

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Literacy Volunteers of America (LVA) - *Monroe County, Inc.*
Address of Applicant(s) 2405 N. Roosevelt Blvd. (rear), Key West
Phone Number of Applicant(s) 305-294-4352 Fax: 305-296-1337 Email marycasanova77@gmail.com
Name of Non-Profit (s) See above
Address of Non-Profit(s) See above
Phone Number of Non-Profit(s) See above
Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$15,000
Date/Dates of Event July 23, 2016
Hours of Operation 10AM - 10 PM
Estimated/anticipated number of persons per day 1,200
Location of Event Duval St. between Front and Angela Streets
Street Closed Duval St.
Detailed description of event Caribbean Street Fair featuring arts and crafts, drinks, snacks and food

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.

Mary Casanova
Applicants Signature

April 20, 2016
Date

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

QML

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: ~~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 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.

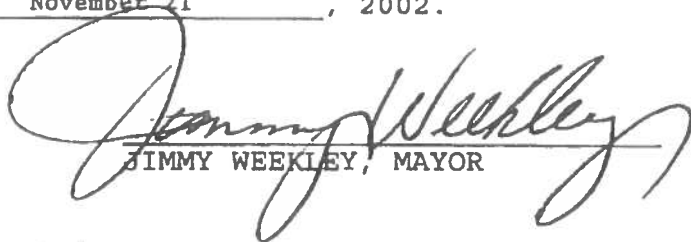
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

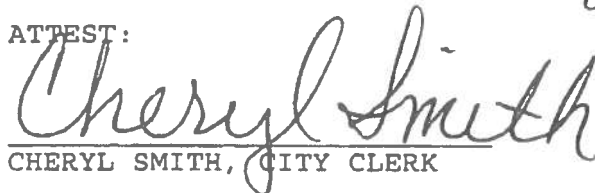
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

City Attorney's Office



Phone: (305) 292-8110
Fax: (305) 292-8227

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.

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 MC
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 MC
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 MC
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 MC
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 MC

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 MC
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature MC
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 MC
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 MC
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 MC
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 MC
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 MC
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 MC

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: Mary Casanova Phone number: 305-294-4352
305-304-0578
- 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: 24 each
- 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: MARGARET LARA AT WASTE MANAGEMENT
- Capacity of containers on grounds: 2,304 GALLONS TRASH / 2,304 GALLONS RECYCLE
Contact person for containers: MARY CASANOVA (LVA) Phone #: 305-304-0578 (LVA)
MARGARET LARA 305-797-3312 (WASTE MGMT)
- 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: Mary Casanova & 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: Mary Casanova & Volunteers
- 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. mc
- Oversee the delivery of containers and placement of signs. mc
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling mc

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

MC Monitor recycling containers for correct usage during the event and take actions to solve problems.

Problems: _____

Actions taken: _____

MC View trash barrels and note any recyclables in the trash. Take actions to solve problems.

Problems: _____

Actions taken: _____

MC 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: _____

MC Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.

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

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

MC 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: _____

MC Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.

MC Share the results with event organizers.

MC Security deposit of \$1000.00 must be submitted prior to the event.

MC Security deposit returned: _____

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



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.

Mary Lasanous

City of Key West

CUSTOMER RECEIPT

Tender Details:

Tender Type: CK
Tender Amount: \$1,000.00

Receipt Header:

Cashier Id: KEYWEST1\ssealey
Receipt Date: 4/26/2016 12:21:17 PM
Receipt Number: 11421

Receipt Details:

Reference ID:
13499
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: LITERACY VOLUNTEERS OF AME
RICA RECYCLING

\$1,000.00

LITERACY VOLUNTEERS OF AMERICA
2405 N ROOSEVELT BLVD REAR
KEY WEST, FL 33040

FIRST STATE BANK
OF THE FLORIDA KEYS
KEY WEST, FLORIDA 33040

1205

63-43/670
1

PAY TO THE
ORDER OF

City of Key West
One thousand dollars, & 00/100

\$1,000.00

DOLLARS

MEMO

Street Fair

MP
AUTHORIZED SIGNATURE

Security Features Included

Details on Back.



Literacy Volunteers of America (LVA)

-- Monroe County, Inc.

2405 North Roosevelt Blvd., Key West, FL 33040

305-294-4352 FAX: 305-296-1337

email: info@lva-monroe.org/website: lva-monroe.org

**Special Event Recycle Plan
submitted by
Literacy Volunteers of America (LVA) –
Monroe County, Inc.**

Caribbean Street Fair: Produced by Literacy Volunteers of America (LVA) –
Monroe County, Inc.

Date and hours of the event: Saturday, July 23, 2016
(8 AM set up, 10:00 AM to 10PM Event Time)

Recycle Coordinator: Mary Casanova (cell)305-304-0578 (office)305-294-4352

Event Organizer Chair phone number: (305) 304-2695

Cell phone to contact during event: 305-304-0578/Alternate: 412-517-8715

Description of Event:

This is the 35th Annual Caribbean Street Fair which will be held on Saturday, July 23, 2016 during the Hemingway Days Festival. We will have approximately 60 arts and crafts vendors, 6 drink or snack vendors and 12 food vendors. The event will take place on Duval Street between Front and Angela Streets between the hours of 10:00 AM and 10:00 PM.

Our goal for the event—we would like for this to be a family oriented fun filled event to coincide with the celebration of Hemingway Days. Our emphasis will be on local vendor participation to showcase the talented men and women of Key West. All are welcome!

Recycle Coordinator Will:

- Educate recycling volunteers and paid workers on the vision and the city's recyclables two weeks before the event.
- Send notices to all vendors with the recycle rules with suggestions on how to comply two weeks before the event.

"An affiliate of Pro Literacy Worldwide"

All services provided without regard to the client's race, color, disability,
or national origin as required by Title VI of the Civil Rights Act



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email: info@lva-monroe.org/website: lva-monroe.org

- Confirm arrangements for delivery and pick-up of recycle bins with Waste Management two weeks prior to the event.
- Call Waste Management one week prior to the event to make sure all containers will be at the event the night before or very early the morning of the event.
- Arrange for storage of all containers after the event in the back yard of the Key West Woman's Club on the 300 block of Duval Street over Sunday, and arrange for pickup by Waste Management on Monday.
- The Event Coordinator will make sure there is a recycle bin next to every trash can. This includes:
 - (1) Recycle bins are within 50 feet of food and drink sale locations. Locate recycle bins adjacent to trash receptacles.
 - (2) Delivery of recyclables to the recycle center shall be by Waste Management.
 - (3) Place recycle bins throughout the event area whether or not drinks are sold at the event. Place adjacent to each trash receptacle.
 - (4) Cardboard from event vendors/organizers will be recycled and collected by Waste Management.
 - (5) Recycle bins will be properly marked and monitored to ensure the recyclables are not contaminated by waste. Containers will be clearly marked and noticeable.

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305-294-4352 FAX: 305-296-1337

Email: info@lva-monroe.org website: lva-monroe.org

A signature indicates that I am not opposed to the Hemingway Days Caribbean Street Fair Fundraiser for Literacy Volunteers of America-Monroe County pm Saturday, July 23, 2016, 10am to 10pm.

| Opinion | Signature | Signature |
|---------|--------------------|---------------------------------------|
| 101 | Duval St/Signature | C.V.O. |
| 109 | Duval St/Signature | T-Shirts |
| 115 | Duval St/Signature | BAGATELLE |
| 117 | Duval St/Signature | IT'S A... |
| 121 | Duval St/Signature | Harley Davidson |
| 129 | Duval St/Signature | CANON MONITOR |
| 133 | Duval St/Signature | JUSTIN HOLT |
| 141 | Duval St/Signature | Island Silver |
| 209 | Duval St/Signature | Lazy Grax Jay Chimanovski |
| 305 | Duval St/Signature | Fat Tuesday Derek Lipworth |
| 306 | Duval St/Signature | Fri Fat Tuesday Hair & Nails |
| 313 | Duval St/Signature | JAKE HARD ROCK |
| 325 | Duval St/Signature | Titania Castillo Casa 325 - Warehouse |
| 325g | Duval St/Signature | Michael Trahan Keg West Creek Club |
| 335 | Duval St/Signature | UNALETA TOTH DIRT OF SWIFT SHOP |
| 335 | Duval St/Signature | MOISA WENDY'S |
| 419 | Duval St/Signature | Hylin Little Red |
| 419 | Duval St/Signature | U. J. mrv Rele Gallery |
| 423 | Duval St/Signature | le Dacain |
| 431 | Duval St/Signature | EXPRESS |
| 508 | Duval St/Signature | Kilowatts |
| 509 | Duval St/Signature | KIDS OUTLET |
| 509h | Duval St/Signature | Jack & Wags |
| 511 | Duval St/Signature | HARE International |
| 517 | Duval St/Signature | COACH |
| + 533 | Duval St/Signature | Stitches |

