

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: Hemingway Days Caribbean Street Fair  
Location: 200-400 blocks of Duval St., Key West  
Date(s): July 22, 2023 Hours of Operation: 10AM- 10PM  
Break Down Date: 7/22/23 Number of Expected Attendees: 5,000  
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.

In celebration of Ernest Hemingway, this event is an open air market featuring arts and crafts, food and drinks.

**EVENT ORGANIZER INFORMATION**

Company or Organization Name Literacy Volunteers of America (LVA)  
Name Mary Casanova Phone number 305-304-0578  
Mailing Address 2405 N. Roosevelt Blvd.  
City Key West State FL Zip 33040 Email marycasanova77@gmail.com  
Tax ID / EIN# 85-0050312

**SECONDARY CONTACT INFORMATION**

Name David Zamlich Phone number 707-684-6045  
Company or Organization Name Literacy Volunteers of America  
Email dzamlich@icloud.com (LVA)

**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: Caribbean Street Fair Event Date: 7/22/23

- 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: Literacy Volunteers of America (LVA) Signature: M Casanova

- 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: LVA Signature: M Casanova

- 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: LVA Signature: M. Casanova

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: LVA Signature: M. Casanova

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: LVA Signature: M. Casanova

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: LVA Signature: M. Casanova

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: LVA Signature: M. Casanova

# Event Screening Questionnaire

Event Name: Caribbean Street Fair Event Date: 7/22/23

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

VENDOR SALES		
1. Will ANY alcoholic beverage be sold or served?	Yes <input type="checkbox"/> Needs City Commission Approval	No <input checked="" type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input checked="" type="checkbox"/> Complete Supplement C	No <input type="checkbox"/>

SAFETY IF YES, COMPLETE REQUIRED FORMS		
3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles	Yes <input checked="" type="checkbox"/> Complete Supplement C	No <input type="checkbox"/>
4. Will your event involve ANY of the following tents or structures? Tents, Booths, Canopies or Podiums, Viewing Stands and Bracing, Stages, Risers or Air Support Structures	Yes <input checked="" type="checkbox"/> Complete Supplement D	No <input type="checkbox"/>

STREETS & SIDEWALKS IF YES, COMPLETE REQUIRED FORMS		
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes <input checked="" type="checkbox"/> Complete Supplement E	No <input type="checkbox"/>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input type="checkbox"/> Complete Supplement E	No <input checked="" type="checkbox"/>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input checked="" type="checkbox"/> Complete Supplement E	No <input type="checkbox"/>

CITY PROPERTY IF YES, COMPLETE REQUIRED FORMS		
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes <input type="checkbox"/> Complete Supplement F	No <input checked="" type="checkbox"/>

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

Mary Casanova  
Applicant Signature

4/6/23  
Date

# Required – Recycling Plan

Event Name: Caribbean Street Fair Event Date: 7/22/23

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 Mary Casanova Phone Number 305-304-0578  
Email marycasanova77@gmail.com Number of people dedicated to recycling 8

## INITIALS REQUIRED

- MC 1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.
- MC 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.
- MC 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.
- MC 4. **CONTAMINATION:** I understand that recycle bins with contamination above 15% will result in not being able to earn back all or part of the Recycling Fee.

## RECYCLING TIMELINE

Two Weeks (Self filling)	<b>BEFORE EVENT:</b> <ul 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></ul>
Due Date (Self filling)	<b>DAY OF EVENT:</b> <ul 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></ul>
Due Date (Self filling)	<b>TRASH/RECYCLING REPORT:</b> <ul 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></ul>

## Required – Event Transportation Planning

Event Name: Caribbean Street Fair Event Date: 7/22/23

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

*mc*

**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

*mc*

**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.

- Encourage Walking
- Encourage Biking
- Providing Bike Security with Valet
- Include Ride Service with VIP Passes
- Provide Pre-Sale parking only
- Premium parking prices
- Partner with Transit System/Buses
- Partner with Transit Friendly Hotels
- Partner with Restaurants/Bars
- Partner with Rideshare/Taxi Companies
- Implement Shuttles
- 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>				

*Volunteer parking as in previous years will be requested as per attached*

\*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: Caribbean Street Fair Event Date: 7/22/23

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

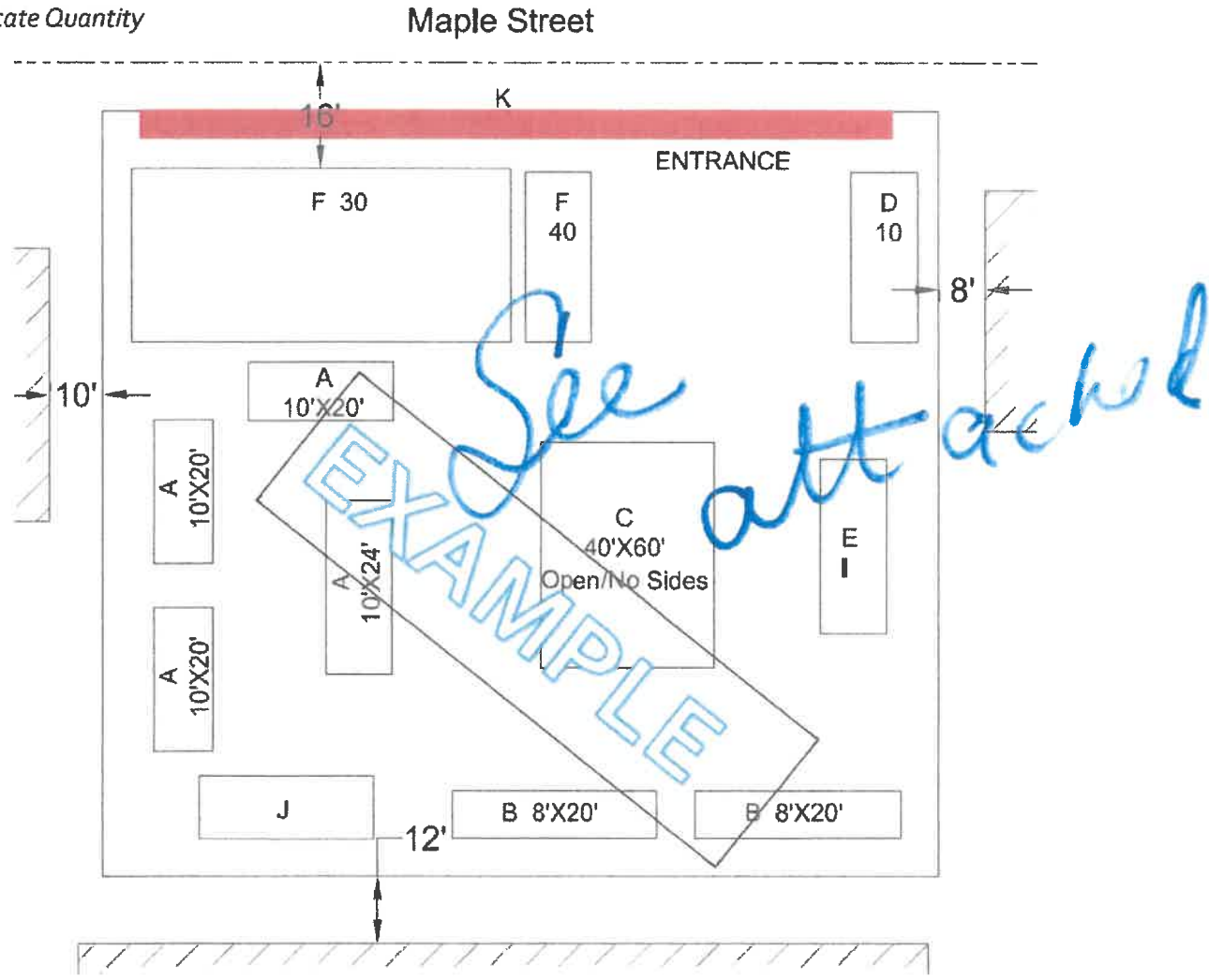
## INITIALS REQUIRED

     Attach Site Map Layout           Attach Impacted Streets Map

### Event Site Map Layout Legend:

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

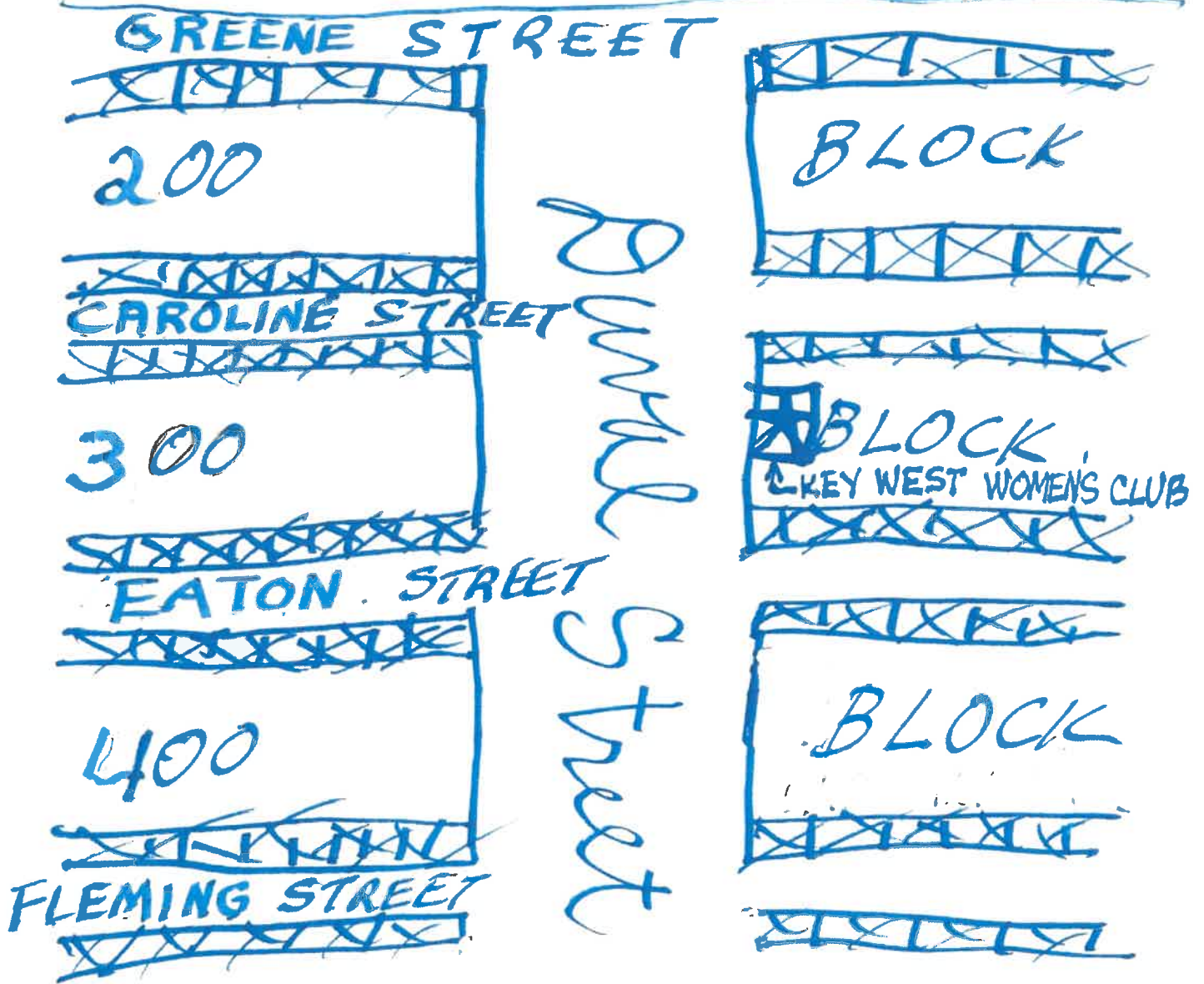
\* Indicate Tent sizes  
 \*\* Indicate Quantity



# Caribbean Street Fair

## EVENT PARKING

Saturday July 22, 2023.



 = EVENT PARKING  
 = KEY WEST WOMEN'S CLUB  
ON EITHER SIDE, ALL FOUR BLOCKS



Event Name: Caribbean Street Fair Event Date: 7-22-23

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: N/A

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

INITIALS REQUIRED

- M 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
- M 2. The processing fee for the application is \$85.16, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- M 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: Caribbean Street Fair Event Date: 7/22/23

Non-Profit Organization Name \_\_\_\_\_

Tax ID/EIN # 85-0050312 Representative Mary Casanova

Purpose of Organization Teach reading, writing, English

Phone 305-304-0578 Email marycasanova77@gmail.com

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?  
100% goes to support literacy program

INITIALS REQUIRED

MC 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.

MC 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.

MC 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.

MC 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 Mary Casanova Title: Executive Director Date 4/6/23

Event Name: Caribbean Street Fair Event Date: 7-22-23

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

Please contact the following City representatives before completing your application:

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

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

**EVENT ACTIVITIES – Check all that apply to the Special Event**

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

- M **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.
- M **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.
- M **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.
- M **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.
- M **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.

Special Event Permit Application

Supplement D – Tents & Structures

Event Name: Caribbean Street Fair Event Date: 7-22-23

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

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938

Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout Yes  No

TENTS

Total Number of Food/Beverage Vendor Tents: possibly 5 \*may be more

Total Number of Merchandise Vendor Tents: possibly 30

Total: 35 \* Total

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

Size & Type of Tents: NA

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

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

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

\*Exit plans must be indicated on Site Map Layout.

STRUCTURES

What structures will be erected? Some vendors bring tables. Some erect a tent. We don't ask, All we do is sell space

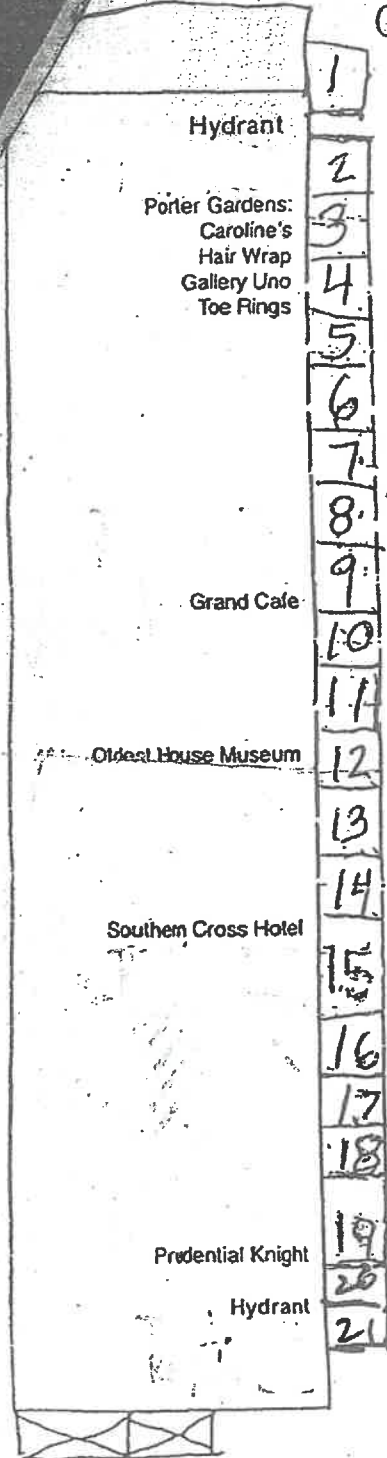
Will structures be erected on any part of a street or sidewalk? Yes  No

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Example

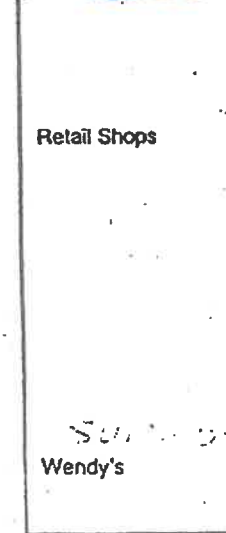
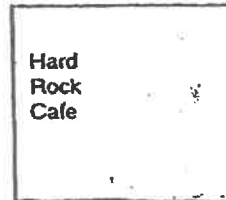
300 Block  
Caroline Street



DUVAL STREET



Rose Lane



Eaton Street

300 Block Seating Chart

- 3-1 Josepha
- 3-2 Antonio's Art
- 3-3 Coconut Retriever
- 3-4 Treasures from the Sea
- 3-5 Names Unlimited
- 3-6 Mosquito Control
- 3-6A-B Southern Comfort
- 3-7 Sal
- 3-8 Diego Garcia
- 3-9 Allison Kip Kennedy
- 3-10 Key West Spice Company
- 3-11 Joe Natural
- 3-12 Authentic Hemp
- 3-13 Island Girl
- 3-14 Jean Paul
- 3-15 Blackout Island
- 3-16 Jan's Jewels
- 3-17 KW Body Scrubs
- 3-18 Knotty Dog
- 3-18A Tiles by the sea
- 3-19 GoJu Art
- 3-20 Smokin D's

Example  
Vendor Layout

Event Name: Caribbean Street Fair Event Date: 7/22/23

**STREET CLOSURE INFORMATION**

Street(s) to be closed 200-400 blocks Block/Address Number(s) Duval Street

Cross-Streets: between \_\_\_\_\_ and \_\_\_\_\_

Closure Date(s) 7/23/23 Time 10  AM  PM to 10  AM  PM

**INITIALS REQUIRED**

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

Mary Casanova  
Event Organizer Signature

4/6/23  
Date

Event Name: <u>Caribbean Street Fair</u>	Event Date: <u>7-22-23</u>
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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? \_\_\_\_\_

Which Area(s) of the City Property do you wish to use? \_\_\_\_\_

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

**INITIALS REQUIRED**

- \_\_\_\_\_ 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.
- \_\_\_\_\_ 2. Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.

- \_\_\_\_ 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.
- \_\_\_\_ 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.

*MMA*





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

2405 North Roosevelt Blvd., Rear  
Key West, FL 33040  
305-294-4352 FAX: 305-296-1337  
email: [info@lva-monroe.org](mailto:info@lva-monroe.org)  
website: [lva-monroe.org](http://lva-monroe.org)

EAST  
200 BLOCK

A signature indicates that I am not opposed to the Hemingway Days Caribbean Street Fair fundraiser for Literacy Volunteers of America – Monroe County, Inc. on Saturday July 22, 2023

- 201 Duval Street/Signature T. Rott
- 203 Duval Street/Signature Jim Judge
- 211A Duval Street/Signature Adlene Mangold
- 211B Duval Street/Signature Jan K...
- 211C Duval Street/Signature closed
- 215 Duval Street/Signature Kim
- 217 Duval Street/Signature not open
- 217 Duval Street/Signature Stinkin Crawfish
- 221 Duval Street/Signature NO BUSINESS VACANT
- 227 Duval Street/Signature FOGARTY'S
- \_\_\_\_\_ Duval Street/Signature \_\_\_\_\_
- \_\_\_\_\_ Duval Street/Signature \_\_\_\_\_
- \_\_\_\_\_ Duval Street/Signature \_\_\_\_\_
- \_\_\_\_\_ Duval Street/Signature \_\_\_\_\_
- \_\_\_\_\_ Duval Street/Signature \_\_\_\_\_










"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



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

2405 North Roosevelt Blvd., Rear  
Key West, FL 33040  
305-294-4352 FAX: 305-296-1337  
email: [info@lva-monroe.org](mailto:info@lva-monroe.org)  
website: [lva-monroe.org](http://lva-monroe.org)

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- West 200 Block  
200 Duval Street/Signature 
- 202 Duval Street/Signature 
- 204 Duval Street/Signature 
- 210 Duval Street/Signature NO BUSINESS - vacant
- 212 Duval Street/Signature NO BUSINESS - vacant
- 214 Duval Street/Signature NO BUSINESS - vacant
- 216 Duval Street/Signature NO BUSINESS - vacant
- 218 Kolache Duval Street/Signature 
- 218-Store Duval Street/Signature 
- 220 Duval Street/Signature 
- 220B Duval Street/Signature 
- 222 Duval Street/Signature 
- 224 Duval Street/Signature 
- \_\_\_\_\_ Duval Street/Signature
- \_\_\_\_\_ Duval Street/Signature



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website: [lva-monroe.org](http://lva-monroe.org)

West  
300 Block

**A signature indicates that I am not opposed to the Hemingway Days Caribbean Street Fair fundraiser for Literacy Volunteers of America – Monroe County, Inc. on Saturday July 22, 2023**

- 310 Duval Street/Signature [Signature]
- 310 Duval Street/Signature [Signature]
- 322 Duval Street/Signature [Signature]
- 326A Duval Street/Signature [Signature]
- 326B Duval Street/Signature [Signature]
- 326A Duval Street/Signature [Signature]
- 736 Duval Street/Signature [Signature]
- Duval Street/Signature \_\_\_\_\_
- Duval Street/Signature \_\_\_\_\_
- Duval Street/Signature \_\_\_\_\_
- Duval Street/Signature \_\_\_\_\_
- Duval Street/Signature \_\_\_\_\_
- Duval Street/Signature \_\_\_\_\_
- Duval Street/Signature \_\_\_\_\_
- Duval Street/Signature \_\_\_\_\_

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

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

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

email: [info@lva-monroe.org](mailto:info@lva-monroe.org)

website: [lva-monroe.org](http://lva-monroe.org)

EAST  
300 BLOCK - 400 Block East/West

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- |                              |  |
|------------------------------|--|
| 301 Duval Street/Signature   | Neptune Designs<br>Keri Wilson (mgr)   |
| 313 Duval Street/Signature   | Hard Rock<br>Dionicio Boubos           |
| 319 Duval Street/Signature   | Key West Wamans Cur<br>[Signature]     |
| 327 Duval Street/Signature   | [Signature]                            |
| 329 Duval Street/Signature   | [Signature]                            |
| 325 Duval Street/Signature   | no body there                          |
| 335 Duval Street/Signature   | Key Lime Shoppe<br>Dawn                |
| 335-E Duval Street/Signature | Beef Jerky<br>Dawn                     |
| 335-C Duval Street/Signature | closed                                 |
| 335-B Duval Street/Signature | IM                                     |
| 335A Duval Street/Signature  | Wendy's<br>MK                          |
| 400 Duval Street/Signature   | St Pauls Church NA                     |
| 419A Duval Street/Signature  | closed                                 |
| 419B Duval Street/Signature  | DELA Art<br>[Signature]                |
| 419 Duval Street/Signature   | Key West Homemade Fudge<br>[Signature] |

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**Literacy Volunteers of America**  
**(LVA)-- Monroe County, Inc.**  
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website: [lva-monroe.org](http://lva-monroe.org)

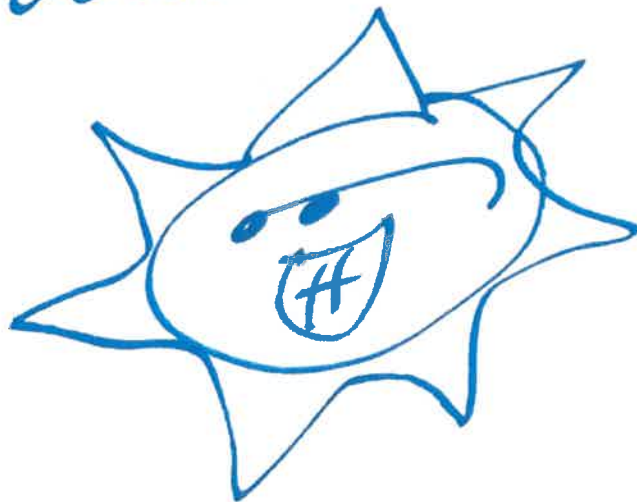
**A signature indicates that I am not opposed to the Hemingway Days Caribbean Street Fair fundraiser for Literacy Volunteers of America - Monroe County, Inc. on Saturday July 22, 2023**

- WEST / EAST 400 Block  
THC
- 423 Duval Street/Signature no manager
  - 423 Duval Street/Signature Kings liquidators
  - 431 Duval Street/Signature Quiet Storm Dhukya Weir
  - 432 Duval Street/Signature Starbucks  
Franklin & Condon
  - 430 Duval Street/Signature LA CONCHA
  - 400 Duval Street/Signature Grand L...
  - 404 Duval Street/Signature Open
  - 400B Duval Street/Signature closed
  - 400A Duval Street/Signature CO Trulieve
  - 400A Duval Street/Signature closed
  - Duval Street/Signature \_\_\_\_\_
  - Duval Street/Signature \_\_\_\_\_
  - Duval Street/Signature \_\_\_\_\_
  - Duval Street/Signature \_\_\_\_\_
  - Duval Street/Signature \_\_\_\_\_

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Thank  
you  
for  
reading!

Your friends at  
Literacy  
Volunteers



# Special Event Permit Application

# Department Approvals

Event Name: Hemingway Days Street Fair Event Date: July 22, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Maria Ratush
✓ Code Compliance	
✓ Engineering	
✓ Fire Department	
✓ KW DOT	
✓ Parking	
✓ Police Department	
✓ Port & Marine Services	
✓ Property Management	
✓ Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

# Special Event Permit Application

# Department Approvals

Event Name: Hemingway Days Street Fair Event Date: July 22, 2023

✓

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratush
Code Compliance 25 April 23	Ji Song
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



# Special Event Permit Application

# Department Approvals

Event Name: Hemingway Days Street Fair Event Date: July 22, 2023

✓

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Ratuski</i>
Code Compliance	
Engineering	<i>Guy Blane</i> No Objections \$126/23
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



## THE CITY OF KEY WEST

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

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

From: Lieutenant Dereck Berger

Date: 4/26/23

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 200-400 blocks of Duval Street on July 22, 2023 10am-10pm.

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, it is the responsibility of the event coordinator to provide a copy to each vendor.
- Booths will be designated to one side of the street, there will be no blocked cross streets or hydrants, and there shall be 10' clearance from the corners on each intersection.
- The Duval Street closure needs to allow for emergency vehicle passage.
- Event organizer is responsible for two Fire Inspectors/ EMS Personnel @ \$60.00 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.

**Dereck Berger**

**Lieutenant/Inspector**

Key West Fire Department

1600 N. Roosevelt Blvd

Key West, Fl. 33040

Office 305-809-3935

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

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

3266 USSM 132

Special Event Permit Application

Department Approvals

Event Name: Hemingway Days Street Fair Event Date: July 22, 2023

✓

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratchoff
Code Compliance	
Engineering	
Fire Department	
KW DOT	Bus Returns - Rod Reluctino/RIS
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

## Maria Ratcliff

---

**From:** John Wilkins  
**Sent:** Tuesday, April 25, 2023 3:15 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Hemingway Days Street Fair on Saturday, July 22, 2023

Parking requests are in the defined event area. It is the event organizers to manage the parking within this area. Street is closed. Vehicles associated with the event must have an official notice from the event on their dashboard displaying a cell phone number that rings on-site in case we need to contact the driver.

John Wilkins  
Parking Director

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Tuesday, April 25, 2023 2:06 PM  
**To:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Subject:** Hemingway Days Street Fair on Saturday, July 22, 2023

Good afternoon,

Please review the attached application and let me know if you have any questions.

Thank you!

Maria

## **Maria Ratcliff**

---

**From:** Joseph Tripp  
**Sent:** Thursday, April 27, 2023 3:02 PM  
**To:** Maria Ratcliff  
**Cc:** Jason Castillo; Randall Smith  
**Subject:** Caribbean Street Fair

Good afternoon,  
We approve of the Caribbean Street Fair event with 2 officers per block required.  
Joe

## Maria Ratcliff

---

**From:** Steven P. McAlearney  
**Sent:** Tuesday, April 25, 2023 2:33 PM  
**To:** Maria Ratcliff  
**Subject:** Re: Hemingway Days Street Fair on Saturday, July 22, 2023

Ports has no comments.

---

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Tuesday, April 25, 2023 2:05 PM  
**To:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Subject:** Hemingway Days Street Fair on Saturday, July 22, 2023

Good afternoon,

Please review the attached application and let me know if you have any questions.

Thank you!

Maria

# Special Event Permit Application

# Department Approvals

Event Name: Hemingway Days Street Fair Event Date: July 22, 2023

✓

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Katerush</i>
Code Compliance	
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	<i>Richard Sarver</i>
Recycling/Solid Waste	
Utilities	
Other:	