

City of Key West Special Event Permit Application

For assistance in filling out this application, please contact the City at (305) 809-3881 or via email at : event_request@cityofkeywest-fl.com

Event Name: _____ Conch Republic Street Fair _____

Location: _____ Duval st, between Eaton and Greene streets, not including sidewalks or intersections _____

Date(s): _____ April 24th 2021 _____

Hours of Operation: _____ 10 am to 6 pm _____

Break Down Date: _____ same _____

Number of Expected Attendees: _____ 1000 _____

Is the Event open to the Public? Yes No

Description: Provide a narrative description of the full scope of your event with as much detail as possible in the box below. If this event has multiple sub events, specify date and time range of each.

One day, daytime arts and craft fair consisting of 10 x 10 tents spaced 6 feet apart., no large food vendors, artists will line the south-west side of Duval.

EVENT ORGANIZER INFORMATION

Company or Organization Name _____ Key West Cultural Preservation Society, aka CPS or the Sunset Celebration _____

Name _____ Ryan Stimers _____ Phone number _____ 305 393 9990 _____

Mailing Address _____ 5 Lopez lane _____

City _____ Key West _____ State _____ FL _____ Zip _____ 33040 _____ Email _____ Sunset@SunsetCelebration.org _____

Tax ID / EIN# _____ 59 2632254 _____

SECONDARY CONTACT INFORMATION

Name _____ Linda McCall _____ Phone number _____ 305 393 6298 _____

Company or Organization Name _____ CPS _____

Email _____ lindainkeywest@yahoo.com _____

SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes Complete Supplement A No

Non-Profit Applicant or Benefit: Yes Complete Supplement B No

Alcoholic Beverages Sold/Served at Event: Yes Needs City Commission Approval No

Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission through Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must have a liquor license and provide liquor liability insurance.

INITIALS REQUIRED

Event Name: Conch Republic Street Fair Event Date: April 24th 2021

1. **Application Form:** All Applicant(s) must fill out the City of Key West (City) application form provided to you by the Office of the City Manager. All applications are subject to approval at the discretion of the City Manager and/or City Commission and must in the Office of the City Manager 60 days prior to the event.

Applicant Printed Name: Ryan Stimers **Signature:** 

2. **Liability Insurance:** Applicant(s) 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 Workers' Compensation Coverage
Employers Liability with minimum limits:
- \$1,000,000 injury by accident
- \$1,000,000 injury by disease
- \$1,000,000 Policy Limits – Each Employee

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

The City of Key West shall be named as an "Additional Insured" on the permittees commercial general liability policy.

Applicant Printed Name: Ryan Stimers **Signature:** 

3. **Indemnification:** The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe incurred by the City or which may be claimed against the City by any person, firm to the person or property f any person, firm, corporation, or entity which are consequent or arise from the activities of 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.

Applicant Printed Name: Ryan Stimers **Signature:** 

4. **ADA:** All special events are required to comply with the Federal Americans with Disabilities Act which requires access to all areas in services provided by the special events. Organizers must ensure that all aspects of their event meet the requirements.

Applicant Printed Name: ___Ryan Stimers___ **Signature:**  _____

5. **Notifying:** 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.

Applicant Printed Name: ___Ryan Stimers___ **Signature:**  _____

6. **City Services Pricing:** The organizer or sponsor of any special event which requires the provision of additional extraordinary support services by police, fire, and administration or other city department shall pay to the city the cost of such services. A nonrefundable down payment of 10% of all cost, as estimated by the city manager, shall be made to the city either by certified check or credit card at least 10 days prior to the special event.

Applicant Printed Name: ___Ryan Stimers___ **Signature:**  _____

7. **Payment Terms:** 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 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 (1.5%) per month.

Applicant Printed Name: ___Ryan Stimers___ **Signature:**  _____

Event Screening Questionnaire

Event Name: Conch Republic Street Fair Event Date: April 24th 2021

The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application.

VENDOR SALES	
1. Will ANY alcoholic beverage be sold or served?	Yes <input type="checkbox"/> Needs City Commission Approval No <input checked="" type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input checked="" type="checkbox"/> Complete Supplement C No <input type="checkbox"/>
SAFETY IF YES, COMPLETE REQUIRED FORMS	
3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles	Yes <input type="checkbox"/> Complete Supplement C No <input checked="" type="checkbox"/>
4. Will your event involve ANY of the following tents or structures? Tents, Booths, Canopies or Podiums, Viewing Stands and Bracing, Stages, Risers or Air Support Structures	Yes <input checked="" type="checkbox"/> Complete Supplement D No <input type="checkbox"/>
STREETS & SIDEWALKS IF YES, COMPLETE REQUIRED FORMS	
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes <input checked="" type="checkbox"/> Complete Supplement E No <input type="checkbox"/>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input checked="" type="checkbox"/> Complete Supplement E No <input type="checkbox"/>
CITY PROPERTY IF YES, COMPLETE REQUIRED FORMS	
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes <input type="checkbox"/> Complete Supplement F No <input checked="" type="checkbox"/>

The applicant does acknowledge and hereby affirms that any and all information of this application and all of its supplements are accurate to the best of their 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 for an injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City their agents or employees.


Applicant Signature

3/2/21
Date

Required – Recycling Plan

Event Name: Conch Republic street Fair Event Date: April 24th 2021

The City of Key West is committed to increasing the collection of recycled materials and needs your help to accomplish this. As the Event Organizer, you need to encourage your vendors to participate in the separation of solid waste and recyclable items by providing the adequate number and type of collection receptacles.

RECYCLING POINT OF CONTACT

Name Ryan Stimers Phone Number 305 393 9990

Email Sunset@sunsetCelebration.org Number of people dedicated to recycling 1

INITIALS REQUIRED

- RS 1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.
- RS 2. **RECYCLING FEE:** The Fee (see Fee Schedule) must be submitted prior to the event. You can earn all or part of this fee back by participating in the City Recycling Program.
- RS 3. **ACCEPTABLE RECYCLABLES:** The primary items will be Aluminum Cans, Plastic Bottles, Cardboard, and Glass Bottles. But additional items can include Food and Beverage Cartons, Regular paper, Magazines and Program Handouts.
- RS 4. **CONTAMINATION:** I understand that recycle bins with contamination above 15% will result in not being able to earn back all or part of the Recycling Fee.

