

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.gov

Event Name: Conch Republic Street Fair

Location: Duval st, between Eaton and Greene streets, not including sidewalks or intersections

Event Date(s): April 18th 2026 Event Hours: 10 am to 6 pm

Set-Up Date: April 18th 2026 Set-Up Time: 8:00 am

Break-Down Date: April 18th 2026 Break-Down Time: 7:30 pm

Number of Expected Attendees: 2,000 Is the Event Open to the Public: Yes No

Event Description: Provide a narrative description of the full scope of the event with as much detail as possible in the box, use additional sheets as needed. For multiple sub events, specify date and time range of each.

This event is a one day, daytime arts and craft fair consisting of 10 x 10 tents. no large food vendors, artists will line the North-East side of Duval st.

EVENT ORGANIZER INFORMATION

Company or Organization Name Key West Cultural Preservation Society, aka KWPCS aka Sunset Celebration

Name Ryan Stimers Phone number 305 393 9990

Mailing Address 5 Lopez lane

City Key West State FL Zip 33040 Email StreetFair@SunsetCelebration.org

Tax ID / EIN# 59 2632254 Event Website: SunsetCelebration.org

SECONDARY CONTACT INFORMATION

Name Lisa Ford Phone number (315) 730 7764

Company or Organization Name KWCPS

Email StreetFair@SunsetCelebration.org

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

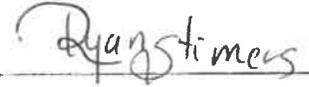
Event Name: Ryan Stimers

Event Date: April 18 2026

1. **Application Form:** All Applicant(s) must fill out the City of Key West (City) application form provided to you by the Office of the City Manager. All applications are subject to approval at the discretion of the City Manager and/or City Commission and must in the Office of the City Manager 60 days prior to the event.

Applicant Printed Name: Ryan Stimers

Signature: _____



2. **Liability Insurance:** Applicant(s) will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

Commercial General Liability with minimum limits of \$1,000,000

Business Automobile Liability with minimum limits of \$1,000,000

Statutory Workers' Compensation Coverage

Employers Liability with minimum limits:

- \$1,000,000 injury by accident

- \$1,000,000 injury by disease

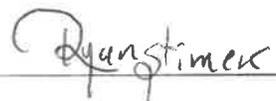
- \$1,000,000 Policy Limits – Each Employee

If alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000,000. Host Liquor Liability coverage will not be acceptable. If the permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

The City of Key West shall be named as an "Additional Insured" on the permittees commercial general liability policy.

Applicant Printed Name: Ryan Stimers

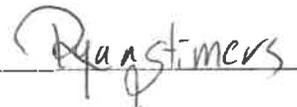
Signature: _____



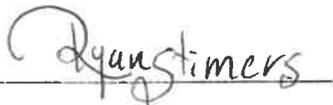
3. **Indemnification:** The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe incurred by the City or which may be claimed against the City by any person, firm to the person or property f any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.

Applicant Printed Name: Ryan Stimers

Signature: _____



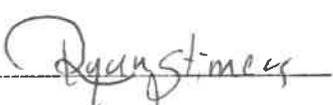
4. **ADA:** All special events are required to comply with the Federal Americans with Disabilities Act which requires access to all areas in services provided by the special events. Organizers must ensure that all aspects of their event meet the requirements.

Applicant Printed Name: Ryan Stimers Signature: 

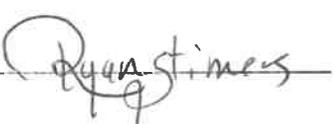
5. **Notifying:** Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.

Applicant Printed Name: Ryan Stimers Signature: 

6. **City Services Pricing:** The organizer or sponsor of any special event which requires the provision of additional extraordinary support services by police, fire, and administration or other city department shall pay to the city the cost of such services. A nonrefundable down payment of 10% of all cost, as estimated by the city manager, shall be made to the city either by certified check or credit card at least 10 days prior to the special event.

Applicant Printed Name: Ryan Stimers Signature: 

7. **Payment Terms:** The City Manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the City Manager, or if no such deadline is established, then within 30 days after the event the City may impose an interest charge on the amount due at the rate of one and one-half percent (1.5%) per month.

Applicant Printed Name: Ryan Stimers Signature: 

Event Screening Questionnaire

Event Name: Conch Republic Street Fair Event Date: April 18 2026

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

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

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

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

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

The applicant does acknowledge and hereby affirms that any and all information of this application and all of its supplements are accurate to the best of their knowledge. The applicant(s)/committee 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.

By checking "I agree", you agree and acknowledge your electronic signature is valid and bonding in the same force as a handwritten signature. Date 2/12/26

Required – Waste/Recycling Plan

In accordance with the Special Events Application a waste/recycling plan is required.

| | |
|--|---------------------------|
| Event Name: Conch Republic Street Fair | Event Date: April 18 2026 |
|--|---------------------------|

WASTE/RECYCLING POINT OF CONTACT

Name Ryan Stimers

Phone Number 305 393 9990

Email StreetFair@SunsetCelebration.org

Number of people dedicated to recycling 1

There are three components of waste and recycling at an event: Containers/Handling/Disposal

Containers - the receptacles needed in the event area. Options: (check one)

- 1-Community Services (CS) provides waste/recycling services and invoices Event accordingly. Event will provide a layout of the event location and estimated number of attendees. CS will use that information to determine the number of containers and CS staff needed for set up and support during the event.
- 2-Dumpster rental: Event will set up a temporary commercial account with Waste Management. Dumpsters can be used in conjunction with CS services- billed separately.
- 3-Event partners with a business that has containers and an active waste account. Requires approval

Handling - placement of containers, emptying during event, clean up after event (check one)

- 1-Community Services provides waste/recycling service and invoices Event accordingly.

Disposal - transportation of collected waste materials from the event to the City Transfer Station (check one)

- 1-Community Services provides services and invoices Event accordingly.
- 2-Larger events using dumpsters must set up a temporary commercial account with Waste Management (WM) to rent dumpsters. Once filled, WM removes the dumpsters and hauls waste to the transfer station. Event pays all costs associated with the temporary account with WM
- 3-Partnering with a business. Business must have current Waste Management (WM) account and use regularly scheduled services. Partner business must sign off and accept responsibility for all waste and agree to any overage fees on their monthly invoice. Must be approved.

The City of Key West is committed to increasing the collection of recyclable materials. As the Event Organizer, it is your responsibility to inform your vendors of your waste/recycling plan to insure they are participating.

INITIALS REQUIRED

RS **NON- ACCEPTABLE WASTE: No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.**

RS **ACCEPTABLE RECYCLABLES: The primary items will be Aluminum Cans, Plastic Bottles, Cardboard, and Glass Bottles.**

RS **You must submit your waste/recycling plan at least 30 days prior to the event.**

RS **NOTE: Any waste not properly handled by the Event will lead the City to withhold all or a portion of deposit**

Required – Event Transportation Planning

| | |
|---|----------------------------------|
| Event Name: <u>Conch Republic Street Fair</u> | Event Date: <u>April 18 2026</u> |
|---|----------------------------------|

Parking and traffic congestion are consistently a concern of Key West residents. It is the City's goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

INITIALS REQUIRED

RS

Communications: Every event is required to provide communications about modes of transportation that will reduce vehicle traffic. These actions include:

- | | |
|---------------|------------------|
| 1. Website(s) | 3. Ticketholders |
| 2. Email | 4. Social Media |

RS

Opportunities: Large Events are required to explore opportunities to help minimize traffic congestions and parking issues. Your event will be more successful by encouraging alternate transportation or utilize transit friendly alternatives. Check opportunities you will explore.

- | | |
|--|--|
| <input checked="" type="checkbox"/> Encourage Walking <input checked="" type="checkbox"/> Encourage Biking <input type="checkbox"/> Providing Bike Security with Valet <input type="checkbox"/> Include Ride Service with VIP Passes <input type="checkbox"/> Provide Pre-Sale parking only <input type="checkbox"/> Premium parking prices | <input type="checkbox"/> Partner with Transit System/Buses <input type="checkbox"/> Partner with Transit Friendly Hotels <input type="checkbox"/> Partner with Restaurants/Bars <input type="checkbox"/> Partner with Rideshare/Taxi Companies <input type="checkbox"/> Implement Shuttles <input type="checkbox"/> Others: _____ |
|--|--|

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 | \$48/day | | | |
| Metered Street Parking | \$20/day | | | |
| Truman Waterfront Park | \$20/day | | | |
| Smathers Beach | \$20/day | | | |
| Angela Firehouse Parking Lot | \$20/day | | | |
| Simonton Beach Parking Lot | \$20/day | | | |
| Ferry Terminal Parking Lot | \$20/day | | | |
| Historic Bight Parking Lots | \$48/day | | | |
| Mallory Square Parking Lot | \$48/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.

Required: Event Site Map / Layout

Event Name: Conch Republic Street Fair Event Date: April 18 2026

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

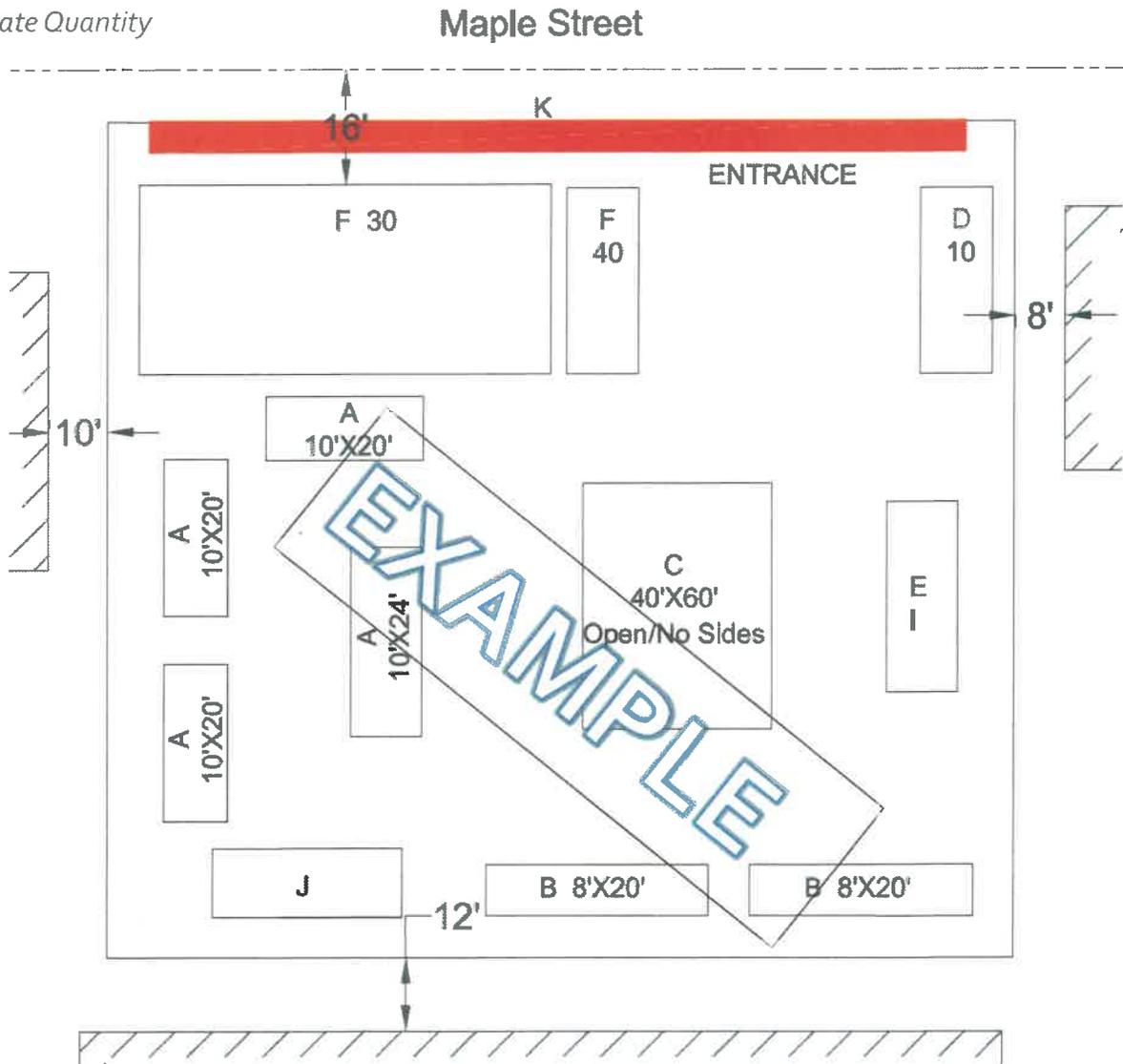
INITIALS REQUIRED

RS Attach Site Map Layout RS Attach impacted Streets Map

Event Site Map Layout Legend:

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

* Indicate Tent sizes
 ** Indicate Quantity



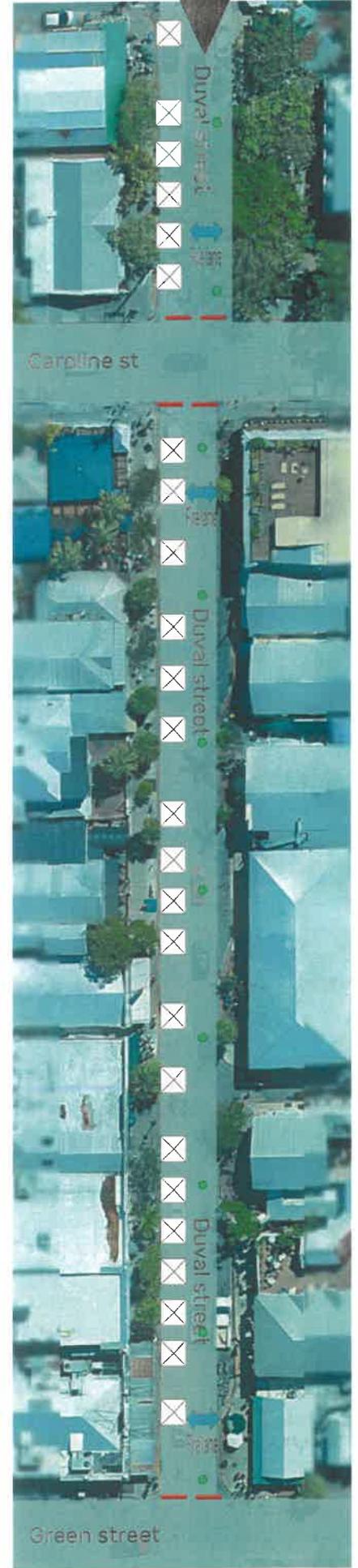
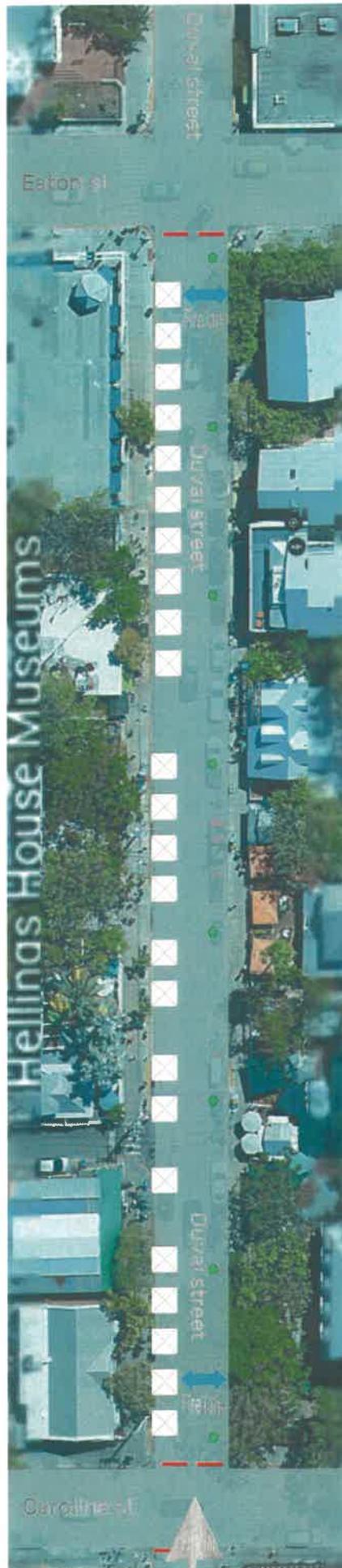
MAP

Conch Republic Street Fair 2026

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

Barricades are
shown in red

Trash and
recycle
locations are
shown in green



Event Name: Conch Republic Street Fair Event Date: April 18 2026

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 7:00 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: no amplified noise, normal conversation levels of noise.

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

INITIALS REQUIRED

- 1. Applicant(s) has reviewed the City Code regarding Noise limitations and understands that an exemption from the noise control ordinance requires approval from the City Commission. Applications for noise exemptions must be received 30 days before the event
2. The processing fee for the application is \$98.57, due upon submission of application. Include this fee in the Special Event Fee Schedule.
3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

For more information on Noise and Noise Exemptions, consult the Special Event Guide and read the City Code Section 26-192

Event Name: Conch Republic Street Fair Event Date: April 18 2026

Non-Profit Organization Name The Key West Cultural Preservation Society

Tax ID/EIN # 59-2631154 Representative Ryan Stiners

Purpose of Organization Run Sunset Celebration and Other Cultural Activities

Phone 786 565 7448 Email Sunmail@sunsetcelebration.org

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?
Operating expenses for sunset such as Advertising, Insurance, and staff fees.

INITIALS REQUIRED

- RS 1. **Services Waived:** The first \$1,000.00 of costs as specified in Section 6-26 (d) of the Code of Ordinances may be waived for any Event Organizer or Sponsor organization which qualifies as a tax-exempt Non-profit organization according to State or Federal law. Acceptance of this waiver by such Event Organizer or Sponsor organization shall render the Special Event a public accommodation subject to Human Rights provision of Section 38-225.
- RS 2. **Approval:** Supplement B must be reviewed and approved for Non-profit waivers to be granted. Neither Completion nor Submission of this form guarantees a waiver will be granted.
- RS 3. **Monies Received:** Within 30 days of the event completion the Event Organizer agrees to submit to the City Commission a letter from the Non-profit Organization receiving the waiver stating the amount of monetary donation received from the event.
- RS 4. **Accounting:** Within 30 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.

By checking "I agree", you agree and acknowledge your electronic signature is valid and bonding in the same force as a handwritten signature. Date 02/13/26

| | |
|---|----------------------------------|
| Event Name: <u>Conch Republic Street Fair</u> | Event Date: <u>April 18 2026</u> |
|---|----------------------------------|

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

Please contact the following City representatives before completing your application:

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

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

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

EVENT ACTIVITIES – Check all that apply to the Special Event

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

INITIALS REQUIRED

- RS **1. Alcohol:** Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission by Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Applicant must have a [liquor license](#) and provide liquor liability insurance.
- RS **2. Cooking Safety:** If cooking, a KWFD Fire Watch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment.
- RS **3. Sidewalks:** Structures must not interfere with pedestrian movement on the sidewalk. The Special Event Site Plan must show a minimum setback of six (6) feet from the property lines.
- RS **4. Special Event Site Map:** Indicate where structures, tents, stages, cooking equipment, etc. will be located. The layout must also identify distances to the nearest buildings and property line. If seating will be provided, show seating/Chair arrangement.
- RS **5. Cooking Oil:** Cooking oil must be disposed of properly. Vendors found dumping cooking oil improperly will result in forfeiture of a portion of the Event deposit.

Event Name: Conch Republic Street Fair Event Date: April 18 2026

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 Avila (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: 90 (approximate)

Total Number of Merchandise Vendor Tents: 90 (approximate)

Total 59

Tent Supplier Name Vendors supply own tents Contact Number _____

Size & Type of Tents: 10 x 10 easy up tents.

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

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

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

*Exit plans must be indicated on Site Map Layout.

STRUCTURES

What structures will be erected? 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: Conch Republic Street Fair Event Date: April 18 2026

STREET CLOSURE INFORMATION

Street(s) to be closed Duval st Block/Address Number(s) 200 & 300 0blocks

Cross-Streets: between _____ and _____

Closure Date(s) April 18th 2026 Time 8:00 am AM/PM to 7:30 pm AM/PM

INITIALS REQUIRED

RS

1. **Non-Profit Inclusion:** Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a Non-profit organization. When an Event Organizer proposes a Special Event that will cause the closing of a city street or other public right-of-way, the Event Organizer must donate at least 25% of the Event Organizer's gross revenues or \$1000.00, whichever is greater, to at least one Non-profit organization. The Event Organizer must designate the Non-profit organization(s) on the application for the event. Each named Non-profit organization must provide the City Manager with a letter of agreement with the Event Organizer.

RS

2. **Consent:** The Event Organizer must have neighboring businesses sign a petition of no objection to the street closure. A template consent form can be found in the Special Events Guide.

RS

3. **ADA Restrooms:** Whenever the Event Organizer of a Special Event provides temporary bathroom facilities within the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

RS

4. **Insurance:** Typical insurance policies may not provide coverage for accidents that may occur off private property and in the City Right-of-way. Events taking place within City Right-of-Way require insurance in the amount of \$2M – liability and \$2M – aggregate.

RS

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

RS

6. **Emergency Access:** The closed street/roadway will immediately be 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

By checking "I agree", you agree and acknowledge your electronic signature is valid and bonding in the same force as a handwritten signature. Date 02.13.23

Event Name: Conch Republic Street Fair Event Date: April 18 2026

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? N/A

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

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

INITIALS REQUIRED

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

- 11. Event Organizer is responsible for any and all environmental cleanup, restoration, fees, fines, etc. associated with the activity and shall put in place any and all measures to eliminate environmental contamination to the City Property that may be caused by the Event activity.
- 12. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed no later than close of business of the last day of the event. Event Organizer should plan accordingly. City of Key West may impose additional fees for use of City Property beyond usage dates.

INITIALS REQUIRED for Truman Waterfront Property

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

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

CERTIFICATE OF LIABILITY INSURANCE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

| PRODUCER Haas & Wilkerson Insurance 4300 Shawnee Mission Parkway Fairway, KS 66205 913 432-4400 | CONTACT NAME: Sloane Lomenick PHONE (A/C, No, Ext): 913 432-4400 FAX (A/C, No): E-MAIL ADDRESS: sloane.lomenick@hwins.com | | | | | | | | | | | | | | |
|---|--|-------------------------------|--------|--|-------|-------------|--|-------------|--|-------------|--|-------------|--|-------------|--|
| INSURED Key West Cultural Preservation Society dba Sunset Celebration PO Box 4837 Key West, FL 33041 | <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : ACE American Insurance Company (CHUBB)</td> <td>22667</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : ACE American Insurance Company (CHUBB) | 22667 | INSURER B : | | INSURER C : | | INSURER D : | | INSURER E : | | INSURER F : | |
| INSURER(S) AFFORDING COVERAGE | NAIC # | | | | | | | | | | | | | | |
| INSURER A : ACE American Insurance Company (CHUBB) | 22667 | | | | | | | | | | | | | | |
| INSURER B : | | | | | | | | | | | | | | | |
| INSURER C : | | | | | | | | | | | | | | | |
| INSURER D : | | | | | | | | | | | | | | | |
| INSURER E : | | | | | | | | | | | | | | | |
| INSURER F : | | | | | | | | | | | | | | | |

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE | ADDL SUBR INSR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|----------|---|--------------------|---------------|-------------------------|-------------------------|---|
| A | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER: | | G4669935A | 06/01/2025 | 06/01/2026 | EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$Excluded PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$5,000,000 \$ |
| | AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY | | | | | COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| | UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ | | | | | EACH OCCURRENCE \$ AGGREGATE \$ \$ |
| | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | | | | | PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ |

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

| | |
|---|--|
| CERTIFICATE HOLDER City of Key West, Florida 1300 White Street Key West, FL 33040 | CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE |
|---|--|

Annual Conch Republic Days Street fair Sun April 18th 2026

Once again during the conch Republic days we will be having a street fair with sales of hand made arts and crafts. Please support us as we celebrate all that is quirky and interesting about Key West. Keep the spirit of the conch republic alive. The proceeds from the event will be used to support non profits and local artists. Please sign to say you do not oppose our fair.

| | Name of Business | Address | Signature |
|----|--|------------------|-----------|
| 1 | Wicked Lick | 335 Duval St FL | |
| 2 | Key West The Key West Hotel | 325 Duval Street | |
| 3 | Dan Gabbay | 329 Duval Street | |
| 4 | Neptune Designs | 301 Duval Street | |
| 5 | FAT TUESDAY | 305 DUVAL ST. | |
| 6 | Keywest cannabis bar | 201 Duval St. | |
| 7 | sugarsheet | 221 Duval st | |
| 8 | skin Kin Crafter | 217 Duval | |
| 9 | SERGEI POLISHKO | 215 Duval | |
| 10 | Fiz2Run | 211 Duval | |
| 11 | The Greenhouse | 711 Duval | |
| 12 | 96 Shades | 432 Greene St | |
| 13 | Rick's BAR | 202-208 DUVAL | |
| 14 | Mile 222 | 222 Duval St | |
| 15 | HARD ROCK CAFE | 313 DUVAL STREET | |
| 16 | Oldest House | 322 Duval St | |
| 17 | The Shop | 326 DUVAL St. | |
| 18 | Bikini Village | 326 Duval St | |
| 19 | Berkshire Hathaway | 336 Duval St. | |
| 20 | | | |
| 21 | | | |
| 22 | | | |
| 23 | | | |
| 24 | | | |

CINCINNATI OH 45999-0038

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

00006383
BODC: TE


KEY WEST CULTURAL PRESERVATION
SOCIETY INC
PO BOX 4837
KEY WEST FL 33041

004593

Employer ID number: 59-2631154
Form 990 required: YES

Dear Taxpayer:

We're responding to your request dated Nov. 29, 2019, about your tax-exempt status.

We issued you a determination letter in May 1986, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(3).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

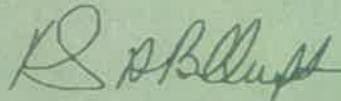
0248254921
Dec. 10, 2019 LTR 4168C 0
59-2631154 000000 00
00006384

KEY WEST CULTURAL PRESERVATION
SOCIETY INC
PO BOX 4837
KEY WEST FL 33041

local time, Monday through Friday (Alaska and Hawaii follow Pacific
time).

Thank you for your cooperation.

Sincerely yours,



Kim A. Billups, Operations Manager
Accounts Management Operations 1



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

Detail by FEI/EIN Number

Florida Not For Profit Corporation
KEY WEST CULTURAL PRESERVATION SOCIETY, INC.

Filing Information

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

Principal Address

402 Wall st
 Mallory Square
 KEY WEST, FL 33040

Changed: 05/31/2024

Mailing Address

P.O. BOX 4837
 KEY WEST, FL 33041

Changed: 04/12/2010

Registered Agent Name & Address

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

Name Changed: 03/05/2023

Address Changed: 03/05/2023

Officer/Director Detail

Name & Address

Title Treasurer

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

Title Secretary

Ford, Lisa
311 Truman Ave
Key West, FL 33040

Title Chairman

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

Title Director

Aliaga, Sean
2418 Patterson Ave
Key West, FL 33040

Title Director

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

Title Director

Wikane, Erik
5222 Colledge Rd
Key West, FL 33040

Title Vice Chair

Anderson, Jase
116 Star Lane
Key West, FL 33040

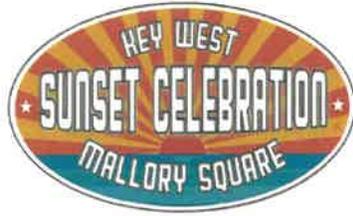
Annual Reports

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

Document Images

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| 02/28/2024 – ANNUAL REPORT | View image in PDF format |

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| 02/18/1998 -- ANNUAL REPORT | View image in PDF format |
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| 03/04/1996 -- ANNUAL REPORT | View image in PDF format |
| 05/01/1995 -- ANNUAL REPORT | View image in PDF format |



Cultural Preservation Society
Sunset Celebration at Mallory Square

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

Dear Mr. Barroso,

On behalf of our organization, I am submitting an application for an Arts & Crafts Street Fair on Saturday, April 18th on the 200 and 300 blocks of Duval Street. Our street fair will feature exclusively hand-made items with no "buy/sell" merchandise allowed. No large food vendors will be invited to participate.

We may have 2-4 small food booths (guacamole, cut open coconuts etc.). Our site map proposal allows for access to restaurants on Duval and handicap access to the sidewalks.

We will not sell alcohol. We are asking for the use of Duval Street between Caroline and Green, with a street closure from 8:00 am, To 7:30 pm. The street fair hours would be between 10:00 am, and 6:00 pm. We also have requested the use of parking areas for our vendors.

Our proposed site map allows for approximately (63) 10x10 booths.

Thank you for your consideration of our application.

If you have any questions, please call me at 305.393.9990

Sincerely,
Ryan Stimers

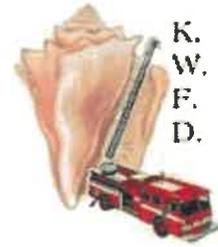
Treasurer Cultural Preservation Society

Special Event Permit Application

Department Approvals

| | |
|---|------------------------------|
| Event Name: <u>Conch Republic Street Fair</u> | Event Date: <u>4/18/2026</u> |
|---|------------------------------|

| Department | Signature / Restrictions / Conditions |
|------------------------|---|
| Special Events Manager | <i>Kelli Funkhouser</i> |
| Code Compliance | Chris Counsellor |
| Engineering | <i>Doug Bradshaw</i> |
| Fire Department | Dereck Berger emailed KWFD Conditional Memo |
| KW DOT | |
| Parking | |
| Police Department | jt |
| Port & Marine Services | Steve McAlearney |
| Property Management | |
| Community Services | Gregory Veliz Jr |
| Utilities | |
| Risk Management | COI to be approved upon receipt |
| Other | |



THE CITY OF KEY WEST

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

To: Ryan Stimers (streetfair@sunsetcelebration.org)

From: Lieutenant Dereck Berger

Date: 3/10/26

Reference: Conch Republic Street Fair 2026

This office reviewed the special event application for the Conch Republic Street Fair to be held on April 18, 2026. Hours of operation 10am-6pm.

The following conditions apply:

- Any cooking, generator use or street closure that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- All street closures shall allow for emergency vehicle passage.
- Event organizer is responsible for (2) Fire Personnel \$75.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- **Please note that an additional hour will be billed to cover the inspection and setup of equipment for your event.**
- **Applicant is responsible for reaching out if the event is cancelled or if there are any changes.**
- **Event coordinator is responsible for scheduling the inspection with this office (contact number 305-809-3933).**

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

Dereck Berger

Lieutenant/Inspector

Key West Fire Department

Office 305-809-3917

Dereck.berger@cityofkeywest-fl.gov

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

326E L S 3M W 3X



Key West Fire Department

Office of the Fire Marshal

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

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

Food Booth and Vendor Regulations

Vendor Booth Construction and Location

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

Butane or Propane equipment:

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

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

Electrical Power:

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

Charcoal Cooking:

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

Deep Fat Frying/Flambé/Open Flame Cooking:

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

Fire Extinguishers:

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

Miscellaneous:

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

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

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

Any booth not in compliance will be immediately closed.

Fire Safety Tips

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