

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: KEY WEST ART + CRAFT FESTIVAL
Location: TRUMAN WATERFRONT - QUAY
Date(s): 2/23-25/2024 Hours of Operation: SAT⁺ 10-5 FRIDAY SETUP 12-5
Break Down Date: 2/25/24 Number of Expected Attendees: 25,000
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.

This event is an art and craft show set up like markets held on the quay. Estimated 150 Artists will set up tents selling handmade goods. Set up starts Fri., Feb. 24. Operation hours are 10 AM -5 PM Feb. 25 & 26. Artists will tear down at closing on Feb. 26. These tents will be set up in such a way to have a large promenade for patrons to walk the show. Additional tents will include Key West Art Center tent, hospitality, artists demo tent, and food trucks.

EVENT ORGANIZER INFORMATION

Company or Organization Name KEY WEST ART CENTER, INC.
Name SUSANN D'ANTONIO Phone number 305 304 6005
Mailing Address 301 FRONT ST.
City Key West State FL Zip 33040 Email KWARTSHOW@GMAIL.COM
Tax ID / EIN# 59-0965823

SECONDARY CONTACT INFORMATION

Name SEAN DWYER Phone number 305-394-1241
Company or Organization Name Key West Art Center
Email KEYWESTARTCENTER@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: KEY WEST ART + CRAFT Festival Event Date: 2/23-25/2024

- 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: SUSANN D'ANTONIO 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: SUSANN D'ANTONIO 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: SUSANN D'ANTONIO 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: SUSANN D'ANTONIO 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: SUSANN D'ANTONIO 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: SUSANN D'ANTONIO 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: SUSANN D'ANTONIO Signature: 


Event Screening Questionnaire

Event Name: Key West ART + Craft Festival Event Date: 2-23-25/2021

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

VENDOR SALES	
1. Will ANY alcoholic beverage be sold or served?	Yes <input type="checkbox"/> Needs City Commission Approval No <input checked="" type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input checked="" type="checkbox"/> Complete Supplement C FOOD TRUCKS 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 type="checkbox"/> Complete Supplement E No <input checked="" 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 type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
CITY PROPERTY IF YES, COMPLETE REQUIRED FORMS	
8. Will your event take place in a City-owned Park, Recreation Center or <u>Truman Waterfront?</u>	Yes <input checked="" type="checkbox"/> Complete Supplement F No <input 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

6-25-23

 Date

Required – Recycling Plan

Event Name: Key West ART + Craft Festival Event Date: 2/23-25/2024

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 SEAN DWYER Phone Number 305 294-1241
 Email Keywestartcenter@gmail.com Number of people dedicated to recycling 3

INITIALS REQUIRED

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

RECYCLING TIMELINE

Two Weeks (Self filling)

BEFORE EVENT:

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

Due Date (Self filling)

DAY OF EVENT:

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

Due Date (Self filling)

TRASH/RECYCLING REPORT:

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

Required – Event Transportation Planning

Event Name: Key West ART + CRAFT Festival Event Date: 2/23-25/2024

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

SDA **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

SDA **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	SEE ATTACHED	ADDENDUM 1+2	
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			
			Total	

*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.

ADDENDUM 1 For Parking

EVENT: Key West Art and Craft Festival Feb. 23~~25~~ 2024

Contact: Show Director **name phone**

Parking Request

We would like to secure parking for our artists during the show at the lot behind the courthouse. Vehicles authorized to use the lot from the event will display a special permit, with the Phone Number so that in case of emergencies the owner can be contacted. This permit will be issued by the Event Coordinators and copy will be supplied to parking department if needed.

We have used the lot in the past and request use for the following hours.

6 PM Friday, February 24 – Monday, 6 AM, February 27, 2024

The event organizers will monitor the lot for improper use and place signage that will close parking to public.

Addendum 2 For Parking

EVENT: Key West Art and Craft Festival, February 23-25 2023

Contact: Susann D'Antonio PHONE # 305-304-6005. Show Director

Artist RV & overnight Parking request

We would like to request a space reserved at the Truman Waterfront for RV parking and other overnight vehicles for approximately 25 vehicles of various sizes. Several will be large RVs or 5th Wheel trailers. Others extended vans or trailers. We will have a volunteer in charge of the area to organize parking as vehicles arrive and maximize the space usage. Vehicles will be parking and sleeping but will not be permitted to use canopies etc. All vehicles will be issued a special parking permit with phone numbers to reach owners in case of emergency, and the volunteer in charge will be onsite overnights.

Dates needed are:

Friday, February 23, 2024 – Monday, February 27, 2024. Leaving by 8 AM. (My volunteer will be arriving on Thurs. Feb. 22, 2024, to organize the space for others)

The lot close to the old steam plant has worked for us in the past and overflow accessory or towing vehicles have used the lot across Angela Street.

Required: Event Site Map / Layout

Event Name: KEY WEST ART + CRAFT FESTIVAL Event Date: 2/23-25/2024

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

SDF Attach Site Map Layout

SDF Attach Impacted Streets Map

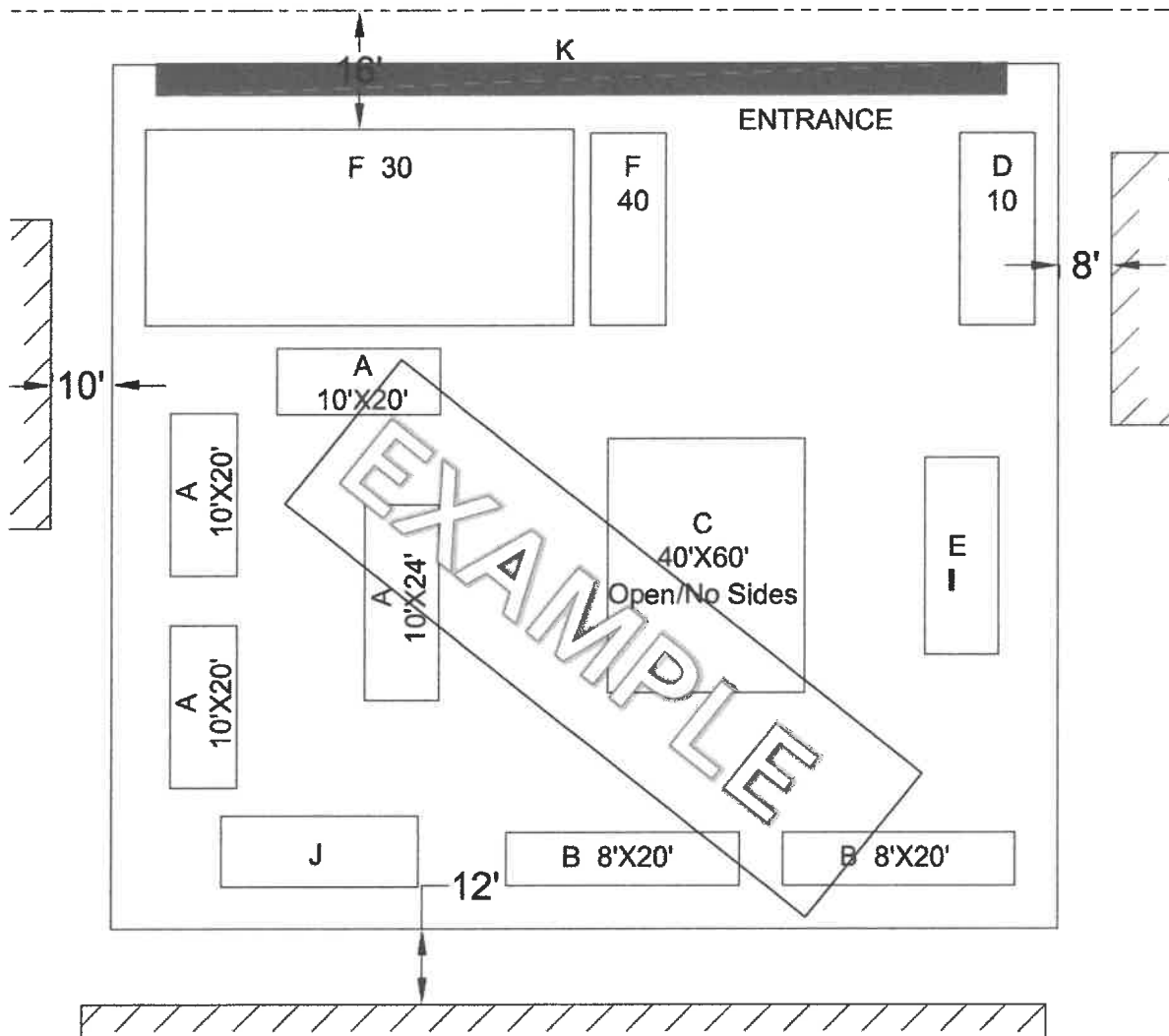
Event Site Map Layout Legend:

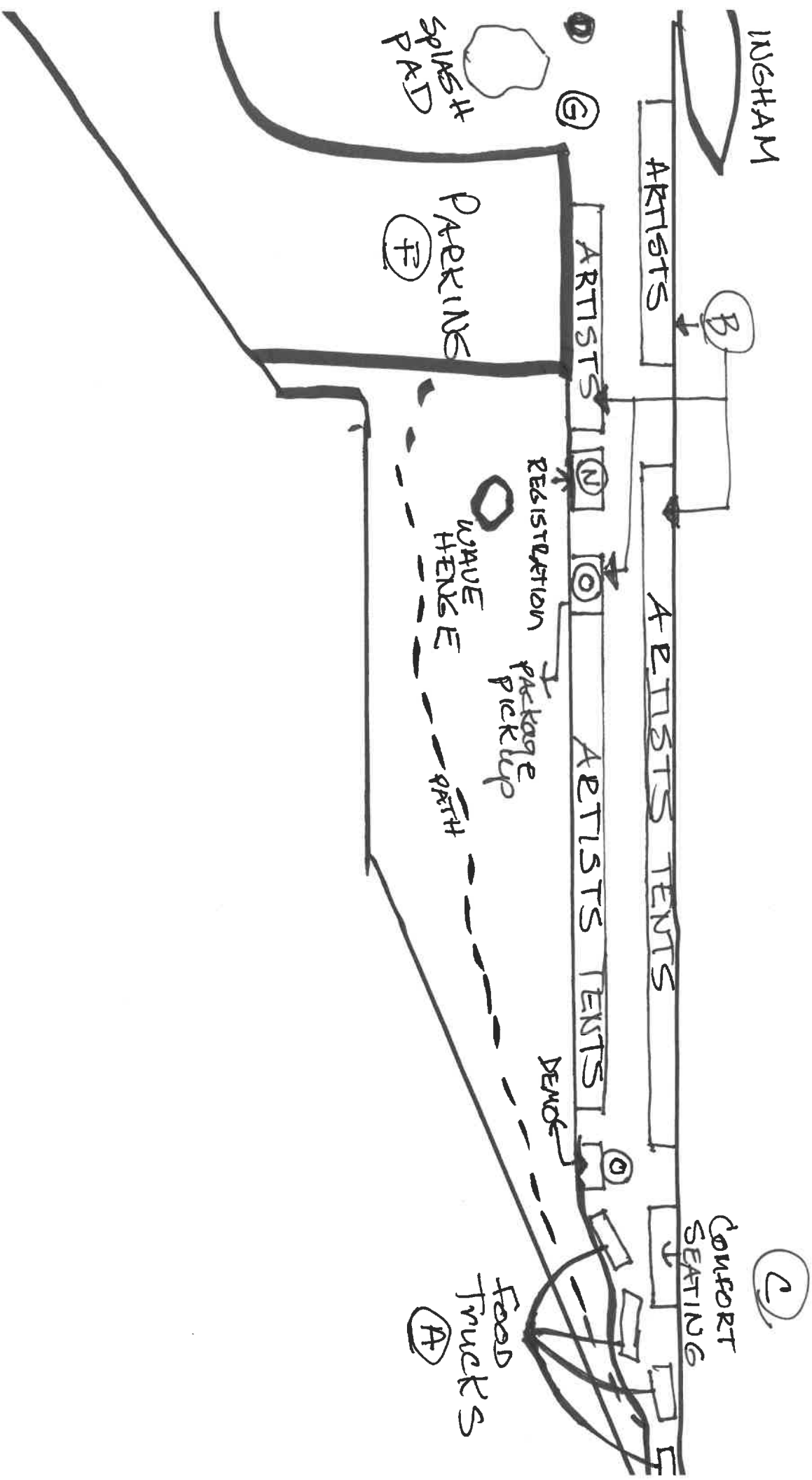
A Food/Bev. Vendor Tents*	F Car Parking**	K Podiums
B Merchandise Vendor Tents*	G Bike Parking**	L Fire Lane (RED LINE)
C Seating Tents*	H Roads Closed	M Label Street(s)
D Toilets **	I Stage Area	N Other: _____
E Amplified Music	J Bounce House	O Other: _____

* Indicate Tent sizes

** Indicate Quantity

Maple Street





Special Event Permit Application

Supplement A - Noise

Event Name: Key West Art + Craft Festival Event Date: 2/23-25/2024

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

- SDT 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
- SDT 2. The processing fee for the application is \$85.16, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- SDT 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: KEY WEST ART + CRAFT FESTIVAL Event Date: 2/23-25/2023

Non-Profit Organization Name KEY WEST ART CENTER, INC

Tax ID/EIN # 59-0965823 Representative SUSANN D'ANTONIO

Purpose of Organization COMMUNITY ART CENTER

Phone 3053046005 Email KWARTSHOW@GMAIL.COM

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?
OPERATIONS + up keep of HISTORIC CITY OWNED building @ 301 Front St.

INITIALS REQUIRED

- SDA 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.
- SDA 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.
- SDA 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.
- SDA 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 Maggie Rulley Title: President Date 6/26/2023



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8012674276C-8	04/14/2021	04/30/2026	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

KEY WEST ART CENTER INC
301 FRONT ST
KEY WEST FL 33040-6614

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

Internal Revenue Service

Department of the Treasury

Washington, DC 20224

Key West Arts Center, Inc.
301 Front Street
Key West, Florida 33040

Person to Contact: Dorothy Greer

Telephone Number: (202) 622-8544
(202) 566-3843

Refer Reply to: E:EO:R:2

Date:

Employer Identification Number: 59-0965823
Key District: Atlanta
Accounting Period Ending: December 31
Foundation Status Classification: 509(a)(2)
Form 990 Required: Yes

JUL 29 1992

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in the section(s) above.

If your sources of support, or your purposes, character, or method of operation change, please let your key district know so that office can consider the effect of the change on your exempt status and foundation status. In the case of an amended document or bylaws, please send a copy of the amended document or bylaws to your key district. Also, you should inform your key District Director of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key District Director.

Special Event Permit Application

Supplement C – Food & Safety

Event Name: Key West Art + Craft Festival, Inc Event Date: 2/23-25/2024

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

INITIALS REQUIRED

- SDA **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.
- SDA **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.
- SDA **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.
- SDA **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.
- SDA **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: Key West ART + CRAFT Festival Event Date: 2/23-25/2024

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: 5

Total Number of Merchandise Vendor Tents: 150

Total: 155

Tent Supplier Name 4 Star Rentals Contact Number 305 294-7171

Size & Type of Tents: AND ARTIST PROVIDED TENTS

10x10, 10x15, 10x20 - VARIOUS STYLES
CANVAS TENTS

ARTISTS SUPPLY THEIR OWN - MOSTLY 10x10

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. TENTS OPEN WHEN THE PUBLIC IS THERE
CLOSED AFTER HOURS.

STRUCTURES

What structures will be erected? NONE

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:

Event Name: Key West ART + CRAFT Festival Event Date: 2/23-25/2023

STREET CLOSURE INFORMATION

Street(s) to be closed NONE Block/Address Number(s) _____

Cross-Streets: between _____ and _____

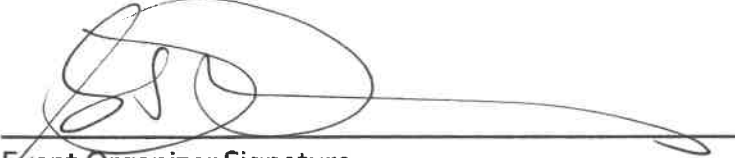
Closure Date(s) _____ Time _____ AM/PM to _____ AM/PM

INITIALS REQUIRED

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

6-25-2023

Date

Event Name: KEY WEST ART + CRAFT FESTIVAL Event Date: 2/23-25/2024

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? TRUMAN WATERFRONT - QUAY

Which Area(s) of the City Property do you wish to use? THE QUAY

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

INITIALS REQUIRED

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

SDA

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.

SDA

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:

SDA

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.

SDA

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.

SDA

15. Event Organizer must provide the City of Key West with a detailed schedule for activities.

SDA

16. City of Key West personnel shall be allowed access to the site at all times.

SDA

17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.

SDA

18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.

SDA

19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.

SDA

SDA

20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time

SDA

21. Use of the inner basin for any activities is not authorized.

14

TKuman Waterfront Quay

Special Event Permit Application

Department Approvals

Event Name: Key West Art + Craft Show Event Date: 2/24-25/2024

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

TKuman Waterfront *away*

Special Event Permit Application

Department Approvals

Event Name: Key West Art + Craft Show Event Date: 2/24-25/2024



Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Rakiph</i>
Code Compliance 31 Jul 23	<i>Ji Yang</i>
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

TKuman Waterfront Quay

Special Event Permit Application

Department Approvals

Event Name: Key West Art + Craft Show Event Date: 7/24-25/2024

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Laxif</i>
Code Compliance	
Engineering	<i>Sam Colonec</i> No Objections ENG 7/24/2023
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: Key West Art Center Festival (kwardshow@gmail.com)

From: Lieutenant Dereck Berger

Date: 7/24/23

Reference: Key West Art Craft Festival

This office reviewed the special event application for the Key West Craft Festival to be held at Truman Waterfront From 10-5pm on 2/24/24 and 2/25/24.

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.
- There will be no blocked cross streets or hydrants, and there shall be 10' clearance from the corners on each intersection.
- Event organizer is responsible for (2) Fire Inspector @ \$65.00 an hour. Per day They will be present for the entire event to conduct a Fire Safety Watch.
- It is the event organizers responsibility to assure all fire hydrants are accessible and not blocked during set up.
- **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

3266 LSSM W3X



Key West Fire Department

Office of the Fire Marshal

Jason Barroso, Fire Marshal
Tim Anson, Capt. / Fire Inspector
Gregory Barroso, Capt. / Fire Inspector
Dereck Berger, 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.**

TKuman Waterfront Party

Special Event Permit Application

Department Approvals

Event Name: Key West Art + Craft Show Event Date: 2/24-25/2024

✓

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Rakoff
Code Compliance	
Engineering	
Fire Department	
KW DOT	No Impact - Reding Delatinis / RS.
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Maria Ratcliff

From: Joseph Tripp
Sent: Tuesday, July 25, 2023 1:39 PM
To: Maria Ratcliff; Albert Childress; Todd C. Stoughton
Subject: RE: Key West Art & Craft Festival - February 24 & 25, 2024

Good to go.

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Friday, July 21, 2023 1:26 PM
To: Albert Childress <albert.childress@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>;
Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Subject: Key West Art & Craft Festival - February 24 & 25, 2024

Good afternoon,

Please review the attached application. A reminder that this event is the same day as the USA Women's Half Marathon at Mallory Square. Let me know if you have any questions.

Thank you!

Maria

Maria Ratcliff

From: Steven P. McAlearney
Sent: Friday, July 21, 2023 2:02 PM
To: Maria Ratcliff
Subject: RE: Key West Art & Craft Festival - February 24 & 25, 2024

Ports has no issues.

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Friday, July 21, 2023 1:26 PM
To: Albert Childress <albert.childress@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>;
Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Subject: Key West Art & Craft Festival - February 24 & 25, 2024

Good afternoon,

Please review the attached application. A reminder that this event is the same day as the USA Women's Half Marathon at Mallory Square. Let me know if you have any questions.

Thank you!

Maria

Maria Ratcliff

From: Marcus A. Davila
Sent: Friday, September 22, 2023 2:17 PM
To: Maria Ratcliff
Subject: RE: Key West Art & Craft Festival - February 24 & 25, 2024

Approved.

Marcus Davila

Community Services Director

City of Key West
3420 Northside Dr
Key West, FL 33040
Phone: 305-809-3751
madavila@cityofkeywest-fl.gov



From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Friday, September 22, 2023 2:13 PM
To: Marcus A. Davila <madavila@cityofkeywest-fl.gov>
Subject: FW: Key West Art & Craft Festival - February 24 & 25, 2024

Hi Marcus,

I don't think I received an approval from you guys for this event. Thanks!

From: Maria Ratcliff
Sent: Friday, July 21, 2023 1:26 PM
To: Albert Childress <albert.childress@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>;
Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Subject: Key West Art & Craft Festival - February 24 & 25, 2024

Good afternoon,

Please review the attached application. A reminder that this event is the same day as the USA Women's Half Marathon at Mallory Square. Let me know if you have any questions.

Thank you!

Maria Ratcliff

From: Albert Childress
Sent: Sunday, July 23, 2023 2:42 PM
To: Maria Ratcliff
Subject: RE: Key West Craft and Art Show

Yes, thank you

Albert P. Childress
MPA, MBA ICMA-CM

City Manager
Office of the City Manager
City of Key West
1300 White Street
Key West, FL 33040
Phone: 305-809-3786
Mobile: 786-393-7612
Albert.Childress@cityofkeywest-fl.gov



From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Saturday, July 22, 2023 2:46 PM
To: Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Albert Childress <albert.childress@cityofkeywest-fl.gov>
Cc: Brandy Lewis <brandy.lewis@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>
Subject: Re: Key West Craft and Art Show

I can set up a meeting with everyone in the next couple of weeks! Please let me know if that is the direction you want to go.

Thank you!

Maria

Get [Outlook for iOS](#)

From: Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>
Sent: Saturday, July 22, 2023 2:19:06 PM
To: Albert Childress <albert.childress@cityofkeywest-fl.gov>
Cc: Brandy Lewis <brandy.lewis@cityofkeywest-fl.gov>; Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>; Rod Delostrinos

<rdelostrinos@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>

Subject: RE: Key West Craft and Art Show

Al,

Will do. We will need to create a user agreement for the RV's as we've had issues with them in the past.

Respectfully,

Todd

From: Albert Childress <albert.childress@cityofkeywest-fl.gov>

Sent: Saturday, July 22, 2023 2:01 PM

To: Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>

Cc: Brandy Lewis <brandy.lewis@cityofkeywest-fl.gov>; Maria Ratcliff <mrattcliff@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>

Subject: FW: Key West Craft and Art Show

Good afternoon Todd,

Please take the lead on this event.

Thank you.

Respectfully,

Albert P. Childress

MPA, MBA ICMA-CM

City Manager

Office of the City Manager

City of Key West

1300 White Street

Key West, FL 33040

Phone: 305-809-3786

Mobile: 786-393-7612

Albert.Childress@cityofkeywest-fl.gov



From: Teri Johnston <tjohnston@cityofkeywest-fl.gov>

Sent: Thursday, July 20, 2023 2:55 PM

To: Albert Childress <albert.childress@cityofkeywest-fl.gov>

Subject: Key West Craft and Art Show

Al,

I met with Susanne D'Antonio last Thursday regarding the upcoming Art and Craft show in Key West on February 24 & 25 2024. Susanne has taken over the management of this 30 year event after Lois Songer moved out of Key West. This used to be (2) separate events both held on Whitehead Street. This next year, they are combining the events and will move them to the east quay at our Truman Waterfront Park.

They are requesting a couple of things from the city:

1. Additional free parking for the vendors who arrive in vans. RV's and cars in the lot to the left as you enter the park. Apparently we have provided some level of parking in the past but since these 2 events will be combined this year- they are requesting (2) RV spots and some parking for their vendors (anticipated to be as many as 150). John may have that history.
2. Asking that the Duval Loop make an extra stop to let off/pick up passengers coming to and leaving the event and advertise this extra free service a week in advance.
3. They would like to place banners in the Truman Waterfront park advertising the event. They would need guidance on location and installation if approved.
4. I told Suzanne that I would be forwarding these requests to you.

Contact phone number 305-304-6005

Teri

Mayor Teri Johnston

305.809.3840 office

305.797.0955 cell

tjohnston@cityofkeywest-fl.gov

1300 White Street

Key West, Fl 33040