

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: Hemingway Days Caribbean Street Fair
Location: 200-300 blocks of Duval St.
Event Date(s): July 25-2016 Event Hours: 10AM-9PM
Set-Up Date: July 25 Set-Up Time: 8:00 AM
Break-Down Date: July 25 Break-Down Time: 8:00 PM
Number of Expected Attendees: up to 5,000 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.

In celebration of Ernest Hemingway, this event is an open air market featuring arts and crafts, food and drinks

EVENT ORGANIZER INFORMATION

Company or Organization Name Literacy Volunteers of America
Name Mary Casanova Phone number 305-304-0578
Mailing Address 2405 N. Roosevelt Blvd.
City Key West State FL Zip 33040 Email marycasanova77@gmail.com
Tax ID / EIN# 85-0050312 Event Website: _____

SECONDARY CONTACT INFORMATION

Name Viktor Slavov Phone number 305-304-1682
Company or Organization Name Literacy Volunteers
Email vslavov1@aol.com

SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes Complete Supplement A No
Non-Profit Applicant or Benefit: Yes Complete Supplement B No
Alcoholic Beverages Sold/Served at Event: Yes Needs City Commission Approval No
Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission through Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must have a liquor license and provide liquor liability insurance.

INITIALS REQUIRED

Event Name: Hemingway Days Caribbean Street Fair

Event Date: 7/25/26

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: Literacy Volunteers of America (LVA) **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: Literacy Volunteers of America (LVA) **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: Literacy Volunteers of America (LVA) **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: _____ Literacy Volunteers of America (LVA) Signature: YMC

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: _____ Literacy Volunteers of America (LVA) Signature: YMC

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: _____ Literacy Volunteers of America (LVA) Signature: YMC

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: _____ Literacy Volunteers of America (LVA) Signature: YMC

Event Screening Questionnaire

Event Name: Hemingway Days Caribbean Streete Fair Event Date: 7/25/26

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 type="checkbox"/> Complete Supplement D	No <input checked="" 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"/>
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The applicant does acknowledge and hereby affirms that any and all information of this application and all of its supplements are accurate to the best of their knowledge. The applicant(s)/permittee agrees to assume full responsibility and liability for and indemnify and hold the City of Key West harmless from and against all liability, claims for damages, and suits for or by reason for an injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City their agents or employees.

By checking "I agree", you agree and acknowledge your electronic signature is valid and bonding in the same force as a handwritten signature. Date 4/15/26

Required – Waste/Recycling Plan

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

Event Name: Hemingway Days Caribbean Street Fair Event Date: 7/25/26

WASTE/RECYCLING POINT OF CONTACT

Name Mary Casanova Phone Number 305-304-0578
Email marycasanova77@gmail.com Number of people dedicated to recycling 8

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 an estimated of the 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
Business name and contact information

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

- 1-Community Services provides waste/recycling service and invoices Event accordingly.
- 2-Event provides staff to handle waste/recycling during event. Small events only must be approved

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

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

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

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

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: Hemingway Days Caribbean Street Fair Event Date: 7/25/26

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

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

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

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

- Encourage Walking
- Encourage Biking
- Providing Bike Security with Valet
- Include Ride Service with VIP Passes
- Provide Pre-Sale parking only
- Premium parking prices
- Partner with Transit System/Buses
- Partner with Transit Friendly Hotels
- Partner with Restaurants/Bars
- Partner with Rideshare/Taxi Companies
- Implement Shuttles
- Other: _____

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$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.

Event Name: NA Event Date: _____

Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

Noise limitations - Within a core commercial district as defined in this article, the maximum dBA and dBC sound levels permitted on any property located therein shall be as follows:

The average measurement taken between ten (10) and twenty (20) seconds shall be no greater than the maximum levels set out below. The measurement shall be taken from the sound source property line, or individual lease boundary in the case of property which has been subdivided by the execution of individual leases, of the noise generating property at a location that is closest to the complainant's property line:

- a. Eighty-five (85) dBA or ninety-four (94) dBC between the hours of 11:00 a.m. and 2:59 a.m.*
- b. Seventy-five (75) dBA or eighty-four (84) dBC between the hours of 3:00 a.m. and 10:59 a.m.*

In any residential or commercial district as defined in this article, a decibel meter shall be used for a complaint of unreasonable noise made at or within 100 feet of the property line of the sound source. The decibel reading shall be made at the location of the complaint. The investigating officer shall issue a citation for unreasonably excessive noise, unless in his judgment a warning is sufficient to cease the violation. There shall be no more than a total of one warning per offending person or establishment.