RECYCLING TIMELINE

Two
Weeks
(Self
filling)

BEFORE EVENT:

1. Arrange Trash/Recycling through Community Services (305-809-3759).
2. Get approval for educational signage needed to inform customers/event goers of recycling and garbage rules/locations during the event. Request standard signage or submit unique designs for approval through recycle@cityofkeywest-fl.gov

Due Date
(Self
filling)

DAY OF EVENT:

1. Place Recycling/Garbage containers in pairs throughout venue, at approximately every 30 feet throughout the event.
2. During the event ensure that recycle bins are free from contamination. Pull full bags, replace with a new liner, and stage full bags only at pre-arranged sites.
3. At end of event, remove all signage, and return if borrowed from City. Place all trash/recycling containers pre-arranged pick-up location.

Due Date
(Self
filling)

TRASH/RECYCLING REPORT:

1. City Community Services will supply a report detailing the amount of materials collected for recycling by weight, volume, or count and report on contamination levels.
2. After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting recycle@cityofkeywest-fl.gov.

Required – Event Transportation Planning

Event Name: Conch Republic Street Fair Event Date: April 24th 2021

Parking and traffic congestion are consistently a concern of Key West residents. It is the City’s goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

INITIALS REQUIRED

PS

Communications: Every event is required to provide communications about modes of transportation that will reduce vehicle traffic. These actions include:

1. Website(s)
2. Email
3. Ticketholders
4. Social Media

PS

Opportunities: Large Events are required to explore opportunities to help minimize traffic congestions and parking issues. Your event will be more successful by encouraging alternate transportation or utilize transit friendly alternatives. Check opportunities you will explore.

- | | |
|---------------------------------------------------------------|----------------------------------------------------------------|
| <input checked="" type="checkbox"/> Encourage Walking | <input type="checkbox"/> Partner with Transit System/Buses |
| <input checked="" type="checkbox"/> Encourage Biking | <input type="checkbox"/> Partner with Transit Friendly Hotels |
| <input type="checkbox"/> Providing Bike Security with Valet | <input type="checkbox"/> Partner with Restaurants/Bars |
| <input type="checkbox"/> Include Ride Service with VIP Passes | <input type="checkbox"/> Partner with Rideshare/Taxi Companies |
| <input type="checkbox"/> Provide Pre-Sale parking only | <input type="checkbox"/> Implement Shuttles |
| <input type="checkbox"/> Premium parking prices | <input type="checkbox"/> Other: _____ |

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day			
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lot	\$32/day			
Mallory Square Parking Lot	\$40/day			

*Modification of rates or parking waivers can only be approved by City Commission. **Total** \$0.00

Total Parking Cost shall be calculated using this table and accounted for in the Event Fee Schedule. For more information, contact John Wilkins, Parking Director at (305) 809-3855.

Required: Event Site Map / Layout

Event Name: Conch Republic Street Fair Event Date: April 24th 2021

Using the legend below, please illustrate your event to the best of your ability. If it is a single site event only one site layout is needed. If the event includes multiple streets, a second map showing the Impacted Streets for the entire area is needed.

INITIALS REQUIRED

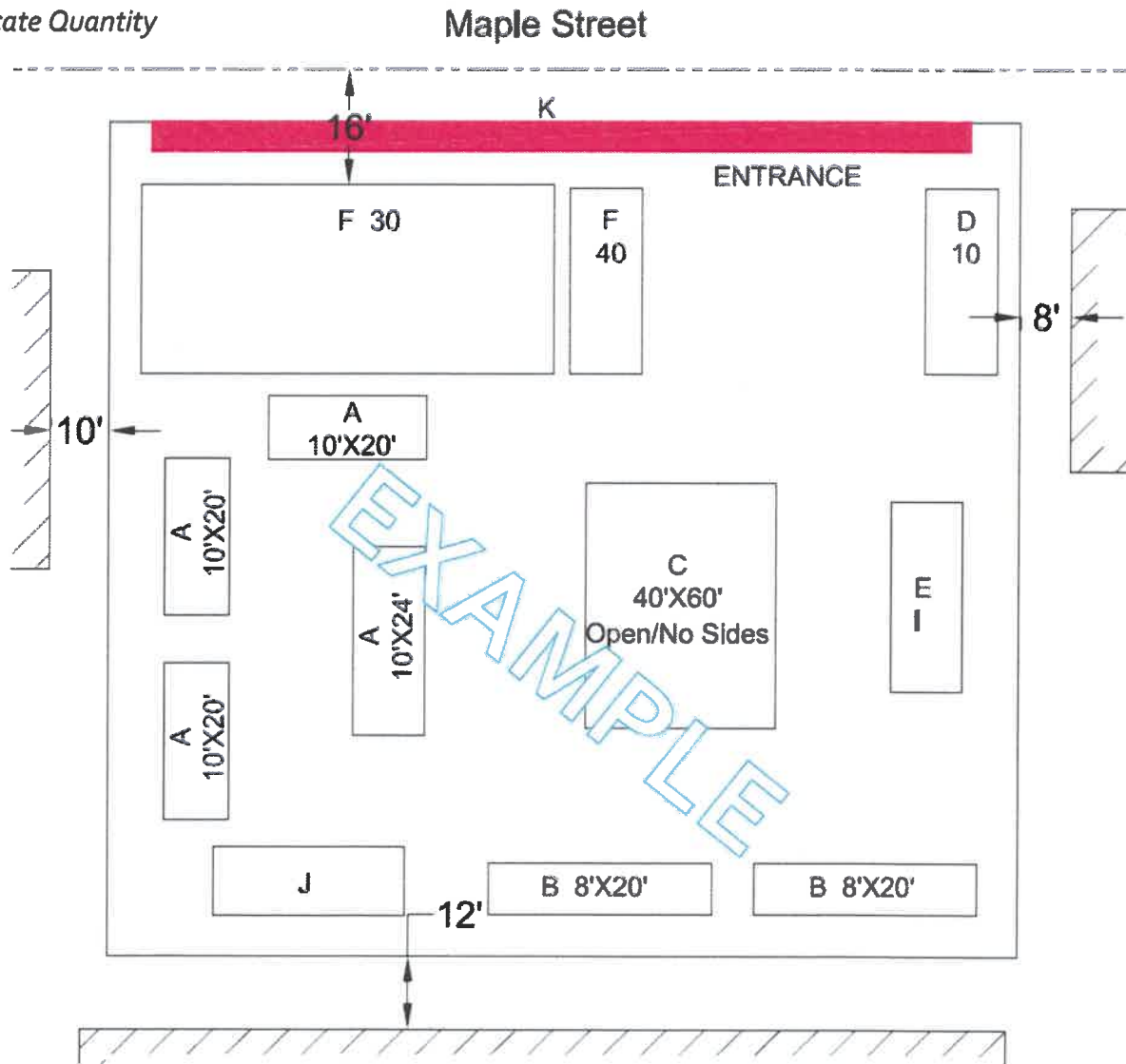
Attach Site Map Layout Attach Impacted Streets Map

