

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Joyce Straiton

Address of Applicant(s) P.O. Box 4837 / KW, FL 33041

Phone Number of Applicant(s) 305-304-4563 Fax: _____ Email lightseeker99@hotmail.com

Name of Non-Profit (s) Cultural Preservation Society

Address of Non-Profit(s) P.O. Box 4837 / KW, FL 33041

Phone Number of Non-Profit(s) 305-304-4563

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$ 3,000

Date/Dates of Event April 25, 2015

Hours of Operation 10a-5p / set up @ 8a / street clear by 6p

Estimated/anticipated number of persons per day 2,000

Location of Event Green St (Duval - Whitehead) Fitzpatrick (Green - Front)

Street Closed same as above

Detailed description of event Arts + Crafts Fair for Conch Rep. Days - Primary Fundraiser for CPS's KW Scholarship Fund

Noise exemption required: Yes _____ No X

Alcoholic beverages sold/served at event: Yes _____ No X

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

J. Straiton
Applicants Signature

2/11/15
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: ~~Fancy~~Fantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons

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

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

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

Sec. 6-61. Temporary bathroom facilities.

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

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

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

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

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

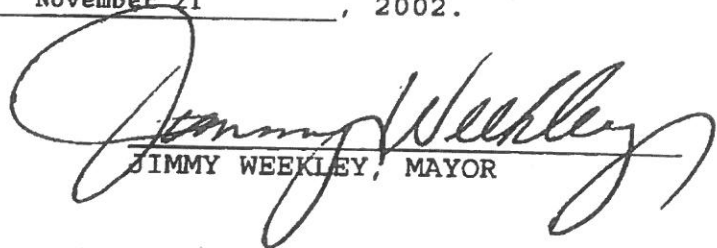
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

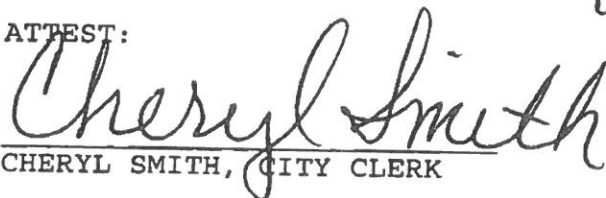
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

Filed with the Clerk November 21, 2002.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK

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 JL

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 JL

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 JL

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 JL

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 NAJ

NA

- 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 JP NA

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

Sponsor's Signature JP

City Mgr

- 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 JP

- 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 JP

- 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 JP

After Event

- 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 JP

- 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 JP

NA

- 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 JP

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 JP

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 JP.

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 JP.

Recycling Plan

For Conch Republic Street Fair

02-25-2015

CPS plans to incorporate the following Recycling Plan:

- 1) Inform all participants of locations of bins.
- 2) Inform monitors on how to properly sort trash and recyclables.
- 3) Pass out signs for point of sales to customers reminding them of recycling.
- 4) Arrange for pick-up and delivery of recycle and trash bins.



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.

A handwritten signature in cursive script, appearing to read "J. Shantz", is written over a horizontal line.

joyce straiton
9:14 PM
To: mlara5@wm.com

Show this message...



From: **joyce straiton** (lightseeker99@hotmail.com)
Sent: Tue 2/10/15 9:14 PM
To: mlara5@wm.com (mlara5@wm.com)

Sent from my iPhone

Dear Ms.Lara,

This email is regarding the Conch Republic Street Fair details you requested. If you have any questions or need more information, feel free to call.

Event: Conch Republic Street Fair

Date: April 25, 2015

Requesting : 8- 64 gallon recycling bins
8-64 gallon garbage bins

Delivery date: April 24,2015

Removal date:April 27,2015

Delivery location : Mallory Square(behind waterfront playhouse)

Removal location : same as delivery

Billing address: Key West Cultural Preservation Society
P.O. Box 4837
Key West, FL 33041

Contact Person: Joyce Straiton 305)304-4563
Sent from my iPhone

Lara, Margret (MLara5@wm.com)

9:16 PM

To: joyce straiton

Show this message...



From: **Lara, Margret** (MLara5@wm.com)

Sent: Tue 2/10/15 9:16 PM

To: joyce straiton (lightseeker99@hotmail.com)

Confirmed for delivery.

Thank You,

Margret Lara

Franchise Territory Manager

mlara5@wm.com

Waste Management

125 Toppino Industrial Dr.

Key West, Fl. 33040

Tel 305-434-9136

Cell 305-797-3312

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Joyce Stratton Phone number: 305) 304-4563
- 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: _____
- Order signs to inform customers of recycling recycling containers. _____ and
- Acquire liner bags for the recycling container of the bags is equal to or greater than that of t _____ city
- Arrange for emptying of recycling containers to the large container.
Arrangements made: _____ nds
- Arrange for pick-up of the recyclables. The a materials for recycling. In other cases, arrange 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

City of Key West
*** CUSTOMER RECEIPT ***

Oper: KEYWALW Type: OC Drawer: 1
Date: 2/19/15 45 Receipt no: 13908

Description	Quantity	Amount
ZZ UNUSUAL PAYMENT	1.00	\$1000.00

G/L account number:
00100002200100

SUNSET CELEBRATION
CONCH REPUBLIC STREET FAIR

Tender detail	Quantity	Amount
CK CHECK	3028	\$1000.00
Total tendered		\$1000.00
Total payment		\$1000.00

Trans date: 2/19/15 Time: 9:38:25

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

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

Problems: _____

Actions taken: _____

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

Problems: _____

Actions taken: _____

- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program

Comments: _____

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

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

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

- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.

Amount of material: _____

Contamination: _____

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

- Share the results with event organizers.

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

- Security deposit returned: _____

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

By signing below, I do not object to the closing of Greene (from Whitehead to Duval), and Fitzpatrick (from Front to Greene) on Sat., April 25, 2015, for the Conch Republic Street Fair.

Greene St.

Shirts
Crazy Stitch l. Rockett

Local Color [Signature]

Amigos [Signature]

Blue Sophia [Signature]

Bumble Bee Silver J. Alvin

Nautical Treasures J. Alvin

Gold Creations Reshma

New Look [Signature]

Blue Gecko (Key Lime & Ice Cream Factory) J. Alvin

Kai-Kai Sandals [Signature]

Point Break Cigar Factory [Signature]

Island Market [Signature]

Pirate Corner VALENTINA Baeff

Rumor Lounge Nin Pan

Capt. Tony's [Signature]

Island Safari Rentals [Signature]

Key West Aloe K. Bellamy

Coconut Factory [Signature]

Key Lime Republic [Signature]

Kites (Sport, Game & Toys) [Signature]

Audubon Gallery [Signature]

Fitzpatrick St.

The Crystal Menagerie (D. Mitchellson)

Time Square M. Ben

I-95 Crew Services M. H. May

Rodriguez Cigar Factory M. R. R.

Silver & Gold Nancy J. E.

Kino Sandals A. J. M.

Touch of Gold R. L. W.

Silver Shack D. J. S.

Hog's Breath Clothing Company (C. S. W.)

\$5 Store M. J. S.

The Turquoise Restaurant Jim Jones

Paradise Scooter & Bike Rental D. L. S.

Falafel King Alex Castro

Jai Store D. J. S.

Smile Mon R. S. W.

CMP

ACORDTM

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/21/14

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER K & K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, In 46801	CONTACT NAME: LEISURE
	PHONE (A/C, No. Ext): 800-553-8368 FAX (A/C, No): 260-459-5624 E-MAIL ADDRESS: KK.EVENTSATTRACTIONS@KANDKINSURANCE.COM
INSURED KEY WEST CULTURAL (SEE FORM GAI3001) D/B/A SUNSET CELEBRATION P.O. BOX 4837 KEY WEST, FL 330414837	INSURER(S) AFFORDING COVERAGE
	INSURER A: NATIONAL CASUALTY COMPANY NAIC # 11991
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

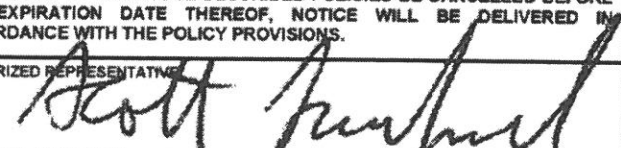
COVERAGES **CERTIFICATE NUMBER:** 1764191 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS. NC=NOT COVERED

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR Owners & Contractors GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			KKO0004536500	12:01AM 6/01/14	12:01AM 6/01/15	EACH OCCURRENCE 1000000 DAMAGE TO RENTED PREMISES (Ea occurrence) 300000 MED EXP (Any one person) 5000 PERSONAL & ADV INJURY 1000000 GENERAL AGGREGATE NONE PRODUCTS-COMP/OP AGG 5000000 Part Lgl Liab NC
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea Accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION			XKO0004742400	12:01AM 8/21/14	12:01AM 6/01/15	EACH OCCURRENCE 1000000 AGGREGATE 1000000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				WC STATUTORY LIMITS OTHER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

CERTIFICATE HOLDER IS LISTED AS ADDITIONAL INSURED, BUT ONLY WITH RESPECTS TO LIABILITY ARISING OUT OF THE ACTIVITIES OR OPERATIONS OF THE NAMED INSURED.

CERTIFICATE HOLDER CITY OF KEY WEST PO BOX 1409 KEY WEST, FL 33041-1409	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE: 
---	--

02/05/15
Cash Basis

Key West Cultural Preservation Society, Inc.
Profit & Loss
January through December 2014

	Jan - Dec 14
Income	
ATM Revenue	1,901.30
Bank Interest	12.96
Charge Card Service Revenue	
Charge Card Gross Revenue	1,710.04
Discount Fees	-108.58
Vendor Payments	-1,277.93
Total Charge Card Service Revenue	323.53
Contributions	
Performers Donations	1,883.86
Private Donations	2,161.00
Total Contributions	4,044.86
GFS Rebate	279.86
Jury Fees	1,065.00
Memberships	2,340.00
Reimbursements	-31.00
Set Up Fees	
Bank Adjustments	-20.00
Gross Set Up Fees	162,462.18
Performers Set Up Fees	5,870.00
Refund	7.75
Sales Tax	-10,746.95
Total Set Up Fees	157,572.98
Special Events Income	
Conch Republic Days 2014	
Children's Camp Grant	-500.00
Deposit Refund	1,000.00
Fire Safety	-320.00
High School Grant	-1,000.00
Security	-405.00
Set Up Fees	3,025.00
Trash Pick Up	-35.24
Conch Republic Days 2014 - Other	-1,000.00
Total Conch Republic Days 2014	764.76
Yard Sale	532.00
Total Special Events Income	1,296.76
Telephone Refund	13.55
Total Income	168,819.80
Gross Profit	168,819.80
Expense	
Bank Service Charges	30.00
Computer / Software	200.00
Event Supplies	
Clean up Supplies	587.92
Event Supplies - Other	9.02
Total Event Supplies	596.94
Insurance	
Insurance- D&O	921.64
Insurance - Other	12,540.31
Total Insurance	13,461.95
Internet	495.00
Kiosk Equipment	37.44
Licenses and Permits	470.00
Office Services	1,800.00
Office Supplies	387.60
Payroll Expense	
Employee Wages	30,911.00

02/05/15
Cash Basis

Key West Cultural Preservation Society, Inc.
Profit & Loss
January through December 2014

	<u>Jan - Dec 14</u>
Employer Taxes- Medicare	448.19
Employer Taxes Social Security	1,916.34
Manager/Security	8,252.60
Pier Manager- Contract	525.00
Total Payroll Expense	<u>42,053.13</u>
Postage and Delivery	111.49
Printing	104.79
Professional Fees	
Accounting	3,250.00
CPA Audit	2,000.00
Legal fees	
Frank Piku	3,500.00
Legal fees - Other	1,376.30
Total Legal fees	<u>4,876.30</u>
Total Professional Fees	10,126.30
Rent	
Mallory Square Lease	63,946.44
Total Rent	<u>63,946.44</u>
Security	16,500.00
Special Events	
Art Key West	500.00
Holidays 2014	218.90
Total Special Events	<u>718.90</u>
Telephone	323.87
Web Expense	220.00
Total Expense	<u>151,583.85</u>
Net Income	<u><u>17,235.95</u></u>



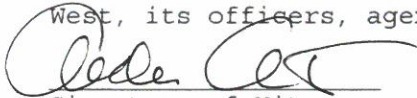
THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
2015 Conch Republic Independence Day
Cultural Preservation Society Street Fair

April 25, 2015

I Don Sullivan being authorized to act on behalf of and legally bind Key West Cultural Preservation Society, 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

Andrea Comstock
Print Name

3/2/2015
Date


Signature of Applicant

Don Sullivan
Print Name

03/02/2015
Date

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

Key West Cultural Preservation Society, Inc.

P.O. Box 4837

Key West, FL 33041

February 9, 2015

Attention: Maria Ratcliff

City Manager's Office

City of Key West

3132 Flagler Ave.

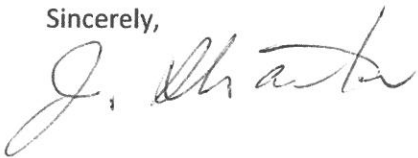
Key West, FL 33040

Dear Maria,

Our organization would like to request the use of Greene St. (between Duval and Whitehead), and Fitzpatrick St. (between Greene St. and Front St.) on April 25, 2015 for our annual Conch Republic Days Street Fair event. It will be held between the hours of 10:00am and 5:00pm. We respectfully request the street be closed from 8:00am (for set-up) till 6:00pm (for breakdown).

If you any questions regarding this matter, you can contact me at (305)304-4563. We are looking forward to having a successful, and entertaining event this year.

Sincerely,

A handwritten signature in cursive script, appearing to read "J. Straiton".

Joyce Straiton

Director of CPS Conch Republic Street Fair Committee



Key West Cultural Preservation Society

February 5, 2015

Attention:
Maria Ratcliff
City Manager's Office
City of Key West
Habana Plaza
Key West, FL 33040

Dear Maria,

The Key West Cultural Preservation Society is proud to sponsor our annual Conch Republic Days street fair on April 25th, 2015. The board of directors of CPS has determined that the net proceeds from this event will be used to fund our High School Scholarship program as well as a Children's Camp grant sponsored by the Art and Historical Society.

Thank You,

Mike Sattelmeier,
Director, CPS



Detail by Entity Name

Florida Non Profit Corporation

KEY WEST CULTURAL PRESERVATION SOCIETY, INC.

Filing Information

Document Number	N03583
FEI/EIN Number	592631154
Date Filed	06/12/1984
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	10/01/2013
Event Effective Date	NONE

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 D

SATTELMEIRE, MIKE
9 RIVIERA DR.
KEY WEST, FL 33040

Title T

LANE, Ron
4 BEACH DR
KEY WEST, FL 33040

Title Chairman

Sullivan, Don
623 Elizabeth St.
Key West, FL 33040

Title VC

Gutsche, Greg
P.O. BOX 4837
KEY WEST, FL 33041

Title Secretary

Rodriguez, Antonio
P.O. Box 44440
Key West, FL 33041

Title Director

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

Title Director

Anderson, Jase
P.O. BOX 4837
KEY WEST, FL 33041

Annual Reports

Report Year	Filed Date
2013	10/01/2013
2014	02/12/2014
2015	01/21/2015

Document Images

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State of Florida, Department of State



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

Please Check All That Apply To This Event

Cooking

- Deep Frying/Open Flame
- Charcoal Grill
- Gas Grill
- Food Warming Only
- Catered Food
- Plan for Cooking Oil Disposal
- No Cooking on Site

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

- Map of Closed Road with Fire Lane & Vendor Booth(s) Locations

Tents (More Than 200 SqFt.)

- Flame Resistance Certificate
- Size, Type, Location of Tent(s)

Food Booths

- Food Booths – Total # _____
- Vendor Booths – Total # _____
- Total Number of Booths - _____

Parade

- Floats – Total # _____

Event Name: Conch Republic Street Fair
CPS

Special Event Checklist

Everything must be checked off before submitting the special event application

X	TITLE	COMMENTS
X	Special Event Application <u>Rules & Regulations</u>	
X	Noise Exemption (If applicable)	NA
X	\$50.00 for Noise	NA
X	Ordinance initialed	
X	Recycling checklist completed	
X	Recycling deposit \$1,000.00	
X	Recycling Plan	
X	Authorization Letter for continuous cleaning of recycled area	
X	Signatures of No Objection of Street closure (If applicable)	
X	Insurance naming the City as additional insured	
X	<u>Certificate for Sales Tax</u> Financial of previous event (If applicable)	
X	Release & Idemnification Form	
X	Site Map (where barricades, stages, etc are to go) <u>Parking Request</u>	
X	Letter from non profit that states they will be receiving the funds <u>Fire Dept. Form</u>	

License Agreement
FL Dept. of Business & Prof. Regulations
Health Dept. - Potties N/A

Whitehead St.

Site Map

