

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Cultural Preservation Society / Sunset Celebration

Address of Applicant(s) PO Box 4837, K.W. FL 33040

Phone Number of Applicant(s) 786-565-7448 or 305.393.6248 Fax: _____ Email sunmail@sunsetcelebration.org
lindainkeywest@yahoo.com

Name of Non-Profit (s) Cultural Preservation Society

Address of Non-Profit(s) PO Box 4837, K.W. FL 33040

Phone Number of Non-Profit(s) 786-565-7448

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

Date/Dates of Event SAT., April 30, 2016

Hours of Operation 10:00 AM - 5:00 PM

Estimated/anticipated number of persons per day _____

Location of Event Duval St. between Greene & Eaton Street S

Street Closed 8:00 AM - 6:00 PM

Detailed description of event No alcohol sales. No large food vendors.
No "buy-resale" items.

Strictly handmade arts + crafts

Noise exemption required: Yes _____ No X

Alcoholic beverages sold/served at event: Yes _____ No X

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.

Linda M'Call, Committee member
CPS

Date

2/29/16

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

Revised for
Third Reading
11/19/02

ORDINANCE NO. 02-29

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

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

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

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

Sec. 6-26. Payment for city services.

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

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is

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

established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1-1/2%) per month.

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

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

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

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

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

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

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

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

Sec. 6-56. Application.

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

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

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

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

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

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

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

Sec. 6-58. Major festival.

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

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

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

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

Sec. 6-61. Temporary bathroom facilities.

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

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

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

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

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

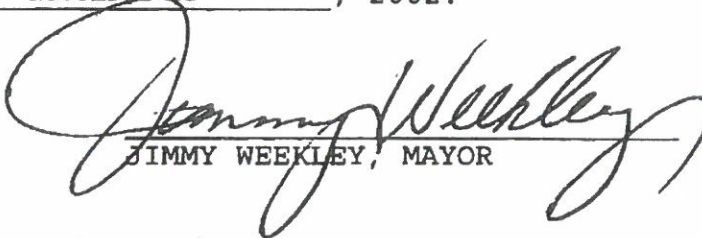
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

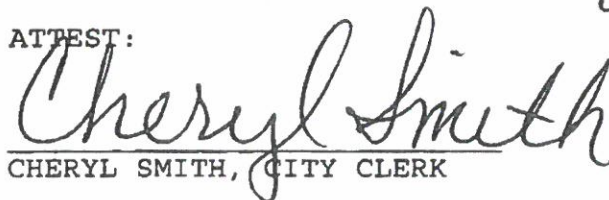
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

Filed with the Clerk November 21, 2002.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK



THE CITY OF KEY WEST

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

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel
City Attorney RT

DATE: October 17, 2002

RE: Special Events Ordinance
Second Reading

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

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

lm

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 Linda McCall
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 Linda McCall
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 Linda McCall
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 Linda McCall
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. n/a
Sponsor's Signature Linda McCall

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. *n/a*
Sponsor's Signature Linda McCall
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature Linda McCall
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 Linda McCall
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 Linda McCall
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 Linda McCall
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 Linda McCall
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 Linda McCall
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 Linda McCall

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 Linda McCall

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 Linda McCall

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 Linda McCall

Cultural Preservation Society
Sunset Celebration at Mallory Square

Mr. James Scholl
City Manager
City of Key West
3132 Flagler Ave.
Key West, FL 33040

Dear Mr. Scholl:

On behalf of our organization, I am submitting an application for an Arts & Crafts Street Fair on Saturday, April 30. We would like to move our annual street fair from Greene Street to Duval Street.

The net proceeds from our street fair solely funds our scholarship programs. As in past years, we award three graduating seniors attending college to study the Arts a substantial scholarship. This year's goal is to award (3) \$1,500 scholarships. Last year we were also able to make a sizeable donation to the Bahama Village Music Program and sponsor a few art camp sessions for economically disadvantaged school age youth. We are hoping the success of this street fair will help us expand art camp sponsorships.

