

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., Key West 33040
Phone Number of Applicant(s) 305-294-4352 Fax: 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 \$18,000 net

Date/Dates of Event July 21, 2018

Hours of Operation 10AM- 10 PM

Estimated/anticipated number of persons per day 1,200+

Location of Event Duval St. between Front and Southard

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

3/20/18
Date

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

Revised for
Third Reading
11/19/02

ORDINANCE NO. 02-29

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

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

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

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

Sec. 6-26. Payment for city services.

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

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

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

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

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

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

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

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

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

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

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

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

Sec. 6-56. Application.

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

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

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

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

Sec. 6-57. Donation of percentage of revenue

to nonprofit organization.

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

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

Sec. 6-58. Major festival.

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

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

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

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

Sec. 6-61. Temporary bathroom facilities.

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

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

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

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

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

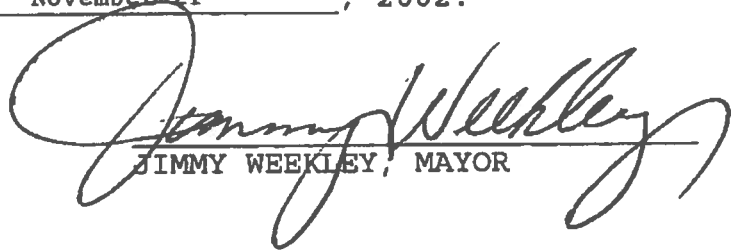
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

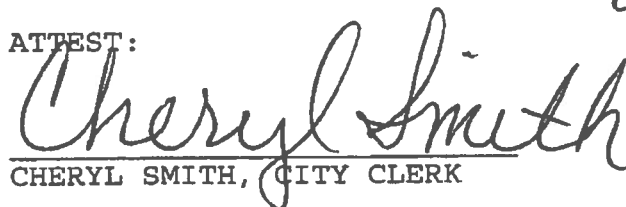
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

Filed with the Clerk November 21, 2002.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK



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

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel *RT*
City Attorney

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 

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 

9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.

Sponsor's 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 

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 

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 

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 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 

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: 20 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: 1,920 GALLONS TRASH / 1,920 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) 809-3888

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.

Mary Casanova

001513

63-43/670

3-20-18

PAY
TO THE
ORDER OF

City of Key West
One Thousand Dollars &

1.000

DOLLARS

MEMO
Caribbean Street Fair

Mary Cacanosa
NP
AUTHORIZED SIGNATURE

AUTHORIZED SIGNATURE

THE UNIVERSITY OF CHICAGO

DECLARATION OF INTEREST

2000



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 for the Caribbean Street Fair
Submitted by Literacy Volunteers of America (LVA)– Monroe County, Inc.**

**Date and hours of the event: Saturday July 21, 2018
(8 AM setup Time, 10AM-10PM Event Time)**

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

Event Chair Phone number: (305) 304-0578

**Cellphone/phone to contact during event:
305-304-0578/412-517-8715**

Description of Event:

This is the 38th annual Caribbean Street Fair which will be held on Saturday July 21st, 2018 during the Hemingway Days Festival. We will have approximately 70 arts and crafts vendors and 10 food vendors. The event will take place on Duval Street between Front and Fleming Streets between the hours of 10 am AND 10 pm.

Our goal for the event: This will be a family oriented event to coincide with the celebration of Hemingway Days. Our emphasis will be 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**



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

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.

