

**CITY OF KEY WEST**  
**APPLICATION FOR A SPECIAL EVENT PERMIT**

Name of Applicant(s) OLD ISLAND DAYS ART FESTIVAL

Address of Applicant(s) 301 FRONT ST.

Phone Number of Applicant(s) 294-1243 Fax: \_\_\_\_\_ Email \_\_\_\_\_

Name of Non-Profit (s) KEY WEST ART CENTER

Address of Non-Profit(s) KEY WEST ART CENTER

Phone Number of Non-Profit(s) 294-1243

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving 100%

Date/Dates of Event FEB 25-26, 2012

Hours of Operation 10-5 DAILY STREET CLOSED SAT 25 SUN 26 6AM - 8PM

Estimated/anticipated number of persons per day 10,000

Location of Event WHITEHEAD ST. GREEN TO EATON

Street Closed WHITEHEAD GREEN TO EATON CAROLINE TELEGRAPH to whitehead

Detailed description of event ART VENDORS (100) SHOWING & SELLING WORK - NO FOOD OR ALCOHOL SALES

Noise exemption required: Yes \_\_\_\_\_ No

Alcoholic beverages sold/served at event: Yes \_\_\_\_\_ No

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

[Signature]

10/25/11

Applicants Signature

Date

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

ORDINANCE NO. 02-09

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

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

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

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

**Sec. 6-26. Payment for city services.**

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

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

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

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

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

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

Section 2.

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

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

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

Section 3.

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

**Sec. 6-56. Application.**

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

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

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

Section 4.

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

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

(a) A major festival is a special event of regional impact. Major festivals are: ~~Faney~~Fantasy Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's~~ Mangoes, and such other special events as may be added or subtracted by resolution of the city commission. Private persons or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. ~~Have a non-profit coapplicant or to provide a percentage of revenues to a charitable cause.~~

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

Section 6

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

**Sec. 6-61. Temporary bathroom facilities.**

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

Section 7.

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

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

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

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

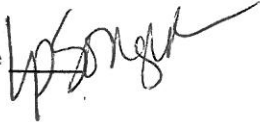
Read and passed on second reading at a regular meeting held this 6<sup>th</sup> day of November, 2002.

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

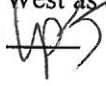




Authenticated by the presiding officer and Clerk of the Commission on 21<sup>st</sup> day of November, 2002.

Filed with the Clerk November 21, 2002.

Sponsor's Signature

A handwritten signature in black ink, appearing to be "W. Long", written over a horizontal line.

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

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.  
Sponsor's Signature 
4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.  
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.  
Sponsor's Signature 
6. *Within 30 days of the events completion the City Commission will receive a letter from the not for profit organization stating the amount of the monetary donation received from the event.*  
Sponsor's Signature 
7. Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must provide liquor liability insurance.  
Sponsor's Signature 

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

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

Sponsor's Signature WPS

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

Sponsor's Signature WPS

18. All special events are required to comply with the Federal Americans with Disability's Act which requires access to all areas and services provided by the special events. Organizers must insure that all aspects of their event meet the requirements.

Sponsor's Signature WPS

# Complete Checklist for Event Recycling

## City of Key West

- Identify contact person at the festival responsible for working with recycling.  
Name of person: Lois Sorjev Phone number: 294-1243 or 942-9751
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.  
Aluminum \_\_\_\_\_ Glass \_\_\_\_\_ #1 Plastic \_\_\_\_\_ #2 Plastic \_\_\_\_\_ Steel \_\_\_\_\_  
Corrugated Cardboard \_\_\_\_\_ Other: \_\_\_\_\_
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).  
Amount of recycling and garbage containers needed: 15 ea
- Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.  
Arrangements made: 10/10/25 WASTE MANAGEMENT M. LARA
- Capacity of containers on grounds: \_\_\_\_\_  
Contact person for containers: M. LARA WM Phone #: 296-2825
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.  
Arrangements made: \_\_\_\_\_
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.  
Arrangements made: WASTE Mgmt ✓
- Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- Oversee the delivery of containers and placement of signs.
- Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling



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

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

Problems: \_\_\_\_\_

Actions taken: Volunteers

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

Problems: \_\_\_\_\_

Actions taken: \_\_\_\_\_

Volunteers

- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program

Comments: \_\_\_\_\_

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

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

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

- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.

Amount of material: \_\_\_\_\_

Contamination: \_\_\_\_\_

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

- Share the results with event organizers.

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

- Security deposit returned: \_\_\_\_\_

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



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3888

---

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

  
\_\_\_\_\_

ART FESTIVAL  
301 FRONT STREET  
KEY WEST, FL 33040

107

63-928/670  
6

Oct 25, 2011 Date

Pay to the  
Order of

City of Key West

\$ 1000.00

One thousand and 00/100

Dollars



Security  
Features  
Details on  
Back.



Key West, Florida 33040

For

Recycle deposit Arkshaw

Lois Songer MP



Key West Art Center  
Feb. 25-26 Old Island Days Art Festival  
Recycling Plan

The Show Director has arranged with Margaret Lara at Waste Management to have the appropriate number of recycling totes delivered to the show area on Friday prior to the show. After Saturday's set up of vendors, the committee volunteers will place the recycling totes and city trash cans in the appropriate spaces throughout the show area. We will include special recycling instructions in all vendor packets and put signage where possible to remind guests to use the recycling containers. Volunteers will monitor totes for non-contamination and to determine if they need emptied and will take the measures to get this done.

This show does not include food or drink vendors, but does have water bottles available for vendor artists. We will have recycle containers at our distribution tent.

At the end of the show, the committee volunteers will move containers to the designated pick up spot for WM to retrieve and empty.

Nois Singer 10/25/11

## RE: Recycle plan for Jan/Feb Shows

---

**From:** "Lara, Margret" <MLara5@wm.com>  
**To:** Lois Songer  
**Subject:** RE: Recycle plan for Jan/Feb Shows  
**Date:** Oct 10, 2011 11:48 AM

---

Yes no problem please get with me in December to set up.

-----Original Message-----

From: Lois Songer [mailto:kwartshow@earthlink.net]  
Sent: Wednesday, September 21, 2011 9:15 AM  
To: Lara, Margret  
Subject: Recycle plan for Jan/Feb Shows

Ms. Lara,

Last year Waste Management helped the Key West Art Center meet the recycling requirements for the City of Key West's permit for our two shows. (KW Craft Show in Jan. and Old Island Days Art Festival in Feb.)

I am beginning the permit process at this time and would like to ask if you will again supply the recycling and help with the plan. These two shows are set up identically to last year, and the dates are Jan. 28, 29 and Feb. 25 & 26.

Thank you for your assistance.

Lois Songer  
Key West Art Center  
294-1243

Director

KeyWestArtCenter.com

---

Waste Management recycles enough paper every year to save 41 million trees. Please recycle any printed emails.



Key West Art Center Inc.  
**Activity Statement**  
June 2009 through October 2011

2011 Art Show  
(Art Show)

Ordinary Income/Expense

Income

Direct Public Support

Donations 440

Total Direct Public Support 440

Other Types of Income

Interest 65

Total Other Types of Income 65

Special Events

Art Show Booth Fee 18,575

Art Show Jury Fee 2,965

art show other income 555

Craft Show Booth Fee 0

Craft Show Jury Fee 100

craft show other income 0

Total Special Events 22,195

TDC Grant 2,400

Total Income 25,100

Expense

Administrative

Dues 100

Insurance - Liability, D and O 622

Meetings 24

Office Supplies 208

Postage, Mailing Service 28

Total Administrative 982

Facilities and Equipment

Equip Rental and Maintenance 350

Internet 29

Rent, Parking, Utilities 323

Telephone, Telecommunications 544

Utilities 357

Total Facilities and Equipment 1,603

Key West Art Center Inc.  
**Activity Statement**  
June 2009 through October 2011  
(Art Show)

Operations

Advertising	2,397
Bank Charges	127
Casual Labor	250
Director fees	4,250
Miscellaneous expense	509
Printing and Copying	36
Publicity & Printing TDC	3,096
Security	1,160
Supplies	51
Total Operations	11,876

Training development 483

Website 0

Total Expense 14,944

Net Ordinary Income 10,156

Net Income 10,156





# THE CITY OF KEY WEST

Parking Division

P.O.Box 1409, Key West, FL 33040

## Parking Requests for Special Events

Please describe any Special Event Parking requests below:

Request parking pass for overnight parking  
for 5-10 RVs in Truman Waterfront Lot  
across from Discovery Center

Previously approved by Doug Barker

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

Key West Bight Rates: \$2.00 per hour or \$16.25 per day per space

On-Street Meter Rates: \$1.50 per hour or \$20.00 per day per space.

Vendors and Event Organizers must pay for metered parking used outside of Event Zone.

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

If you have any questions, please contact John Wilkins, Parking Manager at (305) 809-3855 or email [jwilkins@keywestcity.com](mailto:jwilkins@keywestcity.com)



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

---

Please Check All That Apply To This Event

Cooking

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

Electrical Power

- N/A
- Generator
  - 110 AC with Extension Cords
  - DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

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

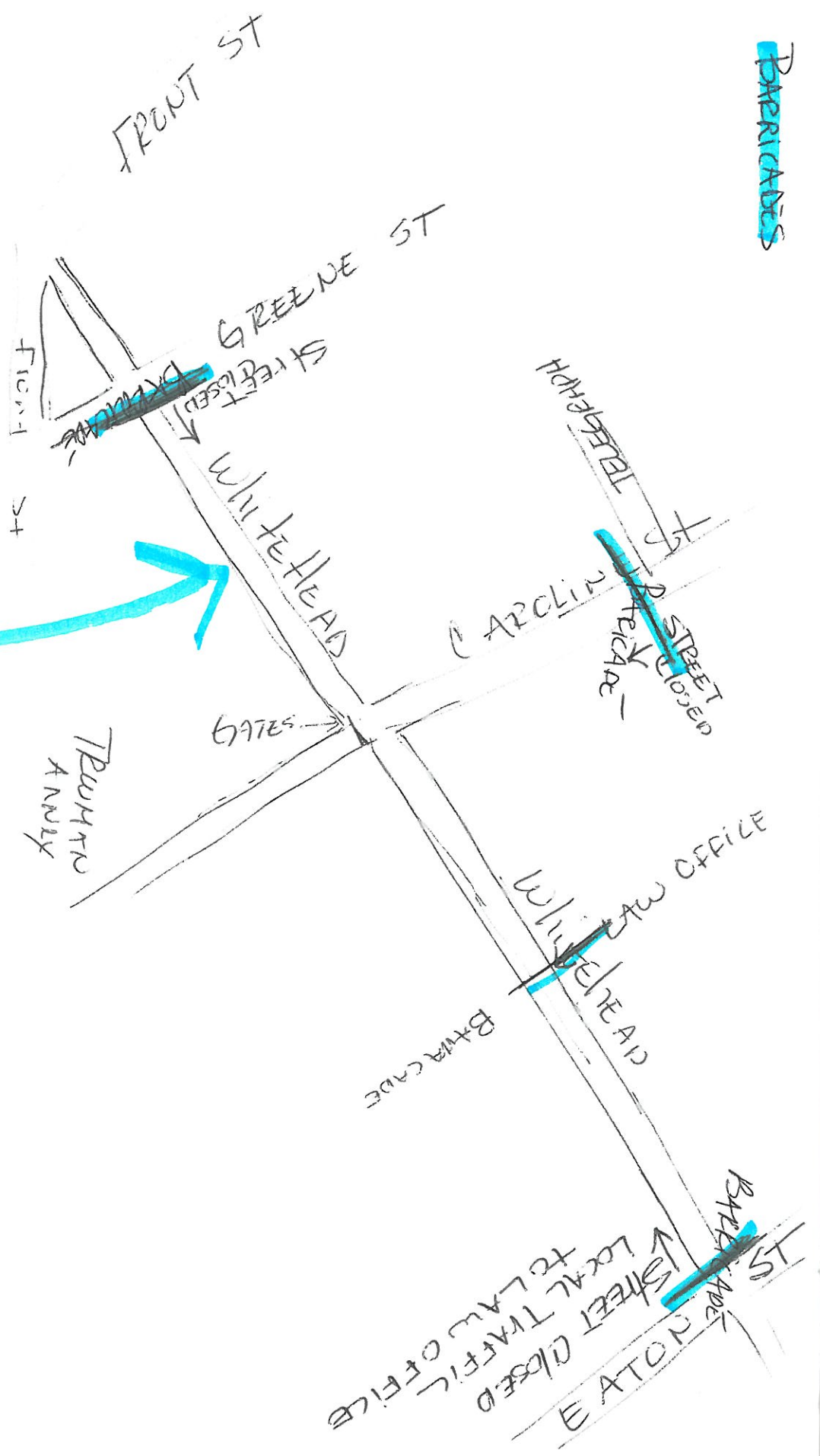
Food Booths

- N/A
- Food Booths – Total # \_\_\_\_\_
  - Vendor Booths – Total # \_\_\_\_\_
  - Total Number of Booths - \_\_\_\_\_

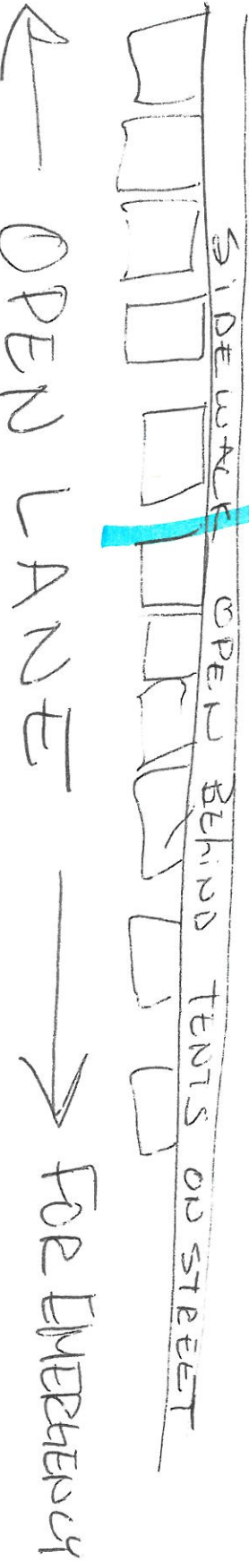
Parade

- N/A
- Floats – Total # \_\_\_\_\_

PARKING



Whitehead St.  
SET-UP



10x10  
TENTS  
ON  
SIDEWALK



Event Name: OLD ISLAND DAYS ART FESTIVAL

## Special Event Checklist

Everything must be checked off before submitting the special event application

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



# THE CITY OF KEY WEST

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

**RELEASE AND INDEMNIFICATION**  
**Key West Art Center**  
**Art Show**  
**On Whitehead Street**  
**Saturday, February 25 & 26, 2012**

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

Maria Ratchiff  
Signature of Witness

Maria Ratchiff  
Print Name

11/16/2011  
Date

Lois Songer  
Signature of Applicant

Lois Songer  
Print Name

11/16/11  
Date

Key West Art Center - ~~ART SHOW~~  
on Whitehead St

Feb 25: 26, 2012

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Ratush 11/1/2011  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

no alcohol  
no noise

PUBLIC WORKS

\_\_\_\_\_  
SIGNATURE DATE

POLICE DEPARTMENT

[Signature] 1/1/11  
SIGNATURE DATE

Will require extra  
duty of officers

FIRE DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE

PORT/ Key West DOT

\_\_\_\_\_  
SIGNATURE DATE

CODE COMPLIANCE

\_\_\_\_\_  
SIGNATURE DATE

KEY WEST PROPERTY  
MANAGEMENT

\_\_\_\_\_  
SIGNATURE DATE

PARKING DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE



Maria Ratcliff <mratclif@keywestcity.com>

## Art Show & Craft Show on Whitehead Street

2 messages

Maria Ratcliff <mratclif@keywestcity.com>

Tue, Nov 1, 2011 at 10:34 AM

To: Richard Sarver <rsarver@keywestcity.com>, Steve Torrence <storrenc@keywestcity.com>, David Fraga <dfraga@keywestcity.com>, Jim Fitton <jfitton@keywestcity.com>, Myra Wittenberg <mwittenb@keywestcity.com>, Jim Young <jjyoung@keywestcity.com>, John Wilkins <jwilkins@keywestcity.com>

Thanks

--

Maria Ratcliff  
Executive Administrator to City Manager  
and Special Events Coordinator  
3132 Flagler Avenue  
PH [\(305\) 809-3881](tel:(305)809-3881)  
Fax [\(305\) 809-3886](tel:(305)809-3886)

### 2 attachments

 SKMBT\_C36011110110290.pdf  
3102K

 SKMBT\_C36011110110260.pdf  
3076K

Jim Fitton <jfitton@keywestcity.com>

Tue, Nov 1, 2011 at 11:10 AM

To: Maria Ratcliff <mratclif@keywestcity.com>

No issues for the Port Ops, I'll let Myra respond for Transit.

Jim Fitton  
Port and Transit Director  
City of Key West  
[\(305\) 809-3795](tel:(305)809-3795) office  
[\(305\) 725-6446](tel:(305)725-6446) cell

**From:** Maria Ratcliff [mailto:[mratclif@keywestcity.com](mailto:mratclif@keywestcity.com)]

**Sent:** Tuesday, November 01, 2011 10:34 AM

**To:** Richard Sarver; Steve Torrence; David Fraga; Jim Fitton; Myra Wittenberg; Jim Young; John Wilkins

**Subject:** Art Show & Craft Show on Whitehead Street

[Quoted text hidden]

Key West Art Center - Art Show  
on Whitehead St Feb 25: 26, 2012

CITY OF KEY WEST SPECIAL EVENTS  
DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Maria Rataj 11/1/2011  
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

no alcohol  
no noise

PUBLIC WORKS

\_\_\_\_\_  
SIGNATURE DATE

POLICE DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE

FIRE DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE

PORT/ Key West DOT

\_\_\_\_\_  
SIGNATURE DATE

CODE COMPLIANCE

Jim Yang 2 Nov 11  
SIGNATURE DATE

KEY WEST PROPERTY  
MANAGEMENT

\_\_\_\_\_  
SIGNATURE DATE

PARKING DEPARTMENT

\_\_\_\_\_  
SIGNATURE DATE



Key West Art Center - Art Show  
on Whitehead St Feb 25: 26, 2012

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

**EVENT (INITIAL SIGNOFF):**

**CONDITIONS/RESTRICTIONS:**

Maria Raterus 11/1/2011  
SIGNATURE DATE

no alcohol  
no noise

**PUBLIC WORKS**

[Signature]  
SIGNATURE DATE

**POLICE DEPARTMENT**

SIGNATURE DATE

**FIRE DEPARTMENT**

SIGNATURE DATE

**PORT/ Key West DOT**

SIGNATURE DATE

**CODE COMPLIANCE**

SIGNATURE DATE

**KEY WEST PROPERTY  
MANAGEMENT**

SIGNATURE DATE

**PARKING DEPARTMENT**

SIGNATURE DATE

# KW Art Center Art Show on Whitehead

## CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS

\_\_\_\_\_  
SIGNATURE                      DATE

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

PUBLIC WORKS

\_\_\_\_\_  
SIGNATURE                      DATE

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

POLICE

\_\_\_\_\_  
SIGNATURE                      DATE

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

FIRE DEPARTMENT  
Marcus del Valle      11/3/2012  
\_\_\_\_\_  
SIGNATURE                      DATE

SEE ATTACHED MEMO  
\_\_\_\_\_

PORT/KEY WEST DOT

\_\_\_\_\_  
SIGNATURE                      DATE

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

CODE COMPLIANCE

\_\_\_\_\_  
SIGNATURE                      DATE

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

KEY WEST PROPERTY  
MANAGEMENT

\_\_\_\_\_  
SIGNATURE                      DATE

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

PARKING DEPARTMENT

\_\_\_\_\_  
SIGNATURE                      DATE

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



K.  
W.  
F.  
D.

## THE CITY OF KEY WEST

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

To: Key West Art Center, Lois Songer

From: Division Chief/Fire Marshal Marcus del Valle

Date: November 3, 2011

Reference: Key West Craft Show

This office reviewed the special event application for the Key West Craft Show to be held on Whitehead Street on January 28 & 29, 2012.

The following conditions apply:

- The Whitehead Street closure needs to have a fire lane to allow for emergency vehicle passage.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

**Marcus del Valle**, Fire Marshal

Key West Fire Department

1600 N. Roosevelt Blvd.

Key West, Florida 33040

305-292-8179 Office

305-293-8399 Fax

[mdelvalle@keywestcity.com](mailto:mdelvalle@keywestcity.com)

*Serving the Southernmost City*

KEY WEST FIRE

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

Key West Art Center - Wu Show  
on Whitehead St Feb 25: 26, 2012

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

**EVENT (INITIAL SIGNOFF):**

**CONDITIONS/RESTRICTIONS:**

Maria Ratchoff 11/1/2011  
SIGNATURE DATE

no alcohol  
no noise

**PUBLIC WORKS**

SIGNATURE DATE

**POLICE DEPARTMENT**

SIGNATURE DATE

**FIRE DEPARTMENT**

SIGNATURE DATE

**PORT/ Key West DOT**

SIGNATURE DATE

**CODE COMPLIANCE**

SIGNATURE DATE

**KEY WEST PROPERTY  
MANAGEMENT**

SIGNATURE DATE

**PARKING DEPARTMENT**

SIGNATURE DATE