Our street fair will feature exclusively hand-made items with no "buy/sell" merchandise allowed. No large food vendors will be invited to participate. We may have 2-4 small food booths (guacamole, etc.). Our site map proposal allows for access to restaurants on Duval and handicap access to the sidewalks. We will not sell alcohol.

We are asking for the use of Duval Street between Caroline and Fleming, with a street closure from 8:00 a.m. to 6:00 p.m. The street fair hours would be between 10:00 a.m. and 5:00 p.m. Our proposed site map allows for (10) 5x10 and (60) 10x10 booths.

Thank you for your consideration of our application. If you have any questions, please call me at 305.393.6298 or Susan Schaal (CPS Board Member) at 305.923.4915.

Sincerely,



Linda McCall
Street Fair Committee Member,
Cultural Preservation Society

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Linda McCall Phone number: 305.393.6298
- 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: 16 total
- 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: Spoke with Margaret
- Capacity of containers on grounds:
Contact person for containers: Linda McCall Phone #: 305.393.6298
- 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: volunteers
- 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: yes
- 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*

March 1, 2016

Recycling Plan for Conch Republic Days Street Fair

I am in contact with Margaret at Waste Management. Our event will order 16 recycling bins and 16 garbage bins.

The recycling bins will be placed evenly throughout the event, down the middle of Duval Street. This will provide easy access for the public to use.

We also will have signage on the front of the bins encourage recycling and what can be placed in the containers.

Key West Cultural Preservation Society,
Sunset Celebration at Mallory Square

A handwritten signature in blue ink, appearing to read "Linda M. Call".

Conch Republic Days Street Fair Committee

[illegible]



THE CITY OF KEY WEST

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

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

Linda McCall

Key West Cultural Preservation Society
Sunset Celebration at Mallory Square

Ms. Maria Ratcliff
City of Key West
3132 Flagler Ave.
Key West, FL 33040

Dear Ms. Ratcliff:

Last year our organization awarded the following scholarships from the street fair proceeds:

Sophie Arazi - \$1,500
Andrew Martoci - \$1,500

We also gave two grants to local non-profits for art education programs from street fair proceeds and our operating funds:

Key West Art and Historical Society, Art Camp: \$800
Bahama Village Music Program: \$500

Sincerely,



Linda McCall
Street Fair Committee Member,
Key West Cultural Preservation Society

Key West Cultural Preservation Society, Inc. Transaction Detail By Account January through December 2015

03/01/16
Cash Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Original Amount	Paid Amount
Donations									
High School Grant									
Check	05/28/2015	3883	Sophie Arazi				Capitol One - ...	1,500.00	1,500.00
Check	05/28/2015	3884	Andrew Matroci				Capitol One - ...	1,500.00	1,500.00
Total High School Grant								3,000.00	3,000.00
Total Donations								3,000.00	3,000.00
TOTAL								3,000.00	3,000.00

03/01/16
Cash Basis

Type	Date	Num	Name	Memo	Class	Split	Original Amount
Donations							
Donation to Non-profits							
Check	08/02/2015	3890	Key West Art and Historical Society	Art Camp		Capitol One - ...	800.00
Check	07/06/2015	3907	Bahama Village Music Program			Capitol One - ...	500.00
Total Donation to Non-profits							
Total Donations							
TOTAL							

Petition for Street Fair

Conch Republic Days - Saturday, April 30, 2016

Event Time 10:00 a.m. to 5:00 p.m.

Street Closure 8:00 a.m. to 6:00 p.m.

The Cultural Preservation Society, (a non-profit organization) a/k/a SUNSET CELEBRATION AT MALLORY SQUARE will put forth an application with the City of Key West for the use of Duval Street, between Caroline and Fleming Streets on the date above.

The City asks that our organization petition for signatures from the business' located within the street fair. Your signature below will show your support of our event.

This event is a non-profit event. The net proceeds of this event will be used to award three graduating high school seniors a major scholarship in the targeted amount of \$1,500 each. Other scholarships for summer art camps may also be awarded.