This includes:

- (1) Recycle bins are within 50 feet of food and drink sale locations. Locate recycle bins adjacent to trash receptacles. There is a recycle bin next to every trash can.**
- (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.**

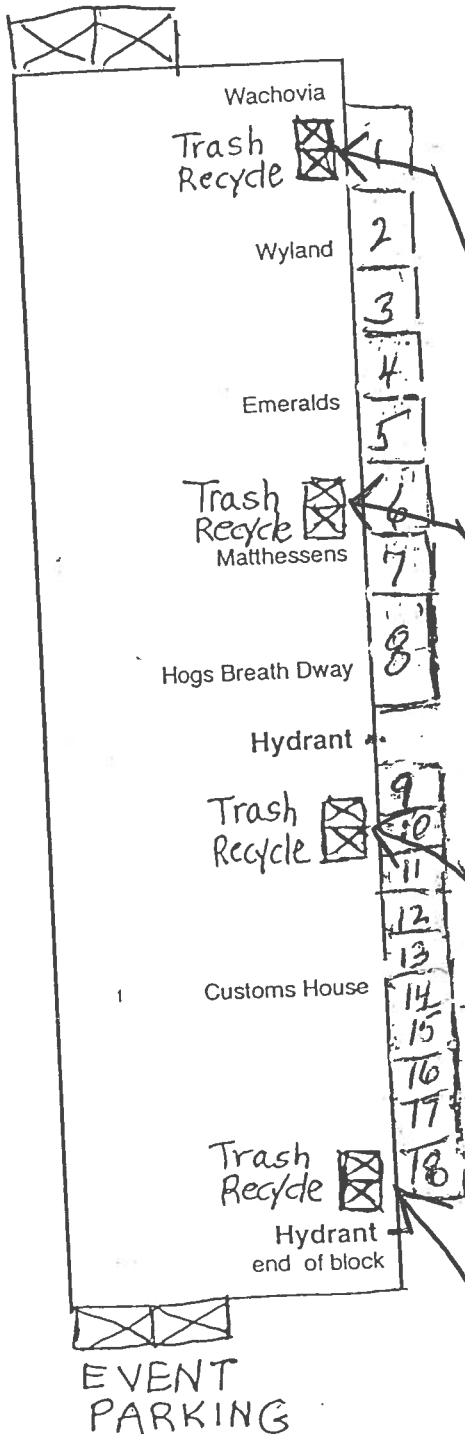
"An affiliate of Pro Literacy Worldwide"

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DRAWINGS ARE NOT TO SCALE

EVENT PARKING

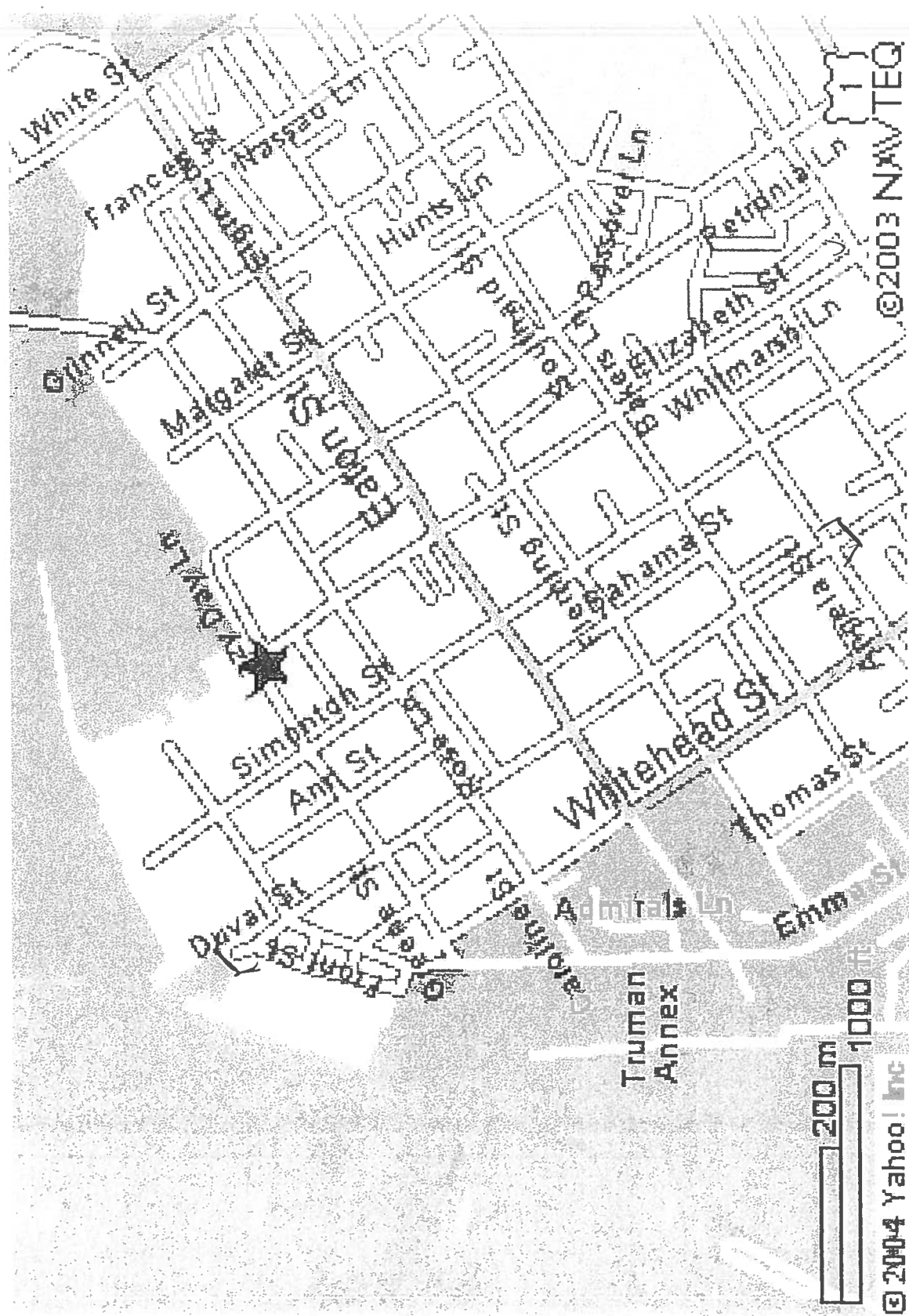
100 Block
Front Street



100 Block Seating Chart

- 1-1 Smoking D's
- 1-2 Caribe SUP ✓
- 1-3 Master Carvers ✓
- 1-4 J. Rowe ^{no voice} _{mail}
- 1-5 Mosquito Control ✓
- 1-6 All Biz ✓ ain Dead
- ? 1-7 Lori Lippard
- 1-8 One Stop Hats ✓
- 1-9 Unique Arts ✓
- 1-10 ILA
- 1-11 Gulfstream Trading-
- 1-12 Sunsational
- 1-13 Crazy Faces
- 1-14 ^{annalises hats}
- 1-15 Gloria Jannel
- 1-16 Hunter Skipper
- 1-17 Hammerheads
- 1-18 Mr. Concessionaire

SEE TRASH/
GREENE STREET RECYCLE



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

March 21, 2018

I, Mary Casanova, being authorized to act on behalf of an 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 you 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 attorney's fees at both trial and appellate levels, arising from the actions or omission of the persons or legal entities on whose behalf the application is submitted. The forgoing 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.

Mary Casanova
Signature of applicant

Mary Casanova
Print Name

March 21, 2018
Date

"An affiliate of Pro Literacy Worldwide"

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or national origin as required by Title VI of the Civil Rights Act

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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

March 21, 2018

To whom it may concern:

Literacy Volunteers of America – Monroe County Inc., will receive 100% of the funds from the 2018 Caribbean Street Fair.

Please call if you have a question.

Thank you.

Sincerely,



Mary Casanova

Executive Director

LVA – Monroe County, Inc.

"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

100-200
Block

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

Monroe County, Inc.

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

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

200 Block
posed to the Hemingway Days

[illegible]

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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

300-500
BLOCK

A signature indicates that I am not opposed to the Hemingway Days Caribbean Street Fair fundraiser for Literacy Volunteers of America on Saturday, July 21, 2018.

300 Block
400 Block

318	Duval St/Signature	Key West Woman Club
310	Duval St/Signature	Key West Porter Village
314	Duval St/Signature	Key West Grand
322 A	Duval St/Signature	Kelly's Hanger HAT
	Duval St/Signature	
	Duval St/Signature	
322	Duval St/Signature	OLDEST HOUSE Andy Haden
326	Duval St/Signature	SHORE STORE OLIVER AOHAR
326	Duval St/Signature	BIRN VILLAGE O.F.
330	Duval St/Signature	Heavenly
336	Duval St/Signature	SEAN FKE Knight
	Duval St/Signature	
	Duval St/Signature	
419 A	Duval St/Signature	Hansen Dances
414 B	Duval St/Signature	Trinidad Dela
	Duval St/Signature	
419 C	Duval St/Signature	
	Duval St/Signature	
419	Duval St/Signature	Macaw
423 A	Duval St/Signature	
	Duval St/Signature	
423 C	Duval St/Signature	Northwest Overl Studios
431	Duval St/Signature	Quiet Storm
501	Duval St/Signature	to anana RCP
285	Duval St/Signature	Salchich
505	Duval St/Signature	clothing outlet
507	Duval St/Signature	clothing outlet
509	Duval St/Signature	clothing outlet
509/12	Duval St/Signature	clothing outlet
515	Duval St/Signature	clothing outlet
517	Duval St/Signature	clothing outlet
519	Duval St/Signature	clothing outlet
521	Duval St/Signature	clothing outlet
527	Duval St/Signature	clothing outlet
533	Duval St/Signature	clothing outlet
539	Duval St/Signature	clothing outlet
	Duval St/Signature	
	Duval St/Signature	

"An affiliate of Pro Literacy Worldwide"

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

300 BLOCK

[illegible]

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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Monroe County, Inc.

2405 North Roosevelt Blvd., Key West, FL 33040

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

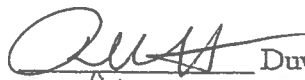
email: info@lva-monroe.org/website: lva-monroe.org

4-5

100-500
BLOCK

A signature indicates that I am not opposed to the Hemingway Days
Caribbean Street Fair fundraiser for Literacy Volunteers of America on Saturday,
July 21, 2018.

104 Duval Emeralds Int'l
No Plastic Bucket Drummers!



Duval St/Signature



Duval St/Signature



Duval St/Signature



Duval St/Signature



Duval St/Signature



Duval St/Signature



Duval St/Signature



Duval St/Signature



Duval St/Signature



Duval St/Signature



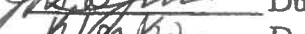
Duval St/Signature



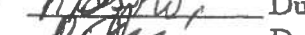
Duval St/Signature



Duval St/Signature



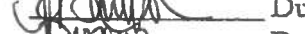
Duval St/Signature



Duval St/Signature



Duval St/Signature



Duval St/Signature



Duval St/Signature



Duval St/Signature



Duval St/Signature



Duval St/Signature



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Duval St/Signature



Duval St/Signature



Duval St/Signature



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Duval St/Signature



Duval St/Signature

106 Duval Cafe de Pans

108 Duval / Ripley's BION!

120 Duval St. / Leviaa

124 Duval St. Live in Paradise

106 Duval St. Ivor's Rare

124 Duval Smallest Bar

126-128 Duval Wet Willie's

130 Duval St. Pizelle's Key

425 Green St Crazy Shirts

400A Duval St Fresh Produce

400B Duval St River Street Sweets

400 Duval St. / Earthbound Trading.

408 Duval Street / Sandal Factory

430 Duval Street / Jamba

500 Duval St. / Eve

512 Duval St. Island Style

514 Duval St. Island Reef

518 Duval St. R Orojolo

520 Duval St. / Aliss

526 Duval St. GAP Factory Store

"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

4:32 PM

08/29/17

Accrual Basis

Literacy Volunteers of America

2017 Caribbean Fair

January through August 2017

	Jan - Aug 17
Ordinary Income/Expense	
Income	
Fundraising	
Caribbean Fair	21,725.00
Total Fundraising	21,725.00
Total Income	21,725.00
Gross Profit	21,725.00
Expense	
advertising	44.70
Bank Service Charges	
Credit card fees	19.81
Total Bank Service Charges	19.81
Fundraising expense	
Caribbean Expenses	3,119.29
Fundraising expense - Other	25.00
Total Fundraising expense	3,144.29
Total Expense	3,208.80
Net Ordinary Income	18,516.20
Net Income	18,516.20

[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

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 Address

2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Changed: 10/23/2014

Mailing Address

2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Changed: 10/23/2014

Registered Agent Name & Address

CASANOVA, 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

Title T

Quinn, Eileen
2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Title VP

Slavov, Viktor
2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Title D

CASANOVA, MARY
4800 SE Federal Highway#120
Stuart, FL 34997

Title Secretary

Wanous, Craig
2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2016	03/26/2016
2017	01/17/2017
2018	01/09/2018

Document Images

01/09/2018 -- ANNUAL REPORT	View image in PDF format
01/17/2017 -- ANNUAL REPORT	View image in PDF format
03/26/2016 -- ANNUAL REPORT	View image in PDF format
02/23/2015 -- ANNUAL REPORT	View image in PDF format
10/23/2014 -- AMENDED ANNUAL REPORT	View image in PDF format
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09/04/2003 -- Amendment	View image in PDF format

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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

Florida Department of State, Division of Corporations



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
Saturday, July 21, 2018

I **Mary Casanova** 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 Ratcliff
Signature of Witness

Maria Ratcliff
Print Name

3-21-18
Date

Mary Casanova
Signature of Applicant

Mary Casanova
Print Name

3-21-18
Date

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



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
for
John Wilkins

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.

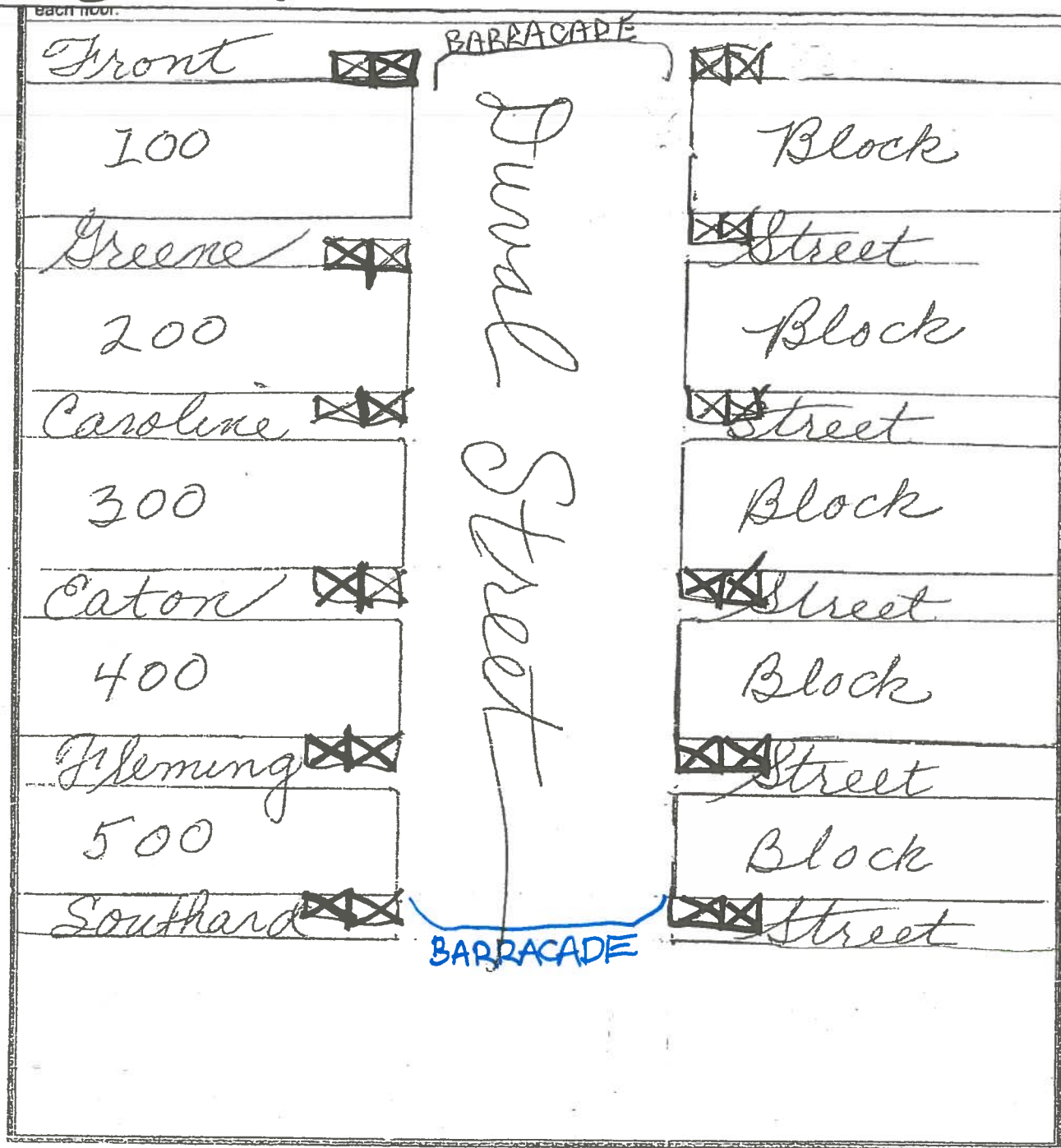
Vendors and Event Organizers must pay for metered parking used outside of Event Zone.

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

Caribbean Street Fair



 = Parking for
TWO PARKING SPACES Event Staff



**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 # 10
- ☒ Vendor Booths -- Total # 70
- ☒ Total Number of Booths - 80

Parade

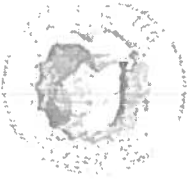
- ☐ Floats -- Total # NA

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	✓

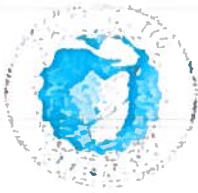


CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Literacy Volunteers of America Monroe County, Inc
DATES: July 21, 2018

DEPARTMENTS	COMMENTS
EVENTS (INITIAL SIGNOFF) <u>Maria Ratuiff</u> <u>3/22/18</u> SIGNATURE DATE	
COMMUNITY SERVICES SIGNATURE DATE	
POLICE DEPARTMENT SIGNATURE DATE	
FIRE DEPARTMENT SIGNATURE DATE	
KWDOT <u>Rocio Hernandez / RD</u> <u>3-22-18</u> SIGNATURE DATE	<u>Requires Bus Detours</u>
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: Literacy Volunteers of America Monroe County, Inc.
DATES: July 21, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratuja 3/22/18
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOT

SIGNATURE DATE

PORT AND MARINE SERVICES

Jim Young 22 Mar 18
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
APPROVALSEVENT: Literacy Volunteers of America Monroe County
DATES: July 21, 2018DEPARTMENTSCOMMENTS

EVENTS (INITIAL SIGNOFF)

SIGNATURE Maria Ratuiss DATE 3/22/18

COMMUNITY SERVICES

SIGNATURE

DATE

POLICE DEPARTMENT

SIGNATURE Steve Torrence DATE 3/27/18

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

Literacy Volunteers of America Monroe County Caribbean Fair

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 03/26/2018

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: Literacy Volunteers of America

From: Division Chief/Fire Marshal Alan Averette

Date: 03/26/2018

Reference: Literacy Volunteers of America Street Fair

This office reviewed the special event application for the Literacy Volunteers of America Street Fair to be held on Duval Street on July 21, 2018.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- The Duval Street closure needs to allow for emergency vehicle passage.
- Event organizer is responsible for two Inspectors @ \$40.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- **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/Division Chief
Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3931 Office
aaverett@cityofkeywest-fl.gov

3267 LSN M3X
KEY WEST



Key West Fire Department

Office of the Fire Marshal

Alan Averette, Fire Marshal
Wesley Jones, Lt. / Fire Inspector
Gregory Barroso, Capt. / Fire Inspector
Jason Barroso, Capt. / Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 809-3933
Fax: (305) 293-8399

Food Booth and Vendor Regulations

Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.
3. Each cross street corner shall have 10' clearance before the setup of any vendor booth.
4. All hydrants must maintain 5' clearance on each side to allow fire department access.
5. **Each vendor shall stay within their assigned area, equipment and supplies shall not be staged outside their allotted space. ie: sidewalks, exit ways.**

Butane or Propane equipment:

1. Shut-off valves must be provided at each fuel source.
2. Tanks must be protected from damage and secured in an upright position and must be located at least 5 feet apart from each other.
3. No storage of extra butane or propane tanks in booth.
4. Tanks not in use must be turned **OFF**.
5. Unused fuel cylinders shall be stored in a secured position. Unused cylinders must be located 50 feet away from all combustibles.

All compressed gas bottles, flammable or non-flammable shall be properly secured to prevent accidental tipping over.

Electrical Power:

1. Generators shall be placed in locations approved by the Fire Marshal's Office for "special events" use.
2. Refueling of generators is prohibited during event hours. No extra fuel shall be stored during event hours.
3. During approved refueling times, no smoking or open flames are allowed within 25 feet.
4. Extension cords shall be of grounded type and approved for exterior use. Extension cords shall be placed so as not to create a hazard.

Charcoal Cooking:

1. Charcoal cooking must be located in areas away from public access.
2. Charcoal cooking must be 10 feet away from combustible structures and parked vehicles.
3. Coals shall be disposed in metal containers

Deep Fat Frying/Flambé/Open Flame Cooking:

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. The cook area must not be accessible by the general public.
3. Deep fat frying equipment must be equipped with a temperature regulating device.
4. Separation must be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.

Fire Extinguishers:

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of **3A:40B:C**. (dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of **3A:40B:C** must not exceed 75 feet.
3. Fire extinguishers must be serviced annually and be tagged accordingly.
4. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.
5. Each cooking booth that is using deep fat fryers must have a **6 Liter Type K** (wet chemical fire extinguisher).

Miscellaneous:

Fire Hydrants – Fire Hydrants must not be obstructed at any time for any reason.

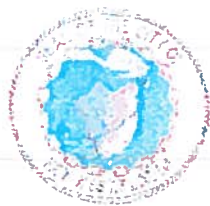
Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

The above regulations are not inclusive of other general fire safety provisions that may be imposed upon inspection.

Any booth not in compliance will be immediately closed.

Fire Safety Tips

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. Do not spray lighter fluid on briquettes that have been previously ignited.
7. In case of emergency, **DIAL 9-1-1**.



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Literacy Volunteers of America Monroe County, Inc.
DATES: July 21, 2018

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratuiff 3/22/18
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

No Impact

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED

Maria Ratcliff

From: Richard Sarver
Sent: Wednesday, April 04, 2018 3:14 PM
To: Maria Ratcliff
Subject: RE: Literacy Volunteers of America Approval Sheet

CS good with event
Fax not working for me

From: Maria Ratcliff
Sent: Wednesday, April 04, 2018 10:02 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>
Subject: Literacy Volunteers of America Approval Sheet

Can I get this approval asap please? Thank you!

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

