

KW CRAFT Show

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

Name of Applicant(s) KEY WEST ART CENTER - Lois Songer  
Contact

Address of Applicant(s) 301 FRONT ST.

Phone Number of

Applicant(s) and emergency  
number

305-294-1243 305-942-9751

Name of Non-Profit(s) KEY WEST ART CENTER

Address of Non-Profit(s) 301 FRONT ST

Phone Number of Non-Profit(s) 305-294-1243

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

Date(s) of Event Jan. 27-28, 2018

Hours of Operation 6:30 AM SAT 1/27/18 to 8 PM SUN 1/28/18

Estimated/anticipated number of persons per day 10,000

Location of Event Whitehead St. from GREEN to Eaton

Street Closed Whitehead from Green to Eaton - Caroline from Telegraph to Whitehead

Detailed Description of Event: ART & CRAFT Show with 100 booths

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required: Yes ☐ No ☒

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

Recycle Deposit \$1000.00 Yes ☒ No ☐

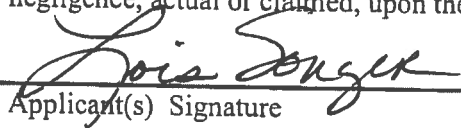
Cooking oil recycled Yes ☐ No ☒

Recycled containers Yes ☒ No ☐

Accounting of items recycled

\* Measures

The applicant does ac knowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/permitee agrees to assume full responsibility and liability for and indemnify, and suits for or by reason of any injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City, their agents or employees.

  
Applicant(s) Signature

  
Date

ORDINANCE NO. 02-09

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

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

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

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

**Sec. 6-26. Payment for city services.**

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

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1½%) per month.

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

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

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

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

Section 2.

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

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

No booth or stall set up for a special event and serving any amount or type of food and/or beverage, or selling merchandise, shall be placed directly in front of, or within five (5) feet of the property line of, a restaurant or a bar or a retail store (selling primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3.

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

**Sec. 6-56. Application.**

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

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

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

Section 4.

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

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

(a) A major festival is a special event of regional impact. Major festivals are: ~~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 which physical disability.

Section 7.

If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefore and shall be construed as reasonable and necessary to achieve the lawful purposes of this ordinance.

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

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

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

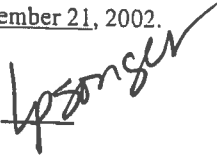
Read and passed on second reading at a regular meeting held this 6<sup>th</sup> day of November, 2002.

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

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

Filed with the Clerk November 21, 2002.

Sponsor's Signature

A handwritten signature in black ink, appearing to read "L. S. Senger", written over a horizontal line.

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

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. The Permittee will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

Commercial General Liability with minimum limits of \$1,000,000  
Business Automobile Liability with minimum limits of 1,000,000  
Statutory Worker's Compensation Coverage  
Employers Liability with minimum limits of \$1,000,000 injury by Accident  
\$1,000,000 injury by Disease  
Policy Limits and \$1,000,000 injury by Disease - Each Employee

If Alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the Permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000,000. Host Liquor Liability coverage will not be acceptable. If the Permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

The City of Key West shall be named as an "Additional Insured" on the Permittees' Commercial General Liability policy.

Sponsor's Signature

4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.

Sponsor's Signature

5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty

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

Sponsor's Signature [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 [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 N/A

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 N/A

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

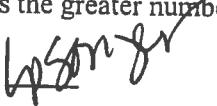
the special event.

Sponsor's Signature



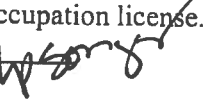
14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

Sponsor's Signature



15. Where a person has not applied for a special event permit and an event at 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





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 



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 836-3548

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.

*Luis Sotelo*

*Aug 26, 2017*

## Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Lis 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: 16
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.  
Arrangements made: WASTE MANAGEMENT MARGARET LARA
- 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: WM pickup AFTER EVENT
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.  
Arrangements made: ✓
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

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

- Monitor recycling containers for correct usage during the event and take actions to solve problems.  
Problems: \_\_\_\_\_  
Actions taken: \_\_\_\_\_
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.  
Problems: \_\_\_\_\_  
Actions taken: \_\_\_\_\_
- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program  
Comments: \_\_\_\_\_
- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- At the end of the event, remove signs and arrange for their return to owners.
- Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.  
Amount of material: \_\_\_\_\_  
Contamination: \_\_\_\_\_
- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- Share the results with event organizers.
- Security deposit of \$1000.00 must be submitted prior to the event. ✓ *ck#618*
- Security deposit returned: \_\_\_\_\_

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





## THE CITY OF KEY WEST

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

### RELEASE AND INDEMNIFICATION

**Key West Art Center**  
**Craft Show & Art Show**  
**January 27-28, 2018**  
**February 24 & 25, 2018**

I **Lois Songer** being authorized to act on behalf of and legally bind **Key West Art Center, 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 Ratzloff  
Signature of Witness

Maria Ratzloff  
Print Name

10/6/17  
Date

Lois Songer  
Signature of Applicant

Lois Songer

Print Name

10/2/17  
Date

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

Key West Art Center  
2017 Show Financial Reports

	<u>Total Art Show</u>	<u>Total Craft Show</u>	<u>TOTAL</u>
Ordinary Income/Expense			
Income			
Direct Public Support			
Donations	792.00	386.36	1,178.36
Total Direct Public Support	<u>792.00</u>	<u>386.36</u>	<u>1,178.36</u>
Special Events-Shows, Programs			
Art Show Booth Fee	23,770.00	0.00	23,770.00
Art Show Jury Fee	2,600.00	0.00	2,600.00
Craft Show Booth Fee	0.00	22,205.00	22,205.00
Craft Show Jury Fee	0.00	1,945.00	1,945.00
craft show other income	0.00	550.00	550.00
Total Special Events-Shows, Programs	<u>26,370.00</u>	<u>24,700.00</u>	<u>51,070.00</u>
Total Income	<u>27,162.00</u>	<u>25,086.36</u>	<u>52,248.36</u>
Gross Profit	<u>27,162.00</u>	<u>25,086.36</u>	<u>52,248.36</u>
Expense			
Administrative			
Insurance - Liability, D and O	701.88	701.87	1,403.75
Meetings	0.00	28.29	28.29
Office Supplies	140.01	114.80	254.81
Postage, Mailing Service	9.40	9.40	18.80
Total Administrative	<u>851.29</u>	<u>854.36</u>	<u>1,705.65</u>
Contract Services	5,500.00	5,500.00	11,000.00
Facilities and Equipment			
Internet	37.14	37.11	74.25
Rent, Parking	10.00	0.00	10.00
Telephone, Telecommunications	0.00	545.83	545.83
Total Facilities and Equipment	<u>47.14</u>	<u>582.94</u>	<u>630.08</u>
Operations			
Advertising	3,696.76	3,121.76	6,818.52
Bank Charges	32.78	0.00	32.78
Casual Labor	0.00	100.00	100.00
Miscellaneous expense	973.48	1,091.58	2,065.06
Printing and Copying	218.75	218.75	437.50
Security	1,665.00	1,665.00	3,330.00
Operations - Other	400.00	400.00	800.00
Total Operations	<u>6,986.77</u>	<u>6,597.09</u>	<u>13,583.86</u>
Website	20.00	20.00	40.00
Total Expense	<u>13,405.20</u>	<u>13,554.39</u>	<u>26,959.59</u>
Net Ordinary Income	<u>13,756.80</u>	<u>11,531.97</u>	<u>25,288.77</u>
Net Income	<u>13,756.80</u>	<u>11,531.97</u>	<u>25,288.77</u>



## THE CITY OF KEY WEST

Parking Division

1300 White Street

Key West, FL 33040

### Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

ART CENTER REQUESTS SPACE FOR up to  
10 MED TO LARGE RV'S TO PARK From  
- Fri Night JAN 26 DEPART Mon AM JAN 22

Truman Waterfront has been used in past

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

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

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

Modification of rates can only be approved by Commission.

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

(305) 809-3855 [jwilkins@cityofkeywest-fl.gov](mailto:jwilkins@cityofkeywest-fl.gov)





**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

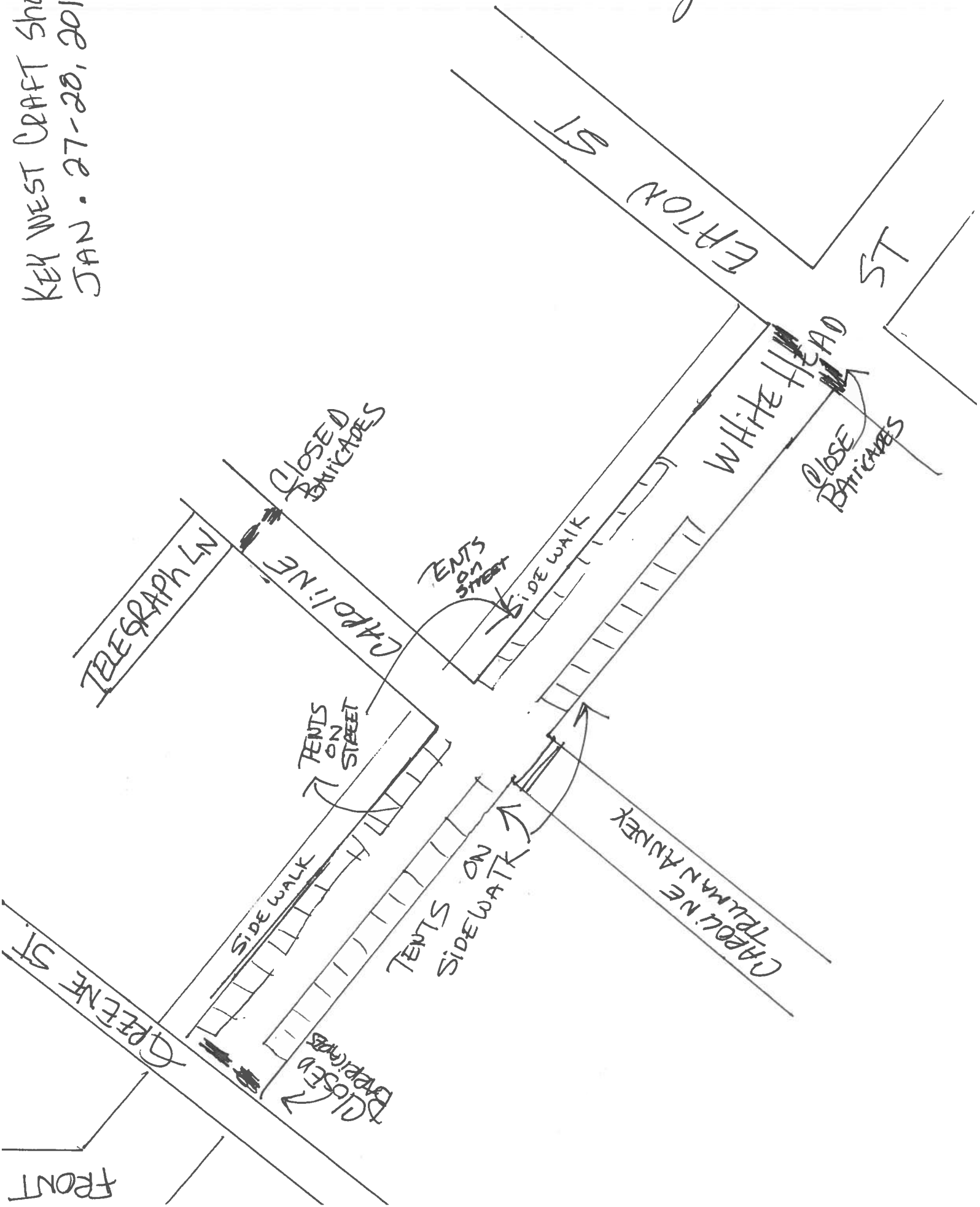
- ☐ Food Booths - Total # 0
- ☒ Vendor Booths - Total # 100 includes booths in Truman Annex
- ☐ Total Number of Booths - 100

Parade

- ☐ Floats - Total # 0

KEY WEST CRAFT SHOW  
JAN. 27-28, 2018

Key West Craft Show  
Jan 27-28, 2018



323 Whiteneck St Banyan resort

Event Name: Key West CRAFT Show

# **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	ck #618
✓	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	Southern most Insurance
✓	Financial of previous event (If applicable)	
✓	Release & Idemnification Form	
✓	Site Map ( where barricades, stages, etc are to go)	
N/A	Letter from non profit that states they will be receiving the funds	Applicant is non-Profit



# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Craft Show & Art Show  
DATES: January 27-28 + Feb 24-25, 2018

## DEPARTMENTS

## COMMENTS

### EVENTS (INITIAL SIGNOFF)

Maria Latorre 10/16/17  
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

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



# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

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DATES: January 27-28 + Feb 24-25, 2018

## DEPARTMENTS

## COMMENTS

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Maria Saff 10/16/17  
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### POLICE DEPARTMENT

SIGNATURE DATE

### FIRE DEPARTMENT

SIGNATURE DATE

### KWDOT

SIGNATURE DATE

### PORT AND MARINE SERVICES

SIGNATURE DATE

### CODE COMPLIANCE

Jim Yong 17 Oct 17  
SIGNATURE DATE

### ENGINEERING

SIGNATURE DATE

### UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN        APPROVED        DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS

EVENT: Craft Show & Art Show  
DATES: January 27-28 + Feb 24-25, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latuff 10/16/17  
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

Rosario Hernandez / R.S. 10-17-17  
SIGNATURE DATE

Requires Bus Details

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

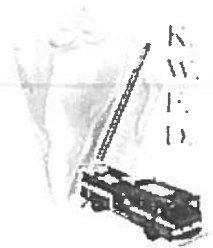
SPECIAL EVENT PERMIT HAS BEEN \_\_\_\_ APPROVED \_\_\_\_ DENIED

# Old Island Day's Art Festival

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):		CONDITIONS/RESTRUCTIONS
SIGNATURE	DATE	
PUBLIC WORKS		
SIGNATURE	DATE	
POLICE		
SIGNATURE	DATE	
FIRE DEPARTMENT		
Alan Averette	10/16/17	<u>SEE ATTACHED MEMO</u> <u>Approved</u>
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

From: Division Chief/Fire Marshal Alan Averette

Date: 10/16/2017

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 Jan. 27<sup>th</sup>, 28<sup>th</sup> and Feb 24<sup>th</sup>, 25<sup>th</sup> 2018

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  
[aavertett@cityofkeywest-fl.gov](mailto:aavertett@cityofkeywest-fl.gov)

3266 LSN 103X



# CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Craft Beer Art Show

DATES: January 27 & Feb 24, 2018

## DEPARTMENTS

## COMMENTS

### EVENTS (INITIAL SIGNOFF)

Marianne Patten 10/16/17  
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: Craft Show & Art Show  
 DATES: January 27, 28 + Feb 24, 25, 2018

## DEPARTMENTS

## COMMENTS

### EVENTS (INITIAL SIGNOFF)

Maria Latorre 10/16/17  
 SIGNATURE DATE

### COMMUNITY SERVICES

SIGNATURE DATE

### POLICE DEPARTMENT

Steve Torrence 10/24/17

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