

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) KEY WEST ART CENTER Lois Songer

Address of Applicant(s) 301 FRONT ST KW, FL 33040

Phone Number of Applicant(s) 294-1243 Fax: _____ Email KWCRAFTSHOW @ earthlink.net

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

Address of Non-Profit(s) 301 FRONT ST KW, FL 33040

Phone Number of Non-Profit(s) 305-294-1243

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

Date/Dates of Event FEB 23-24, 2013

Hours of Operation 10-5

Estimated/anticipated number of persons per day 10,000

Location of Event Whitehead St & Caroline

Street Closed Whitehead from Greene to Eaton 1 Block Caroline

Detailed description of event ART FESTIVAL 100 ARTIST BOOTHS
NO FOOD NO ALCOHOL

Noise exemption required: Yes _____ No X

Alcoholic beverages sold/served at event: Yes _____ No X

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.

Lois Songer

Applicants Signature

12/15/12

Date

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

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 LP5
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 LP5
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 LP2
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 LP5
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 LP5 N/A

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 LPS N/A
9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.
Sponsor's Signature LPS
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 LPS
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 LPS
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 LPS
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 LPS
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 LPS
15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.
Sponsor's Signature LPS

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 LP5

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 LP8

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 LP8.

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Jane Grannis Phone number: _____
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum ✓ Glass _____ #1 Plastic ✓ #2 Plastic _____ Steel _____
Corrugated Cardboard ✓ Other: _____
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at the event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every 1 trash barrels will be used).
Amount of recycling and garbage containers needed: 15 each
- 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: MARGARET LARA
- Capacity of containers on grounds: _____
Contact person for containers: _____ Phone #: _____
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: _____
- Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: WASTE 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: _____
Actions taken: _____
- View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____
Actions taken: _____
- Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program
Comments: _____
- Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.
- At the end of the event, remove signs and arrange for their return to owners.
- Place recycling containers in the pick-up location, as arranged with the providers of the containers.
- Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.
Amount of material: _____
Contamination: _____
- Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.
- Share the results with event organizers.
- Security deposit of \$1000.00 must be submitted prior to the event. ✓
- Security deposit returned: _____

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



THE CITY OF KEY WEST

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

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

Luis Soryk

ART FESTIVAL
301 FRONT STREET
KEY WEST, FL 33040

139
63-928/670
6

12/31/12 Date

Pay to the
Order of

City of Key West
One thousand and 00/100

\$ 1000.00

Dollars

Security
Features
Details on
Back

TIB
BANK

Key West, Florida 33040

For

DEPOSIT RECYCLE

Lois Singer

City of Key West
*** CUSTOMER RECEIPT ***
Oper: KEYWVSB Type: OC Drawer: 1
Date: 1/03/13 45 Receipt no: 27607
Description Quantity Amount
ZZ UNUSUAL PAYMENT 1.00 \$1000.00
G/L account number:
00100002200100

ART FESTIVAL RECYCLE DEPOSIT

Tender detail
CK CHECK 139 \$1000.00
Total tendered \$1000.00
Total payment \$1000.00

Trans date: 1/03/13 Time: 10:41:26

Feb. 23-24 ART SHOW

I have been notified by the Key West Art Center of the dates for the upcoming 2013 Old Island Days Art Festival , Feb. 23-24, 2013.

| <u>Name/business</u> | <u>Address</u> |
|-------------------------|----------------|
| Morgan, Cintron & Hogan | 317 Whitehead |
| Kelly's | 301 Whitehead |
| 6D Cinema | 218 Whitehead |
| Diva Designs | 218 Whitehead |
| Audubon House | 205 Whitehead |

[Handwritten signatures and notes in blue ink]
Robert Cintron
Cair 4.1
[Signature]



Bogdan Vitas
City Manager

THE CITY OF KEY WEST

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

Lois Songer
Cell phone
942-9751

RELEASE AND INDEMNIFICATION

I Lois Songer DBA business as Key West Art Center 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 compensate, 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(is) 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, invitee, or participants in the related activities permitted.

Portia Navarro
Signature of Witness

PORTIA NAVARRO
(Print Name)

1/2/13
Date

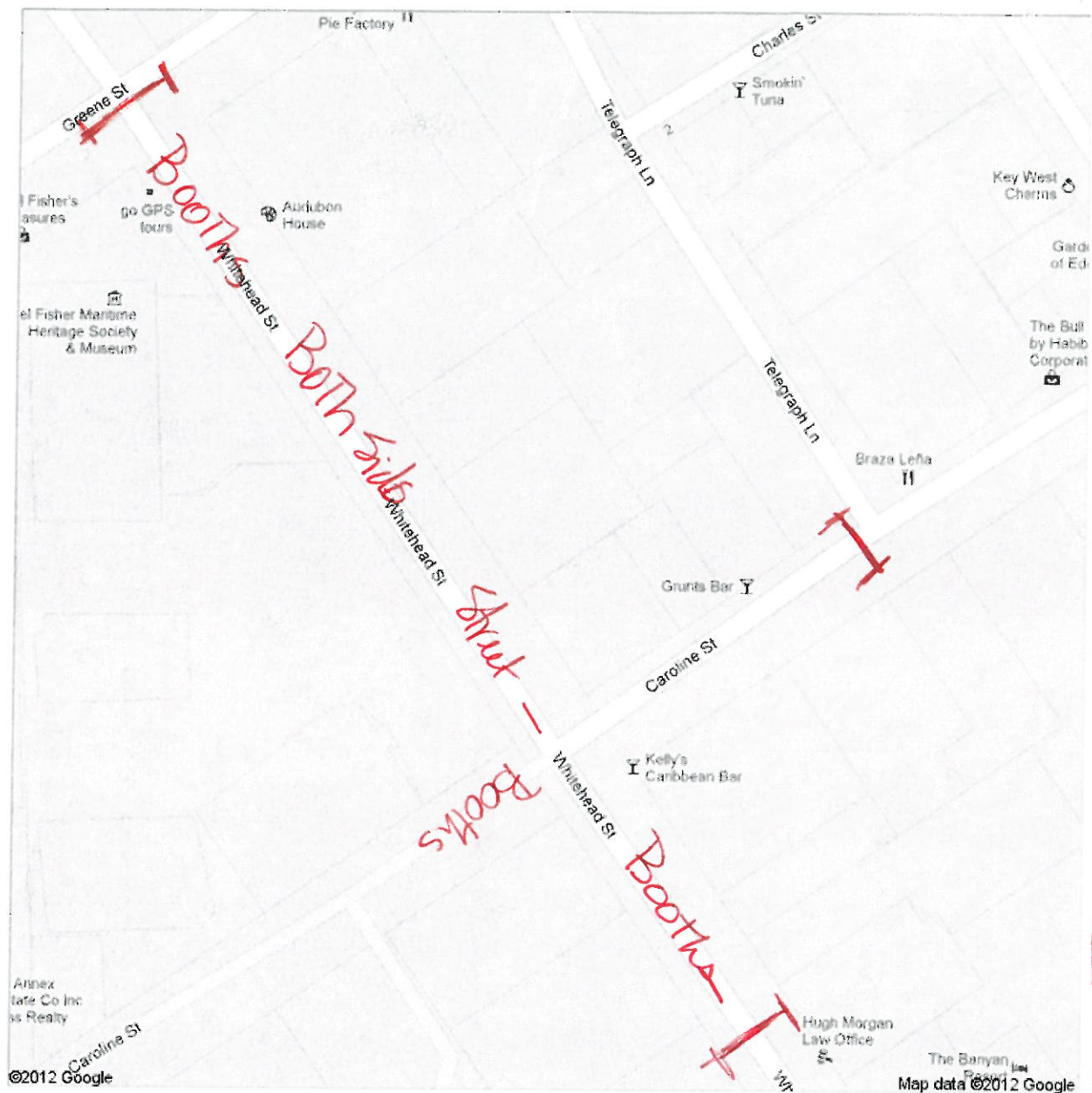
Lois Songer
Signature of Applicant

Lois SONGER
(Print Name)

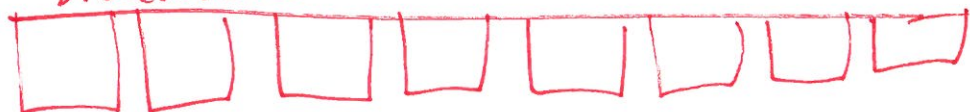
1/2/13
Date

Google

Old Island Days Art Festival



Booths set up
sidewalk



Whitehead St

side walk



Caroline

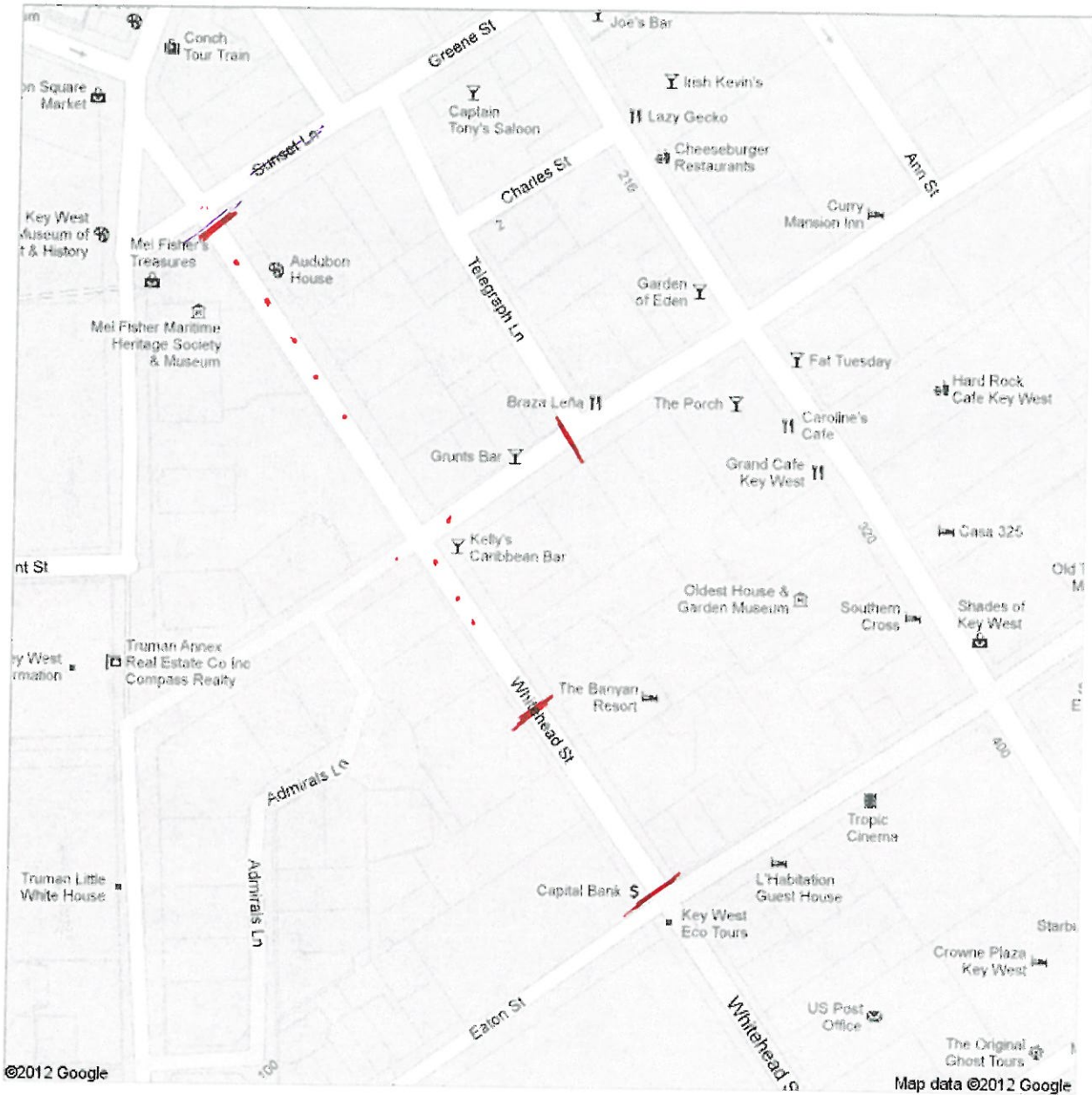
Barricade
+ Eaton
St.



12/31/2012 8:28 AM

Google

Old Island Days Art Festival



— Barriades
• Trash



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:

Use of small section at Truman waterfront
across from Eco Discovery Center for large
vehicle parking from Friday Feb — to
Monday Feb —
Contact is usually Doug Bradshaw for
approval - Doug has given approval verbally.

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

(305) 809-3855 jwilkins@keywestcity.com



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

Please Check All That Apply To This Event

Cooking

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

Electrical Power

- ☐ 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 # 100
- ☐ Total Number of Booths - 100

Parade

- ☐ Floats – Total # 0

Key West Art Center ART Show
Whitehead Street

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

EVENTS (INITIAL SIGNOFF):

Maria Raxen *1/4/13*
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ PUBLIC WORKS

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ POLICE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

FIRE DEPARTMENT

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

✓ KWDOT/PORT

Wayne W *01-08-13*
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Detour plan OK
for transit.

CODE COMPLIANCE

SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

EVENTS:

REQUEST HAS BEEN APPROVED _____
DENIED _____

(if denied attach explanation)

Event Name: OLD ISLAND DAYS ART FESTIVAL

Special Event Checklist

Everything must be checked off before
submitting the special event application

| X | TITLE | COMMENTS |
|---|--|---|
| | Special Event Application | ✓ lps |
| | Noise Exemption (If applicable) | ✓ N/A |
| | \$50.00 for Noise | ✓ N/A |
| | Ordinance initialed | ✓ lps |
| | Recycling checklist completed | ✓ lps |
| | Recycling deposit \$1,000.00 | ✓ lps |
| | Recycling Plan | ✓ lps |
| | Authorization Letter for continuous cleaning of recycled area | ✓ lps |
| | Signatures of No Objection of Street closure (If applicable) | ✓ lps |
| | Insurance naming the City as additional insured | PORTER ALLEN IN PROCESS |
| | Financial of previous event (If applicable) | N/A |
| | Release & Idemnification Form | lps N/A |
| | Site Map (where barricades, stages, etc are to go) | ✓ lps |
| | Letter from non profit that states they will be receiving the funds | KW art Center is applicant's Recipient |

Lois Songer



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

Key West Art Center
Old Island Days Art Show
February 23 & 24, 2013

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

Signature of Witness

Signature of Applicant

Print Name

Print Name

Date

Date

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

Key West Art Center ART Show
 Whitehead Street Feb 23-24
 2013

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

EVENTS (INITIAL SIGNOFF):

Maria Rattazzi 1/4/13
 SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

 SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

POLICE DEPARTMENT

[Signature] 1/7/13
 SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

Will require EXTRA
duty officers -

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)

Key West Art Center Art Show
Whitehead Street

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

EVENTS (INITIAL SIGNOFF):

Maria Ruff 1/4/13
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

[Signature]
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)