

OLD ISLAND DAYS ART FESTIVAL - Feb 25-26, 2017

CITY OF KEY WEST APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) LOIS SONGER Key West Art Center

Address of Applicant(s) 301 FRONT ST, Key West, FL 33040

Phone Number of Applicant(s) 305-294-1243 Fax: _____ Email KWARTshow@gmail.com

Name of Non-Profit(s) Key West Art Center, Inc.

Address of Non-Profit(s) 301 FRONT ST, Key West, FL 33040

Phone Number of Non-Profit(s) 305-294-1241

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

Date/Dates of Event Feb. 25-26, 2017

Hours of Operation 10AM - 5 PM Daily

Estimated/anticipated number of persons per day 10,000

Location of Event Whitehead between Greene & Eaton St

Street Closed Whitehead between Greene & Eaton & Caroline to Telegraph

Detailed description of event ART & CRAFT Show with 100 booths
hours 10-5 each day

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.

Lois P. Songer

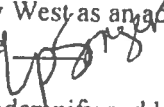
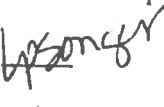
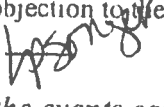
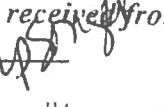
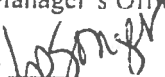
Applicants Signature

Sept 3, 2016

Date

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

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

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

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

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

Sponsor's Signature W. J. [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 W. J. [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 W. J. [Signature]

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Lois Sanger Phone number: 305-942-9751
- 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: 18
- 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 Waste Management
- Capacity of containers on grounds: _____
Contact person for containers: _____ Phone #: _____
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: _____
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: Waste Management
- 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*



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3878

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.

Lois P. Songer

ART FESTIVAL
301 FRONT STREET
KEY WEST, FL 33040

435
63-1176/670
06

Pay to the
Order of

City of Key West

9/6/16

Date

\$ 1000.00

One thousand and 00/100

Dollars



Security
Features
Details on
Back

 CAPITAL BANK
capitalbank-us.com

For

Art Recycle Dep

Lis SONGER

MP

~~RECEIVED~~

City of Key West 9/26/2016 4:19:06 PM

CUSTOMER RECEIPT

Tender Details:

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

Receipt Header:

Cashier Id: KEYWEST1\ssealey
Receipt Date: 9/26/2016 4:19:06 PM
Receipt Number: 19063

Receipt Details:

Reference ID:
23838
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: ART FESTIVAL RECYCLING DEP
OSIT

\$1,000.00

Old Island Days Art Festival
Feb. 25-26, 2017

Recycling Plan

Lois Songer – Recycling Contact Coordinator/ Director
305-294-1243
Key West Art Center

The agency has used recycling at our event for the past 7 years..

Margaret Lara at Waste Management has been contacted again, and WM will deliver the 18 rolling totes that will be placed next to each city garbage container provided for the event.

Bins are being delivered on Friday, Feb.24, 2017, to inside the gates at Truman Annex on Caroline St.

This year, on Sat. morning after the street is closed, the recycling totes will be placed on the street with the extra trash containers provided by the city. Four times daily they will be checked by an Art Center volunteer and if they are full or contaminated will be replaced by extra bins that are to be left for that usage.

No food or beverage tents will be in area, but a Show Headquarters booth will have water available. Extra recycle bins will be available at that location. The organizers are working on a non-bottle solution for making water available to its vendors.

At the end of the event on Sunday night the volunteers will gather the totes and return them to the designated spot for retrieval by Waste Management on the following morning.

This plan will be modified if necessary to meet City requirements.

Key West Art Center Art & Craft Shows Jan/Feb 2016

		Art Show 2016	Craft Show 2016
Ordinary Income/Expense			
Income			
	Direct Public Support	620	283
	Special Events	28,200	23,015
	Total Income	28,820	23,298
Expense			
	Administrative	845	909
	Contract Services	5,000	5,000
	Facilities and Equipment	136	136
	Operations	8,399	9,632
	Total Expense	14,380	15,677
	Net Ordinary Income	14,440	7,621
Net Income		<u>14,440</u>	<u>7,621</u>

Prepared 5/5/15 by Lois Songer, Art Center Treasurer

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:

[illegible]

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

(305) 809-3855 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
- ☐ Size, Type, Location of Tent(s)

Food Booths

- ☐ Food Booths – Total # _____
- ☒ Vendor Booths – Total # 100
- ☐ Total Number of Booths - _____

Parade

- ☐ Floats – Total # 0

TO: City of Key West – City Mgr Office

From: Key West Art Center, 301 Front St. Key West, FL.

Re: Key West Craft Show – Jan. 28 & 29, 2017

Old Island Days – Feb. 25 & 26, 2017

I have been contacted and am aware of the Whitehead Street closing for the above two events.

Signed

Address

Morgan, Cintron & Hogan 317 Whitehead



Community Association Company 305 Whitehead



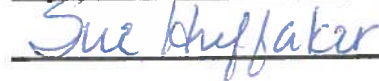
Kelly's 301 Whitehead



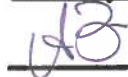
Café Tropical 218 Whitehead



Key West Promotions 218 Whitehead



Cakes by Karol 218 Whitehead



Isle Cook 218 Whitehead



Audubon House 205 Whitehead



Event Name: OLD ISLAND DAYS ART FESTIVAL

Special Event Checklist

Everything must be checked off before
submitting the special event application

X	TITLE	COMMENTS
✓	Special Event Application	
N/A	Noise Exemption (If applicable)	
N/A	\$50.00 for Noise	
✓	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	
✓	Recycling Plan	
✓	Authorization Letter for continuous cleaning of recycled area	
✓	Signatures of No Objection of Street closure (If applicable)	
✓	Insurance naming the City as additional insured	Barry Phillipson Southernmost Insurance
✓	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	Same as applicant

Google Maps





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

EVENT: Art show
DATES: February 25: 26, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratufla 9-19-16
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

Rogelio Hernandez J.R.S. 9-19-16
SIGNATURE DATE

Bus Detours Required

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Maria Ratcliff

From: Doug Bradshaw
Sent: Monday, September 19, 2016 4:24 PM
To: Maria Ratcliff
Subject: RE: Craft Show, Art Show, MLK March, Veterans Day

No issues

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

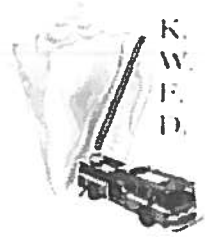
From: Maria Ratcliff
Sent: Monday, September 19, 2016 3:54 PM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; JR Torres <jtorres@cityofkeywest-fl.gov>; Danyle Gray <dgray@cityofkeywest-fl.gov>; Joseph Stockton <jstockton@cityofkeywest-fl.gov>; Donald Lee <dlee@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Cassandra Jackson <cjackson@cityofkeywest-fl.gov>; Norman Whitaker <nwhitaker@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>
Subject: Craft Show, Art Show, MLK March, Veterans Day

Maria Ratcliff
Executive Administrator to the City Manager &
Special Events Coordinator
City of Key West
3132 Flagler Avenue
Key West, Florida 33040
Phone: 305 809-3881
Fax: 305 809-3886

KW Art Center Art Show on Whitehead

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	9/20/2016	
SIGNATURE	DATE	
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: Old Island Day's Art Festival, Lois Songer (kwartshow@earthlink.net)

From: Division Chief/Fire Marshal Alan Averette

Date: 9/20/2016

Reference: Old Island Day's Art Festival

This office reviewed the special event application for the Old Island Day's Art Festival to be held on Whitehead Street on February 25 & 26, 2016.

The following conditions apply:

- The Whitehead Street closure needs to have a fire lane to allow for emergency vehicle passage.
- **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
Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
aaverett@cityofkeywest-fl.gov
Serving the Southernmost City

3266 L53M 13X



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Art show

DATES: February 25: 26, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratu 9-19-16

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
SIGNATURE

19 Sep 16
DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Art show

DATES: February 25, 26, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratu 9-19-16
SIGNATURE DATE

COMMUNITY SERVICES

[Signature] [Date]
SIGNATURE DATE

POLICE DEPARTMENT

[Signature] [Date]
SIGNATURE DATE

FIRE DEPARTMENT

[Signature] [Date]
SIGNATURE DATE

KWDOT

[Signature] [Date]
SIGNATURE DATE

PORT AND MARINE SERVICES

[Signature] [Date]
SIGNATURE DATE

CODE COMPLIANCE

[Signature] [Date]
SIGNATURE DATE

ENGINEERING

[Signature] [Date]
SIGNATURE DATE

UTILITIES

[Signature] [Date]
SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN ☐ APPROVED ☐ DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT:	Art show
DATES:	February 25-26, 2016

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

✓ Maria Rateruff 9-19-16

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