

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Bahama Village Community Coalition
Address of Applicant(s) P.O. Box 903 K.W. FL 33040 Email: GlenwoodL@bellsouth.net
Phone Number of Applicant(s) and emergency number (770) 401 7932

Name of Non-Profit(s) Same AS Above

Address of Non-Profit(s) _____

Phone Number of Non-Profit(s) _____

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

Date(s) of Event October 19th + 20th

Hours of Operation 10:00 AM. 12:00 midnight

Estimated/anticipated number of persons per day 5000

Location of Event Petronia St. and side streets from Duval to Park

Street Closed 11

Detailed Description of Event: Annual Celebration/Street Fair, celebrating the contributions and traditions the Bahamas and Native Residents. Through music and other cultural acts.

List of Businesses that will participate in Alcohol Exemption: _____

Noise exemption required: Yes ☒ No ☐

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

Recycle Deposit \$1000.00 Yes ☒ No ☐

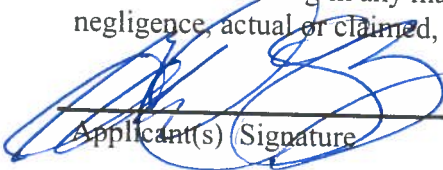
Cooking oil recycled Yes ☒ No ☐

Recycled containers Yes ☒ No ☐

Accounting of items recycled

* Measures

The applicant does ac knowledge 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 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.



Applicant(s) Signature

5-16-2018
Date

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

\$50.00

Date 5-16-18

Applicant Name Bahama Village Community Coalition

Applicant Address P.O. Box 9030

Applicant Phone Number (770) 401-7932

Event Name Gombay

Event Address/Location Petronia Street

Date of Event Oct 19th & 20th 2018

Nature of Event _____

Profit ☐ Non Profit ☒

Time(s) Request for Exemption _____

Number of Exemptions at this location this calendar year 1

Date of last exemption Oct 2017

\$50.00

Payment Type: ALL CASH REDEPTS
Transaction Amount: \$50.00
Additional Comments: bahama village community coalition gombay

Reference ID: 50103
Fee Code Version: SPECIAL EVENTS PAYMENTS - 35
Originator Receipt Number: 0
Originator Payment Date:

Receipt Details:

Cashier Id: KEYWEST1\awards
Receipt Date: 6/14/2018 12:56:00 PM
Receipt Number: 36041

Receipt Header:

Tender Details:
Tender Type: CA
Tender Amount: \$50.00

FOR DEPOSIT ONLY
ACCOUNT 0107303056

Date: 6/14/2018 12:56:00 PM
Receipt Number: 36041
Amount: \$50.00

ORDINANCE NO. 02-09

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 provisions 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 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 (1½%) 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.

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

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 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) A major festival is a special event of regional impact. Major festivals are: ~~Fancy 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 which 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 therefore 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.

Sponsor's Signature



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. The Permittee 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 Worker's Compensation Coverage

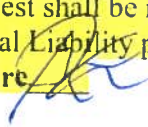
Employers Liability with minimum limits of \$1,000,000 injury by Accident

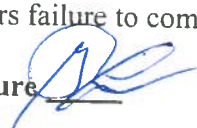
\$1,000,000 injury by Disease

Policy Limits and \$1,000,000 injury by Disease – 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.

Sponsor's Signature 

4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty

police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.

Sponsor's Signature 

6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

Sponsor's Signature 

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

the special event.

Sponsor's Signature



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

Sponsor's Signature



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

Sponsor's Signature



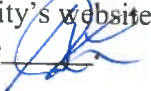
16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

Sponsor's Signature



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

Sponsor's Signature



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

Sponsor's Signature



Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Glenwood Lopez Phone number: 770-401-7932
- 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:
- 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: Waste Management
- Capacity of containers on grounds:
Contact person for containers: Margaret Lara Phone #:
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. Craig Allen (American Legion)
Nathan Carey - Coalition
- 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.
Craig Allen (American Legion)
Nathan Carey - Coalition
- Arrange for emptying of recycling containers during the event - from the containers on the grounds to the large container.
Arrangements made: Nathan Carey (American Legion) Coalition
- 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: Craig Allen (American Legion)
Nathan Carey - Coalition
- 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.
Craig Allen (American Legion)
- Oversee the delivery of containers and placement of signs. Craig Allen (American Legion)
- 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: City Public Works Department
Actions taken: _____

- View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: City Public Works Department
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: City Public Works Department

- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced. City Public Works Department

- At the end of the event, remove signs and arrange for their return to owners. BVCC

- Place recycling containers in the pick-up location, as arranged with the providers of the containers. Waste Management

- 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: Waste Management

Contamination: City Public Works Department

- 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. Margaret Lara, Waste Management

- 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



THE CITY OF KEY WEST

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 blue ink, appearing to be "M. B. B.", written over a horizontal line.

BAHAMA VILLAGE COMMUNITY COALITION, INC.

P.O. BOX 903
KEY WEST, FL 33040

81-275/829

497

DATE 6-4-18 PM

PAY TO THE
ORDER OF

City of Key West \$1000.00
One Thousand 00/100 DOLLARS

Heat
Reactive
INK



www.my100bank.com

MEMO

Recycling

[Signature]

MP

LOOK FOR FIDELITY FEATURES INCLUDING THE SECURITY SQUARE AND HEAT REACTIVE INK DETAIL ON BACK

Date: 6/14/2018 1:00:07 PM
Receipt Number: 38043
Amount: \$1,000.00

FOR DEPOSIT ONLY
ACCOUNT 0100903056

Tender Detail: RECEIPT****
Tender Type: CK
Tender Amount: \$1,000.00

Receipt Header:

Cashier Id: KEYWEST1\woods
Receipt Date: 6/14/2018 1:00:07 PM
Receipt Number: 38043

Receipt Details:

Reference ID:
50105
Fee Code Version:
UNUSUAL PAYMENTS - ZZ
Originator Receipt Number:
0
Originator Payment Date:

Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$1,000.00
Additional Comments: Goombay 2018 recycle

\$1,000.00



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

Bahama Village Community Coalition, Inc.

Goombay 2018

October 19 & 20, 2018

I **Glenwood Lopez** being authorized to act on behalf of and legally bind **Bahama Village Community Coalition, 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.

Maria Ratchiff
Signature of Witness

Maria Ratchiff
Print Name

6-4-18
Date

Glenwood Lopez
Signature of Applicant
Glenwood Lopez
Print Name
6-4-18
Date

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

State of Florida

Department of State

I certify from the records of this office that BAHAMA VILLAGE COMMUNITY COALITION INC. is a corporation organized under the laws of the State of Florida, filed electronically on May 08, 2018, effective May 03, 2018.

The document number of this corporation is N18000005203.

I further certify that said corporation has paid all fees due this office through December 31, 2018, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

I further certify that this is an electronically transmitted certificate authorized by section 15.16, Florida Statutes, and authenticated by the code noted below.

Authentication Code: 180511163305-300313188163#1

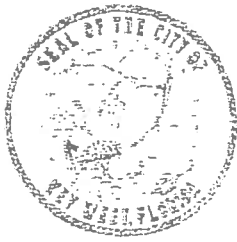
Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Eleventh day of May, 2018



Ken Detzner
Ken Detzner
Secretary of State

2017 GOOMBAY INCOME:

MARIA HERNANDEZ		\$36,000
BEER BOOTH 1 - 10/20/17	\$1,200	\$1,365
BEER BOOTH 2 - 10/20/17	\$420	\$685
BEER BOOTH 3 - 10/20/17	\$401	\$442
BEER BOOTH 4 - 10/20/17	\$305	\$595
PARKING LOT 10/20/17	\$400	
BEER BOOTH 1 - 10/21/17	\$3,450	
BEER BOOTH 2 - 10/21/17	\$746	added \$4.0
BEER BOOTH 3 - 10/21/17	\$737	
BEER BOOTH 4 - 10/21/17	\$628	(paid \$300
PARKING LOT 10/21/17	\$490	
TSHIRTS AND PROGRAM GUIDES	\$679.00	
KIDS ZONE		\$6,010
????		\$345
Kenny Sullivan reimbursing for money stolen len		\$500
EAGLE BRANDS SPONSORSHIP		\$2,000
FANTASY FEST REIMBURSEMENT		\$850
TOTAL		\$60,298



THE CITY OF KEY WEST

Parking Division

1300 White Street

Key West, FL 33040

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

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

Key West Bight Rates: \$3.50 per hour or \$20.00 per day per space

On-Street Meter Rates: \$3.00 per hour or \$20.00 per day per space.

Modification of rates can only be approved by Commission.

If you have any questions, please contact John Wilkins, Parking Director at (305) 809-3855 or email jwilkins@cityofkeywest-fl.gov

(305) 809-3855 jwilkins@cityofkeywest-fl.gov



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Florida Not For Profit Corporation

BAHAMA VILLAGE COMMUNITY COALITION INC.

Filing Information

Document Number N18000005203
FEI/EIN Number NONE
Date Filed 05/08/2018
Effective Date 05/03/2018
State FL
Status ACTIVE

Principal Address

396 BALIDO STREET
KEY WEST, FL 33040

Mailing Address

396 BALIDO STREET
KEY WEST, FL 33040

Registered Agent Name & Address

LOPEZ, GLENWOOD
396 BALIDO STREET
KEY WEST, FL 33040

Officer/Director Detail

Name & Address

Title P

LOPEZ, GLENWOOD
396 BALIDO STREET
KEY WEST, FL 33040

Title VP

BARNETT, LAKAY
920 EMMA STREET, APT. 103
KEY WEST, FL 33040

Title TREA

CLARK, MONA C

809 ELIZABETH STREET
KEY WEST, FL 33040

Title SECR

BRYAN WALLACE, MONICA
1010 EMMA STREET, APT. 6F
KEY WEST, FL 33040

Annual Reports

No Annual Reports Filed

Document Images

[05/08/2018 -- Domestic Non-Profit](#)

[View image in PDF format](#)

Florida Department of State, Division of Corporations

WE THE UNDERSIGNED RESIDENTS AND BUSINESSES OF KEY WEST, FL/BAHAMA VILLAGE AGREE AND SUPPORT THE BAHAMA VILLAGE COMMUNITY COALITION, INC. HOSTING, COORDINATING, AND DIRECTING ALL ASPECTS OF THE GOOMBAY FESTIVAL.

NAME

ADDRESS

Latoria Lopez
Ester Williams
Julia Lang
Shakara Brown

828 Whitehead St.
828 Shaver Ln
309 Truman Ave
828 Whitehead

Gerald Bailey

Manuel L. Llorens

828 Whitehead

Carmen Fagan

728 Whitehead St

Consuelo Pinder

720 Whitehead St

Andrey Miller

320 Angela St

Rosemary Leatherwood

320 Angles St

Eloy, JEAN

720 Whitehead St. Apt

Laurent, H.

~~720~~ Whitehead St.

Daino Graine

320 Angela St

James A Williams

320 Angles St apt 10-H

Robert F Butler

320 Angles St apt 10-H

Veronica Zafra

320 Angles St apt 9A

Charles Winter

720 Whitehead St

Carmen Winter

720 Whitehead St

WE THE UNDERSIGNED RESIDENTS AND BUSINESSES OF KEY WEST, FL/BAHAMA VILLAGE AGREE AND SUPPORT THE BAHAMA VILLAGE COMMUNITY COALITION, INC. HOSTING, COORDINATING, AND DIRECTING ALL ASPECTS OF THE GOOMBAY FESTIVAL.

NAME

ADDRESS

Terri Winte
Aloma Munnings

320 Angela St
320 Angela St

Lia Scott

320 Angela St

William Gander

828 Whitehead St

Cam's Hall

720 Angela St

Blue Macaw

804 Whitehead

Ernest Hemingway

907 Whitehead St

Lighthouse Hotel

902 Whitehead St

Court House Deli

1000 Whitehead St

Patricia Mobley

4B Robert Gabriel

Jasmin Scott

4A Robert Gabriel

Pat Jensen

720 Whitehead St

Castillo, Thurston

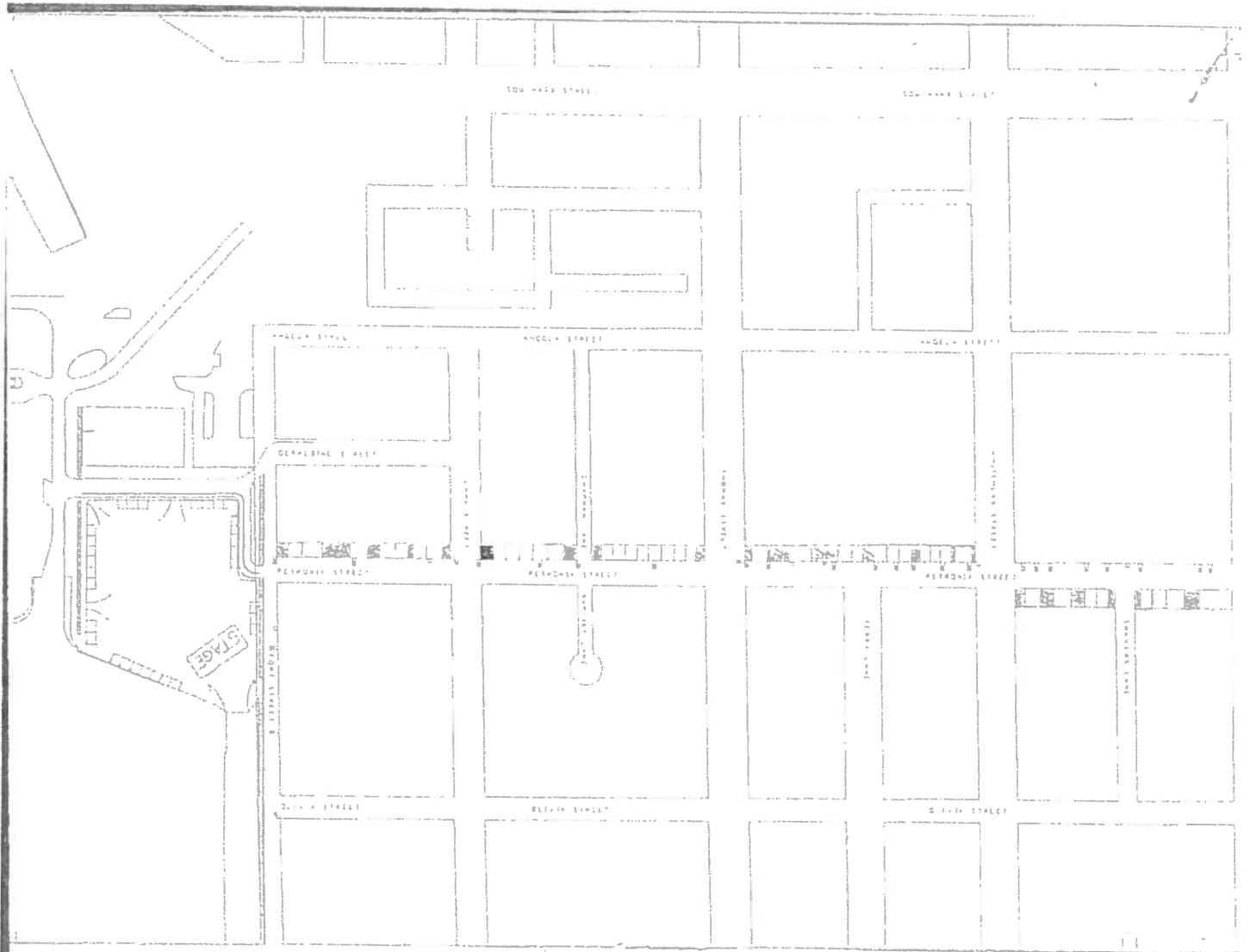
328 Truman Ave

Blue Heaven

729 Thomas St.

Johnson's Grocery

800 Thomas St.



2018 Goombay Map Terry Ln - Emma St.

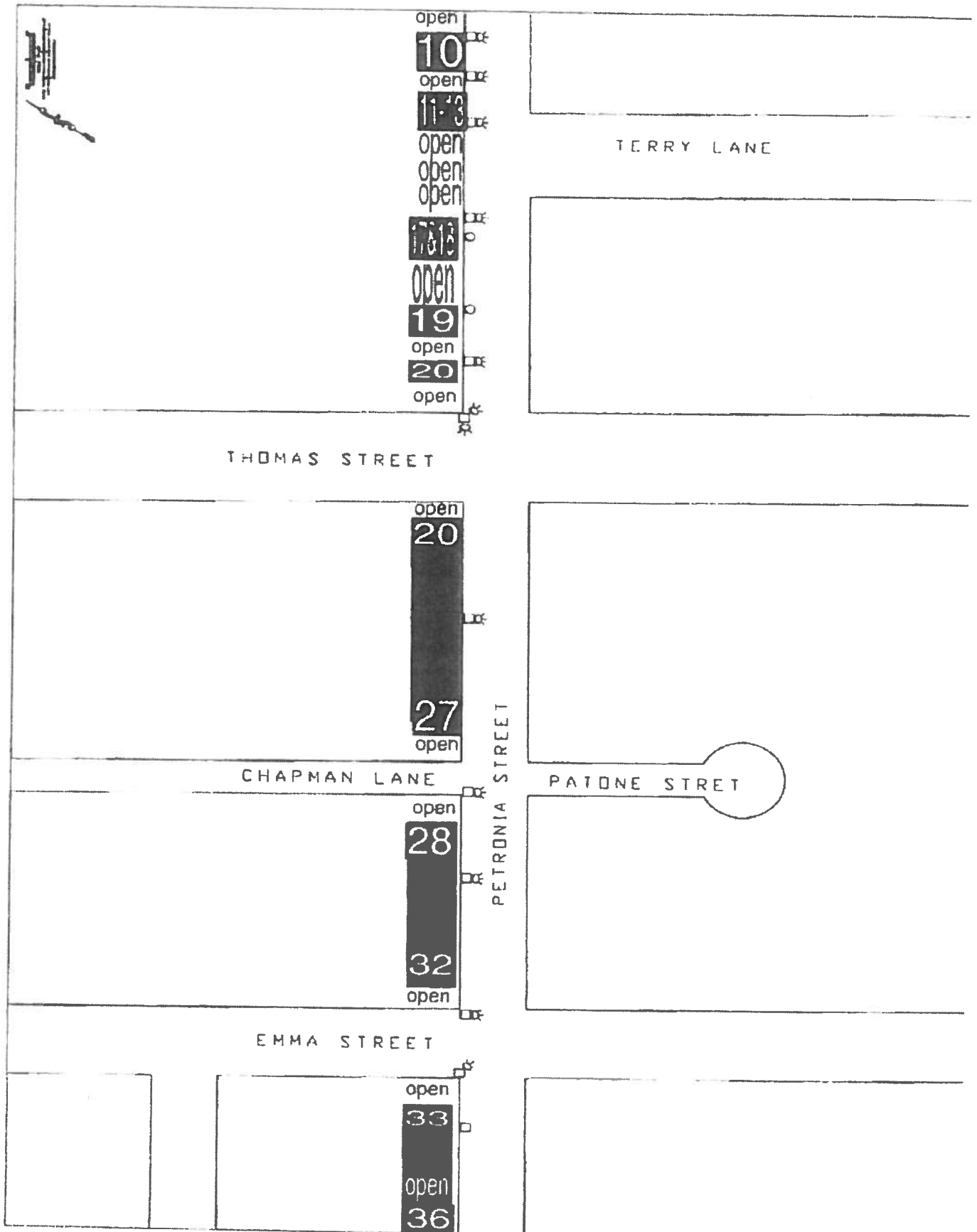


Exhibit (A)
Goombay Map
2018

Booth Spaces 1 - 4

Booth Spaces 5 - 9

Booth Spaces 10 - 20

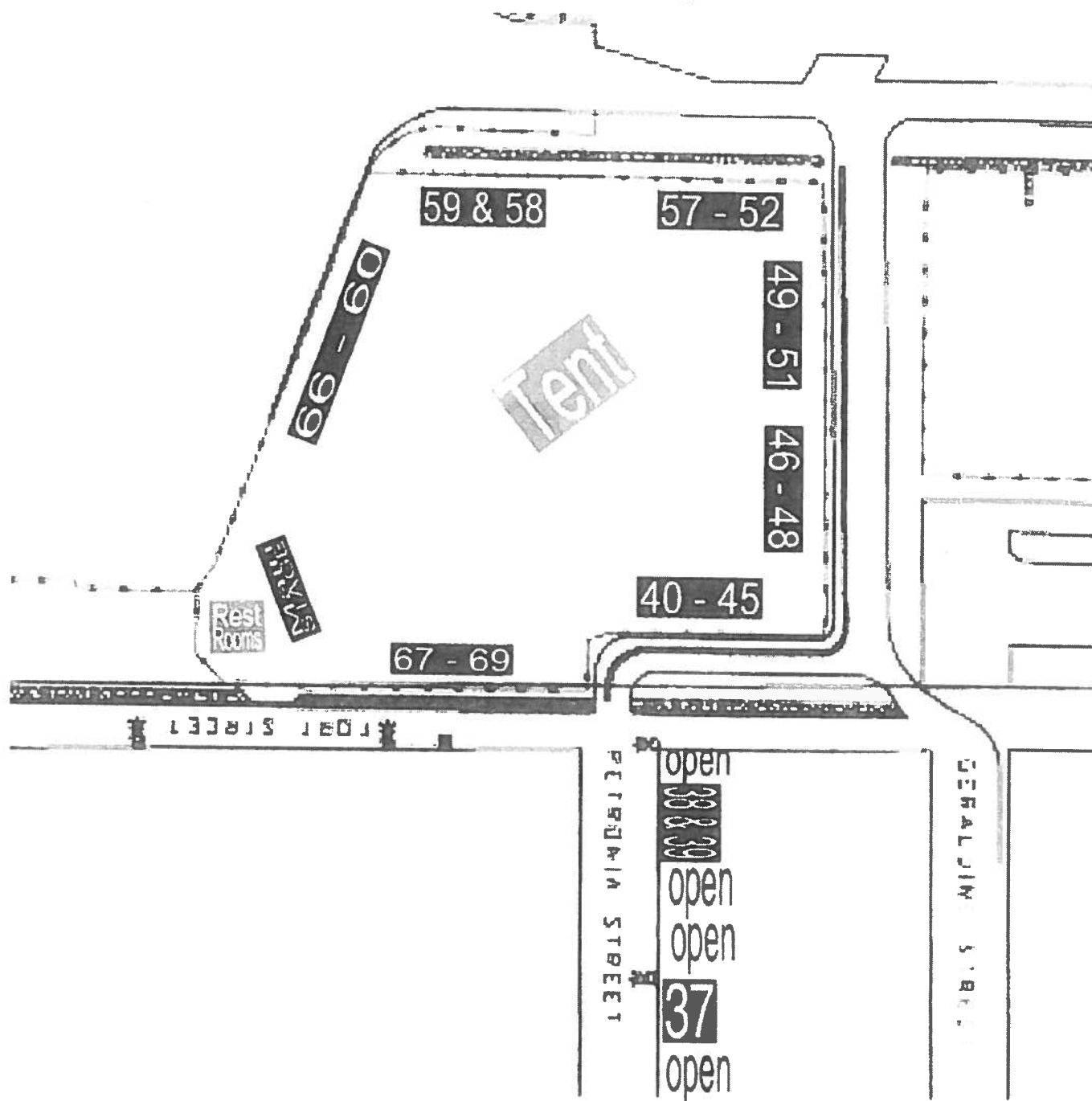
Booth Spaces 21 - 28

Booth Spaces 29 - 33

Booth Spaces
34 - 41

Soccer Field
42 - 60

2018 Goombay Map Inside Goombay Park



Goombay Map
2013

Booth Spaces 1 - 4

Booth Spaces 5 - 9

Booth Spaces 10 - 20

Booth Spaces 21 - 30

Booth Spaces 31 - 40

Booth Spaces
41 - 45

Soccer Field
42 - 70



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

- ☐ 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)

Food Booths

- ☒ Food Booths - Total # _____
- ☒ Vendor Booths - Total # _____
- ☐ Total Number of Booths - _____

Parade

- ☒ Floats - Total # _____



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/20/2017

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

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

PRODUCER Diamond Insurance Partners 3706 North Roosevelt Blvd. #207 Key West FL 33040		CONTACT NAME: PHONE (A/C, No, Ext): (305)292 8080 FAX (A/C, No): (305)292-6002 E-MAIL ADDRESS:	
INSURED Key West Goombay Festival Inc. Bahama Village Community Coalition PO Box 903 Key West, FL 33040		INSURER(S) AFFORDING COVERAGE INSURER A: Burlington Insurance Company INSURER B: Mount Vernon Fire Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: CL17102000843

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y		173173207	10/19/2017	10/22/2017	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			Update			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DEF <input type="checkbox"/> RETENTION \$				LACI OCCURRENCE \$ AGGREGATE \$		
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A		PER STATUTE E.L. EACH ACCIDENT \$ F.I. DISEASE - EA EMPLOYEE \$ F.I. DISEASE - POLICY LIMIT \$		
B	Liquor Liability			17C3437	10/20/2017	10/22/2017	Occurrence \$1,000,000 Aggregate \$2,000,000

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

Goombay Festival

GL dates include Set-up and Take Down

CERTIFICATE HOLDER

City Of Key West PO Box 1409 Key West FL 33041
--

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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Event Name: _____

Goombay 2018

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	Working w/W M
✓	Authorization Letter for continuous cleaning of recycled area	
✓	Signatures of No Objection of Street closure (If applicable)	
✓	Insurance naming the City as additional insured	FORTHCOMING
✓	Financial of previous event (If applicable)	
✓	Release & Idemnification Form	
✓	Site Map (where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	^{the} They are not a profit



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Goombay 2018
DATES: Oct 19~~th~~ 2018

DEPARTMENTS	COMMENTS
EVENTS (INITIAL SIGNOFF) <u>Maria Pate</u> SIGNATURE DATE <u>10/21/18</u>	
COMMUNITY SERVICES SIGNATURE DATE	
POLICE DEPARTMENT SIGNATURE DATE	
FIRE DEPARTMENT SIGNATURE DATE	
KWDO1 SIGNATURE DATE	
PORT AND MARINE SERVICES <u>Ji Yang</u> SIGNATURE DATE <u>21 Jun 18</u>	
CODE COMPLIANCE SIGNATURE DATE	
ENGINEERING SIGNATURE DATE	
UTILITIES SIGNATURE DATE	

SPECIAL EVENT PERMIT HAS BEEN APPROVED _____ DENIED _____

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALSEVENT: Gcomban 2018
DATES: OCT 19th - 20th 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

SIGNATURE Maria Ate. DATE 6/21/18

COMMUNITY SERVICES

SIGNATURE _____ DATE _____

POLICE DEPARTMENT

Steve Torrence 6/21/18

SIGNATURE _____ DATE _____

FIRE DEPARTMENT

SIGNATURE _____ DATE _____

KWD01

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

Goombay 2018

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRUCTIONS

SIGNATURE

DATE

PUBLIC WORKS

SIGNATURE

DATE

POLICE

SIGNATURE

DATE

FIRE DEPARTMENT

Alan Averette

6/25/2018

SIGNATURE

DATE

SEE ATTACHED MEMO

PORT/KEY WEST DOT

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE

DATE

PARKING DEPARTMENT

SIGNATURE

DATE



THE CITY OF KEY WEST

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

To: Goombay Festival

From: Division Chief/Fire Marshal Alan Averette

Date: June 26, 2018

Reference: Goombay Festival

This office reviewed the special event application for Goombay Festival to be held on October 19 & 20, 2018.

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 9 Fire Inspectors during the event hours at a rate of \$40.00 per hour: (4) Inspectors Friday the 19th, and (5) Inspectors Saturday the 20th.
- The same foot print for the festival set up as 2017. 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

3267 LSN 132
KEY WEST



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**.

Goombay 2018

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):		CONDITIONS/RESTRUCTIONS
SIGNATURE	DATE	
PUBLIC WORKS		
SIGNATURE	DATE	
POLICE		
SIGNATURE	DATE	
FIRE DEPARTMENT		SEE ATTACHED MEMO
Alan Averette	6/25/2018	
SIGNATURE	DATE	
PORT/KEY WEST DOT		
SIGNATURE	DATE	
CODE COMPLIANCE		
SIGNATURE	DATE	
KEY WEST PROPERTY MANAGEMENT		
SIGNATURE	DATE	
PARKING DEPARTMENT		
SIGNATURE	DATE	

CITY OF LEWIS SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Goombay 2018
DATES: OCT 19~~th~~ 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria A. [Signature] 6/21/18
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

LWDO1

Rogelio Hernandez [Signature] 7-3-18
SIGNATURE DATE

No Bus Service
West of Simonton St.

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DATED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Goombay 2018

DATES: Oct 19~~th~~ 20, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rater 6/21/18
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