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* send
or

A signature indicates that I am not opposed to the Hemingway Days Caribbean Street Fair
Fundraiser for Literacy Volunteers of America-Monroe County pm Saturday, July 23, 2016, 10am to
10pm.

| | | | |
|---------------|--------------------|----------------------|---------------|
| 102-4 | Duval St/Signature | Emily Cochran | Rock Lives On |
| 106 | Duval St/Signature | Dana Spigawand | Matheson |
| 108 | Duval St/Signature | Ripley's | |
| 118 | Duval St/Signature | The Conch Shack | Conch Seaside |
| 120 | Duval St/Signature | Conch Seaside | |
| 122 | Duval St/Signature | pimenteljohn@msn.com | |
| 124 | Duval St/Signature | 7-Artists | |
| 126 | Duval St/Signature | Life In Paradise | |
| 128 | Duval St/Signature | Smallest Bar | |
| 425 Greene | Duval St/Signature | 1st and Breeze | |
| 201 DUVAL | Duval St/Signature | Naples Snp | |
| 211 DUVAL | Duval St/Signature | TR Crazy Shirts | |
| 301 | Duval St/Signature | SAK | |
| 429 Caroline | Duval St/Signature | CUORIANA | |
| 445 310 Duval | Duval St/Signature | Dep Not Here | |
| 312 Duval | Duval St/Signature | The Porch | |
| 314 | Duval St/Signature | Porter Village | |
| 322 DUVAL ST | Duval St/Signature | GRAND | |
| 326 DUVAL ST | Duval St/Signature | Bikini Village | |
| 336 | Duval St/Signature | Build A Bear | |
| 400A | Duval St/Signature | Earthbound | |
| 400B | Duval St/Signature | Glance | |
| 400C | Duval St/Signature | Sandwich Factory | |
| 402 | Duval St/Signature | Starbucks | |
| 408 | Duval St/Signature | Margaretville | |
| 430 | Duval St/Signature | Island Style | |
| 500 | Duval St/Signature | Yummy | |
| 506 | Duval St/Signature | Greeny's | |
| 512 | Duval St/Signature | CAP | |
| 514 | Duval St/Signature | | |
| 516 | Duval St/Signature | | |
| 526 | Duval St/Signature | | |

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| Time | Location | Signature |
|-------|----------|-----------|
| 10pm. | Duval St | Beika |
| 532 | Duval St | Beika |
| 534 | Duval St | Beika |
| 600 | Duval St | Beika |
| 602 | Duval St | Beika |
| 606 | Duval St | Beika |
| 606A | Duval St | Beika |
| 608 | Duval St | Beika |
| 608Z | Duval St | Beika |
| 610 | Duval St | Beika |
| 612 | Duval St | Beika |
| 614 | Duval St | Beika |
| 616 | Duval St | Beika |
| 618b | Duval St | Beika |
| 618a | Duval St | Beika |
| 620 | Duval St | Beika |
| 622 | Duval St | Beika |
| 624 | Duval St | Beika |
| 626 | Duval St | Beika |
| 628 | Duval St | Beika |
| 630 | Duval St | Beika |
| 632 | Duval St | Beika |
| 634 | Duval St | Beika |
| 636 | Duval St | Beika |
| 638 | Duval St | Beika |
| 640 | Duval St | Beika |
| 642 | Duval St | Beika |
| 644 | Duval St | Beika |
| 646 | Duval St | Beika |
| 648 | Duval St | Beika |
| 650 | Duval St | Beika |
| 652 | Duval St | Beika |
| 654 | Duval St | Beika |
| 656 | Duval St | Beika |
| 658 | Duval St | Beika |
| 660 | Duval St | Beika |
| 662 | Duval St | Beika |
| 664 | Duval St | Beika |
| 666 | Duval St | Beika |
| 668 | Duval St | Beika |
| 670 | Duval St | Beika |
| 672 | Duval St | Beika |
| 674 | Duval St | Beika |
| 676 | Duval St | Beika |
| 678 | Duval St | Beika |
| 680 | Duval St | Beika |
| 682 | Duval St | Beika |
| 684 | Duval St | Beika |
| 686 | Duval St | Beika |
| 688 | Duval St | Beika |
| 690 | Duval St | Beika |
| 692 | Duval St | Beika |
| 694 | Duval St | Beika |
| 696 | Duval St | Beika |
| 698 | Duval St | Beika |
| 700 | Duval St | Beika |

"An affiliate of Pro Literacy Worldwide"

All services provided without regard to the client's race, color, disability, or national origin as required by Title VI of the Civil Rights Act

100/140

5:05 PM

04/20/16

Accrual Basis

Literacy Volunteers of America
Street Fair 2015 Profit & Loss
January through December 2015

| | Jan - Dec 15 |
|-----------------------------|--------------|
| Ordinary Income/Expense | |
| Income | |
| Fundraising | |
| Caribbean Fair | 19,722.00 |
| Sponsorships | 6,500.00 |
| Total Fundraising | 26,222.00 |
| Total Income | 26,222.00 |
| Gross Profit | 26,222.00 |
| Expense | |
| Contract Labor | 3,984.76 |
| Fundraising expense | |
| Caribbean Expenses | 608.65 |
| change bank | 0.00 |
| Fundraising expense - Other | 6,966.39 |
| Total Fundraising expense | 7,575.04 |
| Total Expense | 11,559.80 |
| Net Ordinary Income | 14,662.20 |
| Net Income | 14,662.20 |



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

Literacy Volunteers of America Monroe County, Inc.
Caribbean Street Fair
July 23, 2016

I **Perry Fowler** being authorized to act on behalf of and legally bind **Literacy Volunteers of America-Monroe County, 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

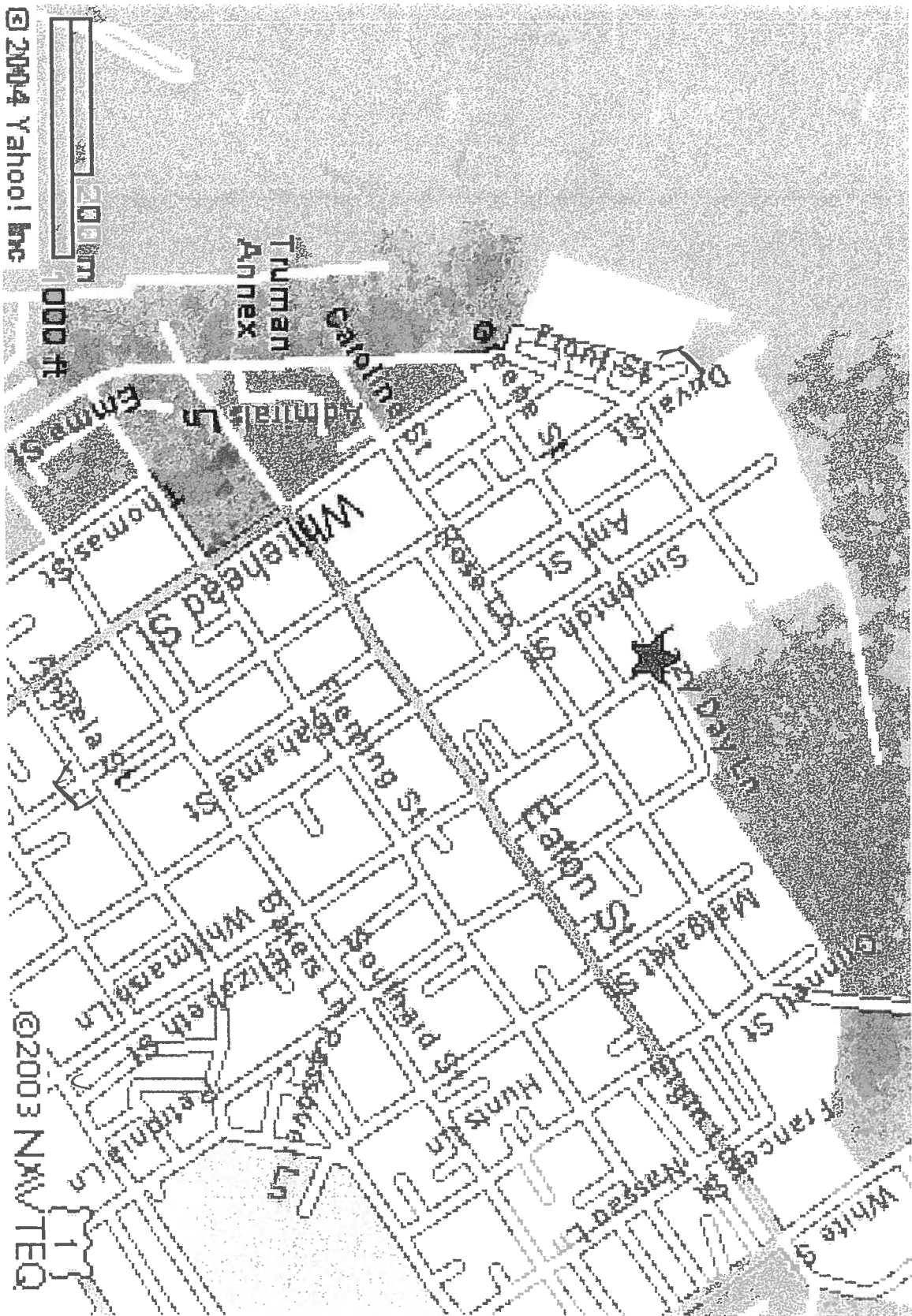
4/25/16
Date

Perry S. Fowler
Signature of Applicant

Perry S. Fowler
Print Name

April 25, 2016
Date

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

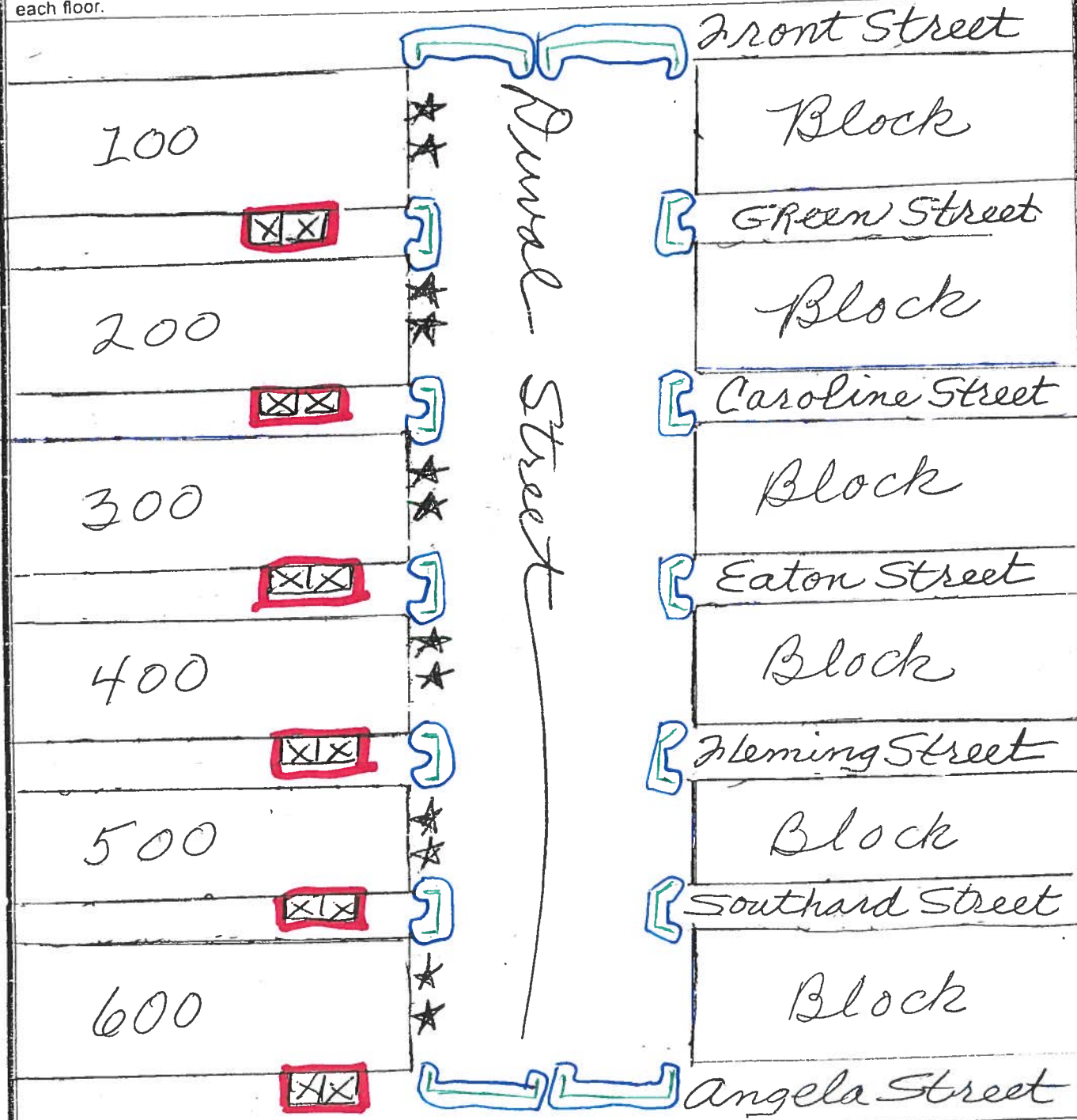


SECTION 5 - DESCRIPTION OF PREMISES TO BE LICENSED
AB&T AUTHORIZED SIGNATURE REQUIRED

Business Name (D/B/A) or Name of Event

Caribbean Street Fair

Neatly draw a floor plan of the premises in ink, including sidewalks and other outside areas which are contiguous to the premises walls, doors, counters, sales areas, storage areas, restrooms, bar locations and any other specific areas which are part of the premises where the event will be held. A multi-story building where the entire building is to be licensed must show the details of each floor.



★ = one free standing booth for alcohol sales to benefit non-profit organizations
 ☒ = Event parking ⌈ ⌋ = barricade



Literacy Volunteers of America (LVA)

-- Monroe County, Inc.

2405 North Roosevelt Blvd., Key West, FL 33040

305-294-4352 FAX: 305-296-1337

email: info@lva-monroe.org/[website: lva-monroe.org](http://lva-monroe.org)

LVA
Board of Directors

President
Peary Fowler

Vice-President
Viktor Slavov

Treasurer
Jane Cloutier

Secretary
Craig Wanous

Directors:

Nicolette Alex-Sands

Debora Bent

Norma Kula

James Norman

Sarah Sandnes

Janie Teitelbaum

Lynn Wanous

Emeritus

Connie Gilbert

Sol Jacobson

Lois Meyers

Eileen Quinn

April 20, 2016

To Whom It May Concern:

Literacy Volunteers of America (LVA) – Monroe County, Inc. will be receiving 100% of funds generated from the Caribbean Street Fair to take place on Saturday July 23.

Please call me if there is a question.

Thank you for reading.

Sincerely,

A handwritten signature in blue ink that reads "Mary Casanova".

Mary Casanova
Executive Director
LVA-Monroe County, Inc.

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

LITERACY VOLUNTEERS OF AMERICA-MONROE COUNTY, INC.