Events that expect to exceed decibel levels set for their area must get a Noise Exemption from the City Commission. Noise Exemptions cannot be issued for the same location within 60 days of the last noise exemption approval.

Describe the Potential Noise Sources: _____

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

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 \$93.88, 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

Special Event Permit Application

Supplement B – Non-Profit Verification

Event Name: Hemingway Days Caribbean Street Fair Event Date: 7/25/26

Non-Profit Organization Name Literacy Volunteers of America (LV)-Monroe County, Inc.

Tax ID/EIN # 05-0050312 Representative Mary Casanova

Purpose of Organization Teach reading, writing and English

Phone 305-304-0578 Email marycasanova77@gmail.com

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?
100% will go toward supporting our local literacy program

INITIALS REQUIRED

- mc 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.
- mc 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.
- mc 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.
- mc 4. **Accounting:** Within 90 days following the Special Event, the Event Organizer or Sponsor organization will ensure that the Non-profit organization receiving the waiver submits to the City Commission an accounting of expenses and revenues incurred and generated during the event.

SIGNATURE AND ATTACHMENT REQUIRED

I hereby certify that the above-named Non-profit organization is a bona fide, in good standing, domestic civic, educational, charitable, fraternal, or religious organization under the laws of the State of Florida or with proper tax exemption status with the Internal Revenue Service; that the organization is the actual sponsor of the event described and that all the proceeds from the event, after necessary direct expenses, will be used for civic, educational, charitable or religious purpose.

I further certify that the answers to the above questions are correct and complete to the best of my knowledge and belief. I also understand that any organizations who fraudulently seek exemption shall be subjected to civil and criminal penalties provided for in Florida Statutes.

Provide a copy of your organization letter issued by the I.R.S. or Secretary of State verifying tax exempt status.

By checking "I agree", you agree and acknowledge your electronic signature is valid and bonding in the same force as a handwritten signature. Date 4/15/26

Special Event Permit Application

Supplement C – Food & Safety

Event Name: Hemingway Days Caribbean Street Fair Event Date: 7/25/26

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

Please contact the following City representatives before completing your application:
 Fire Department and EMS – Chief Alan Averette (305) 809-3938
 Police Department – LT Joseph Tripp (305) 809-1027

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

EVENT ACTIVITIES – Check all that apply to the Special Event

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

INITIALS REQUIRED

- mc 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.
- mc 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.
- mc 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.
- mc 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.
- mc 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.

Special Event Permit Application

Supplement D – Tents & Structures

Event Name: Hemingway Days Caribbean Street Fair Event Date: 7/25/26

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

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938
Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout Yes [checked] No []

TENTS

Total Number of Food/Beverage Vendor Tents: possibly 5
Total Number of Merchandise Vendor Tents: possibly 30
Total: 35

Tent Supplier Name NA Contact Number

Size & Type of Tents: we only sell street space. the spaces we sell are 10 x 12 for arts and crafts and 10-16 for food. People provide their own tents if they use tents

Provide Certificate of Flame Resistance/Retardant for Tent Fabric. Yes [] No [checked]
Will there be any combustibles or flammable liquids under the tent? Yes [] No [checked]
Will the sides of the tent be used? Yes* [] No [checked]
*Exit plans must be indicated on Site Map Layout.

STRUCTURES

What structures will be erected? some vendors bring tables. some erect a tent. We don't ask. All we do is sell space.

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:
NA we don't know all we do is sell space, 10x12 and 10x16 feet

Special Event Permit Application

Supplement E – Street Closure

Event Name: Hemingway Days Caribbean Street Fair Event Date: 07/25/2026

STREET CLOSURE INFORMATION

Street(s) to be closed Duval Street Block/Address Number(s) 200 and 300'
Cross-Streets: between Duval and Greene, Caroline, Eaton, Fleming
Closure Date(s) 07/25/2026 Time 10 AM AM/PM to 9 PM AM/PM

INITIALS REQUIRED

- mc 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.
- mc 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.
- mc 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.
- mc 4. **Insurance:** Typical insurance policies may not provide coverage for accidents that may occur off private property and in the City Right-of-way. Events taking place within City Right-of-Way require insurance in the amount of \$1M – liability and \$2M – aggregate.
- mc 5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.
- mc 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 4/15/26

Special Event Permit Application

Supplement F – City Property

Event Name: Hemingway Days Caribbean Street Fair Event Date: 7/25/26

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? NA

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.

Required: Event Site Map / Layout

Event Name: Hemingway Days Caribbean Street Fair

Event Date: 07/26/2025

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

mc Attach Site Map Layout

mc Attach Impacted Streets Map

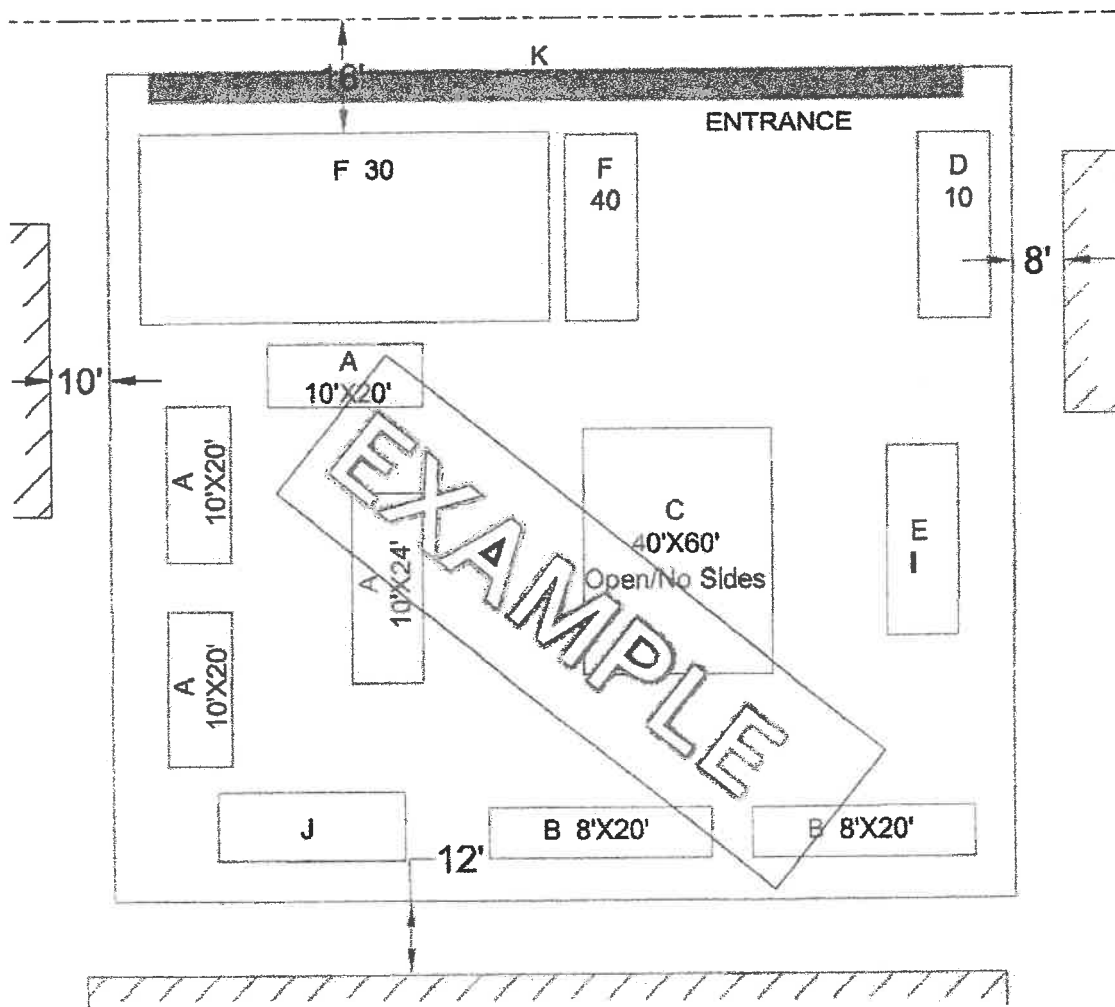
Event Site Map Layout Legend:

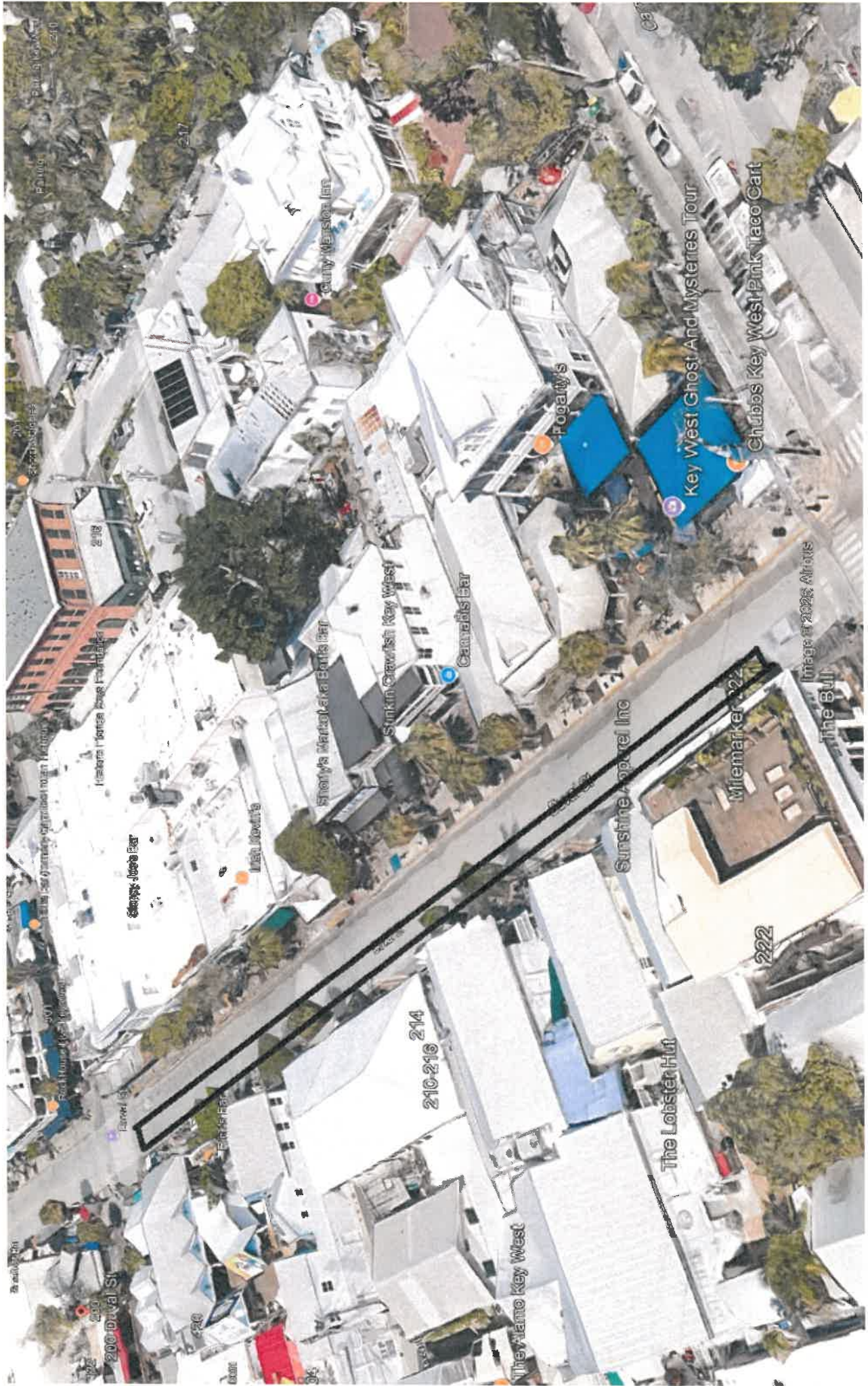
- | | | |
|------------------------------|-------------------|-------------------------|
| A. Food/Bev. Vendor Tents* | F. Car Parking** | K. Podiums |
| B. Merchandise Vendor Tents* | G. Bike Parking** | L. Fire Lane (RED LINE) |
| C. Seating Tents* | H. Roads Closed | M. Label Street(s) |
| D. Toilets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

* Indicate Tent sizes

** Indicate Quantity

Maple Street

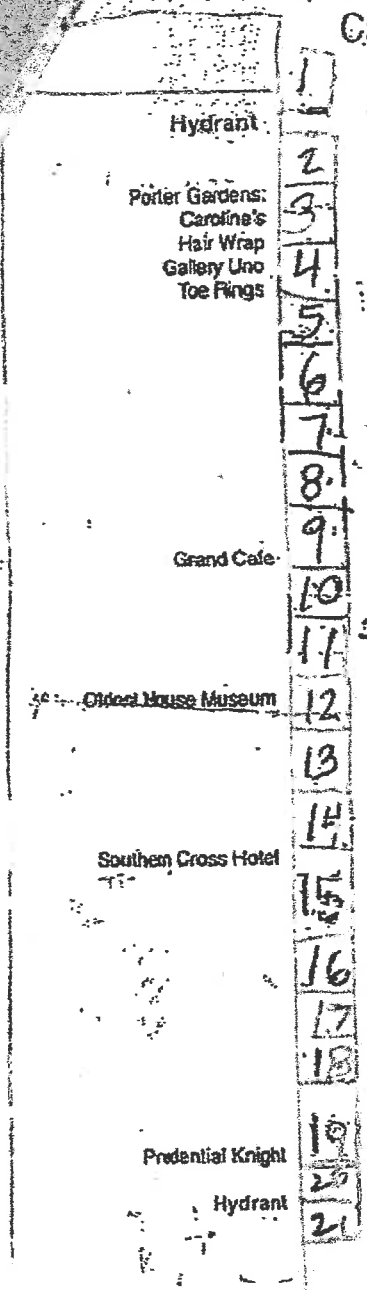




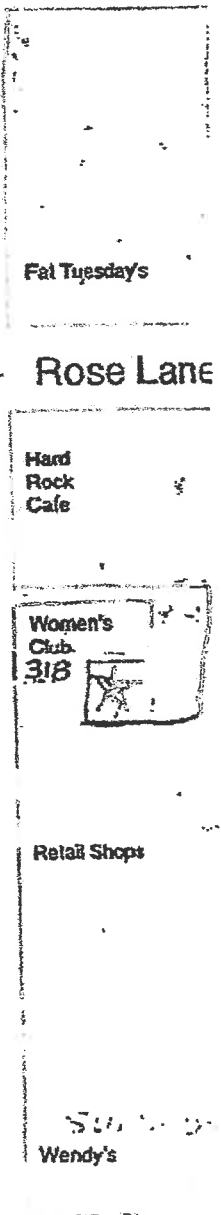
200 Block

Example

300 Block
Caroline Street



DUVAL STREET



300 Block Seating Chart

- 3-1 Josepha
- 3-2 Antonio's Art
- 3-3 Coconut Retriever
- 3-4 Treasures from the Sea
- 3-5 Names Unlimited
- 3-6 Mosquito Control
- 3-6A-B Southern Comfort
- 3-7 Sal
- 3-8 Diego Garcia
- 3-9 Allison Kip Kennedy
- 3-10 Key West Spice Company
- 3-11 Joe Natural
- 3-12 Authentic Hemp
- 3-13 Island Girl
- 3-14 Jean Paul
- 3-15 Blackout Island
- 3-16 Jan's Jewels
- 3-17 KW Body Scrubs
- 3-18 Knotty Dog
- 3-18A Tiles by the sea
- 3-19 GoJu Art
- 3-20 Smokin D's

Event Parking

Eaton Street

Example Vendor Layout

Literacy Volunteers of America (LVA) —

-- Monroe County, Inc.

2405 North Roosevelt Blvd., Key West, FL 33040

305-294-4352 FAX: 305-296-1337

Email: info@literacyvolunteers-flkeys.org

300
BLOCK

A signature indicates I am not opposed to the Hemingway Days Caribbean Street Fair Fundraiser for Literacy Volunteers of America-Monroe County, Inc. on Saturday July 25, 2026

319 Duval Street/Signature Andrea Wagner

313 Duval Street/Signature No Manager

305 Duval Street Signature Mark

301 Duval Street Signature [Signature]

303 Duval Street Signature [Signature]

327 Duval Street Signature [Signature]

329 Duval Street Signature [Signature]

325 Duval Street Signature [Signature]

335 Duval Street Signature [Signature]

335 Duval Street Signature [Signature]

335-A Duval Street Signature [Signature]

331 Duval Street Signature [Signature]

"An affiliate of Pro Literacy Worldwide"

All services provided without regard to the client's race, color, disability,

or national origin as required by Title VI of the Civil Rights Act

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300
Blvd

A signature indicates I am not opposed to the Hemingway Days Caribbean Street Fair Fundraiser for Literacy Volunteers of America-Monroe County, Inc. on Saturday July 25, 2026

330 Duval Street/Signature 

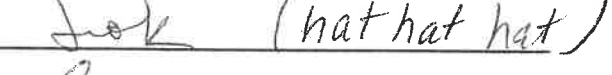
326 B Duval Street/Signature 

326A Duval Street Signature 

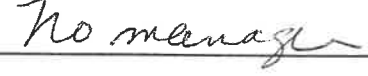
322 Duval Street Signature 

314 Duval Street Signature 

310 Duval Street Signature  NO FOOD

310 Duval Street Signature  (hat hat hat)

429 Duval Street Signature  Carolin

335 Duval Street Signature  No manager

_____ Duval Street Signature _____

_____ Duval Street Signature _____

_____ Duval Street Signature _____

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or national origin as required by Title VI of the Civil Rights Act

200
Block

Literacy Volunteers of America (LVA) —
-- Monroe County, Inc.

2405 North Roosevelt Blvd., Key West, FL 33040

305-294-4352 FAX: 305-296-1337

Email: info@literacyvolunteers-flkeys.org

A signature indicates I am not opposed to the Hemingway Days
Caribbean Street Fair Fundraiser for Literacy Volunteers of
America-Monroe County, Inc. on Saturday July 25, 2026

217 Duval Street/Signature _____

217 Duval Street/Signature _____

215 Duval Street Signature _____

211B Duval Street Signature _____

219 Duval Street Signature _____

219 Duval Street Signature _____

_____ Duval Street Signature _____

_____ Duval Street Signature _____

_____ Duval Street Signature _____

_____ Duval Street Signature _____

_____ Duval Street Signature _____

_____ Duval Street Signature _____

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Literacy Volunteers of America (LVA) —

-- Monroe County, Inc.

2405 North Roosevelt Blvd., Key West, FL 33040

305-294-4352 FAX: 305-296-1337

Email: info@literacyvolunteers-flkeys.org

200 Block
April 5, 2026

A signature indicates I am not opposed to the Hemingway Days Caribbean Street Fair Fundraiser for Literacy Volunteers of America-Monroe County, Inc. on Saturday July 25, 2026

224 Duval Street/Signature Will A Cooper

closed 222 Duval Street/Signature closed 10:10 AM

220B Duval Street Signature [Signature]

220 Duval Street Signature J. S.

It's my Ballerina 100 block manager

218 Duval Street Signature closed 10:12 AM MAD [Signature]

210-216 Duval Street Signature vacant buildings

come back after 2

208 Duval Street Signature Barkeeper thought they'd support, but manager/signer unavailable at 10:20 AM

432 Greene St corner at Duval. Duval Street Signature Emily Meegan

Duval Street Signature _____

Duval Street Signature _____

Duval Street Signature _____

Duval Street Signature _____

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or national origin as required by Title VI of the Civil Rights Act



Department of State / Division of Corporations / Search Records / Search by FEI/EIN Number /

Detail by FEI/EIN Number

Florida Not For Profit Corporation

LITERACY VOLUNTEERS OF AMERICA-MONROE COUNTY, INC.

Filing Information

Document Number	N30523
FEI/EIN Number	65-0050312
Date Filed	02/06/1989
State	FL
Status	ACTIVE
Last Event	CANCEL ADM DISS/REV
Event Date Filed	09/18/2007
Event Effective Date	NONE

Principal Address

2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Changed: 10/23/2014

Mailing Address

2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Changed: 10/23/2014

Registered Agent Name & Address

CASANOVA, MARY
2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Name Changed: 09/04/2003

Address Changed: 10/23/2014

Officer/Director Detail

Name & Address

Title PRESIDENT

Slavov, Viktor
2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Title VICE PRESIDENT

maykut, robert, Dr.
2405 North Roosevelt
Key West, FL 33040

Title SECRETARY

Fowler, Peary, Judge
2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Title EXECUTIVE DIRECTOR

Casanova, Mary
2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Title Treasurer

paul, mills, CPA
2405 North Roosevelt Blvd.
Key West, FL 33040

Annual Reports

Report Year	Filed Date
2024	03/07/2024
2025	04/25/2025
2026	02/02/2026

Document Images

02/02/2026 -- ANNUAL REPORT	View image in PDF format
04/25/2025 -- ANNUAL REPORT	View image in PDF format
03/07/2024 -- ANNUAL REPORT	View image in PDF format
03/20/2023 -- ANNUAL REPORT	View image in PDF format
03/11/2022 -- ANNUAL REPORT	View image in PDF format
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03/04/2019 -- ANNUAL REPORT	View image in PDF format
01/09/2018 -- ANNUAL REPORT	View image in PDF format
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03/26/2016 -- ANNUAL REPORT	View image in PDF format
02/23/2015 -- ANNUAL REPORT	View image in PDF format
10/23/2014 -- AMENDED ANNUAL REPORT	View image in PDF format
01/14/2014 -- ANNUAL REPORT	View image in PDF format

06/11/2013 -- ANNUAL REPORT	View image in PDF format
03/20/2012 -- ANNUAL REPORT	View image in PDF format
01/05/2011 -- ANNUAL REPORT	View image in PDF format
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01/06/2010 -- ANNUAL REPORT	View image in PDF format
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02/25/2004 -- ANNUAL REPORT	View image in PDF format
09/04/2003 -- Amendment	View image in PDF format
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02/05/1998 -- ANNUAL REPORT	View image in PDF format
01/23/1997 -- ANNUAL REPORT	View image in PDF format
03/14/1996 -- ANNUAL REPORT	View image in PDF format
04/03/1995 -- ANNUAL REPORT	View image in PDF format

Special Event Permit Application

Department Approvals

Event Name: <u>Hemingway Days Caribbean Street Fair</u>	Event Date: <u>7/25/2026</u>
---	------------------------------

Department	Signature / Restrictions / Conditions
Special Events Manager	<i>Kelli Funkhouser</i>
Code Compliance	Chris Counsellor
Engineering	<i>Doug Bradshaw</i>
Fire Department	Lt Tyler Jones emailed KWFD Conditional Memo
KW DOT	
Parking	
Police Department	JT
Port & Marine Services	Steve McAlearney
Property Management	<i>[Signature]</i>
Community Services	Gregory Veliz Jr
Utilities	<i>Keely Kessler</i>
Risk Management	COI to be updated upon receipt
Other	



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

To: Mary Casanova (Literacy Volunteers of America)

From: Lieutenant Tyler Jones

Date: 5/14/2026

Reference: Hemingway Days Caribbean Street Fair

This office reviewed the special event application for the Hemingway Days Caribbean Street Fair located on 200-300 blocks of Duval, July 25th, 2026, from 10am-9pm

The following conditions apply:

- **Any cooking that takes place on city property needs to have a Life Safety Inspection.**
- **Booths will be designated to one side of the street, there will be no blocked cross streets or hydrants, and there shall be 10' clearance from the corners on each intersection.**
- **The Duval Street closure needs to allow for emergency vehicle passage.**
- **Event organizer is responsible for EMS personnel @ \$75.00 an hour per person (2). They will be present for the entire event to conduct a Fire Safety Watch & and respond to any medical calls for the event.**
- **Please note that an additional hour will be billed to cover the inspection and setup of equipment for your event.**
- **The applicant is responsible for informing us of any event cancellations or changes no later than 24 hours prior to the scheduled time. Failure to provide timely notification may result in billing for the full amount.**
- **Event coordinator is responsible for scheduling the inspection with this office.**



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3700

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

Tyler Jones

Lieutenant/ Inspector
Key West Fire Department
Office 305-809-3932
tyler.jones@cityofkeywest-fl.gov



KEY WEST FIRE DEPARTMENT