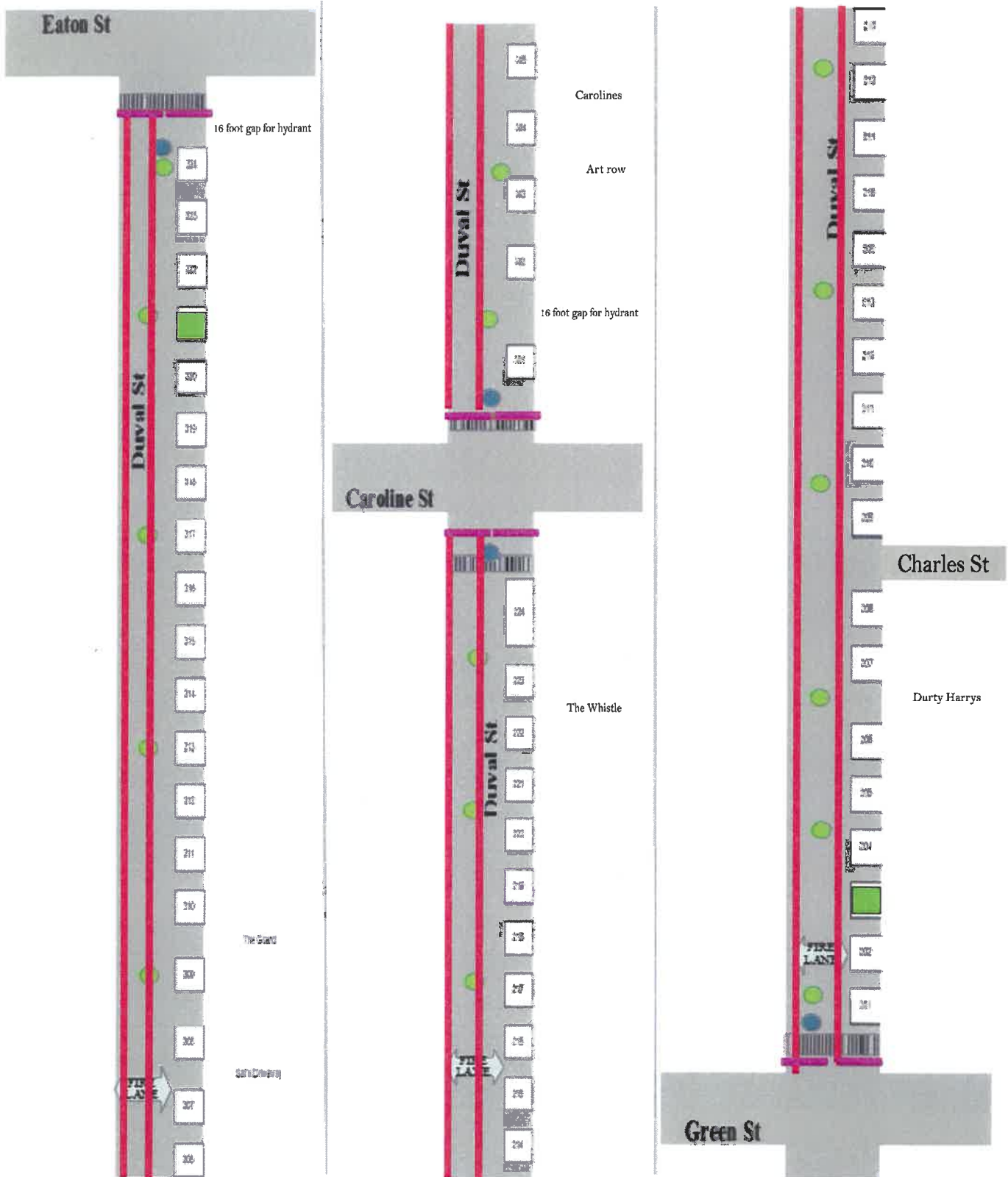
Event Site Map Layout Legend:

A. Food/Bev. Vendor Tents*	F. Car Parking**	K. Podiums
B. Merchandise Vendor Tents*	G. Bike Parking**	L. Fire Lane (RED LINE)
C. Seating Tents*	H. Roads Closed	M. Label Street(s)
D. Toilets **	I. Stage Area	N. Other: _____
E. Amplified Music	J. Bounce House	O. Other: _____

* Indicate Tent sizes

** Indicate Quantity





Barricades in purple
 Fire lanes in Red



Recycle / Trash locations in GREEN



Hand Sanitizer stations in Blue



- | | | |
|---------------------------------|-----------------------|-------------------------|
| Food/Bey. Vendor Tents* | F. Car Parking' None | K. Podiums None |
| white squares are 10 x 10 tents | G. Bike Parking' None | L. Fire Lane (RED LINE) |
| C. Seating Tents' None | H. Roads Closed | M. Label Street(s) |
| D. Toilets None | I. Stage Area None | N. Other: _____ |
| E. Amplified Music None | J. Bounce House None | O. Other: _____ |

Event Name: ____ Conch Republic Street Fair _____ Event Date: __April 24th 2021____

Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

Noise limitations - Within a core commercial district as defined in this article, the maximum dBA and dBC sound levels permitted on any property located therein shall be as follows:

The average measurement taken between ten (10) and twenty (20) seconds shall be no greater than the maximum levels set out below. The measurement shall be taken from the sound source property line, or individual lease boundary in the case of property which has been subdivided by the execution of individual leases, of the noise generating property at a location that is closest to the complainant's property line:

- a. Eighty-five (85) dBA or ninety-four (94) dBC between the hours of 11:00 a.m. and 2:59 a.m.*
- b. Seventy-five (75) dBA or eighty-four (84) dBC between the hours of 3:00 a.m. and 10:59 a.m.*

In any residential or commercial district as defined in this article, a decibel meter shall be used for a complaint of unreasonable noise made at or within 100 feet of the property line of the sound source. The decibel reading shall be made at the location of the complaint. The investigating officer shall issue a citation for unreasonably excessive noise, unless in his judgment a warning is sufficient to cease the violation. There shall be no more than a total of one warning per offending person or establishment.

Events that expect to exceed decibel levels set for their area must get a Noise Exemption from the City Commission. Noise Exemptions cannot be issued for the same location within 60 days of the last noise exemption approval.

Describe the Potential Noise Sources: _____

Do you wish to apply for a Noise Exemption? Yes Need City Commission Approval No

INITIALS REQUIRED

- _____ 1. Applicant(s) has reviewed the City Code regarding Noise limitations and understands that an exemption from the noise control ordinance requires approval from the City Commission. Applications for noise exemptions must be received 30 days before the event
- _____ 2. The processing fee for the application is \$78.75, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- _____ 3. Notice of the City Commission’s proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

For more information on Noise and Noise Exemptions, consult the Special Event Guide and read the [City Code Section 26-192](#)

Event Name: Conch Republic Street Fair Event Date: April 24th 2021

Non-Profit Organization Name Key West Cultural Preservation Society

Tax ID/EIN # 59 2631154 Representative Ryan Stimers

Purpose of Organization Promote local Arts and Culture

Phone 786 565 7448 Email Sunset@SunsetCelebration.org

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?

Donations to The Bahama village music Program, kwahs.org Art camp, and Sunset Celebration

INITIALS REQUIRED

RS 1. **Services Waived:** The first \$1,000.00 of costs as specified in Section 6-26 (d) of the Code of Ordinances may be waived for any Event Organizer or Sponsor organization which qualifies as a tax-exempt Non-profit organization according to State or Federal law. Acceptance of this waiver by such Event Organizer or Sponsor organization shall render the Special Event a public accommodation subject to Human Rights provision of Section 38-225.

RS 2. **Approval:** Supplement B must be reviewed and approved for Non-profit waivers to be granted. Neither Completion nor Submission of this form guarantees a waiver will be granted.

RS 3. **Monies Received:** Within 30 days of the event completion the Event Organizer agrees to submit to the City Commission a letter from the Non-profit Organization receiving the waiver stating the amount of monetary donation received from the event.

RS 4. **Accounting:** Within 90 days following the Special Event, the Event Organizer or Sponsor organization will ensure that the Non-profit organization receiving the waiver submits to the City Commission an accounting of expenses and revenues incurred and generated during the event.

SIGNATURE AND ATTACHMENT REQUIRED

I hereby certify that the above-named Non-profit organization is a bona fide, in good standing, domestic civic, educational, charitable, fraternal, or religious organization under the laws of the State of Florida or with proper tax exemption status with the Internal Revenue Service; that the organization is the actual sponsor of the event described and that all the proceeds from the event, after necessary direct expenses, will be used for civic, educational, charitable or religious purpose.

I further certify that the answers to the above questions are correct and complete to the best of my knowledge and belief. I also understand that any organizations who fraudulently seek exemption shall be subjected to civil and criminal penalties provided for in Florida Statutes.

Provide a copy of your organization letter issued by the I.R.S. or Secretary of State verifying tax exempt status.

Officer Signature  Title: Treasurer Date 3/2/21

CINCINNATI OH 45999-0038

In reply refer to: 0248254921
Dec. 10, 2019 LTR 4168C 0
59-2631154 000000 00

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BODC: TE

KEY WEST CULTURAL PRESERVATION
SOCIETY INC
PO BOX 4837
KEY WEST FL 33041

004592

Employer ID number: 59-2631154
Form 990 required: YES

Dear Taxpayer:

We're responding to your request dated Nov. 29, 2019, about your tax-exempt status.

We issued you a determination letter in May 1986, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,


0248254921
Dec. 10, 2019 LTR 4168C 0
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00006384

KEY WEST CULTURAL PRESERVATION
SOCIETY INC
PO BOX 4837
KEY WEST FL 33041

local time, Monday through Friday (Alaska and Hawaii follow Pacific
time).

Thank you for your cooperation.

Sincerely yours,



Kim A. Billups, Operations Manager
Accounts Management Operations I

Event Name: Conch Republic Street Fair Event Date: April 24th 2021

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

- Fire Department and EMS – Chief Alan Averette (305) 809-3938
- Police Department – LT Joseph Tripp (305) 809-1027

More information on Safety requirements can be found in the Special Event Guide.

EVENT ACTIVITIES – Check all that apply to the Special Event

<p><u>Cooking:</u></p> <p><input type="checkbox"/> Deep Frying / Open Flame</p> <p><input type="checkbox"/> Charcoal Grill</p> <p><input type="checkbox"/> Gas Grill</p> <p><input type="checkbox"/> Food Warming Only</p> <p><input type="checkbox"/> Catered Food</p> <p><u>Alcohol To be Served By</u></p> <p><input type="checkbox"/> Existing Licensed Establishment</p> <p><input type="checkbox"/> Commercial Licensed Vendors</p> <p><input type="checkbox"/> Non-profit Licensed Vendors</p>	<p><u>Electrical Power</u></p> <p><input checked="" type="checkbox"/> Generator</p> <p><input checked="" type="checkbox"/> 110AC / Extension Cords</p> <p><input checked="" type="checkbox"/> DC Power</p> <p><u>Structures:</u></p> <p><input type="checkbox"/> Stages / Risers / Canopies</p> <p><input type="checkbox"/> Viewing Stands / Bracing</p> <p><input type="checkbox"/> Seating</p> <p><input type="checkbox"/> Air Supported Bounce House</p> <p><input type="checkbox"/> Tents Greater than 200 SF</p>	<p><u>Other</u></p> <p><input checked="" type="checkbox"/> Road Closure</p> <p><input type="checkbox"/> Fog/Smoke Machine</p> <p><input type="checkbox"/> Bubble Machine</p> <p><input type="checkbox"/> Pyrotechnics</p> <p><input type="checkbox"/> Special Effects</p> <p><input type="checkbox"/> Open Flame</p> <p><input type="checkbox"/> Lasers</p> <p><input type="checkbox"/> Confetti</p> <p><input type="checkbox"/> Vehicle/Motorcycle Demo</p>
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INITIALS REQUIRED

- AS **1. Alcohol:** Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission by Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Applicant must have a [liquor license](#) and provide liquor liability insurance.
- AS **2. Cooking Safety:** If cooking, a KWFD Fire Watch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment.
- AC **3. Sidewalks:** Structures must not interfere with pedestrian movement on the sidewalk. The Special Event Site Plan must show a minimum setback of six (6) feet from the property lines.
- AS **4. Special Event Site Map:** Indicate where structures, tents, stages, cooking equipment, etc. will be located. The layout must also identify distances to the nearest buildings and property line. If seating will be provided, show seating/chair arrangement.
- AS **5. Cooking Oil:** Cooking oil must be disposed of properly. Vendors found dumping cooking oil improperly will result in forfeiture of a portion of the Event deposit.