Filing Information

| | |
|-----------------------------|---------------------|
| Document Number | N30523 |
| FEI/EIN Number | 65-0050312 |
| Date Filed | 02/06/1989 |
| State | FL |
| Status | ACTIVE |
| Last Event | CANCEL ADM DISS/REV |
| Event Date Filed | 09/18/2007 |
| Event Effective Date | NONE |

Principal Address2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Changed: 10/23/2014

Mailing Address2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Changed: 10/23/2014

Registered Agent Name & AddressCASANOVA, MARY
2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Name Changed: 09/04/2003

Address Changed: 10/23/2014

Officer/Director Detail**Name & Address**

Title P

FOWLER, PEARY
302 FLEMING STREET
KEY WEST, FL 33040

| | |
|--|--|
| 09/04/2003 -- Amendment | View image in PDF format |
| 01/27/2003 -- ANNUAL REPORT | View image in PDF format |
| 08/01/2002 -- ANNUAL REPORT | View image in PDF format |
| 02/06/2001 -- ANNUAL REPORT | View image in PDF format |
| 01/27/2000 -- ANNUAL REPORT | View image in PDF format |
| 03/10/1999 -- ANNUAL REPORT | View image in PDF format |
| 02/05/1998 -- ANNUAL REPORT | View image in PDF format |
| 01/23/1997 -- ANNUAL REPORT | View image in PDF format |
| 03/14/1996 -- ANNUAL REPORT | View image in PDF format |
| 04/03/1995 -- ANNUAL REPORT | View image in PDF format |
| <div><div>Copyright and Privacy Policies</div><div>State of Florida, Department of State</div></div> | |



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:

*See attached diagram
requesting
events parking for events staff
only.
note:
Last year we had "events staff"
signs up. 2 spots per block,
if you could OK it, would be
very much appreciated.
Thanks, John!*

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

**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 # 8
- ☐ Vendor Booths - Total # 70
- ☐ Total Number of Booths - 78

Parade

- ☐ Floats - Total # NA

Event Name: Caribbean 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) | NA |
| ✓ | \$50.00 for Noise | NA |
| ✓ | Ordinance initialed | ✓ |
| ✓ | Recycling checklist completed | ✓ |
| ✓ | Recycling deposit \$1,000.00 | ✓ |
| ✓ | Recycling Plan | ✓ |
| ✓ | Authorization Letter for continuous cleaning of recycled area | ✓ |
| ✓ | Signatures of No Objection of Street closure (If applicable) | ✓ |
| | Insurance naming the City as additional insured | ✓ |
| ✓ | 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 | ✓ |



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

| | |
|---------------|--|
| EVENT: | <u>Hemingway Caribbean Street Fair</u> |
| DATES: | <u>Saturday, July 23, 2016</u> |

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rouse 4/25/16
SIGNATURE DATE

| |
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| |
|--|

COMMUNITY SERVICES

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SIGNATURE DATE

POLICE DEPARTMENT

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SIGNATURE DATE

FIRE DEPARTMENT

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SIGNATURE DATE

KWDOT

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SIGNATURE DATE

PORT AND MARINE SERVICES

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SIGNATURE DATE

CODE COMPLIANCE

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SIGNATURE DATE

ENGINEERING

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SIGNATURE DATE

UTILITIES

| |
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| |
|--|

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ☐ APPROVED ☐ DENIED



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

EVENT: Hemingway Caribbean Street Fair
DATES: Saturday, July 23, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Racheff 4/25/16
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

Jim Young 25 Apr 16
SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Hemingway Caribbean Street Fair
DATES: Sunday, July 23, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria R. Ruiz 4/25/16
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

Rogelio Hernandez 4-25-16
SIGNATURE DATE

Will require bus detours

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: Hemingway Caribbean Street Fair

DATES: Saturday, July 23, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria R. K. H. 4/25/16
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT
Steven Torrence

Digitally signed by Steven Torrence
DN: cn=Steven Torrence, o=KWPD, ou=KWPD,
email=storrence@cityofkeywest-fl.gov, c=US
Date: 2016.04.26 16:32:46 -04'00'

Requires Extra Duty Officers

Requires an ABT Alcohol Permit

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: Hemingway Caribbean Street Fair
DATES: Saturday, July 23, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ruff 4/25/16
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

N/A

N/A

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED