

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

Elise Scott, Rebecca Berman
 Name of Applicant(s) Cultural Preservation Society
 Address of Applicant(s) P.O. Box 4837 KW FL 33041
 Phone Number of Applicant(s) 305-587-7041 Fax: 504-908-8500 Email: leesee.keywest@gmail.com
 Name of Non-Profit (s) Cultural Preservation Society
 Address of Non-Profit(s) P.O. Box 4837 KW FL 33041
 Phone Number of Non-Profit(s) 305-587-7041
504-908-8500

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$ 3,000.00

Date/Dates of Event April 27, 2013

Hours of Operation 10a - 5p set up at 8a after 9a
no vehicles street clear by 6

Estimated/anticipated number of persons per day 2,500

Location of Event Green Street (Doral to Whitehead)
Fitzpatrick (Green to front)

Street Closed 8a - 6p

Detailed description of event Artisan street fair for
conch republic days. Main fundraising event
for CPS KW High School scholarship fund.

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.

Elise Scott
 PLEASE PRINT AND SIGN Elise Scott
 Applicants Signature

2/25/13
 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 or federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.

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

* (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 ot 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 16th day of October, 2002.


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

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

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

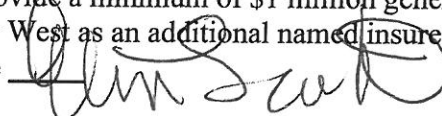
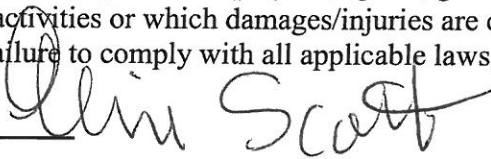
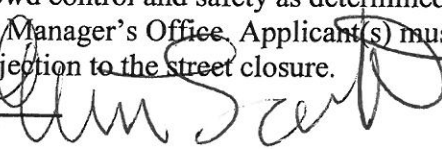
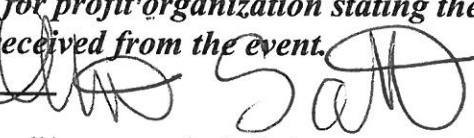
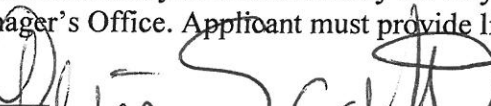
Filed with the Clerk November 21, 2002.

Sponsor's Signature



Elise Scott

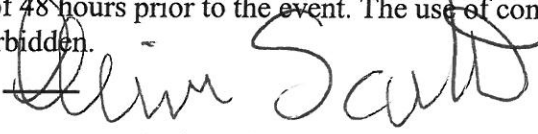
RULES AND REGULATIONS FOR USE OF CITY OF KEY WEST PROPERTY FOR SPECIAL EVENTS

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 Jim Scott
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature Jim Scott
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 Jim Scott
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 Jim Scott
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 Jim Scott
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 Jim Scott
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 Jim Scott
15. Where a person has not applied for a special event permit and an event at its 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 Jim Scott

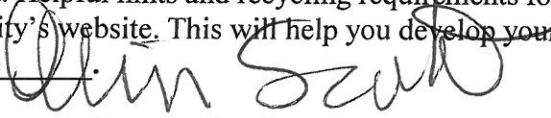
16. Special events may use fog, smoke and bubble machines or any device that emits a mist or spray contingent on Key West Fire Department approval. Approval must be obtained a minimum of 48 hours prior to the event. The use of confetti or confetti machines is strictly forbidden.

Sponsor's Signature



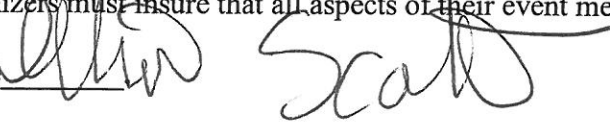
17. Special Events organizers must submit a adequate recycle plan for the size of the event being requested. Helpful hints and recycling requirements for special events can be found on the city's website. This will help you develop your plan.

Sponsor's Signature



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



Complete Checklist for Event Recycling

City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Elise Scott Phone number: 305-587-7041
- 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: 13
- 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: Waste Management
- Capacity of containers on grounds: varies
Contact person for containers: M. Lara Phone #: 305-296-2825
mlara5@wm.com
- 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: Waste Management
- 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 Management
- 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: garbage in recycling
Actions taken: monitors will sort

✓ View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: recycling in trash
Actions taken: monitors will sort

✓ 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: will be submitted w/ final report

✓ 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: to be completed + included with final report

✓ 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. Survey will be handed out to participants.

✓ 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



SUNSET CELEBRATION
 KEY WEST CULTURAL PRESERVATION SOCIETY, INC.
 P.O. BOX 4837
 KEY WEST, FL 33041

BANK OF THE KEYS
 3618 N. ROOSEVELT BLVD.
 KEY WEST, FL 33040

63-928/670

2/23/2013

3430

PAY

TO THE
 ORDER OF

City of Key West

One Thousand and 00/100*****

City of Key West

\$ **1,000.00

DOLLARS

[Handwritten Signature]

MEMO

AUTHORIZED SIGNATURE

MP

Security features included. Details on back.

City of Key West
 *** CUSTOMER RECEIPT ***
 Oper: KEYWGM Type: OC Drawer: 1
 Date: 3/07/13 45 Receipt no: 46860

Description	Quantity	Amount
ZZ UNUSUAL PAYMENT	1.00	\$1000.00

G/L account number:
 00100002200100

CONCH REPUBLIC FAIR

Tender detail		
CK CHECK	3430	\$1000.00
Total tendered		\$1000.00
Total payment		\$1000.00

Trans date: 3/06/13 Time: 16:01:02

ral Preservation Society dba Sunset Celebration

30th Anniversary Conch Republic Days Street Fair ~~2012~~

2013

Recycling Plan

The CRD Street Fair is projected to draw 2 to 3 thousand spectators during the 8 hour event. Food and beverage waste generated will be managed as follows:

- * Coordination with Waste Management has been initiated and we will working with Margaret Lara on scheduling the drop off and picking up of waste and recycling containers, as well as final disposal of materials collected.
- * A waste and recycling crew will be monitoring the contents to keep garbage separated from recyclables and emptying and stockpiling the material for disposal at end of event.
- * Waste and recycling bins will be located approximately every 3 artisan spaces, at each food and beverage booth and at the intersections of all egress points to the event. Locations are indicated on site plan.
- * Signs will be posted encouraging the use and locations of recycling bins. Artists and food vendors will be asked to complete a survey regarding their recycling experience during the event.
- * A final report including photos of actions taken, volume & type of materials collected, as well as comments from participants on suggestions for improvements, will be prepared and submitted to the City following the event.

Complete development and implementation of this recycling plan will be managed by event coordinators ~~Jonathan Craft and Doug O'Neil~~ as authorized by CPS Board of Directors.

ES
Elise Scott

RB
Rebecca Berman



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.

A handwritten signature in cursive script that reads "Elise Scott".

Elise Scott


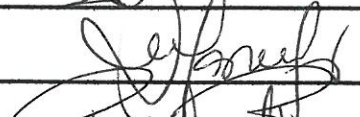
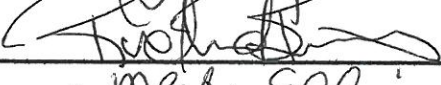
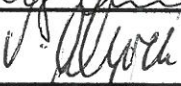
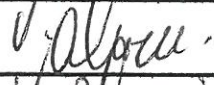
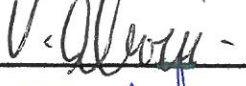
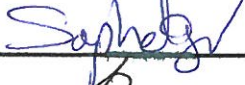
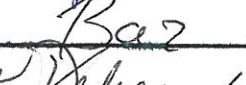

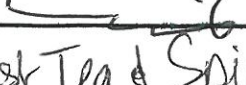
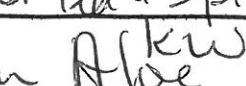
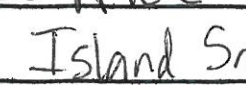
2/25/13

Cultural Preservation Society dba Sunset Celebration

31st Anniversary Conch Republic Days Street Fair on April 27, 2013

Letter of No Objection

We the undersigned hereby affirm that we have no objection to the activities involved for the CPS Street Fair to be held on Saturday, April 27, 2013 between the hours of 9 am to 5 pm.

Business	Signature	Date
Edgar King		3/1/13
100 Montaditos		3/1/13
Kwikie Co.		3/1/13
Key Lines	Key Lines Key Lines	3/1/13
Bumble Bee Sweets		3/1/13
Nautical Treasures		3/1/13
PAE Man		3/1/13
Blue Sophia Teray		3-1-13
Amigas Tostilla Bar		03-01-2013
Deborah Moore	Deborah Moore	3/1/13
Hanza Abuward		3/4/13
Debbay Reed Key West Tea & Spice		03-04-13
Jamied Laughlin Aloe		3/4/13
Wifredo Duran Island Safari Rental		3/4/13

National Casualty Company

**ENDORSEMENT
NO. 0000**

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. STANDARD TIME)	NAMED INSURED	AGENT NO.
KKO0000002755600	06/01/12	KEY WEST CULTURAL (SEE FORM KR-SP-1) DBA: SUNSET CELEBRATION	

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

LIMITED EVENT COVERAGE

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

This insurance applies only to "bodily injury," "property damage" or "personal and advertising injury" arising out of an "occurrence" or offense which takes place during an event shown in the Schedule below. Notwithstanding the specific date(s) shown in the Schedule below, those activities that are part of the setup and teardown required for the event are considered part of the event.

The following is added to **SECTION IV—COMMERCIAL GENERAL LIABILITY CONDITIONS:**

If any of the events in the schedule below are postponed by you, we may amend the scheduled date(s) to the date(s) you tell us. You must promptly notify us in writing of the postponement on or prior to the scheduled start date(s) and prior to the revised start date(s).

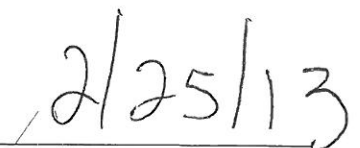
If any of the events in the schedule are cancelled by you, we may refund to you the premium for the cancelled events if you cancel the event(s) prior to the scheduled start date(s). You must promptly notify us in writing of the cancellation prior to the scheduled start date(s).

SCHEDULE

<u>TYPE OF EVENT</u>	<u>DATE OF EVENT</u>	<u>LOCATION</u>	<u>LIMITS</u>	<u>PREMIUM</u>
SUNSET CELEBRATION	NIGHTLY	MALLORY SQUARE DOCK & PLAZA, 1 WALL ST., KEY WEST, FL	\$1,000,000	INCLUDED
CONCH REPUBLIC STREET FAIR	04/27/13	GREEN & FITZPATRICK STREETS, KEY WEST, FL	\$1,000,000	INCLUDED
ANNUAL PREMISES/OPERATIONS	06/01/12- 06/01/13	MALLORY SQUARE DOCK & PLAZA, 1 WALL ST., KEY WEST, FL	\$1,000,000	INCLUDED



AUTHORIZED REPRESENTATIVE



DATE

Key West Cultural Preservation Society, Inc.

Profit & Loss

January 1, 2012 through January 1, 2013

02/25/13

Cash Basis

	Jan 1, '12 - Jan 1, 13
Income	
ATM Revenue	1,316.25
Bank Interest	150.63
Charge Card Service Revenue	
Charge Card Gross Revenue	43,092.06
Discount Fees	-2,173.85
Vendor Payments	-39,650.68
Total Charge Card Service Revenue	1,267.53
Contributions	
Performers Donations	7,651.01
Wedding Donations	50.00
Total Contributions	7,701.01
Jury Fees	1,175.00
Memberships	1,620.00
Set Up Fees	
Bank Adjustments	-6.00
Gross Set Up Fees	140,374.34
Performers Set Up Fees	25.00
Prepaid Setup Fee	10,682.00
Refund	-15.00
Sales Tax	-10,710.76
Total Set Up Fees	140,349.58
Special Events Income	
Conch Republic Days Fair 2012	
CRD Expenses 2012	
Refunds	-75.00
CRD Expenses 2012 - Other	-1,764.89
Total CRD Expenses 2012	-1,839.89
CRD Set Up Fees	2,258.88
Conch Republic Days Fair 2012 - Other	1,245.00
Total Conch Republic Days Fair 2012	1,663.99
Total Special Events Income	1,663.99
Total Income	155,243.99
Gross Profit	155,243.99
Expense	
Advertising	675.00
Donations	
Donation to Non-profits	2,100.00
Scholarships	2,000.00
Total Donations	4,100.00
Entertainment	118.32
Event Supplies	
Clean up Supplies	335.56
Event Supplies - Other	34.43
Total Event Supplies	369.99
Insurance	12,064.73
Internet	280.83
Kiosk Equipment	172.98
Licenses and Permits	236.25
Office Services	3,600.00
Office Supplies	262.91
Payroll Expense	
Employee Wages	42,388.00
Employer Taxes- Medicare	611.71
Employer Taxes Social Security	2,627.98
Total Payroll Expense	45,627.69
Postage and Delivery	83.92
Printing	79.27

Key West Cultural Preservation Society, Inc.

Profit & Loss

January 1, 2012 through January 1, 2013

02/25/13
Cash Basis

	<u>Jan 1, '12 - Jan 1, 13</u>
Professional Fees	
Accounting	5,000.00
Total Professional Fees	5,000.00
Rent	
Cola Adjustment	2,958.07
Mallory Square Lease	61,217.63
Rent - Other	4,595.57
Total Rent	68,771.27
Repairs and Maintenance	
Clean-up Equipment	709.44
Total Repairs and Maintenance	709.44
Security	21,751.55
Telephone	1,295.28
Trade Organization Dues	100.00
Web Expense	320.00
Total Expense	165,619.43
Net Income	<u><u>-10,375.44</u></u>

Key West Cultural Preservation Society, Inc.
Transaction Detail By Account
 January 1, 2012 through January 1, 2013

02/25/13
 Cash Basis

Type	Date	Num	Name	Memo	Class	Cir	Split	Original Amount	Paid Amount
Special Events Income									
Conch Republic Days Fair 2012									
CRD Expenses 2012									
Check	1/23/2012	3199	City of Key West	Recycling De...			TIB Checking	-1,000.00	-1,000.00
Check	2/29/2012						Pay Pal	-17.61	-17.61
Check	3/31/2012						Pay Pal	-7.44	-7.44
Check	4/28/2012	3248	Janeth Calvert	Security			TIB Checking	-360.00	-360.00
Check	4/30/2012	3254	Jason Barroso	Fire Safety ...			TIB Checking	-160.00	-160.00
Check	4/30/2012	3255	Alan Averette	Fire Safety ...			TIB Checking	-160.00	-160.00
Check	4/30/2012			Paypal fees			Pay Pal	-24.80	-24.80
Check	5/28/2012	3266	Waste Mangagement				TIB Checking	-35.04	-35.04
Total CRD Expenses 2012									-1,764.89
Total Conch Republic Days Fair 2012									-1,764.89
Total Special Events Income									-1,764.89
TOTAL									-1,764.89



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Conch Republic Independence Celebration
CPS Street Fair
Saturday, April 27, 2013

I **Elise Scott** being authorized to act on behalf of and legally bind **Cultural Preservation Society** 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 Ratchib

Signature of Witness

Maria Ratchib

Print Name

2/25/2013

Date

Elise Scott

Signature of Applicant

Elise Scott

Print Name

2/25/13

Date

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

Event Name: Conch Republic Art & Craft Show

Special Event Checklist

Everything must be checked off before submitting the special event application

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

Parking Request
 fire Marshall

Completed
 Completed

(WHITEHEAD

ST.) L.F.S. SCHOLARSHIP FUND
ARTISAN STREET FAIR

- 10x10' BOOTH SPACE
- ⊕ TRASH/RECYCLE
- STREET CLOSURE BARRICADES.
- △ AMBIANCE PERFORMERS

AUDUBAN GALLERY

KITE STORE

KEY LIME FACTORY

KEY ALOE

TELEGRAPH LN.)

LILI'S JEWEL.

KEY LIME OUT.

KWP

CAPT. TONY'S

KIOSK

BILL'S

ART

KEY WEST TRADING CO.

KEY WEST ART & GIFTS.

(FITZPATRICK)

42 43 44 45 46 47 48 49 50 51 52 53

14 K GOLD STORE

KINO PLAZA

KINO. ALLEY

NAUTICAL TREASURES.

AMIGO'S

T'S

(GREEN ST.)

(FRONT ST.)

Duval Street



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:

Please post no parking for
April 27th 2013 from 8am - 6pm

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



Conch Republic Art + Crafts Show

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

NO food
NO generators
NO ext. cords
or power

Electrical Power

- Generator
- 110 AC with Extension Cords
- DC Power

Road Closure

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

Tents (More Than 200 SqFt.)

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

Food Booths

- Food Booths - Total #
- Vendor Booths - Total #
- Total Number of Booths -

Parade

- Floats - Total #

Lunch Republic Craft Fair

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Ratuji 3/6/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ POLICE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ FIRE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ KWDOT/PORT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ CODE COMPLIANCE

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Lonch Republic Craft Fair

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Ratuji 3/6/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

Jim Young 6 Mar 13
SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____

DENIED _____

(if denied attach explanation)

Lunch Republic Craft Fair

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Ratuji 3/6/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

[Signature] 3/6/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Requires Extra Duty Officer

FIRE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

KWDOT/PORT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

CODE COMPLIANCE

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Conch Republic Independence Celebration

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

EVENT (INITIAL SIGNOFF):

CONDITIONS/RESTRICTIONS

SIGNATURE

DATE

PUBLIC WORKS

SIGNATURE

DATE

POLICE

SIGNATURE

DATE

FIRE DEPARTMENT

Daniel Blanco 03/07/2013

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



Key West Fire Department

Office of the Fire Marshal

Danny Blanco, Fire Marshal
Alan Averette, Capt. / Fire Inspector
Kenneth Wardlow, Capt. / Fire Inspector
Jason Barroso, Lt./ Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 292-8179
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. **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 **2A:10B: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.

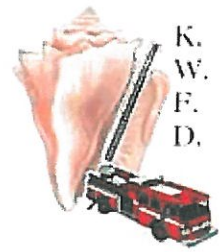
Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

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.**



THE CITY OF KEY WEST

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

To: Conch Republic Art and Craft Show (berman_rebecca@yahoo.com;
leesee.keywest@gmail.com)

From: Division Chief/Fire Marshal Daniel Blanco

Date: 03/06/2013

Reference:

This office reviewed the special event application for the Conch Republic Art and Craft Show to be held on April 27, 2013

The following conditions apply:

- Any cooking, generator use or street closure that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- All street closures shall allow for emergency vehicle passage, if a fire lane is not applicable, the event shall require a fire inspector to be present during the hours of the event.
- Fire Inspector working the Inspection detail shall be paid a rate of \$ 40.00 an hour with a four hour minimum.
- **Event coordinator is responsible for scheduling the inspection with this office (contact number 305-809-3933).**

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

Danny Blanco, Fire Marshal

Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
305-292-8284 Fax
dblanco@keywestcity.com

Serving the Southernmost City

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

326E L53M N3X
KEY WEST 7932

Lonch Republic Craft Fair

CITY OF KEY WEST SPECIAL EVENTS
DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Ratusny 3/16/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

Mary W.
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

detour if necessary - not clearly defined map descriptions.

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____

DENIED _____

(if denied attach explanation)

Lonch Republic Craft Fair

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS (in order of routing):

EVENTS (INITIAL SIGNOFF):

Maria Ratuji 3/6/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

[Signature] 3/7/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

FIRE DEPARTMENT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

KWDOT/PORT

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

CODE COMPLIANCE

CONDITIONS/RESTRICTIONS:

SIGNATURE DATE

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)