

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

Name of Applicant(s) Cultural Preservation Society

Address of Applicant(s) PO Box 4837, Key West, FL 33040

Phone Number of Applicant(s) 305-923-4915 Fax: \_\_\_\_\_ Email ekschall@gmail.com

Name of Non-Profit (s) Cultural Preservation Society

Address of Non-Profit(s) PO Box 4837, Key West, FL 33040

Phone Number of Non-Profit(s) 305-923-4915

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

Date/Dates of Event 4/21/18

Hours of Operation 7am - 7pm

Estimated/anticipated number of persons per day 2,000

Location of Event Duval Street between Greene & Eaton

Street Closed yes

Detailed description of event Art and craft fair. All  
proceeds to KWHS Art Scholarships.  
All hand crafted goods

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.

Diana Schall

Applicants Signature

3/1/18

Date

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



## THE CITY OF KEY WEST

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

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

*Susan Schaal*  
for CPS.

*Key to the Caribbean — average yearly temperature 77 ° Fahrenheit.*

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

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 SS

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 SS.

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 SS.

# 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 SS
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 SS
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 SS
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 SS
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 SS

## Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: SUSAN SCHAAL Phone number: 305-923-4915
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.  
Aluminum ☒ Glass ☒ #1 Plastic ☒ #2 Plastic ☒ Steel ☐  
Corrugated Cardboard ☒ Other: ☐
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).  
Amount of recycling and garbage containers needed:
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825/  
Arrangements made: ☒
- Capacity of containers on grounds:  
Contact person for containers: SUSAN SCHAAL Phone #: 305-923-4915
- 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: ☒
- 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

300  
Block

## Conch Republic Days – Art and Craft Show

Saturday, April 21<sup>st</sup> 10 a.m. – 6:00 p.m.

(street closure 7:00 a.m. to 7:00 p.m.)

The Cultural Preservation Society, aka Sunset Celebration, will hold their annual scholarship fundraiser on April 21st. Net proceeds from booth fees will be used to award graduating, Key West High School Seniors pursuing any art form scholarships and also sponsor school age children for summer art camps.

As in past years, no buy/resale merchandise will be allowed, no street alcohol sales and no large food trucks will be allowed. Where possible, entrances to business' and/or access to the store fronts are planned.

Thank you for your community support!

Business Name

Address

Signature

Hyatt Booth


Carolines

Jz Walsh



Porter Village

Jz Walsh



Grand Cafe 314

Kellys Hanger

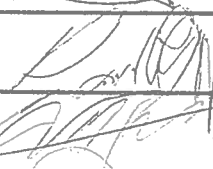
Oldest House

322 Duval



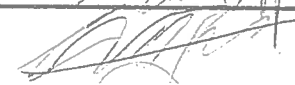
Shore Store

324A



Bikini Village

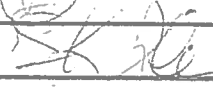
326



Heavenly Couture 330



Berkshire Hathaway 336



HOLD TO LIGHT TO VIEW WATERMARK IN PAPER. IRAY SENSITIVE RED IMAGE DISAPPEARS WITH HEAT. DETECTION CIRCLE REVEALS A LOCK WHEN TESTED.

4358

**SUNSET CELEBRATION**

KEY WEST CULTURAL PRESERVATION SOCIETY, INC.  
P.O. BOX 4837  
KEY WEST, FL 33041



**CAPITAL BANK**

capitalbank-us.com

63-1176/670

100% Quality • Open • Hard  
100% Protection for Business

3/6/2018

PAY TO THE  
ORDER OF

City of Key West

\$\*\*1,000.00

One Thousand and 00/100\*\*\*\*\*

DOLLARS

City of Key West



*[Signature]*

MEMO

Deposit for Conch Republic Days Street Fair

AUTHORIZED SIGNATURE

*[Security pattern graphic]*



## Conch Republic Days – Art and Craft Show

Saturday, April 21<sup>st</sup> 10 a.m. – 6:00 p.m.

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As in past years, no buy/resale merchandise will be allowed, no street alcohol sales and no large food trucks will be allowed. Where possible, entrances to business' and/or access to the store fronts are planned.

Thank you for your community support!

Business Name

Address

Signature

22<sup>nd</sup> Co.

218 1/2 Duval

Kelly Nesbit

J. Stancova

216 Duval

202 Duval

Mike Meyer

Sloppy Joe's Bar 201 Duval St.

Pirates corner

Sylvia

Betsy

Duval Center

209 Duval St

CROC

211 B

J. Varg

Kevin

211 C

Bobain

215

Gas Monkey

217 Duval

B.

222

Fogarty's 227 Duval

Joe

J.



## THE CITY OF KEY WEST

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

### RELEASE AND INDEMNIFICATION

**Conch Republic Independence Celebration, LLC**  
**Sunset Celebration Street Fair**  
**April 21, 2018**

I **Susan Schaal** being authorized to act on behalf of and legally bind **Key West Cultural Preservation, Inc.** doing business as the legal entity or association on whose behalf this application is made, do hereby release the City of Key West, its officers, agents and employees from any and all liability for damages arising out of, or related to the activities for which application for leave to use City property has been submitted; and do hereby further agree, on behalf of said entity or association to indemnify, and hold harmless the City of Key West, its officers, agents, and employees from and against any and all damages to personnel or property of the City, and against all claims for damages or injuries to other persons or property of any nature whatsoever, and for defense costs, including attorneys' fees at both trial and appellate levels, arising from the actions or omissions of the person(s) or legal entity(ies) on whose behalf the application is submitted, including, but not limited to, the sale and dispensing of alcoholic beverages, or otherwise arising from the actions of their members, licensees, customers, guests, invitees, or participants in the related activities permitted. The foregoing Release and Indemnification agreement does not apply to those claims for damages or injuries which result from the negligent actions or omissions of the City of Key West, its officers, agents, and employees.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

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

[Florida Department of State](#)

DIVISION OF CORPORATIONS

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

## Detail by Entity Name

Florida Not For Profit Corporation

KEY WEST CULTURAL PRESERVATION SOCIETY, INC.

### Filing Information

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

### Principal Address

MALLORY SQUARE DOCK AND PLAZA  
KEY WEST, FL 33040

Changed: 04/03/2007

### Mailing Address

P.O. BOX 4837  
KEY WEST, FL 33041

Changed: 04/12/2010

### Registered Agent Name & Address

DEL ROSSO, DAVID W  
1001 18TH ST  
KEY WEST, FL 33040

Name Changed: 04/03/2007

Address Changed: 03/05/1997

### Officer/Director Detail

#### **Name & Address**

Title Director

Rodriguez, Antonio  
1661 Dunlap  
Key West, FL 33040

Title ViChairman, VC

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

Title Chairman

John, Graffeo  
61 Barcelona Dr.  
Key West, FL 33040

Title Treasurer

Ryan, Stimers  
5 Lopez Lane  
Key West, FL 33040

Title Secretary

Angie, Garcia  
3005 Airport Blvd.  
Key West, FL 33040

Title Director

Terry, Riley  
2418 Patterson Ave.  
Key West, FL 33040

Title Director

Cureton, Mike  
P.O. BOX 4837  
KEY WEST, FL 33041

#### Annual Reports

Report Year	Filed Date
2016	03/21/2016
2017	04/02/2017
2018	03/13/2018

#### Document Images

<a href="#">03/13/2018 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/02/2017 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/21/2016 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/21/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/12/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">10/01/2013 -- REINSTATEMENT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/09/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/03/2011 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/12/2010 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>



**KEY WEST FIRE DEPARTMENT  
FIRE MARSHAL'S OFFICE**

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**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 # 2
- ☐ Vendor Booths – Total # 60
- ☐ Total Number of Booths - 62

**Parade**

- ☐ Floats – Total # \_\_\_\_\_

Greene to Caroline (200 block)  
crosswalk

	leave open
	201
	202
	203
	204
	205
	206
	207
Tree Bar/ Durty Harrys	18' leave open for front
	208
	209
	210
Charles Street open	
	211
Beach club store	15' open
	212
	213
	214
	215
	216
	217
	218
Teasers	10' open
	219
	220
	221
	222
	223
220B Duval	5' open
	224
	225
	226
Whistle Bar Ent	8' open
	227
	30' for turtle hosp
	leave open
crosswalk	////////

Turtle  
Hospital  
Space

Caroline to Eaton (300 block)  
crosswalk

Porter Mansion Kiosks	leave open	leave open, 10' from crosswalk plus fire hydrant clearance
	leave open	
	leave open	
	301	
	302	
	303	
	steps, 5' open	
	304	
	305	
	306	
Caroline's Rest & Bar	14' open for entrance	
	307	
	308	
	309	
	310	
	30' open for Porter Mansion entrance and Wheelchair access	
	311	
The Grand	10' open for entrance	
	312	
	313	
	314	
	315	
	316	
	317	
Oldest House	10' open for entrance	
	318	
	319	
	320	
	321	
	322	
	323	
	324	
326A entrance	7' open	
	325	
	326	
Wheelchair curb access	10' open	
	327	
	328	
	329	
	330	
	331	
	332	
	333	
	334	
	leave open	
crosswalk	////////	

All Spaces are 10x10  
10' from crosswalk compliance  
fire hydrant clearance compliance  
27 Booths in 200 block  
34 Booths in 300 block  
61 Booths PLUS space for Turtle Hosp

Event Name: \_\_\_\_\_

CPS - 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)	
✓	\$50.00 for Noise	N/A
✓	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	
✓	Recycling Plan	
✓	Authorization Letter for continuous cleaning of recycled area	Working w/Waste management
✓	Signatures of No Objection of Street closure (If applicable)	
✓	Insurance naming the City as additional insured	Forthcoming
✓	Financial of previous event (If applicable)	
✓	Release & Idemnification Form	Forthcoming
✓	Site Map ( where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	They are the non profit



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS

EVENT: Cultural Preservation Conch Republic Street Fair  
DATES: April 21, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Katerji

SIGNATURE

DATE

Same as previous year

✓ COMMUNITY SERVICES

SIGNATURE

DATE

✓ POLICE DEPARTMENT

SIGNATURE

DATE

✓ FIRE DEPARTMENT

SIGNATURE

DATE

✓ KWDOT

SIGNATURE

DATE

✓ PORT AND MARINE SERVICES

SIGNATURE

DATE

No Impacts

✓ 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: Cultural Preservation Conch Republic Sheet Fair  
DATES: April 21, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Manu Rakeup

SIGNATURE

DATE

Same as previous year

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

Ji Yang

SIGNATURE

22 Mar 18

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  
APPROVALSEVENT: Cultural Preservation Conch Republic Street Fair  
DATES: APRIL 21, 2018

## DEPARTMENTS

## COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Raterji

SIGNATURE

DATE

Same as previous year

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

Steve Torrence 3/22/18

SIGNATURE

DATE

Requires Extra Duty Officers

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

SIGNATURE

DATE

PORT AND MARINE SERVICES

SIGNATURE

DATE

✓ CODE COMPLIANCE

SIGNATURE

DATE

ENGINEERING

SIGNATURE

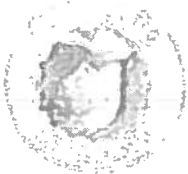
DATE

UTILITIES

SIGNATURE

DATE

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



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS

EVENT: Cultural Preservation Conch Republic Sheet Fair  
DATES: April 21, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Rateru

SIGNATURE

DATE

Same as previous year

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE

DATE

FIRE DEPARTMENT

SIGNATURE

DATE

KWDOT

Rogelio Hernandez / RS 3-22-18

SIGNATURE

DATE

No Impact if  
Caroline + Duval is open

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:** Rod Delostrinos  
**Sent:** Thursday, March 22, 2018 12:32 PM  
**To:** Maria Ratcliff; Richard Sarver; Tara Stansbury; Steve Torrence; Alan Averette; Rogelio Hernandez  
**Subject:** RE: CPS street fair for the Conch Republic Independence Celebration

Please initial off for me. There are no issues from the Transportation Department.

Very Respectfully,

Rod Delostrinos  
Director of Transportation  
City of Key West

O: 305.809.3918  
C: 305.304.6860  
5701 College Road  
Key West, Florida 33040

**From:** Maria Ratcliff  
**Sent:** Thursday, March 22, 2018 11:02 AM  
**To:** Richard Sarver <rsarver@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>  
**Subject:** CPS street fair for the Conch Republic Independence Celebration

*I need these ASAP please. Thanks!*

*Maria Ratcliff*  
Executive Administrator to the City Manager &  
Special Events Coordinator  
City of Key West  
1300 White Street  
Key West, Florida 33040  
Phone: 305 809-3881  
Fax: 305 809-3886





CITY OF KLY WEST SPECIAL EVENTS DEPARTMENT  
APPROVALS

EVENT: Cultural Preservation (Cach Republic Street Fair)  
DATES: APRIL 21, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Klatup

SIGNATURE

DATE

Same as previous year

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

# Conch Republic Celebration CPS Street Fair

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

### EVENT (INITIAL SIGNOFF):

\_\_\_\_\_  
SIGNATURE                      DATE

PUBLIC WORKS

\_\_\_\_\_  
SIGNATURE                      DATE

POLICE

\_\_\_\_\_  
SIGNATURE                      DATE

FIRE DEPARTMENT

Alan Averette                      01/22/2018

\_\_\_\_\_  
SIGNATURE                      DATE

PORT/KEY WEST DOT

\_\_\_\_\_  
SIGNATURE                      DATE

CODE COMPLIANCE

\_\_\_\_\_  
SIGNATURE                      DATE

KEY WEST PROPERTY  
MANAGEMENT

\_\_\_\_\_  
SIGNATURE                      DATE

PARKING DEPARTMENT

\_\_\_\_\_  
SIGNATURE                      DATE

### CONDITIONS/RESTRUCTIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
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SEE ATTACHED MEMO

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## THE CITY OF KEY WEST

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

To: Cultural Preservation Society

From: Division Chief/Fire Marshal Alan Averette

Date: March 22, 2018

Reference: Conch Republic Celebration CPS Street Fair

This office reviewed the special event application for the Conch Republic Celebration CPS Street Fair April 21, 2018. The following conditions apply:

- Booths will be designated to one side of the street, there will be no blocked cross streets or hydrants, and there shall be 10' clearance from the corners on each intersection.
- The Fire Marshal's office will require a Fire Inspector during the event hours at a rate of \$40.00 per hour.

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.

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