Event Name: Conch Republic Street Fair Event Date: April 24th 2021

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938
Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout Yes No

TENTS

Total Number of Food/Beverage Vendor Tents:

Total Number of Merchandise Vendor Tents: 48

Total: 48

Tent Supplier Name Contact Number

Size & Type of Tents: 10 x 10 easy up tents will be supplied by the participants we typically have two food vendors, one cuts open coconuts outdoors without a tent the other mixes together guacamole under an 8 x 8 easy up tent. Side wall may be used on the 10 by 10 tents that the vendors use. in case of a need to evacuate all 10 x 10's have wide open fronts

Provide Certificate of Flame Resistance/Retardant for Tent Fabric. Yes No

Will there be any combustibles or flammable liquids under the tent? Yes No

Will the sides of the tent be used? Yes* No

*Exit plans must be indicated on Site Map Layout.

STRUCTURES

What structures will be erected? No Structures

Will structures be erected on any part of a street or sidewalk? Yes No

For each structure, note number of footings, weight and dimensions (L/W/H) below:

Blank lines for structure details.

Event Name: Conch Republic Street Fair Event Date: April 24th 2021

STREET CLOSURE INFORMATION

Street(s) to be closed Duval street Block/Address Number(s) 200 and 300 block

Cross-Streets: between NO CROSS STREET CLOSURE

Closure Date(s) April 24th Time 8:00 AM to 7:30 PM

INITIALS REQUIRED

RS

1. **Non-Profit Inclusion:** Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a Non-profit organization. When an Event Organizer proposes a Special Event that will cause the closing of a city street or other public right-of-way, the Event Organizer must donate at least 25% of the Event Organizer’s gross revenues or \$1000.00, whichever is greater, to at least one Non-profit organization. The Event Organizer must designate the Non-profit organization(s) on the application for the event. Each named Non-profit organization must provide the City Manager with a letter of agreement with the Event Organizer.

RS

2. **Consent:** The Event Organizer must have neighboring businesses sign a petition of no objection to the street closure. A template consent form can be found in the Special Events Guide.

RS

3. **ADA Restrooms:** Whenever the Event Organizer of a Special Event provides temporary bathroom facilities within 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.

RS

4. **Insurance:** Typical insurance policies may not provide coverage for accidents that may occur off private property and in the City Right-of-way. Events taking place within City Right-of-Way require insurance in the amount of \$1M – liability and \$2M – aggregate.

RS

5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.

RS

6. **Emergency Access:** The closed street/roadway will immediately available for emergency vehicles and vehicles within the close block.

SIGNATURE REQUIRED

We the undersigned, agree to save and hold harmless, the City of Key West from all cost and damage to any person and/or property which is caused by any activity, condition, or event arising out of temporary use of the above street for the purpose of this Special Event.

Event Organizer Signature

3/15/21

Date

Annual Conch Republic Days Street fair April 24th 2021

Once again during the conch Republic days we will be having a street fair with sales of hand made arts and crafts. Please support us as we celebrate all that is quirky and interesting about Key West. Keep the spirit of the conch republic alive. Proceeds from the event will be used to support non profits and local artists. Please sign to say you do not oppose our fair.

	Name of Business	Address	Signature
1	Shorty's	215 Duval	
2	SLOPPY JOE	201 DUVAL	
3	Conch Flash	432 Green	
4	Rick's	202 Duval	
5	BULL	224 Duval	
6	Oldest House Museum	322 Duval	
7	THE SHOP OF KEY WEST	326A DUVAL ST	
8	BIKINI VILLAGE	326B DUVAL ST	
9	Bernadeke Restivo	914 Packer	
10	JEAN MOISE	335 Duval ST	
11	Titania Castillo	325 Duval St	Titania Castillo. Casa Inn
12	Vapor World	329 Duval st	
13	Sun N' Sand	327 Duval St	
14	HARD ROCK	313 DUVAL ST	
15	Sea Sister Island Gallery	303 Duval St	
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Berkshire Hathaway
Wendy's

Cultural Preservation Society
Sunset Celebration at Mallory Square

Mr. Greg Veliz
City Manager
City of Key West
1300 White st
Key West, FL 33040

Dear Mr. Veliz:

On behalf of our organization, I am submitting an application for an Arts & Crafts Street Fair on Saturday, April 24th on Duval Street.

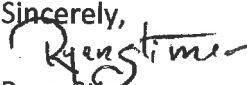
We wish to be sure our event is a healthy event for ourselves and the guests. Hand sanitizer stations will be at the beginning and end of each block and vendor spaces will be spaces 6 feet apart.

The net proceeds from our street fair funds the arts and our scholarship programs. This year's goal is to award \$1,500 in total scholarships. Divided between the Bahama Village Music Program, and the The Art and Historical Society's Art Camp for economically disadvantaged school age youth.

Our street fair will feature exclusively hand-made items with no "buy/sell" merchandise allowed. No large food vendors will be invited to participate. We may have 2-4 small food booths (guacamole, cut open coconuts etc.). Our site map proposal allows for access to restaurants on Duval and handicap access to the sidewalks. We will not sell alcohol.

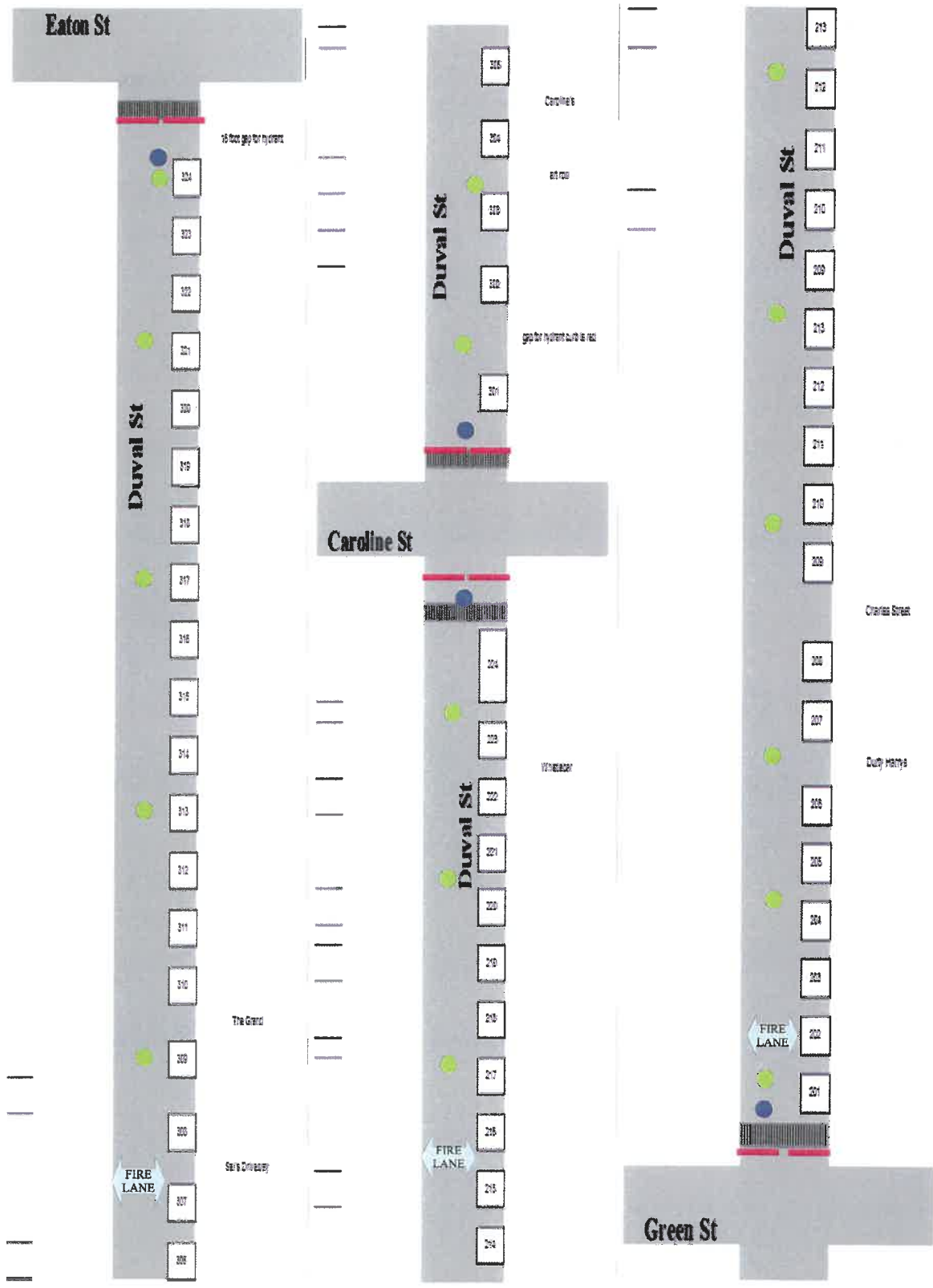
We are asking for the use of Duval Street between Caroline and Green, with a street closure from 8:00 a.m. To 7:30 p.m. The street fair hours would be between 10:00 a.m. and 6:00 p.m. Our proposed site map allows for approximately (48) 10x10 booths.

Thank you for your consideration of our application. If you have any questions, please call me at 305.393.9990

Sincerely,


Ryan Stimers
Treasurer

Cultural Preservation Society



Barricades in RED



Recycle / Trash locations in GREEN



Hand Sanitizer stations in Blue





1/20/2020

Bahama Village Music Program is grateful for the support of the Sunset Celebration Cultural Preservation Society. Sunset Celebration is a reliable yearly supporter of Bahama Village Music Program and their donation is included in our yearly budget.

Thanks,

A handwritten signature in black ink that reads "Katchen D".

Katchen Duncan
BVMP Executive Director
103 Olivia St.
Key West, FL 33040
(305) 504-7664
katchen@bvmpkw.org
www.bvmpkw.org



The Bahama Village Music Program is an independent and not-for-profit 501 (c) 3 organization dedicated to providing music education to children who otherwise do not have access to specialized music instruction. IRS Tax ID # 30-0134445

Bahama Village Music Program ~ 103 Olivia St ~ Key West, FL 33040 ~ (305) 504-7664 ~ www.bvmpkw.org

Return To:

City of Key West
 Maria Ratcliff, Special Events Administrator
 PO Box 1409, Key West FL 33041-1409

event_request@cityofkeywest-fl.gov

Phone: 305-809-3881

Fax: 305-809-3886

This template has been produced to aid event organizers in planning safe and exciting events with 50 or more attendees. This document, along with the Special Event Application, are reviewed by the Key West Special Event Administrator to ensure that all safety aspects have been met. This template can be used for any size event but is **required** for events with 50 or more attendees.

If any section duplicates information provided in the Special Event Application submitted for your event, please refer to that information in the applicable section. Please attach supporting documents and addendums as needed for each section. Please note that **not all parts of the template may be relevant for every event.**

Once reviewed by the Special Events Administrator, conditions and requirements will be set by the Key West Fire Marshal, Police Department, and Special Events Office and shared with you. Thank you for hosting your event in Key West!

1. EVENT OVERVIEW

EVENT NAME	Conch Republic Street Fair	
EVENT DATE	April 24 th 2021	
AUDIENCE PROFILE	<p>The event's audience profile is essential when planning for risks and ensuring that appropriate control measures and facilities are in place for the event. Include previous history, entertainment type, and ticket sales to help in indicating the audience profile.</p> <p>The primary audience is the typical tourists strolling Duval street, we will also be reaching out to locals who want to shop or have a day out.</p>	
ORGANIZATION CHART	<p>Give a brief overview of the chain of responsibility for the main roles within the event. Identify who is responsible for what and give further details in the 'Roles and Responsibilities' section below.</p> <p>The KWPCS Board of directors has chosen Ryan Stimers as the event organizer, he will direct volunteers and employees, such as 2 people to direct traffic at setup and the police on site</p>	
ROLES AND RESPONSIBILITIES	Role Title	Brief Explanation of responsibilities
	Event organizer	Design event layout, direct crafters to locations monitor for problems
	Police	Provide security and crowd control
	Traffic directors	In the morning direct cars in the proper direction when unloading
	Fire Marshal	Inspect premises for compliance with code
	Block monitor	red flag on tents, responsible for calling for emergency assistance
	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.
	Click or tap here to enter text.	Click or tap here to enter text.
CONTACTS	Name Ryan Stimers	Mobile 305 393 9990
	Role Event organizer, block monitor	Landline
	Email Sunset@SunsetCelebration.org	

**CONTACTS
(CONT.)**

Name Police to be determined	Mobile
Role	Landline
Email	
Name Traffic directors to be determined	Mobile
Role	Landline
Email	
Name Fire marshal to be determined	Mobile
Role	Landline
Email	
Name Linda McCall	Mobile 305 393 6298
Role Block monitor	Landline
Email indalnKeywest@yahoo.com	

2. CROWD MANAGEMENT

**SECURITY AND
CROWD
MANAGEMENT
STAFFING**

<p>The minimum number of crowd managers shall be established at a ratio of one crowd manager to every 250 persons. Where approved by the fire code official, the ratio of crowd managers may be reduced based upon the nature of the event.</p>	
<p>Crowd Management Staffing Provider/Company City of key west Police department</p>	
<p>Number of Volunteers 4</p>	<p>Number of Paid Staff 2</p>
<p>Communication Methods Primary: Cellphone Backup: In person</p>	
<p>Number of staffing to be provided including different levels of provision at different times during the event, if appropriate. 2 volunteers will direct traffic during setup time, 2 block monitors for oversee event, 2 police will be on hand all day, fire marshal will inspect area to insure compliance, event organizer will stay in contact and direct as needed.</p>	
<p>Describe identification method of security staffing levels (e.g. yellow shirts for volunteers, red shirts for managers). Police are in uniform, Traffic directors will be holding large signs, and will have t shirts saying staff on them</p>	
<p>Duties (e.g. searching at entrances, badge checking, rapid response, crowd monitoring, emergency evacuation, control and direct the public as required, monitoring fire equipment etc.). Police will ensure normal Duval security for the public. Event will be open to the public so no gate keeping activities. Vendors who are located every 20 feet or so will have emergency contact numbers and will report any issues,</p>	

SECURITY AND CROWD MANAGEMENT STAFF TRAINING	Provide details of the training received by security and crowd management personnel. Trained police will be used
	Detail the nature and format of pre-event briefing and training sessions (e.g. how security and crowd management personnel are made aware of emergency arrangements and the arrangements for their own health and safety). Standard police procedure will be used Traffic directors will be briefed the night
	Provide date(s) and times of pre-event briefing and training sessions. Mallory Square 5pm night before event the Traffic directors will be briefed
MANAGEMENT OF ATTENDEE NUMBERS	Provide details of how the number of attendees at the event are to be monitored and controlled (e.g. ticketed event; monitored entrances and exits). Event will be open to typical Duval street pedestrians, now with more space to spread out compared To usual.
3. COMMUNICATIONS	
PA SYSTEM	Detail any PA systems in use at the event. If the entire site is not covered, please detail which parts are not covered and how these areas can be communicated with in the event of an emergency. N/A
RADIO COMMUNICATION	Describe who will have radios for communication and which channels will be allocated for what activity. Cell Phones
LOUD HAILERS	Detail here where loud hailers can be located if in use at the event, and list those trained and confident in use.
TELEPHONE	List details of any landlines or alternate methods of communication in the event of problems with telephone or radio communication.

SIGNAGE AND PUBLIC INFORMATION	<p>Provide details and location of any signage or public information facilities being used to direct persons around the site including first aid locations, lost children, and lost and found.</p> <p>Signage will be created to inform how to locate an emergency block monitor, masking required, hand sanitizer stations available.</p>
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MEDIA	List contact information for all senior members of the event organization prepared and authorized to give statements about the event.	
	Name Ryan Stimers	Mobile 305 393 9990
	Role Event organizer	Landline
	Email Sunset@SunsetCelebration.org	
	Name Click or tap here to enter text.	Mobile Click or tap here to enter text.
	Role Click or tap here to enter text.	Landline Click or tap here to enter text.
	Email Click or tap here to enter text.	
	Name Click or tap here to enter text.	Mobile Click or tap here to enter text.
	Role Click or tap here to enter text.	Landline Click or tap here to enter text.
	Email Click or tap here to enter text.	

4. MEDICAL AND FIRST AID

Enter details of the first aid and emergency medical support for your event, including certification level of providers and name of organization providing coverage.

Police in Scene

Total Number of First Aid Stations at Event	Fist aid kit located at booth on front of fat Tuesdays
---------------------------------------------	--------------------------------------------------------

Identify where each medical facility/first aid point is located on your site and identify each on your site plan. Refer to and attach maps as needed.

First aid kit at monitor tent in front of fat Tuesdays,

5. FIRE RISK ASSESSMENT

A fire risk assessment must be carried out for all locations. Details of any risks identified and the way that they are to be managed should be included in training and briefing materials and meetings.

FIRE EXTINGUISHERS	<p>Provide details of the type, number and location of fire extinguishers to be provided at the event.</p> <p>Fire extinguishers kept at monitor tent at each block</p>
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PYROTECHNICS AND SPECIAL EFFECTS	<p>List any pyrotechnics or special effects used during the event.</p> <p>none</p>
-----------------------------------------	------------------------------------------------------------------------------------

6. POLICE

List details of police involvement in the event. Refer to Special Event Permit Application where applicable.

Is there Police traffic management of the event? Only ensuring the traffic for the event is closed, no active traffic direction

Comments:

On site police presence during the event: Yes 2 police

Comments: Traditionally we have one police officer per block providing authority in case of emergencies.

7. RISK MANAGEMENT

INCIDENT RECORDING	The event promoters should maintain a record of everything that occurs throughout the event. List contact information for all members of the event responsible for these records	
	Name Ryan Stimers	Mobile 305 393 9990
	Role Event organizer	Landline
	Email Sunset@SunsetCelebration.org	
	Name Click or tap here to enter text.	Mobile Click or tap here to enter text.
	Role Click or tap here to enter text.	Landline Click or tap here to enter text.
	Email Click or tap here to enter text.	

8. INCIDENT MANAGEMENT

EMERGENCY MANAGEMENT COMMAND POST	Describe location and functionality of the event's emergency management command post. Event organizers booth will be located in front of fat Tuesdays, any concerns can be reported There in person or by cell phone.	
	Describe arrangements and procedures for the hand-over of control of aspects of your event to emergency response agencies in the event of an emergency. Ryan Stimers Event organizer is available at his booth or by cell phone, either he or the on site police Can be contacted in person or by cell phone (numbers provided to all vendors) who can then contact Emergency services if needed.	
EMERGENCY COMMUNICATIONS PLAN	Identify methods of communication with emergency management organization, including police, fire, and medical teams. Cell phone	
EXTREME WEATHER	Identify person responsible for monitoring weather forecasts in advance and during the event, who this information will be passed to and where the information will be obtained.	
	Name Ryan Stimers	Mobile 305 393 9990
	Role Event organizer	Landline
	Email Sunset@SunsetCelebration.org	

WEATHER cont.	<p>Detail the general arrangements and notification process in event of extreme weather (e.g. cancellation criteria).</p> <p>In the event of extreme weather before the event (for example wind or rain) vendors will be notified by email, to be either cautioned or if the event must be canceled. If during the event, notification needs to be made it will be done in person</p>
	<p>Extreme weather may cause other specific actions to be taken to prevent injury or damage. Please detail preparation and staff training performed to ensure appropriate action is taken to respond to extreme weather conditions.</p> <p>vendors must use weights on their tents to anchor them. If the wind or rain is extreme the event must be canceled, if a surprise storm occurs the participant must shelter in place and then once the danger has passed, event will be broken down in the same method as is used typically.</p>
EMERGENCY VEHICLE ACCESS	<p>Special Event Permits require a 20' fire lane for emergency vehicle access along any street closures. Detail any additional dedicated emergency vehicle access routes and rendezvous points or any public routes or locations that may be used for emergency vehicles.</p> <p>The north-east side of Duval will be open for emergency vehicles. There will be a clear path 20' or greater</p>
EVENT EVACUATION PLAN	<p>Detail emergency evacuation plan for event attendees, volunteers, and contractors. Include a map in the Special Event Application.</p> <p>In the event of an emergency, Duval street itself provides a wide path for evacuation on foot, notification of evacuation will be in person.</p>
	<p>Detail preparation and staff training performed to ensure appropriate action is taken to during evacuation.</p> <p>Written instructions will be provided to vendors for emergency evacuation</p>

9. LOST CHILDREN / VULNERABLE PERSONS

Detail here the arrangements for safeguarding and reuniting lost children or other vulnerable persons with care persons, parents, or guardians. Identify the location on the site map.

A lost child or distressed parent will be directed by to the nearest vendor to a police officer. All vendors will have written instructions and the cell numbers to get in touch with the police on site.

10. DEBRIEF AND EVENT REVIEW

A post-event debrief may be required by the Special Events Office. Please be prepared to present the following at any debrief:

- Particular arrangements that worked well to ensure public safety
- Any identified weaknesses in the arrangements that require improvement
- Review of any incidents and remedial action required

Please attach or include any additional site plans, risk assessments, and associated event documents required above.

Your completed Public Safety & Event Management Plan is due 45 days prior to your event.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/04/2019

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 have ADDITIONAL INSURED provisions or 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: EVENTS & ATTRACTIONS PHONE (A/C, No, Ext): 800-553-8368 FAX (A/C, No): 260-459-5624 E-MAIL ADDRESS:	
INSURED KEY WEST CULTURAL PRESERVATION SOCIETY, INC. DBA : SUNSET CELEBRATION PO BOX 4387 KEY WEST, FL 33041		INSURER(S) AFFORDING COVERAGE NAIC # INSURER A: NATIONAL CASUALTY COMPANY 11991 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES **CERTIFICATE NUMBER: C104172** **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.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		KKO0000023249400	6/1/2019 12:01 AM	6/1/2020 12:01 AM	EACH OCCURRENCE	\$1,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						<input type="checkbox"/> COMBINED SINGLE LIMIT (Ea accident) <input type="checkbox"/> BODILY INJURY (Per person) <input type="checkbox"/> BODILY INJURY (Per accident) <input type="checkbox"/> PROPERTY DAMAGE (Per accident)	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						<input type="checkbox"/> EACH OCCURRENCE <input type="checkbox"/> AGGREGATE	
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER <input type="checkbox"/> E.L. EACH ACCIDENT <input type="checkbox"/> E.L. DISEASE - EA EMPLOYEE <input type="checkbox"/> E.L. DISEASE - POLICY LIMIT	
	PARTICIPANT ACCIDENT						<input type="checkbox"/> AD&D <input type="checkbox"/> Primary Medical <input type="checkbox"/> Excess Medical <input type="checkbox"/> Weekly Indemnity	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
CERTIFICATE HOLDER IS ADDED AS ADDITIONAL INSURED, BUT ONLY FOR LIABILITY CAUSED, IN WHOLE OR IN PART, BY THE ACTS OR OMISSIONS 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
Scott Furbush

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

SPONSORS; CO-PROMOTERS; MANAGERS OR LESSORS OF PREMISES; MORTGAGEES, ASSIGNEES OR RECEIVERS; INTERESTS FROM WHOM LAND HAS BEEN LEASED. WITH RESPECT TO AN ADDITIONAL INSURED OWNER AND/OR LESSOR OF PREMISES, THIS INSURANCE DOES NOT APPLY TO STRUCTURAL ALTERATIONS, NEW CONSTRUCTION OR DEMOLITION OPERATIONS PERFORMED BY OR FOR THAT PERSON(S) OR ORGANIZATION(S); ANY DESIGN DEFECT OR STRUCTURAL MAINTENANCE OF THE PREMISES; OR ANY PREMISES DEFECT.

CITY OF KEY WEST
PO BOX 1409
KEY WEST, FL 33041-1409

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the

insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Annual Conch Republic Days Street fair April 24th 2021

Once again during the conch Republic days we will be having a street fair with sales of hand made arts and crafts. Please support us as we celebrate all that is quirky and interesting about Key West. Keep the spirit of the conch republic alive. Proceeds from the event will be used to support non profits and local artists. Please sign to say you do not oppose our fair.

	Name of Business	Address	Signature
1	Shorty's	215 Duval	
2	SLOPPY JOE	201 DUVAL	
3	Conch FLASH	432 Green	
4	Kick's	202 Duval	
5	BULL	224 Duval	
6	Oldest House Museum	322 Duval	
7	THE SHOP OF KEY WEST	326A DUVAL ST	
8	BIKINI VILLAGE	326B DUVAL ST	
9	Bernadette Restivo	914 Packer	
10	JEAN MOISE	335 DUVAL ST	
11	Titania Castillo	325 Duval St	Titania Castillo. Casa Inn
12	Vapor World	329 Duval st	
13	Sun N' Sand	327 Duval St	
14	HARDRAK	313 DUVAL ST	
15	Sea Sister Island Gallery	303 Duval St	
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25			

Berkshire Hathaway
Wendy's
Casa Inn

Finances, Conch Republic Street Fair 2019

Costs

Fire Marshal	-\$350.00
Police Security	-\$1,100.00
Recycle deposit paid	-\$1,000.00
Bahama Village Music program	-\$900.00
Art and historical society	-\$900.00
Key West High school Grant	-\$1,000.00
publicity banners and posters and misc	-\$237.00

incomes

Setup fees collected	\$4,500.00
Recycle Deposit Returned	\$1,000.00
Total income	\$13.00