Questions may be directed to Linda McCall at 305.393.6298 or via email at sunmail@sunsetcelebration.org

Business Name, Signature & Title, Date:

non.
LaConcha/Erika Mike
Sandal Factory 408 Duval Krysten Lesko Manager 2-26-2016
Artisans 406 Duval Sam Mat Manager 2-26-2016
non.
Scap Stones 404 Duval
Claire's 402 Duval Debra Ethel ASM 2/27/16
Earthbound 400 Trading Duval Jimmy Torrell St. Mgr 2-26-16
Build A 400B Bear Duval John MANAGER 2-26-16
Fresh 400 Produce Duval
Knight 336 Gardner Duval Jim Lewis Admin 2-26-16
Heavenly 330 Couture Duval
Bikini Village 326
Shore Stone 326 A
Oldest House
SAC
Tracy Kelly's Hangar
Grand 314 Duval

Cardine's Cafe - Michel Sam, mgr. 2-26-16


Neptune Jewelry ³⁰¹ Duval

^{mag. for index} Colombian Collection ³⁰³ Duval

Fat Tuesday ³⁰⁵ Duval Gerry Demeri Eyed ³⁰⁵ Duval 2-26-16

Hard Rock Cafe' Noel Culpin 2/26/16

Red Barn/Woman's Club


Sun n' Sand ³²⁷ Duval Chapel 

Camera World 1-no-1

Case 325 (Hotel) Titania Castillo 02-26-2016

KW Cigar Club  Russell Caruso 2-26-16

Rip Tide Surf Shop ³³⁵ Duval Willette Tob



Shades R Us ³³⁵ Duval  Stores Together

Boardwalk Custard ³³⁵ Duval - Passon signature -


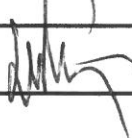
French Kiss - Pass on signature -

Wendy's  02.26.2016

St. Paul's

 the Little Red 419 

De la Ballen 419A

 the Peace Store ^{together} the Little Red 

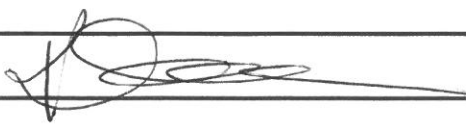
Mattheessen's Ice Cream

le macaron 

empty

empty

empty

Express  2-26-16

05/15/15

Cash Basis

Key West Cultural Preservation Society, Inc.

Transaction Detail By Account

March 3 through May 15, 2015

Type	Date	Num	Name	Memo	Class	Clr	Split	Original Amount	Paid Amount
Special Events Income									
Conch Republic Days 2015									
Deposit	03/25/2015			Deposit			Capitol One - ...	1,600.00	1,600.00
Deposit	04/13/2015			Deposit			Capitol One - ...	925.00	925.00
Deposit	04/17/2015			Deposit			Capitol One - ...	850.00	850.00
Deposit	04/20/2015			Deposit			Capitol One - ...	275.00	275.00
Check	04/28/2015	3867	Kenneth Wardlow	fire safety			Capitol One - ...	-320.00	-320.00
Check	04/28/2015	3868	Kevin O'Connell	Police			Capitol One - ...	-450.00	-450.00
Deposit	05/15/2015			Deposit			Capitol One - ...	525.00	525.00
Total Conch Republic Days 2015								3,405.00	3,405.00
Total Special Events Income								3,405.00	3,405.00
TOTAL								3,405.00	3,405.00




THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

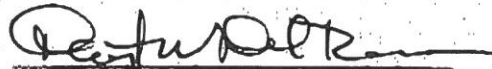
Key West Cultural Preservation Society, Inc.
David Del Rosso
Conch Republic Independence Celebration
Street Fair
Saturday, April 30, 2016

I David Del Rosso being authorized to act on behalf of and legally bind Key West Cultural Preservation Society, 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.


Signature of Witness

Janis Jo Stevens
Print Name

3-2-16
Date


Signature of Applicant

David W. Del Rosso
Print Name

3/2/16
Date

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

03/01/16
Cash Basis

Type	Date	Num	Name	Memo	Class	Clr	Split	Original Amount	Paid Amount
<div> Special Events Income Conch Republic Days 2015 Refund </div>									
Check	05/19/2015	3872	Tiffany King				Capitol One - ...	-75.00	-75.00
Total Refund									
Conch Republic Days 2015 - Other									
Check	02/04/2015	3828	City of Key West	Deposit for C...			Capitol One - ...	-1,000.00	-1,000.00
Deposit	03/25/2015			Deposit			Capitol One - ...	1,600.00	1,600.00
Deposit	04/13/2015			Deposit			Capitol One - ...	925.00	925.00
Deposit	04/17/2015			Deposit			Capitol One - ...	850.00	850.00
Deposit	04/20/2015			Deposit			Capitol One - ...	275.00	275.00
Check	04/28/2015	3867	Kenneth Wardlow	fire safety			Capitol One - ...	-320.00	-320.00
Check	04/28/2015	3868	Kevin O'Connell	Police			Capitol One - ...	-450.00	-450.00
Deposit	05/15/2015			Deposit			Capitol One - ...	525.00	525.00
Deposit	05/19/2015			city deposit r...			Capitol One - ...	1,000.00	1,000.00
Check	06/02/2015	3885	Waste Mangament				Capitol One - ...	-128.88	-128.88
Total Conch Republic Days 2015 - Other									
3,276.12									
Total Conch Republic Days 2015									
3,201.12									
Total Special Events Income									
3,201.12									
TOTAL									
3,201.12									

FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS**Detail by Entity Name****Florida Not For Profit Corporation**

KEY WEST CULTURAL PRESERVATION SOCIETY, INC.

Filing Information

Document Number	N03583
FEI/EIN Number	59-2631154
Date Filed	06/12/1984
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	10/01/2013

Principal AddressMALLORY SQUARE DOCK AND PLAZA
KEY WEST, FL 33040

Changed: 04/03/2007

Mailing AddressP.O. BOX 4837
KEY WEST, FL 33041

Changed: 04/12/2010

Registered Agent Name & AddressDEL ROSSO, DAVID W
1001 18TH ST
KEY WEST, FL 33040

Name Changed: 04/03/2007

Address Changed: 03/05/1997

Officer/Director Detail**Name & Address**

Title D

SATTELMEIRE, MIKE
9 RIVIERA DR.
KEY WEST, FL 33040

Title T

LANE, Ron
4 BEACH DR
KEY WEST, FL 33040

Title Chairman

Sullivan, Don
623 Elizabeth St.
Key West, FL 33040

Title VC

Gutsche, Greg
P.O. BOX 4837
KEY WEST, FL 33041

Title Secretary

Rodriguez, Antonio
P.O. Box 44440
Key West, FL 33041

Title Director

Schaal, Susan
P.O. BOX 4837
KEY WEST, FL 33041

Title Director

Anderson, Jase
P.O. BOX 4837
KEY WEST, FL 33041

Annual Reports

Report Year	Filed Date
2013	10/01/2013
2014	02/12/2014
2015	01/21/2015

Document Images

01/21/2015 -- ANNUAL REPORT	View image in PDF format
02/12/2014 -- ANNUAL REPORT	View image in PDF format
10/01/2013 -- REINSTATEMENT	View image in PDF format
04/09/2012 -- ANNUAL REPORT	View image in PDF format
05/03/2011 -- ANNUAL REPORT	View image in PDF format
04/12/2010 -- ANNUAL REPORT	View image in PDF format

07/28/2009 -- ANNUAL REPORT	View image in PDF format
04/09/2008 -- ANNUAL REPORT	View image in PDF format
04/03/2007 -- ANNUAL REPORT	View image in PDF format
04/24/2006 -- ANNUAL REPORT	View image in PDF format
04/25/2005 -- ANNUAL REPORT	View image in PDF format
04/16/2004 -- ANNUAL REPORT	View image in PDF format
04/19/2003 -- ANNUAL REPORT	View image in PDF format
04/25/2002 -- ANNUAL REPORT	View image in PDF format
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State of Florida, Department of State

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 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	K & K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, In 46801	CONTACT NAME:	LEISURE
		PHONE (A/C No. Ext):	800-553-8368
		FAX (A/C, No):	260-459-5624
		E-MAIL ADDRESS:	KK.EVENTSATTRACTIONS@KANDKINSURANCE.COM
		INSURER(S) AFFORDING COVERAGE	NAIC #
		INSURER A:	NATIONAL CASUALTY COMPANY 11991
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

1801993

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. NC=NOT COVERED

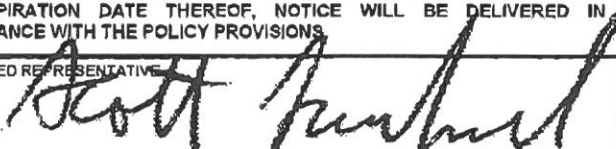
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Owners & Contractors GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			KK00005462100	12:01AM 6/01/15	12:01AM 6/01/16	EACH OCCURRENCE 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) 300000 MED EXP (Any one person) NC PERSONAL & ADV INJURY 1000000 GENERAL AGGREGATE NONE PRODUCTS-COMP/OP AGG 5000000 Part Lgl Liab NC
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea Accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION						EACH 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-STATUE OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

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

CERTIFICATE HOLDER IS LISTED AS ADDITIONAL INSURED, BUT ONLY WITH RESPECTS TO LIABILITY ARISING OUT OF THE ACTIVITIES OR OPERATIONS OF THE NAMED INSURED.

CERTIFICATE HOLDER

CANCELLATION

CITY OF KEY WEST PO BOX 1409 KEY WEST, FL 33041-1409	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: 
--	---

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:

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are approximately 20 lines visible. The paper appears to be a standard notebook page.

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



**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 *n/a*
- ☐ Size, Type, Location of Tent(s)

Food Booths

- ☒ Food Booths – Total # 3 (estimate)
- ☒ Vendor Booths – Total # 57
- ☐ Total Number of Booths - 60

Parade

- ☐ Floats – Total # n/a

Conch Republic Days

Event Name: Street Fair

Special Event Checklist

Everything must be checked off before
submitting the special event application

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



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: CRIC CPS Street Fair
DATES: April 30th 2016

DEPARTMENTS	COMMENTS
EVENTS (INITIAL SIGNOFF) SIGNATURE <u>[Signature]</u> DATE <u>3/7/16</u>	
COMMUNITY SERVICES	
SIGNATURE _____ DATE _____	
POLICE DEPARTMENT	
SIGNATURE _____ DATE _____	
FIRE DEPARTMENT	
SIGNATURE _____ DATE _____	
KWDOT	
SIGNATURE _____ DATE _____	
PORT AND MARINE SERVICES	
SIGNATURE _____ DATE _____	
CODE COMPLIANCE	
SIGNATURE <u>[Signature]</u> DATE <u>18 Mar 16</u>	
ENGINEERING	
SIGNATURE _____ DATE _____	
UTILITIES	
SIGNATURE _____ DATE _____	

SPECIAL EVENT PERMIT HAS BEEN _____ APPROVED _____ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: CRIC OPS Street Fair
DATES: APRIL 30th 2016

DEPARTMENTS	EVENTS (INITIAL SIGNOFF)	COMMENTS
<u>Signature</u>	<u>3/7/16</u>	
SIGNATURE	DATE	

COMMUNITY SERVICES

SIGNATURE	DATE

POLICE DEPARTMENT
Steven Torrence

Digitally signed by Steven Torrence
DN: cn=Steven Torrence, o=City of Key West, ou=Police Department, email=storr@cityofkeywest.com, c=US
Date: 2016.03.21 13:26:14 -0400

SIGNATURE	DATE

Requires Extra Duty Officers

FIRE DEPARTMENT

SIGNATURE	DATE

KWDOT

SIGNATURE	DATE

PORT AND MARINE SERVICES

SIGNATURE	DATE

CODE COMPLIANCE

SIGNATURE	DATE

ENGINEERING

SIGNATURE	DATE

UTILITIES

SIGNATURE	DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT:	CRIC CPS Street Fair
DATES:	APRIL 30 th , 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Raluy 3/7/16

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

CODE COMPLIANCE

SIGNATURE

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED



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

EVENT: CRIC CPS Street Fair
DATES: APRIL 30th, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rabeuf 3/7/16
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

Rosalia Hernandez / RB 3-18-16
SIGNATURE DATE

No Impact

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED