships Not Scheduled on any Pier.*

## Preparation

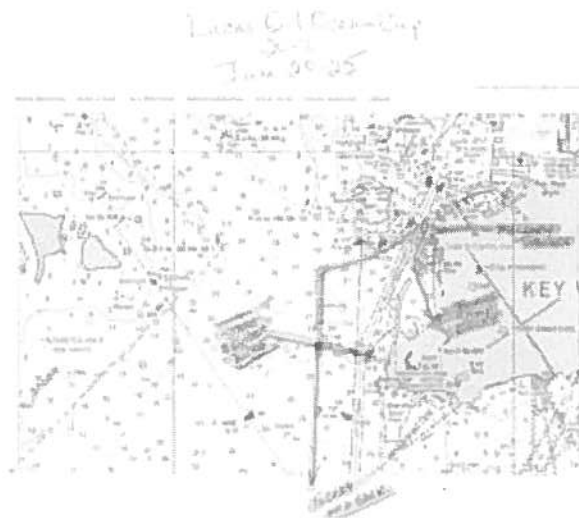
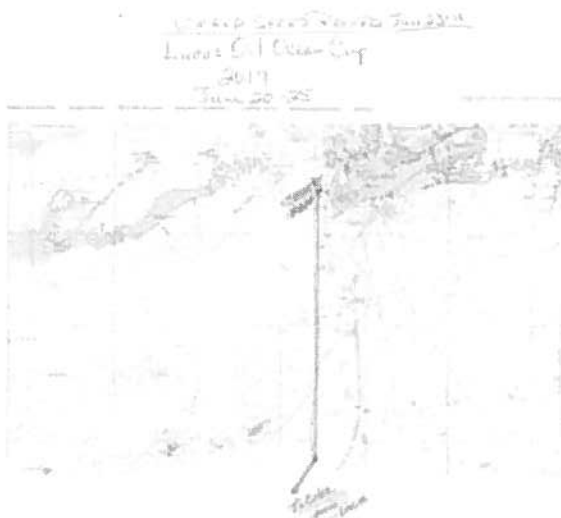
1. Key West
  - a. Safety Support Boats will be in position - 25, 50, and 75 miles from KW.
  - b. Support boat reef edge East of Eastern Dry Rocks – VIP viewing and video
  - c. Estimated time of departure will be confirmed and the estimated arrival time in Cuba will be communicated to the #77 Havana Team.
  - d. SilverHook moved to launch from Truman Annex Ramp (Maybe as early as 5 am)
  - e. Start Boat will move into position with ABPA/UIM officials on board
  - f. Safety Helicopter will be in the air with safety divers
  - g. Chase plane/Helicopter will be in the air
  - h. SilverHook to make slow run by Mallory awaiting final word of all systems go.

## Pre-Departure KW

1. APBA/UIM officials report that everything is ready for timing
2. Safety Aircraft above SilverHook ready to go
3. Communications check between all vessels and KW Team ( SilverHook, Safety Helicopter, Chase Plane/Helicopter, Starting Boat, Support Boat on Reef)
4. Support Boat in place at reef as marker and to report vessel passing

## Departure KW – Begin 1st World Record Attempt - Key West to Cuba

1. SilverHook will start the run toward the start line SW of Sunset Key and West of Fort Zach
2. SilverHook will run parallel to the Cruise Ship Channel staying East of Eastern Dry Rocks but West of Channel.
3. SilverHook will turn toward Cuba once past the reef and safe passage has been confirmed by Safety Helicopter.



## Arrival in Cuba –

1. #77 Lucas Oil SilverHook passes the Finish Line & proceeds to Seawall Steps
2. APBA/UIM official timer stops the clock announcing the world record time.
3. Helicopter(s) will proceed to airport to refuel.



4. Press Conference, Crew and Boat check then return to KW within 1 hour.



### Arrival in Key West

1. Support Vessel at the Reef Reports SilverHook Passing
2. #77 Lucas Oil SilverHook passes the Finish Line!
3. APBA/UIM official timer stops the clock announcing the world record time.
4. SilverHook – comes off plane and does a slow loop near Mallory Square to allow engines to cool. This is a photo op where Nigel and Jay are flying the US and Cuban flag.
5. Helicopter(s) will proceed to airport to land.
6. SilverHook Proceeds to Truman Ramp for removal from water.
7. SilverHook is brought back to Mallory Square for press conference.
8. Awards presented
9. Party to celebrate two new world records.



# 2017 Lucas Oil Ocean Cup – Key West to Cuba

## 2. Layout







On Tue, Jun 13, 2017 at 8:24 AM, Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)> wrote:

*One more question that I received from Community Services. Will you require barricades to cordon out the area that you are using?*

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](tel:3058093881)

Fax: [305 809-3886](tel:3058093886)

**From:** Janet Wilson [mailto:[Janet@silverhook.com](mailto:Janet@silverhook.com)]  
**Sent:** Monday, June 12, 2017 5:22 PM  
**To:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>

**Subject:** Re: FW: Update for Sunset Celebration - August 15-19 - New date for Lucas Oil Ocean Cup - Cuba to Key West

YES! I'm counting on it :-)

On Mon, Jun 12, 2017 at 2:55 PM, Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)> wrote:

*Oh another question. Is Sunset Celebration be able to have their nightly celebration?*

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](tel:3058093881)

Fax: [305 809-3886](tel:3058093886)

**From:** Janet Wilson [mailto:[Janet@silverhook.com](mailto:Janet@silverhook.com)]

**Sent:** Monday, June 12, 2017 2:48 PM

**To:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>; Karen Angle <[karen@silverhook.com](mailto:karen@silverhook.com)>

**Subject:** Re: FW: Update for Sunset Celebration - August 15-19 - New date for Lucas Oil Ocean Cup - Cuba to Key West

Hi Maria,

No, we never received a response to the email and I called the number on their website (but don't remember whether or not there was answering machine).

Since our alternate dates didn't fall on one of their "hot" dates, we've moved forward with the planning. Karen will be submitting the paperwork as soon as we know the launch plan which will either be Simonton Street ramp, Key West City Ramp or a marina on Stock Island (via crane).

Thanks for following up.

On Mon, Jun 12, 2017 at 2:43 PM, Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)> wrote:

*I wanted this to go in front of the Commission of July 5<sup>th</sup>. I have to upload by the 15<sup>th</sup>. I am kind of done but wanted to make sure everything was in its place. Thanks!*

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](tel:3058093881)

Fax: [305 809-3886](tel:3058093886)

---

**From:** Maria Ratcliff

**Sent:** Monday, June 12, 2017 2:19 PM

**To:** 'Janet Wilson' <[Janet@silverhook.com](mailto:Janet@silverhook.com)>

**Subject:** RE: Update for Sunset Celebration - August 15-19 - New date for Lucas Oil Ocean Cup - Cuba to Key West

*Hi Janet,*

*Did you get a response from the Sunset people? Thanks!*

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](tel:3058093881)

Fax: [305 809-3886](tel:3058093886)

**From:** Janet Wilson [<mailto:Janet@silverhook.com>]

**Sent:** Wednesday, May 10, 2017 9:57 AM

**To:** [SKSchall@gmail.com](mailto:SKSchall@gmail.com); [Fritterman@gmail.com](mailto:Fritterman@gmail.com); [WAngieKW@aol.com](mailto:WAngieKW@aol.com); [KWCaricatures@gmail.com](mailto:KWCaricatures@gmail.com); [Orders@twistedanimals.com](mailto:Orders@twistedanimals.com); [TheGraffeos@hotmail.com](mailto:TheGraffeos@hotmail.com)

**Cc:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>; Larry Bleil <[larrybleil@gmail.com](mailto:larrybleil@gmail.com)>; Karen Angle <[karen@silverhook.com](mailto:karen@silverhook.com)>

**Subject:** Update for Sunset Celebration - August 15-19 - New date for Lucas Oil Ocean Cup - Cuba to Key West

Dear Sunset Celebration,

It was very nice meeting you all last week and I would like to provide a quick update about our plans for August. The date we discussed during the meeting needed to be moved to be a week *earlier* due to various schedules within the team. The new dates for planning for are now **August 15-19** which I believe was the earliest start date not interfering with the Lobsterfest weekend?

The rough plan would be to move into Mallory Square on Tuesday the 15th (early), and to be out Saturday the 19th of August (a cruise ship is arriving on the 20th). The record run to Cuba will be on Thursday, August 17th. I have updated Maria / City of Key West and Karen Angle will be resubmitting the paperwork with the city.

Please let me know right away, today if possible, if there are concerns with August 15-19 dates because a press release announcing the date changed is planned for late today or tomorrow.

Thanks again for your time last week!

Janet

Janet Wilson

Team Manager, #77 *Lucas Oil SilverHook*

General Manager, SilverHook Powerboats

619.733.1428 | [Janet@SilverHook.com](mailto:Janet@SilverHook.com)

