

# 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 19<sup>th</sup> 2025 \_\_\_\_\_ 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.

This event is a one day, daytime arts and craft fair consisting of 10 x 10 tents. 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 KWCPs aka Sunset Celebration \_

Name \_Ryan Stimers\_\_\_\_\_ Phone number \_\_\_\_\_305 393 9990\_\_\_\_\_

Mailing Address \_\_\_5 Lopez lane \_\_\_\_\_

City \_Key West\_\_ State \_FL\_ Zip \_33040\_\_ Email \_\_StreetFair@SunsetCelebration.org\_

Tax ID / EIN# \_\_\_59 2632254\_\_\_\_\_

## SECONDARY CONTACT INFORMATION

Name \_\_\_Lisa Ford \_\_\_\_\_ Phone number \_\_ (315) 730 7764 \_\_\_\_\_

Company or Organization Name \_\_\_KWCPs\_\_\_\_\_

Email \_\_\_KeyWestMacrame@gmail.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 19<sup>th</sup> 2025

- 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 19<sup>th</sup> 2025

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?<br>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?<br>Tents, <b>Booths</b> , 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 

Date 1/30/25

# Required – Recycling Plan

Event Name: Conch Republic street Fair Event Date: April 19<sup>th</sup> 2025

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 StreetFair@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<br>(Self filling) | <p><b>BEFORE EVENT:</b></p> <ol style="list-style-type: none"> <li>1. Arrange Trash/Recycling through Community Services (305-809-3759).</li> <li>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 <a href="mailto:recycle@cityofkeywest-fl.gov">recycle@cityofkeywest-fl.gov</a></li> </ol>  |
| Due Date<br>(Self filling)  | <p><b>DAY OF EVENT:</b></p> <ol style="list-style-type: none"> <li>1. Place Recycling/Garbage containers in pairs throughout venue, at approximately every 30 feet throughout the event.</li> <li>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.</li> <li>3. At end of event, remove all signage, and return if borrowed from City. Place all trash/recycling containers pre-arranged pick-up location.</li> </ol> |
| Due Date<br>(Self filling)  | <p><b>TRASH/RECYCLING REPORT:</b></p> <ol style="list-style-type: none"> <li>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.</li> <li>2. After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting <a href="mailto:recycle@cityofkeywest-fl.gov">recycle@cityofkeywest-fl.gov</a>.</li> </ol>  |

## Required – Event Transportation Planning

Event Name: Conch Republic Street Fair Event Date: April 19<sup>th</sup> 2025

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

RS

**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

RS

**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        |                                |                    |                    |
|                              |                 |                                | <b>Total</b>       | <b>\$0.00</b>      |

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

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 19<sup>th</sup> 2025

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

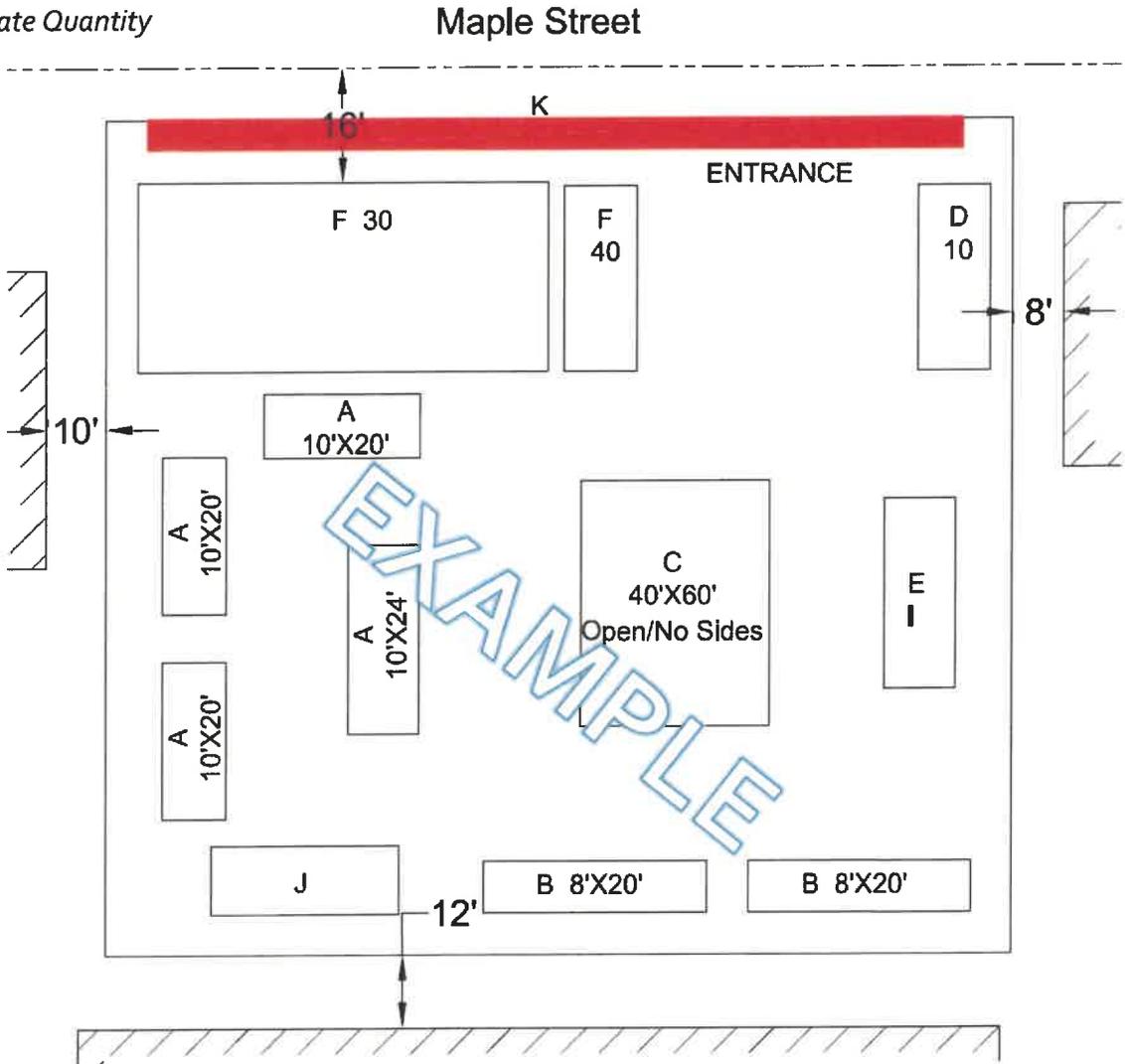
RS Attach Site Map Layout

RS 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



Event Name: Conch Republic Street Fair Event Date: April 19<sup>th</sup> 2025

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 19<sup>th</sup> 2025

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 (305) 396-7046 Email StreetFair@SunsetCelebration.org

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?  
Money will be used to give new artists to Mallory Square free Setups

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 1/30/25

Event Name: Conch Republic Street Fair Event Date: April 19<sup>th</sup> 2025

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**

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

**INITIALS REQUIRED**

- RS **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.
- RS **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.
- RS **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.
- RS **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.
- RS **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 19<sup>th</sup> 2025

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 [checked] No [ ]

TENTS

Total Number of Food/Beverage Vendor Tents: \_\_\_\_\_

Total Number of Merchandise Vendor Tents: \_\_\_\_\_

Total: \_\_\_\_\_

Tent Supplier Name \_\_\_\_\_ Contact Number \_\_\_\_\_

Size & Type of Tents: 10 x 10 easy up tents will be supplied by the participants we typically have some food vendors, one cuts open coconuts outdoors without a tent Side walls 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 [checked]

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

Will the sides of the tent be used? Yes\* [checked] 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 [checked]

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 19<sup>th</sup> 2025

**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 19<sup>th</sup> 2025 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 

Date 1/30/25

Event Name: \_\_\_\_\_ Conch Republic Street Fair \_\_\_\_\_ Event Date: \_\_April 19<sup>th</sup> 2025\_\_

A list of City Properties that are available for event use, their amenities and Use Fees are listed in the Special Event Guide.

Which City Property do you wish to use? \_\_Parking Lots at the Fire station, Mallory and Truman Waterfront

Which Area(s) of the City Property do you wish to use? \_\_\_\_\_ parking spaces for our vendors \_\_\_\_\_

Will Utilities be required (Water and/or Electricity)? Yes  No

INITIALS REQUIRED

- RS 1. The City makes no guarantees that the requested City Property and Area will be available on the dates requested. Submitting this application acts as a request, not a guarantee.
- RS 2. Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.
- RS 3. Applicants wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via 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. Event Organizer must first have obtained a [liquor license](#) and liquor liability insurance.
- RS 4. Prior to use of the requested facility, the applicant must provide a refundable deposit and a nonrefundable payment for use of the City Property, as determined by the Fee Schedule. This payment shall be delivered to the City Manager’s Office at 1300 White St., Key West, FL 33040 at time of application. All checks shall be made payable to City of Key West.
- RS 5. All utility use must be coordinated through City of Key West. Any modification to utilities to support the activity will be at the sole cost of the Event Organizer and must meet City Codes. Utilities used by the Event Organizer will be charged at current rates or agreed upon method.
- RS 6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.
- RS 7. The City property used must be maintained in an orderly and neat condition. City of Key West may request Event Organizer to improve conditions of site within reason if conditions become unacceptable.
- RS 8. No trash may be left on site. Use of City of Key West dumpsters is not authorized unless prior approval is obtained from the City Manager.
- RS 9. No alcoholic beverages/non-prescription drugs or food may be brought onto or sold on Truman Waterfront without prior approval from the City Commission.
- RS 10. No hazardous material or waste shall be used or stored on the premises without submitting a Hazardous Waste Handling and Spill Plan to the City of Key West.

RS

11. Event Organizer is responsible for any and all environmental cleanup, restoration, fees, fines, etc. associated with the activity and shall put in place any and all measures to eliminate environmental contamination to the City Property that may be caused by the Event activity.

RS

12. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed no later than close of business of the last day of the event. Event Organizer should plan accordingly. City of Key West may impose additional fees for use of City Property beyond usage dates.

**INITIALS REQUIRED for Truman Waterfront Property**

**For Use of Truman Waterfront**, the Event Organizer is subject to the following additional provisions:

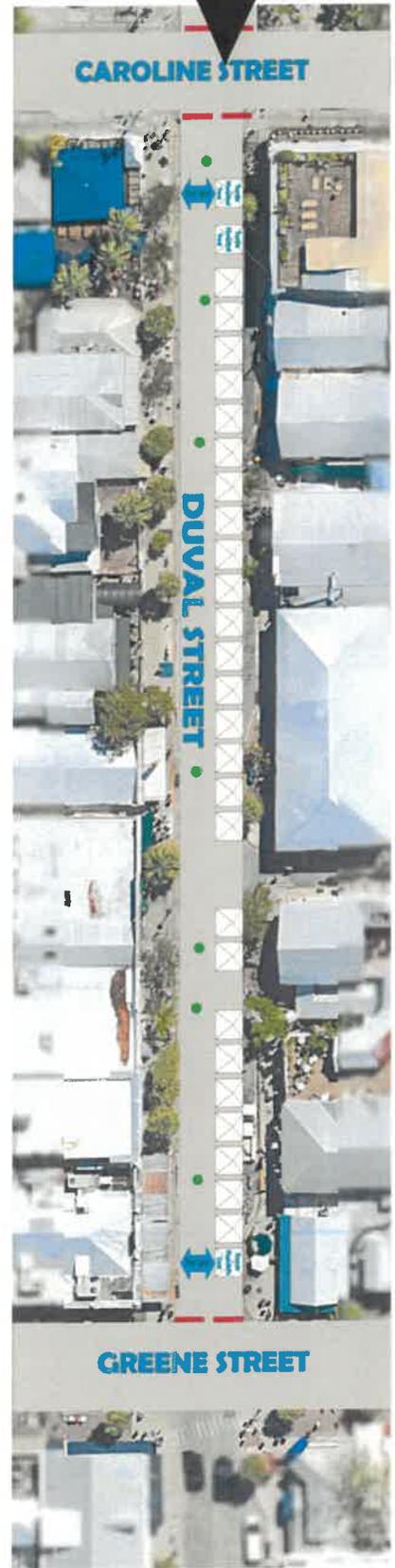
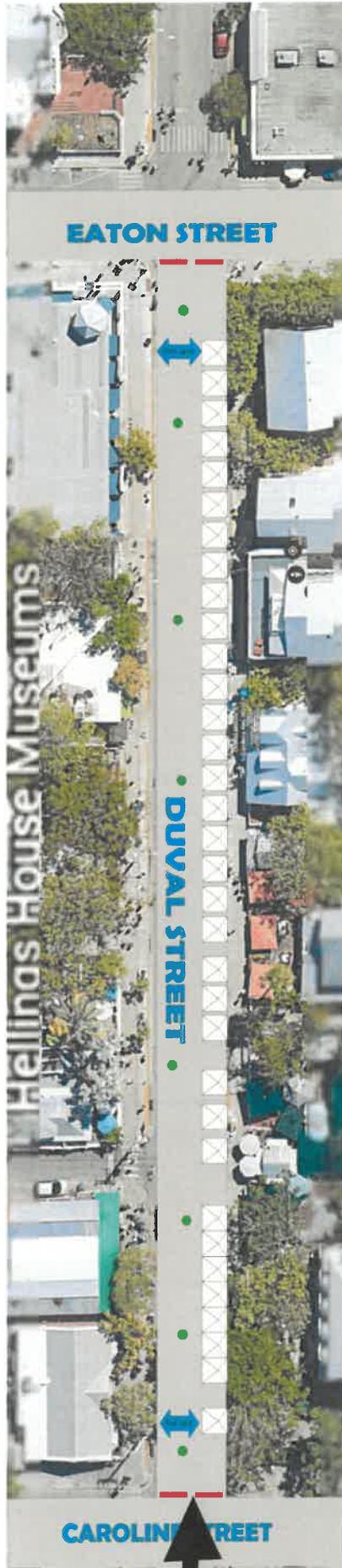
- \_\_\_\_ 13. Event Organizer is responsible for obtaining necessary permits required by any other agencies pertaining to this Special Event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible for providing proof of permit prior to entering into an agreement with the City of Key West.
- \_\_\_\_ 14. Event Organizer must take part in pre- and post-activity walk-through inspections with the City of Key West point of contact, or designee.
- \_\_\_\_ 15. Event Organizer must provide the City of Key West with a detailed schedule for activities.
- \_\_\_\_ 16. City of Key West personnel shall be allowed access to the site at all times.
- \_\_\_\_ 17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.
- \_\_\_\_ 18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.
- \_\_\_\_ 19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.
- \_\_\_\_ 20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time
- \_\_\_\_ 21. Use of the inner basin for any activities is not authorized.

*MAP*  
*Conch Republic*  
*Street Fair*  
*2025*

Fire lanes are along the left (North side of Duval, tents are to the right (South).

Barricades are shown in red

Trash and recycle locations are shown in green



# MAP

page 2

Conch Republic

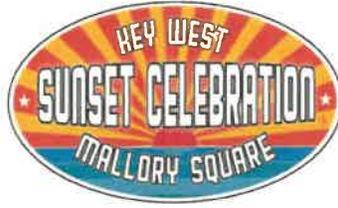
Street Fair

2025

We would like to include the parking lots at Mallory , the fire station, and the Truman anex as part of our event space.

The parking lots will be used for vendor parking only. No other activities will occur in these areas.





Cultural Preservation Society  
Sunset Celebration at Mallory Square

Brian Barroso  
City Manager  
City of Key West  
1300 White st  
Key West, FL  
33040

Dear Mr. Barroso,

On behalf of our organization, I am submitting an application for an Arts & Crafts Street Fair on Saturday, April 19th on the 200 and 300 blocks of Duval Street. 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 am, To 7:30 pm, The street fair hours would be between 10:00 am, and 6:00 pm. We also have requested the use of parking areas for our vendors.

Our proposed site map allows for approximately (63) 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

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Haas & Wilkerson Insurance, 4300 Shawnee Mission Parkway, Fairway, KS 66205, 913 432-4400. CONTACT NAME: Christina Ramirez, PHONE: 913 432-4400, FAX: (A/C, No):, E-MAIL ADDRESS: christina.ramirez@hwins.com. INSURER(S) AFFORDING COVERAGE: ACE American Insurance Company (CHUBB), NAIC #: 22667.

COVERAGES CERTIFICATE NUMBER: 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.

Table with columns: INSR LTR, TYPE OF INSURANCE, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Includes Commercial General Liability, Automobile Liability, Umbrella Liab, Excess Liab, Workers Compensation and Employers' Liability.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required) The certificate holder is named as Additional Insured on the General Liability policy but only with respect to the liability arising out of the Named Insureds operations or premises owned by or rented to the Named Insured per form CG2026.

CERTIFICATE HOLDER: City of Key West, Florida, 1300 White Street, Key West, FL 33040. 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: [Signature]

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):**

A GOVERNMENTAL ENTITY GRANTING YOU PERMISSION TO OPERATE A FAIR,  
FESTIVAL, EXPOSITION OR EXHIBITION.

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.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by FEI/EIN Number](#) /

## Detail by FEI/EIN Number

Florida Not For Profit Corporation

KEY WEST CULTURAL PRESERVATION SOCIETY, INC.

### Filing Information

|                         |               |
|-------------------------|---------------|
| <b>Document Number</b>  | N03583        |
| <b>FEI/EIN Number</b>   | 59-2631154    |
| <b>Date Filed</b>       | 06/12/1984    |
| <b>State</b>            | FL            |
| <b>Status</b>           | ACTIVE        |
| <b>Last Event</b>       | REINSTATEMENT |
| <b>Event Date Filed</b> | 10/01/2013    |

### Principal Address

402 Wall st  
Mallory Square  
KEY WEST, FL 33040

Changed: 05/31/2024

### Mailing Address

P.O. BOX 4837  
KEY WEST, FL 33041

Changed: 04/12/2010

### Registered Agent Name & Address

Stimers, Ryan B, mr  
5 Lopez lane  
Key West, FL 33040

Name Changed: 03/05/2023

Address Changed: 03/05/2023

### Officer/Director Detail

#### **Name & Address**

Title Treasurer

Stimers, Ryan B  
5 Lopez Ln  
KEY WEST, FL 33040

Title Secretary

Ford, Lisa  
311 Truman Ave  
Key West, FL 33040

Title Chairman

Phillips, Joey  
1016 Watson St Apt 2  
Key West, FL 33040

Title Director

Aliaga, Sean  
2418 Patterson Ave  
Key West, FL 33040

Title Director

Abdal-Khallaq, Mustafa  
600 Whitehead St  
Key West, FL 33040

Title Director

Wikane, Erik  
5222 Colledge Rd  
Key West, FL 33040

Title Vice Chair

Anderson, Jase  
116 Star Lane  
Key West, FL 33040

**Annual Reports**

| <b>Report Year</b> | <b>Filed Date</b> |
|--------------------|-------------------|
| 2024               | 02/28/2024        |
| 2024               | 05/31/2024        |
| 2025               | 02/13/2025        |

**Document Images**

|   |  |
|---|--|
| <a href="#">02/13/2025 -- ANNUAL REPORT</a>         | <a href="#">View image in PDF format</a> |
| <a href="#">05/31/2024 -- AMENDED ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">02/28/2024 -- ANNUAL REPORT</a>         | <a href="#">View image in PDF format</a> |

|   |  |
|---|--|
| <a href="#">03/05/2023 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">03/30/2022 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">03/17/2021 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">05/11/2020 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">05/08/2019 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">03/13/2018 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">04/02/2017 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">03/21/2016 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">01/21/2015 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">02/12/2014 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">10/01/2013 -- REINSTATEMENT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">04/09/2012 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">05/03/2011 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">04/12/2010 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">07/28/2009 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">04/09/2008 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">04/03/2007 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">04/24/2006 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">04/25/2005 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">04/16/2004 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">04/19/2003 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">04/25/2002 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">03/16/2001 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">03/27/2000 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">03/22/1999 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">02/18/1998 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">03/05/1997 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">03/04/1996 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |
| <a href="#">05/01/1995 -- ANNUAL REPORT</a> | <a href="#">View image in PDF format</a> |

CINCINNATI OH 45999-0038

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

00006383

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](http://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.,

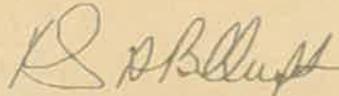
0248254921  
Dec. 10, 2019 LTR 4168C 0  
59-2631154 000000 00  
00006384

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

# 2024 Financials

|  |                   |
|--|-------------------|
| Cash payments 17x\$125 + 1 \$225                   | \$2,375.00        |
| Checks 8 checks 5 at 125 one each at 145, 165, 185 | \$1,120.00        |
| Paypal.com   | \$3,410.38        |
| merch sales  | \$115.00          |
| <b>total income</b>                                | <b>\$7,020.38</b> |
| <b>expenses</b>                                    |                   |
| CVS water for vendors                              | \$6.59            |
| CVS water for vendors                              | \$77.80           |
| Green duct tape                                    | \$8.59            |
| spray paint  | \$6.12            |
| Clear tape for flyers office max                   | \$9.67            |
| office max flyers                                  | \$95.68           |
| March 4 boosted facebook ad                        | \$20.00           |
| parking cost                                       | \$224.95          |
| police detail                                      | \$1,890.00        |
| fire   | \$1,040.00        |
| bottled water                                      | \$84.39           |
| <b>total expenses</b>                              | <b>\$3,463.79</b> |

**total profit \$3,556.59**

# Annual Conch Republic Days Street fair Sun April 19<sup>th</sup> 2025

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. The 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  | SLOPPY Joe's                         | 201 DUVAL       | [Signature]     |
| 2  | Fit 2 Run                            | 211 Duval       | [Signature]     |
| 3  | SHERI LOVERWE <sup>Green House</sup> | 431 Feart st #4 | [Signature]     |
| 4  | Shorty's 215                         | 215 Duval       | [Signature]     |
| 5  | Stimkin Craftee                      | 217 Duval       | [Signature]     |
| 6  | Cannabis Bar                         | 221 Duval       | [Signature]     |
| 7  | Forgoings                            | 227 Duval St.   | [Signature]     |
| 8  | Neptune Designs                      | 201 Duval St    | [Signature]     |
| 9  | Fat Tuesdays                         | 305 Duval st    | [Signature]     |
| 10 | Arkel Garman                         | 303 Duval St    | [Signature]     |
| 11 | Hard Rock Cafe                       | 313 Duval       | [Signature]     |
| 12 | Key West Womens Club                 | 319 Duval St    | [Signature]     |
| 13 | Vapor World                          | 329 Duval st    | [Signature]     |
| 14 | The key west Hotel                   | 325 Duval St.   | Titania Carroll |
| 15 | W5 Ched Licor                        | 33 SC Duval st  | [Signature]     |
| 16 | MUSIC Lobster                        | 305 Duval St.   | [Signature]     |
| 17 | Berkshire Hathaway                   | 336 Duval St    | [Signature]     |
| 18 | DiKini Village                       | 326 Duval St    | [Signature]     |
| 19 | THE SHOP                             | 326A DUVAL ST   | [Signature]     |
| 20 | THE BULL                             | 224 DUVAL ST    | [Signature]     |
| 21 | milemarker 222                       | 222 Duval St    | [Signature]     |
| 22 | Christian 220 Duval                  | 220 Duval st    | [Signature]     |
| 23 | Maria Pacheco                        | 218 DUVAL ST    | [Signature]     |
| 24 | Paul W... ..                         | 218 Duval St.   | [Signature]     |
| 25 | Rick's BAR                           | 202 DUVAL ST    | [Signature]     |
| 26 | 96 shades                            | 432 Greene St   | [Signature]     |
| 27 | Kemits keylime                       | 335F Duval      | [Signature]     |

**Return To:**

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

[event\\_request@cityofkeywest-fl.gov](mailto: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**

|                                   |  |  |
|-----------------------------------|--|--|
| <b>EVENT NAME</b>                 | Conch Republic Street Fair   |  |
| <b>EVENT DATE</b>                 | April 19 <sup>th</sup> 2025  |  |
| <b>AUDIENCE PROFILE</b>           | <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> |  |
| <b>ORGANIZATION CHART</b>         | <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 KWC:PS 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>                   |  |
| <b>ROLES AND RESPONSIBILITIES</b> | <b>Role Title</b>  | <b>Brief Explanation of responsibilities</b>                           |
|                                   | 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 direct on when unloading      |
|                                   | Fire Marshal   | Inspect premises for compliance with code                              |
|                                   | Block monitor  | 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.                                       |
| <b>CONTACTS</b>                   | <b>Name</b> Ryan Stimers   | <b>Mobile</b> 305 393 9990   |
|                                   | <b>Role</b> Event organizer, block monitor   | <b>Landline</b>  |
|                                   | <b>Email</b> StreetFair@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  | Lisa Ford                          | Mobile 315 730 7764 |
| Role  | Block monitor                      | Landline            |
| Email | keywestmacrame@gmail.com           |                     |

**2. CROWD MANAGEMENT**

**SECURITY AND  
CROWD  
MANAGEMENT  
STAFFING**

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.

Crowd Management Staffing Provider/Company  
City of key west Police department

Number of Volunteers  
4

Number of Paid Staff  
2

Communication Methods  
Primary: Cellphone  
  
Backup:

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.

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.

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,

|   |  |
|---|--|
| <b>SECURITY AND CROWD MANAGEMENT STAFF TRAINING</b> | Provide details of the training received by security and crowd management personnel.<br><br>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).<br><br>Standard police procedure will be used<br>Traffic directors will be briefed before event |
|   | Provide date(s) and times of pre-event briefing and training sessions.<br><br>At 7 Am in front of the Bull Bar, the Traffic directors will be briefed  |
| <b>MANAGEMENT OF ATTENDEE NUMBERS</b>               | 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).<br><br>Event will be open to typical Duval street pedestrians, now with more space to spread out compared To usual.   |
| <b>3. COMMUNICATIONS</b>                            |  |
| <b>PA SYSTEM</b>                                    | 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.<br><br>N/A  |
| <b>RADIO COMMUNICATION</b>                          | Describe who will have radios for communication and which channels will be allocated for what activity.<br><br>Cell Phones   |
| <b>LOUD HAILERS</b>                                 | Detail here where loud hailers can be located if in use at the event, and list those trained and confident in use.   |
| <b>TELEPHONE</b>                                    | List details of any landlines or alternate methods of communication in the event of problems with telephone or radio communication.  |

|  |   |   |
|--|---|---|
| <b>SIGNAGE AND PUBLIC INFORMATION</b>  | 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. |   |
| <b>MEDIA</b>   | 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 StreetFair@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.   |   |   |
| <b>4. MEDICAL AND FIRST AID</b>  |   |   |
| Enter details of the first aid and emergency medical support for your event, including certification level of providers and name of organization providing coverage.<br><br>Police in Scene                          |   |   |
| Total Number of First Aid Stations at Event  | First 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.<br><br>First aid kit at monitor tent in front of fat Tuesdays, |   |   |
| <b>5. FIRE RISK ASSESSMENT</b>   |   |   |
| 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.            |   |   |
| <b>FIRE EXTINGUISHERS</b>  | Provide details of the type, number and location of fire extinguishers to be provided at the event.<br><br>Fire extinguishers kept at monitor tent at each block                            |   |
| <b>PYROTECHNICS AND SPECIAL EFFECTS</b>  | List any pyrotechnics or special effects used during the event.<br><br>none   |   |

## 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

|                                       |  |   |
|---------------------------------------|--|---|
| <b>INCIDENT RECORDING</b>             | 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 StreetFair@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

|  |  |                     |
|--|--|---------------------|
| <b>EMERGENCY MANAGEMENT COMMAND POST</b> | Describe location and functionality of the event's emergency management command post.<br>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.<br>Ryan Stimers the 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. |                     |
| <b>EMERGENCY COMMUNICATIONS PLAN</b>     | Identify methods of communication with emergency management organization, including police, fire, and medical teams.<br><br>Cell phone   |                     |
| <b>EXTREME WEATHER</b>                   | 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 StreetFair@SunsetCelebrat on.org   |                     |

|                                 |  |
|---------------------------------|--|
| <b>WEATHER cont.</b>            | <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 notified 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> |
| <b>EMERGENCY VEHICLE ACCESS</b> | <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>one side of Duval will be open for emergency vehicles.<br/>There will be a full lane of traffic available for emergency vehicles</p>  |
| <b>EVENT EVACUATION PLAN</b>    | <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, not f cat on 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.**

# Special Event Permit Application

# Department Approvals

|   |                            |
|---|----------------------------|
| Event Name: <u>Conch Republic Street Fair</u> | Event Date: <u>4/19/25</u> |
|---|----------------------------|

| Department             | Signature/Restrictions / Conditions   |
|------------------------|---|
| Special Events Manager | <i>Kelli Funkhouser</i>   |
| Code Compliance        | Jim Young   |
| Engineering            | David Allen   |
| Fire Department        | Dereck Berger emailed Conditional Memo  |
| KW DOT                 |   |
| Parking                |   |
| Police Department      | JT  |
| Port & Marine Services | Steve McAlearney  |
| Property Management    | <i>[Handwritten Signature]</i>  |
| Public Works           |   |
| Utilities              |   |
| Other:                 | No to use of parking lots at Mallory Square, Fire Station & Truman Annex per Todd Stoughton |



## THE CITY OF KEY WEST

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

To: Ryan Stimers

From: Lieutenant Dereck Berger

Date: 2/25/25

Reference: Conch Republic Street Fair 2025

This office reviewed the special event application for the Conch Republic Street Fair to be held on April 19, 2025. Hours of operation 10am-6pm.

The following conditions apply:

- Any cooking, generator use or street closure that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- All street closures shall allow for emergency vehicle passage.
- Event organizer is responsible for (2) Fire Personnel @ \$70.00 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 (contact number 305-809-3933).**

If I can be of any further assistance, please contact me.

***Dereck Berger***

***Lieutenant/Inspector***

Key West Fire Department

1600 N. Roosevelt Blvd

Key West, Fl. 33040

Office 305-809-3917

[Dereck.berger@cityofkeywest-fl.gov](mailto:Dereck.berger@cityofkeywest-fl.gov)

***Serving the Southernmost City***

326E LSSM W3X



## Key West Fire Department

### Office of the Fire Marshal

Jason Barroso, Fire Marshal  
Tim Anson, Capt. / Fire Inspector  
Tommy Bouchard, Capt. / Fire Inspector  
Dereck Berger, Lt. / Fire Inspector  
Michael Anderson, Lt./ Fire Inspector

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

## Food Booth and Vendor Regulations

### Vendor Booth Construction and Location

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

### Butane or Propane equipment:

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

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

### Electrical Power:

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

### **Charcoal Cooking:**

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

### **Deep Fat Frying/Flambé/Open Flame Cooking:**

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

### **Fire Extinguishers:**

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

### **Miscellaneous:**

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

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

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

***Any booth not in compliance will be immediately closed.***

## **Fire Safety Tips**

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