

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, Key West Email: marycasanova77@gmail.com
 Phone Number of Applicant(s) and emergency number 305-304-0578 (cell/text) 294-4352 (office)

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 \$17,000 net

Date(s) of Event July 20, 2019, Saturday

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 & crafts, drinks, snacks, food

List of Businesses that will participate in Alcohol Exemption: None

- | | | | | |
|---|-----|-------------------------------------|----|-------------------------------------|
| Noise exemption required: | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| Alcoholic beverages sold/served at event: | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| Recycle Deposit \$1000.00 | Yes | <input checked="" type="checkbox"/> | No | <input type="checkbox"/> |
| Cooking oil recycled | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |
| Recycled containers | Yes | <input type="checkbox"/> | No | <input checked="" type="checkbox"/> |

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

Mary Casanova
Applicant(s) Signature

3/11/19
Date

ORDINANCE NO. 02-09

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

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

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

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

Sec. 6-26. Payment for city services.

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

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

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

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

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

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

Section 2.

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

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

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

Section 3.

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

Sec. 6-56. Application.

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

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

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

Section 4.

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

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

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

Section 7.

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

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

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

Read and passed on first reading at a regular meeting held this 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.

Sponsor's Signature MC

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


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

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

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

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

Sponsor's Signature 

4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses

sign a petition of no objection to the street closure.

Sponsor's Signature ML

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 ML

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 ML

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 ML

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

Sponsor's Signature ML

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 ML

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 ML

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 ML

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 MC
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 MC
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 MC
17. Special Events organizers must submit an 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 MC
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 MC

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: MARGRET LARA AT WASTE MANAGEMENT
- Capacity of containers on grounds: 1,920 gallons trash / 1920 gallons recycle
Contact person for containers: Mary Casanova (LVA) Phone #: 305-304-0578 (LVA)
Margret Lara (WM) 305-797-3312 (WM)
- 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 & Literacy 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 & Literacy 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.

ML Monitor recycling containers for correct usage during the event and take actions to solve problems.
Problems: _____
Actions taken: _____

ML View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____
Actions taken: _____

ML 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: _____

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

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

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

ML 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: _____

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

ML Share the results with event organizers.

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

ML Security deposit returned: _____

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



**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 20, 2019
(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 39th annual Caribbean Street Fair which will be held on Saturday July 20, 2019 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.

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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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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.**

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THE CITY OF KEY WEST

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

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 and recycle cans on a regular basis for the duration of the event.

Mary Casanova
Print Name: _____

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

200
Block

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

A signature indicates that I am not opposed to the Hemingway Days Caribbean Street Fair fundraiser for Literacy Volunteers of America on Saturday, July 20, 2019.

<u>227</u>	Duval St/Signature	Cedra Markley
<u>227</u>	Duval St/Signature	Reagan Garrison
<u>227</u>	Duval St/Signature	
<u>225</u>	Duval St/Signature	
<u>221</u>	Duval St/Signature	
<u>215</u>	Duval St/Signature	
	Duval St/Signature	
<u>211</u>	Duval St/Signature	Down Hunk
<u>211B</u>	Duval St/Signature	
<u>211A</u>	Duval St/Signature	ACTS
<u>119</u>	Duval St/Signature	
<u>201</u>	Duval St/Signature	
<u>432 Greene</u>	Duval St/Signature	
<u>432 Greene</u>	Duval St/Signature	
<u>210 Duval</u>	Duval St/Signature	Anthony MADLEN
<u>216 Duval</u>	Duval St/Signature	MARLYN
	Duval St/Signature	
<u>220</u>	Duval St/Signature	Sunshine Apparel
<u>222</u>	Duval St/Signature	Dal Hohen
<u>224</u>	Duval St/Signature	CAK
<u>224</u>	Duval St/Signature	MAA
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300 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 20, 2019.

