

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 North Roosevelt Blvd. (rear), Key West, FL 33040
Phone Number of Applicant(s) 305-294-4352 Fax: 305-296-1337 Email marycasanova77@gmail.com

Name of Non-Profit(s) See above Mary (305) 304-0578
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 100%

Date/Dates of Event July 25, 2015

Hours of Operation 10AM - 10 PM

Estimated/anticipated number of persons per day 1,200

Location of Event Duval St. between Front and Angela Streets

Street Closed Duval St.

Detailed description of event Caribbean Street Fair featuring arts and crafts, drinks, snacks and food

Noise exemption required: Yes No

Alcoholic beverages sold/served at event: Yes No

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

Mary Casanova
Applicants Signature

April 24, 2015
Date

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

me

Revised for
Third Reading
11/19/02

ORDINANCE NO. 02-29

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

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

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

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

Sec. 6-26. Payment for city services.

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

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

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

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

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

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

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

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

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

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

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

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

Sec. 6-56. Application.

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

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

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

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

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

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

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

Sec. 6-58. Major festival.

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

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

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

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

Sec. 6-61. Temporary bathroom facilities.

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

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

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

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

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

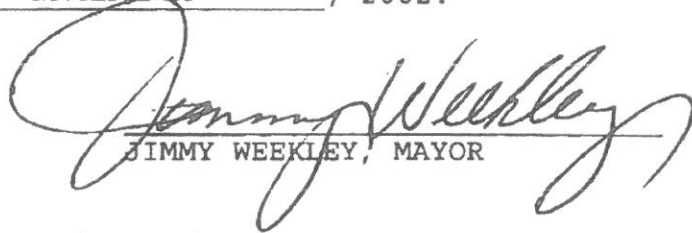
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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

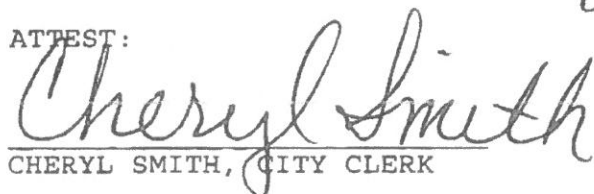
Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

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

Filed with the Clerk November 21, 2002.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK

City Attorney's Office



Phone: (305) 292-8110
Fax: (305) 292-8227

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

MEMORANDUM

TO: Mayor & Members of the City Commission

FROM: Robert Tischenkel
City Attorney RT

DATE: October 17, 2002






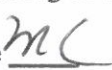
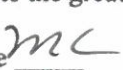
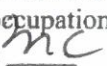
RE: Special Events Ordinance
Second Reading

The following are the changes made to the Special Events Ordinance for second reading:

- Section 6-26. The requirement of certified check or credit card applies only to the down payment.
- Section 6-27. The requirement of payment for parking meters has been removed altogether. In its place is a new section concerning food and beverage booths, and a prohibition against their placement in front of or near restaurants and bars.
- Section 6-56. The contact person's telephone number is now required.
- Section 6-57. Each nonprofit organization named by a sponsor in the application must provide a letter of assent to the City Manager.
- The effective date of the ordinance is January 1, 2003.

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

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.
Sponsor's Signature MC
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 ML
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 MC
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 MC
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 MC

8. Applicant(s) wishing to have an exemption from the noise control ordinance must fill out an application thirty days before the event. Processing fee for the application is \$50.00.
Sponsor's Signature 
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature 
10. Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.
Sponsor's Signature 
11. The organizer or sponsor of any special event, which requires the provision of additional or extraordinary support services by police, fire, administration, or other city departments shall pay to the city the cost of such services. A down payment of 10 percent of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten days prior to the special event.
Sponsor's Signature 
12. The first \$1000.00 of costs as specified in subsection (a) of the ordinance may be waived for any organizer or sponsor, which qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the special event a public accommodation subject to the human rights provision of the section 38-225.
Sponsor's Signature 
13. Any nonprofit organization accepting the waiver provided for by subsection (d) of the ordinance shall, within 90 days following the special event, submitted to the city commission an accounting of expenses and revenues incurred and generated during the special event.
Sponsor's Signature 
14. Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.
Sponsor's Signature 
15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.
Sponsor's Signature 

16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

Sponsor's Signature mb

17. Special Events organizers must submit a adequate recycle plan for the size of the event being requested. Helpful hints and recycling requirements for special events can be found on the city's website. This will help you develop your plan.

Sponsor's Signature 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: 24 each
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.
Arrangements made: MARGARET LARA AT WASTE MANAGEMENT
- Capacity of containers on grounds: 2,304 GALLONS TRASH / 2,304 GALLONS RECYCLE
Contact person for containers: MARY CASANOVA (LVA) Phone #: 305-304-0578 (LVA)
MARGARET LARA 305-797-3312 (WASTE MGMT)
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: Mary Casanova & Volunteers
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: Mary Casanova & Volunteers
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas. MC
- Oversee the delivery of containers and placement of signs. MC
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling me

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

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

Problems: _____

Actions taken: _____

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

Problems: _____

Actions taken: _____

MCL 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: _____

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

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

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

MCL 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: _____

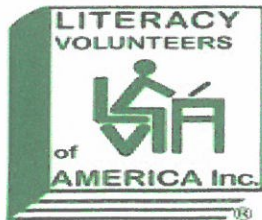
MCL Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.

MCL Share the results with event organizers.

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

MCL 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
submitted by
Literacy Volunteers of America (LVA) –
Monroe County, Inc.**

Caribbean Street Fair: Produced by Literacy Volunteers of America (LVA) –
Monroe County, Inc.

Date and hours of the event: Saturday, July 25, 2015
(8 AM set up, 10:00 AM to 10PM Event Time)

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

Event Organizer Chair phone number: (305) 304-2695

Cell phone to contact during event: 305-304-0578/Alternate: 412-517-8715

Description of Event:

This is the 35th Annual Caribbean Street Fair which will be held on Saturday, July 25, 2015 during the Hemingway Days Festival. We will have approximately 60 arts and crafts vendors, 6 drink or snack vendors and 12 food vendors. The event will take place on Duval Street between Front and Angela Streets between the hours of 10:00 AM and 10:00 PM.

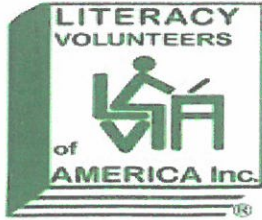
Our goal for the event—we would like for this to be a family oriented fun filled event to coincide with the celebration of Hemingway Days. Our emphasis will be on local vendor participation to showcase the talented men and women of Key West. All are welcome!

Recycle Coordinator Will:

- Educate recycling volunteers and paid workers on the vision and the city's recyclables two weeks before the event.
- Send notices to all vendors with the recycle rules with suggestions on how to comply two weeks before the event.

"An affiliate of Pro Literacy Worldwide"

All services provided without regard to the client's race, color, disability,
or national origin as required by Title VI of the Civil Rights Act



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-- Monroe County, Inc.

2405 North Roosevelt Blvd., Key West, FL 33040

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

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

- 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.
- The Event Coordinator will make sure there is a recycle bin next to every trash can. This includes:
 - (1) Recycle bins are within 50 feet of food and drink sale locations. Locate recycle bins adjacent to trash receptacles.
 - (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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or national origin as required by Title VI of the Civil Rights Act

LITERACY VOLUNTEERS OF AMERICA
2405 N ROOSEVELT BLVD REAR
KEY WEST, FL 33040

FIRST STATE BANK
OF THE FLORIDA KEYS
KEY WEST, FLORIDA 33040

May 4, 2015

PAY TO THE
ORDER OF
City of Key West
One thousand dollars & 00/100

\$ 1,000⁰⁰

DOLLARS

Mary Casanova

AUTHORIZED SIGNATURE

MEMO

1032

63-43/670

Details on Back.

Security Features Included.



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

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

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

Local Contact: Mary Casanova 305-304-0578/305-294-4352

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Literacy Volunteers of America (LVA)

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 (305) 294-4352/FAX: (305) 296-1337

A signature indicates that I am not opposed to the Hemingway Days Caribbean Street Fair Fundraiser for Literacy Volunteers of America-Monroe County pm Saturday, July 25, 2015, 10am to 10pm.

109	Duval St/Signature	
109 A	Duval St/Signature	Five dollar store
111	Duval St/Signature	Fl Keys Watersport Village
115	Duval St/Signature	M. Waters - Ono SONGCARS TOP
117	Duval St/Signature	Key West Village
119	Duval St/Signature	Bad tele
121	Duval St/Signature	Cohen Wahstrand
123	Duval St/Signature	IT SUGAR
	Duval St/Signature	Reem Lemit ADDIE
	Duval St/Signature	Key West motor cycles
201	Duval St/Signature	
203	Duval St/Signature	WILL STOPPES
211B	Duval St/Signature	Key West
211C	Duval St/Signature	Cross Store
215	Duval St/Signature	Key West I KEDWIS
217	Duval St/Signature	Deal n liver
221	Duval St/Signature	Shortys
221C	Duval St/Signature	JOHNNY ROCKETS
227	Duval St/Signature	Bussell: Anchor Therapy
303 Duval	Duval St/Signature	Island Ciga- Flying Monkeys Fogarty's
305 Duval	Duval St/Signature	Duval Columbus Collection
313 Duval	Duval St/Signature	Duval Fat Tuesday
319	Duval St/Signature	Walter Hand Lake
327 Duval	Duval St/Signature	Key West Womens CLUB
325 Duval	Duval St/Signature	Veridgo
335 Duval	Duval St/Signature	PLMP MY PHONE
335-C Duval	Duval St/Signature	Shadencus
335 b Duval	Duval St/Signature	BROADWAY
	Duval St/Signature	SLP
	Duval St/Signature	SPRINT

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100	Duval St/Signature	<i>[Signature]</i>
102	Duval St/Signature	
104	Duval St/Signature	<i>W. Matlan</i>
106	Duval St/Signature	<i>[Signature]</i>
108	Duval St/Signature	<i>Megan Hill</i>
110	Duval St/Signature	<i>[Signature]</i>
120	Duval St/Signature	<i>[Signature]</i>
102c	Duval St/Signature	<i>[Signature]</i>
124	Duval St/Signature	<i>[Signature]</i>
126	Duval St/Signature	<i>[Signature]</i>
129	Duval St/Signature	<i>[Signature]</i>
128	Duval St/Signature	<i>Cecilia Krause</i>
130	Duval St/Signature	<i>[Signature]</i>
141	Duval St/Signature	<i>CHRISTY LOUIS</i>
141	Duval St/Signature	
132	Duval St/Signature	<i>X [Signature]</i>
200	Duval St/Signature	<i>X [Signature]</i>
208	Duval St/Signature	<i>X [Signature]</i>
210	Duval St/Signature	<i>X [Signature]</i>
212	Duval St/Signature	<i>X [Signature]</i>
214	Duval St/Signature	<i>X [Signature]</i>
218	Duval St/Signature	<i>X [Signature]</i>
220	Duval St/Signature	<i>X [Signature]</i>
220 B	Duval St/Signature	<i>X [Signature]</i>
218	Duval St/Signature	<i>[Signature]</i>
310	Duval St/Signature	<i>[Signature]</i>
310	Duval St/Signature	<i>[Signature]</i>
310A	Duval St/Signature	<i>[Signature]</i>
326A	Duval St/Signature	<i>[Signature]</i>
400A	Duval St/Signature	<i>[Signature]</i>
400C	Duval St/Signature	<i>[Signature]</i>
430	Duval St/	<i>[Signature]</i>

"An affiliate of Pro Literacy Worldwide"
 All services provided without regard to the client's race, color, disability,
 or national origin as required by Title VI of the Civil Rights Act

Financial Statement

Budget 2014 Provided by Switchboard Miami; They took over for Helpline.
 No actual P&L was shared by this agency.

REVENUE				
VENDOR: Arts & Crafts (assuming sell 58 booths @ \$175/booth)	10,150	53	9450	
VENDOR: Drink Only (assuming sell 6 booths @ \$250)	1,500	3	750	
VENDOR: Drinks & Snacks (assuming sell 6 booths @ \$350)	2,100			
VENDOR: Full Menu (assuming sell 8 booths @ \$450/booth)	3,600	7	3150	
T shirt Sales	1,500			
Shrimp Off Tickets	2,000			
Donations	200			
TOTAL:	21,050			
EXPENSES				
City Fees	\$1,000	(likely this will be returned)		
Police	\$4,000	estimated		
Fire Department	\$1,000	estimated		
Insurance	\$1,000	estimated		
T shirts	1480.94			
Marketing Materials				
Other Supplies				
TOTAL	\$8,481			

Financial Stat

P&L for 2013 from Helpline
 - Previous Year Actual

10:48 AM
 05/19/14
 Accrual Basis

Helpline, Inc. NEW
Profit & Loss by Class
 March through December 2013

Financial Picture —

	2013		
	(Caribbean Street Fair)	Total Caribbean Street Fair	Unclassified
Income			
Fundraising			
Caribbean Street Fair	14,318.74	14,318.74	175.00
Total Fundraising	14,318.74	14,318.74	175.00
Total Income	14,318.74	14,318.74	175.00
Expense			
Fundraising Expense			
Caribbean Street Fair	7,970.84	7,970.84	-1,000.00
Total Fundraising Expense	7,970.84	7,970.84	-1,000.00
Total Expense	7,970.84	7,970.84	-1,000.00
Net Income	6,347.90	6,347.90	1,175.00

Financial Statement

10:46 AM

05/19/14

Accrual Basis

Helpline, Inc. NEW Profit & Loss by Class March through December 2013

	TOTAL
Income	
Fundraising	
Caribbean Street Fair	14,493.74
Total Fundraising	14,493.74
Total Income	14,493.74
Expense	
Fundraising Expense	
Caribbean Street Fair	6,970.84
Total Fundraising Expense	6,970.84
Total Expense	6,970.84
Net Income	<u>7,522.90</u>



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
July 25, 2015**

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

Maria Ratcliff

Signature of Witness

Maria Ratcliff

Print Name

4/05/15
Date

Mary Casanova

Signature of Applicant

Mary Casanova

Print Name

4/05/15
Date

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

**DBPR ABT-6003 – Division of Alcoholic Beverages and Tobacco
Application for One/Two/Three Day Permit or Special Sales License**

**STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**

**DBPR Form
ABT- 6003
Revised 08/2013**

If you have any questions or need assistance in completing this application, please contact the Division of Alcoholic Beverages & Tobacco's (AB&T) local district office. Please submit your completed application to your local district office at least (7) days prior to the first date of the event to insure the permit is issued by the event date. This application may be submitted by mail, or it can be dropped off. A District Office Address and Contact Information Sheet can be found on AB&T's page of the DBPR web site at the link provided below.

<http://www.state.fl.us/dbpr/abt/contact/index.shtml>

SECTION 1 – CHECK TRANSACTION REQUESTED	
Transaction Type:	
<input checked="" type="checkbox"/> One/Two/Three Day Permit	<input type="checkbox"/> Special Sales License

SECTION 2 – PERMIT or LICENSE INFORMATION				
If the applicant is a corporation or other legal entity, enter the name and the document number as registered with the Florida Department of State Division of Corporations on the line below.				
FEIN Number <i>65-0050312</i>	Business Telephone Number <i>305-294-4352</i>	E-Mail Address (Optional) <i>marycasanova77@gmail.com</i>		
Full Name of Applicant(s): (This is the name the permit or license will be issued in) <i>Literacy Volunteers of America (LVA) - Monroe Cty, Inc</i>		Department of State Document # <i>85-8012702135C-8</i>		
Business Name (D/B/A) or Name of Event <i>see above</i>				
Location of Event (Street and Number) <i>Duval Street from Front to Angela Streets</i>				
City <i>Key West</i>	County <i>Monroe</i>	State <i>FL</i>	Zip Code <i>33040</i>	
Mailing Address (Street or P.O. Box) <i>2405 North Roosevelt (rear)</i>				
City <i>Key West</i>		State <i>FL</i>	Zip Code <i>33040</i>	
Contact Person - This section is optional, see application instructions for details				
Contact Person <i>Mary Casanova</i>		Telephone Number <i>305-304-0578ext.</i>		
Email Address (Optional) <i>marycasanova77@gmail.com</i>				
Mailing Address (Street or P.O. Box) <i>Literacy Volunteers of America (LVA) 2405 North Roosevelt Blvd., rear</i>				
City <i>Key West</i>		State <i>FL</i>	Zip Code <i>33040</i>	
Date(s) Permit Desired <i>July 25, 2015</i>				

ABT District Office Received Date Stamp

**SECTION 3 – SALES TAX
TO BE COMPLETED BY THE DEPARTMENT OF REVENUE**

Full Name of Applicant Organization

The named applicant for a license/permit has complied with the Florida Statutes concerning registration for Sales and Use Tax and has agreed to pay any applicable taxes due.

Signed _____ Date _____

Title _____

Department of Revenue Stamp:

**SECTION 4 - ZONING
TO BE COMPLETED BY THE ZONING AUTHORITY GOVERNING THE EVENT LOCATION**

Location of Event (Street and Number)

City

County

The location complies with zoning requirements for the temporary sale of alcoholic beverages pursuant to this application for a One/Two/Three Day Permit.

Signed _____ Date _____

Title _____

Note: College fraternities and sororities must meet certain additional conditions which can be found in the application instructions and requirements.

**SECTION 5 - DESCRIPTION OF PREMISES TO BE LICENSED
AB&T AUTHORIZED SIGNATURE REQUIRED**

Business Name (D/B/A) or Name of Event

Caribbean Street Fair

Neatly draw a floor plan of the premises in ink, including sidewalks and other outside areas which are contiguous to the premises, walls, doors, counters, sales areas, storage areas, restrooms, bar locations and any other specific areas which are part of the premises where the event will be held. A multi-story building where the entire building is to be licensed must show the details of each floor.

Front

Street

100



Block

Greene

Street

200

Block

Caroline

Street

300

Block

Caton

Street

400

Block

Fleming

Street

500

Block

Southard

Street

600



Block

Angela

Street

Dunal Street

= One, free standing booth for alcohol sales to benefit Literacy Volunteers at two locations (100 and 600 block)

SECTION 6 - AFFIDAVIT OF APPLICANT
FOR NON-PROFIT CIVIC ORGANIZATION ALCOHOLIC BEVERAGE PERMIT

NOTARIZATION REQUIRED

Full Name of Applicant Organization

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

"This is to certify that the applicant requesting the permit in the above and foregoing application is a non-profit civic organization and that the permit, if used, will be used only by the organization making application, on the date(s) requested and at the location stated. By acceptance of this permit, we agree that the applicant organization, as the permit holder, is the ONLY entity that will receive any of the profits from the sale of alcoholic beverages on this permit. This is to further certify that the applicant organization has not received more than three (3) permits within the calendar year, unless otherwise authorized by law, and acknowledge that the location may be inspected and searched during the time that the permit is issued and business is being conducted without a search warrant by authorized agents or employees of the Division of Alcoholic Beverages and Tobacco, the Sheriff, his Deputies, and Police Officers for purposes of determining compliance with the alcoholic beverage laws.

I, the undersigned individual, hereby swear or affirm that I am an officer or authorized representative and am duly authorized to make the above and foregoing statements on behalf of the applicant organization. Furthermore, I swear under oath or affirmation under penalty of perjury as provided for in Sections 559.791, 562.45, and 837.06, Florida Statutes, that the foregoing information is true to the best of my knowledge."

STATE OF FLORIDA

COUNTY OF MONROE

Mary Casanova

APPLICANT/ AUTHORIZED REPRESENTATIVE NAME

Mary Casanova

APPLICANT/ AUTHORIZED REPRESENTATIVE SIGNATURE



The foregoing was () Sworn to and Subscribed before me this 5th Day

of May, 20 15, By Mary Casanova who is () personally known to me
(print name(s) of person making statement)

OR () who produced _____ as identification.

Eileen Quinn

Notary Public

Commission Expires: 4/26/2018

SECTION 7 - AFFIDAVIT OF APPLICANT
FOR SPECIAL SALES LICENSE

NOTARIZATION REQUIRED

Full Name of Applicant Organization

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

"I, the undersigned individual, or if a corporation, its authorized representative, hereby swear or affirm that I am duly authorized to make the above and foregoing application for a special sales license which authorizes the sale of alcoholic beverages for period of up to three (3) days. I understand this license does not permit the sale of alcoholic beverages for consumption on the premises and only allows package sales in sealed containers and acknowledge that the location may be inspected and searched during the hours that the special sale is being conducted without a search warrant by authorized agents or employees of the Division of Alcoholic Beverages and Tobacco, the Sheriff, his Deputies, and Police Officers for purposes of determining compliance with the beverages laws.

I swear under oath or affirmation under penalty of perjury as provided for in Sections 559.791, 562.45, and 837.06, that the foregoing information is true to the best of my knowledge and that no other person or entity except as indicated herein has an interest in the special sales license and that all of the above listed persons or entities meet the qualifications necessary to hold this special sales license."

STATE OF Florida

COUNTY OF Monroe

Mary Casanova

APPLICANT/ AUTHORIZED REPRESENTATIVE NAME

Mary Casanova

APPLICANT/ AUTHORIZED REPRESENTATIVE SIGNATURE



The foregoing was () Sworn to and Subscribed before me this 5th Day

of May, 20 15, By Mary Casanova who is () personally known to me
(print name(s) of person making statement)

OR () who produced _____ as identification.

Eileen Quinn

Notary Public

Commission Expires: 4/26/2018



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

LVA
Board of Directors

President
Peary Fowler

Vice-President
Jeannie McGuire

Treasurer
Jane Cloutier

Secretary
Craig Wanous

Directors:

Debora Bent

Norma Kula

Viktor Slavov

Janie Teitelbaum

Emeritus

Connie Gilbert

Sol Jacobson

Lois Meyers

Eileen Quinn

May 4, 2015

To Whom It May Concern,

Literacy Volunteers of America (LVA) – Monroe County, Inc., will receive 100% of the funds from the 2015 Caribbean Street Fair.

Please call if you have a question.

Thank you.

Sincerely,

A handwritten signature in cursive script that reads "Mary Casanova".

Mary Casanova
Executive Director
LVA-Monroe County, Inc.

Mc/tm

copy to: file

"An affiliate of Pro Literacy Worldwide"

All services provided without regard to the client's race, color, disability, or national origin as required by Title VI of the Civil Rights Act



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

Please Check All That Apply To This Event

Cooking

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

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

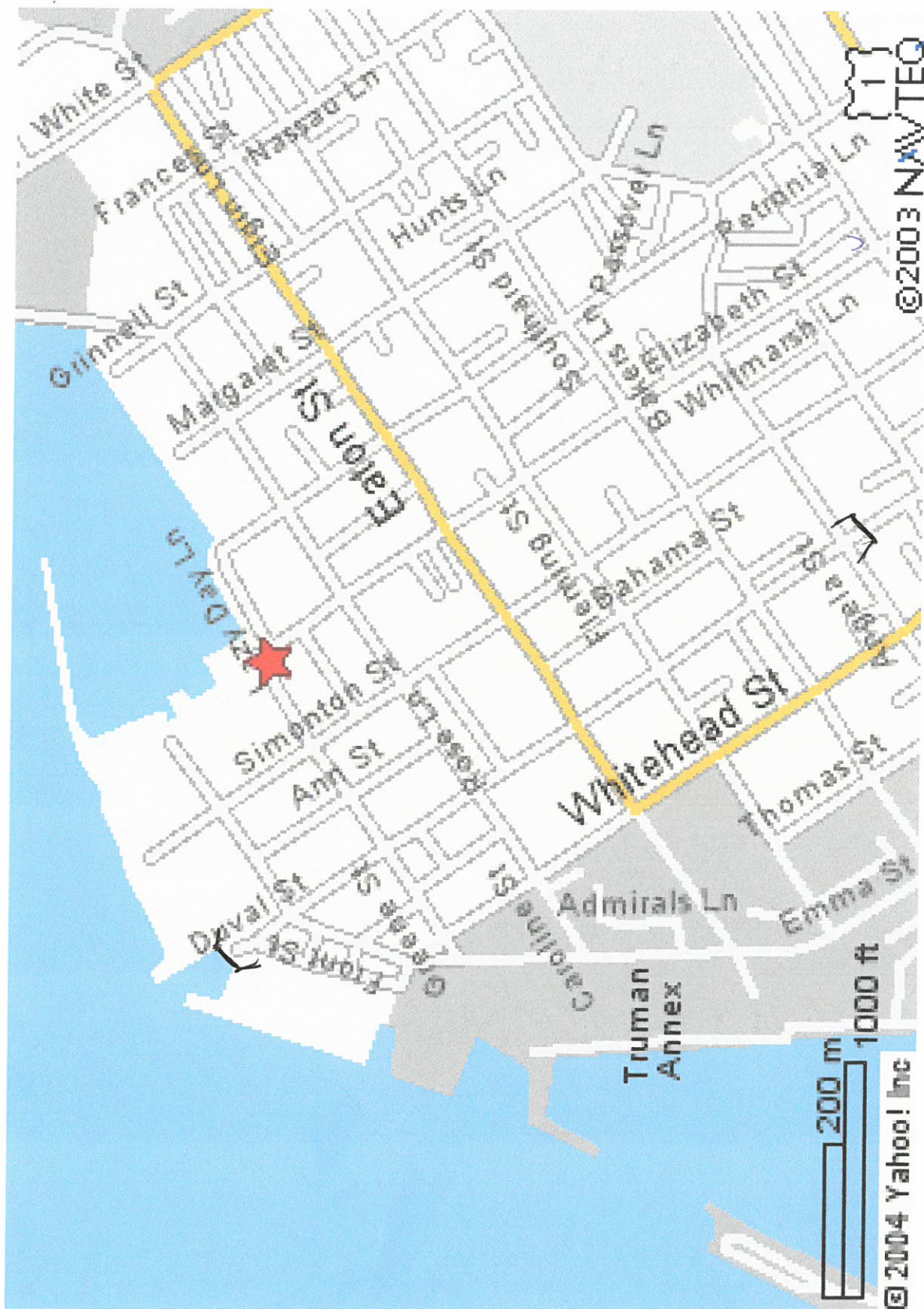
- Flame Resistance Certificate
- Size, Type, Location of Tent(s)

Food Booths

- Food Booths - Total # 8
- Vendor Booths - Total # 70
- Total Number of Booths - 78

Parade

- Floats - Total # NA



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FLORIDA DEPARTMENT OF STATE
DIVISION OF CORPORATIONS



Detail by Entity Name

Florida Non Profit Corporation

LITERACY VOLUNTEERS OF AMERICA-MONROE COUNTY, INC.

Filing Information

Document Number	N30523
FEI/EIN Number	650050312
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

Cloutier, Jane
2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Title VP

Mc Guire, Jeannie
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
2014	01/14/2014
2014	10/23/2014
2015	02/23/2015

Document Images

[02/23/2015 -- ANNUAL REPORT](#)

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[08/01/2002 -- ANNUAL REPORT](#)
[02/06/2001 -- ANNUAL REPORT](#)
[01/27/2000 -- ANNUAL REPORT](#)
[03/10/1999 -- ANNUAL REPORT](#)
[02/05/1998 -- ANNUAL REPORT](#)
[01/23/1997 -- ANNUAL REPORT](#)
[03/14/1996 -- ANNUAL REPORT](#)
[04/03/1995 -- ANNUAL REPORT](#)

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State of Florida, Department of State

Event Name: Caribbean Street Fair

Special Event Checklist

Everything must be checked off before submitting the special event application

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

Literacy Volunteers of America (LVA) Monroe County, Inc
Caribbean Fair July 25, 2015

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

EVENT (INITIAL SIGNOFF):

Mania Ratuff 5/5/15
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KEY WEST DOT

Rogelio Hernandez 5-5-15
SIGNATURE DATE

Will require all
buses to detour

CODE COMPLIANCE

SIGNATURE DATE

DOUG BRADSHAW/PORT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

literacy Volunteers of America (LVA) Monroe County, Inc
Cambodia Fair July 25, 2015

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

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Mana Ratu 5/5/15
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

Will require extra duty officers
Will require ABT permit if alcohol is served
Noise exemption is required

Digitally signed by Steven Torrence
DN: cn=Steven Torrence, o=City of Key West, ou=City of Key West, email=sttorrence@cityofkeywest-fl.gov, c=US
Date: 2015.05.05 15:18:24 -0500
Steven Torrence
SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

DOUG BRADSHAW/PORT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Helpline Street Fair

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS

SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

POLICE

SIGNATURE DATE

FIRE DEPARTMENT

SEE ATTACHED MEMO

Danny Blanco 05/06/15
SIGNATURE DATE

PORT/KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

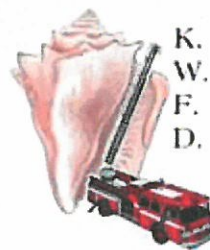
SIGNATURE DATE

KEY WEST PROPERTY
MANAGEMENT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE



THE CITY OF KEY WEST

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

To: Literacy Volunteers of America (marycasanova77@gmail.com)

From: Division Chief/Fire Marshal Danny Blanco

Date: 5/6/15

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 25, 2015.

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/Division Chief

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3931 Office
305-292-8284 Fax
dblanco@cityofkeywest-fl.gov

Serving the Southernmost City

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.

3266 USMC B3X

literacy Volunteers of America (LVA) Monroe County, Inc
Caribbean Fair July 25, 2015

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

EVENT (INITIAL SIGNOFF):

Mania Ratuiff 5/5/15
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KEY WEST DOT

SIGNATURE DATE

CODE COMPLIANCE

Jim Yong 6 May 15
SIGNATURE DATE

DOUG BRADSHAW/PORT

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

Literacy Volunteers of America (LVA) Monroe County, Inc
Caribbean Fair July 25, 2015

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

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS:

Maria Ratuiff 5/5/15
SIGNATURE DATE

PUBLIC WORKS

SIGNATURE DATE

✓ **POLICE DEPARTMENT**

SIGNATURE DATE

✓ **FIRE DEPARTMENT**

SIGNATURE DATE

✓ **KEY WEST DOT**

SIGNATURE DATE

✓ **CODE COMPLIANCE**

SIGNATURE DATE

✓ **DOUG BRADSHAW/PORT**
N/A

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