326 B	Duval St/Signature	Biking Village
326 A	Duval St/Signature	The Shop
305	Duval St/Signature	Pat Tuesday
305	Duval St/Signature	Duval St
313	Duval St/Signature	Hard Rock Cafe
311	Duval St/Signature	Key West Woman's Club
322	Duval St/Signature	Old House Museum
329	Duval St/Signature	Vapor World
325	Duval St/Signature	Titania Castillo casa 325
335 E	Duval St/Signature	Kids Store
335	Duval St/Signature	Shades
335A	Duval St/Signature	Wendy's
	Duval St/Signature	
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A signature indicates that I am not opposed to the Hemingway Days Caribbean Street Fair fundraiser for Literacy Volunteers of America on Saturday, July 20, 2019.

400A	Duval St/Signature	[Signature]
400 B	Duval St/Signature	[Signature]
400 C	Duval St/Signature	NOT OCCUPIED - FOR RENT
402	Duval St/Signature	CPA
404	Duval St/Signature	NOT OCCUPIED - FOR RENT
406	Duval St/Signature	Refused
408	Duval St/Signature	[Signature]
430	Duval St/Signature	[Signature]
431	Duval St/Signature	[Signature]
423D	Duval St/Signature	Shoreen Chalgamata
423C	Duval St/Signature	NOT OCCUPIED - FOR RENT
423 B	Duval St/Signature	Shoreen Chalgamata
423A	Duval St/Signature	Sarah Bohr
419 Matheson	Duval St/Signature	Ru Kaddum
419C	Duval St/Signature	[Signature]
419 B	Duval St/Signature	[Signature]
419 A	Duval St/Signature	Mattie Hawkins
415	Duval St/Signature	part of church property
401- St Pauls	Duval St/Signature	062 Cat
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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 20, 2019

I **Mary Casanova** being authorized to act on behalf of and legally bind the **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 Ratchoff

Signature of Witness

Maria Ratchoff

Print Name

3/21/19

Date

Mary Casanova

Signature of Applicant

Mary Casanova

Print Name

3-21-19

Date

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

Literacy Volunteers of America Caribbean Fair Profit & Loss

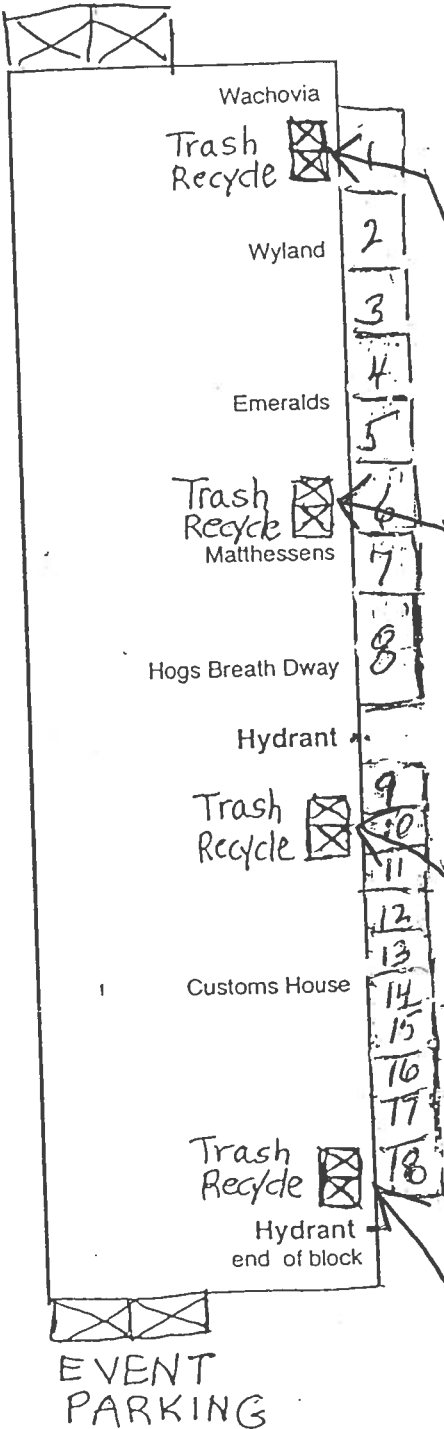
January through July 2018

	Jan - Jul 18
Ordinary Income/Expense	
Income	
Fundraising	
Caribbean Fair	<u>21,675.01</u>
Total Fundraising	21,675.01
Total Income	<u>21,675.01</u>
Gross Profit	21,675.01
Expense	
Fundraising expense	•
Caribbean Expenses	<u>4,213.62</u>
Total Fundraising expense	4,213.62
Total Expense	<u>4,213.62</u>
Net Ordinary Income	<u>17,461.39</u>
Net Income	<u>17,461.39</u>

DRAWINGS ARE NOT TO SCALE

EVENT PARKING

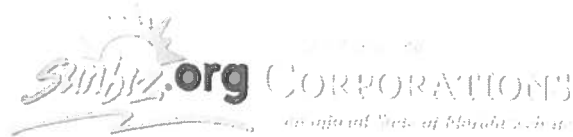
100 Block
Front Street



100 Block Seating Chart

- 1-1 Smoking D's
- 1-2 Caribe SUP ✓
- 1-3 Master Carvers ✓
- 1-4 J. Rowe ^{PO BOX} _{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



[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
01/14/2014 -- ANNUAL REPORT	View image in PDF format
06/11/2013 -- ANNUAL REPORT	View image in PDF format
03/20/2012 -- ANNUAL REPORT	View image in PDF format
01/05/2011 -- ANNUAL REPORT	View image in PDF format
04/21/2010 -- ANNUAL REPORT	View image in PDF format
01/06/2010 -- ANNUAL REPORT	View image in PDF format
01/21/2009 -- ANNUAL REPORT	View image in PDF format
02/21/2008 -- ANNUAL REPORT	View image in PDF format
09/19/2007 -- REINSTATEMENT	View image in PDF format
02/06/2006 -- ANNUAL REPORT	View image in PDF format
02/08/2005 -- ANNUAL REPORT	View image in PDF format
02/25/2004 -- ANNUAL REPORT	View image in PDF format
09/04/2003 -- Amendment	View image in PDF format

01/27/2003 -- ANNUAL REPORT	View image in PDF format
08/01/2002 -- ANNUAL REPORT	View image in PDF format
02/06/2001 -- ANNUAL REPORT	View image in PDF format
01/27/2000 -- ANNUAL REPORT	View image in PDF format
03/19/1999 -- ANNUAL REPORT	View image in PDF format
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



Literacy Volunteers of America (LVA)-- Monroe County, Inc.

2405 North Roosevelt Blvd., Rear
Key West, FL 33040

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

email: info@lva-monroe.org

website: lva-monroe.org

LVA
Board of Directors

President
Peary Fowler

Vice-President
Viktor Slavov

Treasurer
Eileen Quinn

Secretary
Craig Wanous

Directors:
Nicolette Alex-Sands
Debora Bent
Norma Kula
Shelley McInnis
James Norman
Janie Teitelbaum
Lynn Wanous
David Zamlich

Emeritus

Constance Gilbert
(in Memoriam)

Sol Jacobson
(in Memoriam)

Lois Meyers

March 11, 2019

I, Mary Casanova, being authorized to act on behalf of and legally bind Literacy volunteers of America – Monroe County Inc., doing business as a legal entity or association on whose behalf this application is made, do hereby release the city of Key West, it's 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 hereby further agree, on behalf of that entity or association to indemnify, and hold harmless the city of Key West, it's 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 persons or legal entities on whose behalf the application is submitted. Before going to release and indemnification agreement does not apply to those claims for damages or injuries which resulted from the negligent actions or omissions of the city of Key West, it's officers, agents and employees.


Mary Casanova

3-11-19

Date

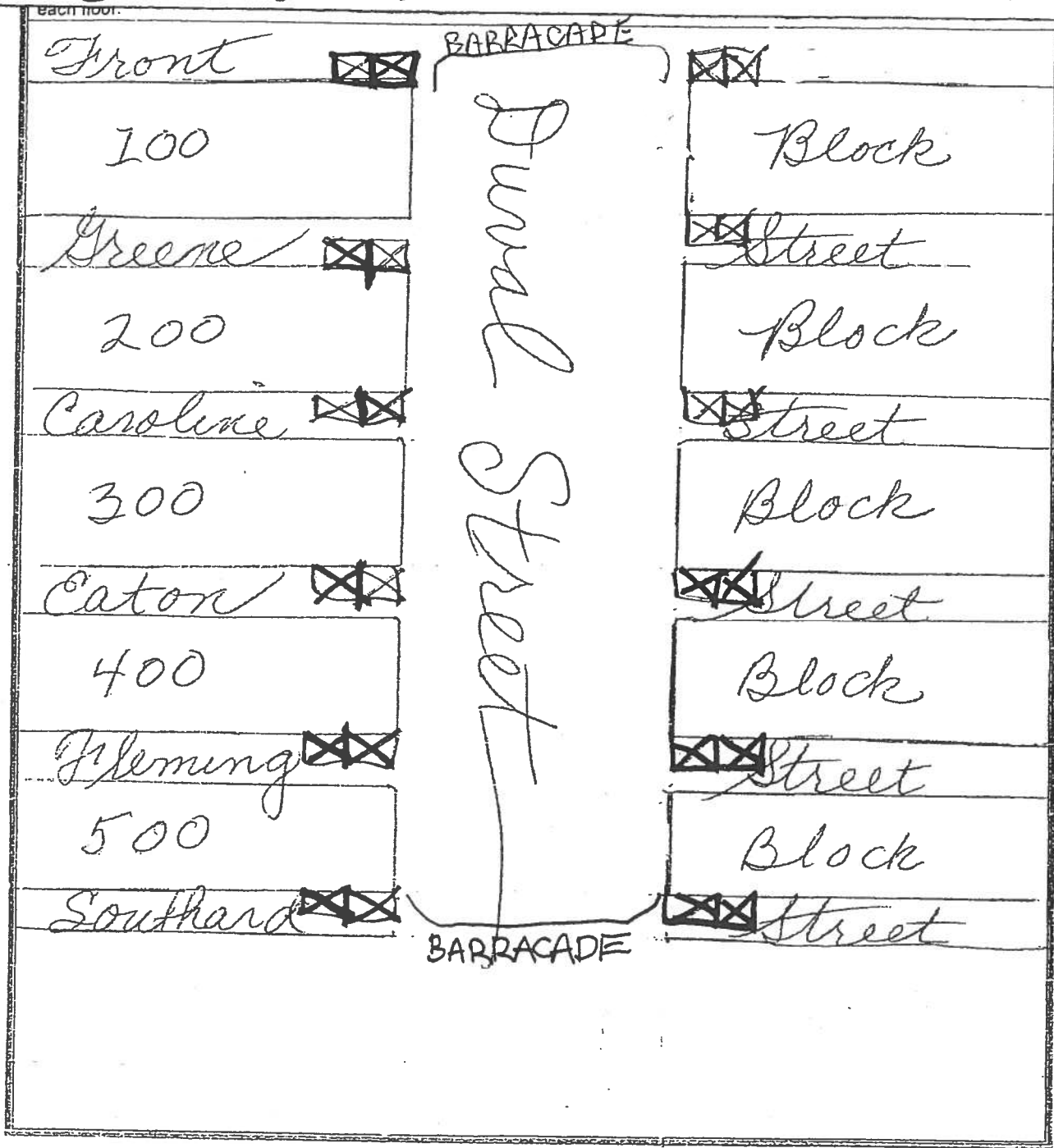
Event Name: Caribbean Street Fair

Special Event Checklist

Everything must be checked off before submitting the special event application

X	TITLE	COMMENTS
X	Special Event Application	✓
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	✓ forthcoming
X	Financial of previous event (If applicable)	✓
	Release & Idemnification Form	✓
X	Site Map (where barricades, stages, etc are to go)	✓
X	Letter from non profit that states they will be receiving the funds	✓

Caribbean Street Fair



 = Parking for
TWO
PARKING
SPACES
Event Staff



THE CITY OF KEY WEST

Parking Division

1300 White Street
Key West, FL 33040

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

*See attached diagram
for John Wilkins*

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

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

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

Modification of rates can only be approved by Commission.

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

(305) 809-3855 jwilkins@cityofkeywest-fl.gov



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

Please Check All That Apply To This Event

Cooking

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

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

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

Booths

- Food Booths – Total # 10
- Vendor Booths – Total # 70
- Total Number of Booths - 80

Parade

- Floats – Total # NA



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

EVENT: Literacy Volunteers of America
DATES: July 20, 2019

<u>DEPARTMENTS</u>		<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF)		
<i>Maria Ratush</i> SIGNATURE	3/25/19 DATE	
COMMUNITY SERVICES		
SIGNATURE	DATE	
POLICE DEPARTMENT		
SIGNATURE	DATE	
FIRE DEPARTMENT		
SIGNATURE	DATE	
KWDOT		
<i>Rogelio Hernandez / R.R.</i> SIGNATURE	3-25-19 DATE	Bus Detours Required
PORT AND MARINE SERVICES		
SIGNATURE	DATE	
CODE COMPLIANCE		
SIGNATURE	DATE	
ENGINEERING		
SIGNATURE	DATE	
UTILITIES		
SIGNATURE	DATE	

SPECIAL EVENT PERMIT HAS BEEN ____ APPROVED ____ DENIED

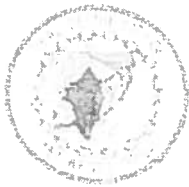


**CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS**

EVENT: Literacy Volunteers of America
DATES: July 20, 2019

EVENTS (INITIAL SIGNOFF)	DEPARTMENTS	COMMENTS
<u>Maria Pateuff</u> SIGNATURE	<u>3/25/19</u> DATE	
	COMMUNITY SERVICES	
	SIGNATURE	
	DATE	
	POLICE DEPARTMENT	
	SIGNATURE	
	DATE	
	FIRE DEPARTMENT	
	SIGNATURE	
	DATE	
	KWDOT	<u>Bus Detours Required</u>
<u>Rogelio Hernandez / R.R.</u> SIGNATURE	<u>3-25-19</u> 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: Literacy Volunteers of America
DATES: July 20, 2019

DEPARTMENTS		COMMENTS
EVENTS (INITIAL SIGNOFF)		
<i>Maria Pateuff</i>	3/25/19	
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		
<i>Lorenzo Hernandez</i>	3/25/19	
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
DATES: July 20, 2019

<u>DEPARTMENTS</u>		<u>COMMENTS</u>
EVENTS (INITIAL SIGNOFF)		
<u>Maria Litusa</u> SIGNATURE	<u>3/25/19</u> DATE	
COMMUNITY SERVICES		
<u>[Signature]</u> SIGNATURE		
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

Maria Ratcliff

From: Joseph Tripp
Sent: Tuesday, March 26, 2019 11:08 AM
To: Maria Ratcliff
Subject: RE: Literacy Volunteers Caribbean Street Fair

We are good with it

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Monday, March 25, 2019 10:51 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; John Wilkins <jwtwilkins@cityofkeywest-fl.gov>; Rod Delostrinos <rdeostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Leo Hernandez <lhernandez@cityofkeywest-fl.gov>
Subject: Literacy Volunteers Caribbean Street Fair

Respectfully

*Maria Ratcliff
Executive Administrator to the City Manager
& Special Events Coordinator
City of Key West
1300 White Street
Key West, Florida 33040
(305) 809-3881
mratcliff@cityofkeywest-fl.gov*



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 Danny Blanco

Date: 03/27/2019

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 20, 2019.

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.

Danny Blanco, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
305-292-8284 Fax
dblanco@cityofkeywest-fl.gov

Serving the Southernmost City

326E LSN 132



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Literacy Volunteers of America
DATES: July 20, 2019

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Ratuski 3/25/19
SIGNATURE DATE

✓ **COMMUNITY SERVICES**

SIGNATURE DATE

✓ **POLICE DEPARTMENT**

SIGNATURE DATE

✓ **FIRE DEPARTMENT**

SIGNATURE DATE

✓ **KWDOT**

SIGNATURE DATE

✓ **PORT AND MARINE SERVICES**

SIGNATURE DATE

N/A

✓ **CODE COMPLIANCE**

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED