

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) Key West Craft Show

Address of Applicant(s) 301 FRONT St., Key West, FL 33040

Phone Number of Applicant(s) and emergency number Lois Songer 305-942-9751

Name of Non-Profit(s) Key West ART Center

Address of Non-Profit(s) 301 FRONT St., Key West, FL 33040

Phone Number of Non-Profit(s) 305-294-1241

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

Date(s) of Event Jan 26-27, 2019

Hours of Operation 10-5 daily STREET CLOSE 5AM 26th to 8PM 27th

Estimated/anticipated number of persons per day 12,500

Location of Event Whitehead St. from Green to Eaton/Caroline from Whitehead to Telegraph

Street Closed SAME as above ↑

Detailed Description of Event: Craft Show w/ 100 booths displaying and selling ARTS & Crafts only

List of Businesses that will participate in Alcohol Exemption:

Noise exemption required: Yes No

Alcoholic beverages sold/served at event: Yes No

Recycle Deposit \$1000.00 Yes No

Cooking oil recycled Yes No

Recycled containers Yes No

Accounting of items recycled

* Measures

The applicant does ac knowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/permitee agrees to assume full responsibility and liability for and indemnify, 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.

Luis Songer
Applicant(s) Signature

7/14/18
Date

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT
NOISE CONTROL EXEMPTION

\$50.00

Date _____

Applicant Name _____

Applicant Address _____

Applicant Phone Number _____

Event Name _____

Event Address/Location _____

Date of Event _____

Nature of Event _____

Profit Non Profit

Time(s) Request for Exemption _____

Number of Exemptions at this location this calendar year _____

Date of last exemption _____

ORDINANCE NO. 02-09

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES ENTITLED "AMUSEMENTS AND ENTERTAINMENT" BY AMENDING ARTICLE II PERTAINING TO SPECIAL EVENTS; AMENDING SECTION 6-26 TO REQUIRE A DOWN PAYMENT ON THE COST OF CITY SERVICES, TO ALLOW FOR INTEREST ON LATE PAYMENTS, AND TO INCREASE THE COST WAIVER TO \$1,000.00; ADDING SECTION 6-27 TO RESTRICT PLACEMENT OF FOOD, BEVERAGE AND MERCHANDISE BOOTHS; AMENDING SECTION 6-56 TO REQUIRE THE APPLICATION TO LIST AN EMERGENCY CONTACT PERSON; AMENDING SECTION 6-57 TO ESTABLISH A MINIMUM NON-PROFIT SHARE FOR SPECIAL EVENTS IN WHICH A STREET IS CLOSED; AMENDING SECTION 6-58 TO PROVIDE THAT MAJOR FESTIVAL SPONSORS MAKE APPLICATION SIX MONTHS IN ADVANCE AND APPROVE CERTAIN SALES OF ALCOHOLIC BEVERAGES; ADDING SECTION 6-61 PERTAINING TO HANDICAP-ACCESSIBLE BATHROOM FACILITIES; PROVIDING FOR SEVERABILITY; PROVIDING FOR REPEAL OF INCONSISTENT PROVISIONS; PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, The City Commission finds that a revision to the regulations governing special events and street closures would promote the health, safety and welfare of the citizens of Key West.

NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF KEY WEST, FLORIDA:

Section 1: That section 6-26 of the Code of Ordinances is hereby amended as follows*:

Sec. 6-26. Payment for city services.

(a) The organizer or sponsor of any festival, street fair, fair, carnival, athletic event, contest, competition, parade, fundraiser, rally, boat or car race or other special event which requires city authorization, whether by administrative permit or city commission approval, and which requires the provisions of additional or extraordinary support services by police, fire, administrative, or other city departments in order to maintain order or safety or to escort participants shall pay to the city the cost of such services. A down payment of ten percent (10%) of the costs, as estimated by the city manager, shall be made to the city either by certified check or credit card at least ten (10) days prior to the event.

(b) The city manager shall establish a cost schedule for additional or extraordinary support services for the events referred to in subsection (a) of this section, which schedule shall be subject to approval of the city commission. The city manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the city manager or, if no such deadline is established, then within thirty (30) days after the event the city may impose an interest charge on the amount due at the rate of one and one half percent (1½%) per month.

(c) The city commission may grant special exceptions to this section for cause shown upon the public record.

(d) The first ~~\$500.00~~ \$1,000.00 of costs as specified in subsection (a) of this section may be waived for any organizer or sponsor which has qualified as a tax-exempt nonprofit organization according to state or federal law. Acceptance of this waiver by such sponsor shall render the event a public accommodation subject to the human rights provision of the section 38-225.

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

* (Coding: Added language is underlined; deleted language is ~~struck through~~.)

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. The Permittee 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 Worker's Compensation Coverage

Employers Liability with minimum limits of \$1,000,000 injury by Accident


\$1,000,000 injury by Disease

Policy Limits and \$1,000,000 injury by Disease 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.

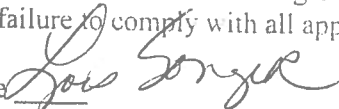
The City of Key West shall be named as an "Additional Insured" on the Permittees' Commercial General Liability policy.

Sponsor's Signature



4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.

Sponsor's Signature



5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00 whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty

police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.

Sponsor's Signature *Luis Sotgiel*

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 *Luis Sotgiel*

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 N/A *LPS*

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 N/A *LPS*

9. All applications are subject to approval at the discretion of the City Manager and/or City Commission.

Sponsor's Signature *Luis Sotgiel*

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 *Luis Sotgiel*

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 *Luis Sotgiel*

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 *Luis Sotgiel*

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

Lpis Songer

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

Lpis Songer

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

Lpis Songer

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 N/A Lp S

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 Lois Songer

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 Lois Songer

Z

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Lois Songer Phone number: 305-942-9751
- 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: 16 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: TOTES 3 BINS ONLY
- Capacity of containers on grounds: City Please Provide
Contact person for containers: _____ Phone #: _____
- Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers. lps
- 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: City to provide please
- 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: City to provide/manage pick up
- 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. lps
- 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. *lps*

- 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. *lps*
- 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: City to provide
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

ART FESTIVAL
301 FRONT STREET
KEY WEST, FL 33040

675
63-1176/670
06

8/15/18
Date

Pay to the Order of City of Key West \$1000.00
One thousand and no/100 Dollars

 CAPITAL BANK
capitalbank-us.com

For CRAFT RECYCLE DEPOSIT Lois Songer MP

Date: 8/31/2018 9:08:34 AM
Receipt Number: 40074
Amount: \$1,000.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096
Tender Details:
Tender Type: CK
Tender Amount: \$1,000.00

Receipt Header:

Cashier Id: KEYWEST1\woods
Receipt Date: 8/31/2018 9:08:34 AM
Receipt Number: 40074

Receipt Details:

Reference ID:
53153
Fee Code Version:
UNUSUAL PAYMENTS - ZZ
Originator Receipt Number:
0
Originator Payment Date:
Payment Type:
ALL CASH RECEIPTS
Transaction Amount:
\$1,000.00
Additional Comments: CRAFT RECYCLE DEPOSIT

\$1,000.00

The Key West Art Center Recycle Plan for The Key West Craft Show Jan. 26-27, 2019

Special Event Recycle Plan

The show is an art only show and includes no vending of food or beverage. (The Art Center does make bottled water available to its participants and for donation.) No undue amount of trash is generated during the show other than higher than normal foot traffic on street.

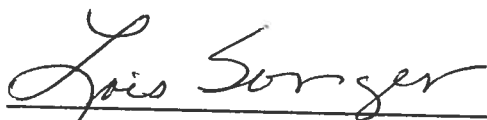
The show director, Lois Songer and staff, will be responsible for Recycle plan implementation.

Director will make sure that we have city waste bins with liners beside each recycle tote. Director will correspond with Community Works to see if they are now providing recycle totes as well as trash bins for our event. If not, we will contract with Waste Management.

Volunteers will monitor bins and to try to eliminate co-mingling of trash/recycling during the show.

Additional Recycling and trash bins will be stationed at more highly used areas such as Port o lets and entrances to show.

A minimum of 16 recycle bins and 16 trash bins with liners are requested from the city to manage the amount of trash expected. It is also requested that if City supplies recycle totes, that they deliver both totes and bins and also pick them up on Monday morning after show. The event director will make sure the totes and bins are in the agreed upon space for pick up. The City or Waste Management will be responsible for reporting recycle weight.



Lois Songer, Director



THE CITY OF KEY WEST

1000 DuSable Rd., 1400 N. DuSable Ave., 351 N. DuSable Ave., 400 N. DuSable Ave., 500 N. DuSable Ave.

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 Gonzalez
Show Director

Southernmost Insurance



1010 Kennedy Drive, Suite 300
Key West, FL 33040
305-296-5052 (v) (866)931-8858 (f)
grisel@southernmostinsurance.com

July 2, 2018

City of Key West
PO Box 1409
Key West, FL 33040-1409

RE: Key West Art Center, Inc. (Insurance coverage-2019)

To Whom It May Concern:

Please note that each year we provide general liability coverage for the above client's annual events that take place at the end of January and February, every year.

We normally receive a renewal quote late November and the policy binds late December at which point we provide a Certificate of Insurance showing the City as a certificate-holder and Additional Insured.

To facilitate the retention by the client of a permit for the 2019 events, enclosed is a copy of the 2018 Declarations Page which will be identical to the one we provide for the 2019 events. This provides coverage information and should suffice for the permit.

For any questions, please call me at the phone number above.

Respectfully



Grisel M. Padron
Insurance Agent

2010 Policy



Policy Number: 721B001840

COMMERCIAL GENERAL LIABILITY DECLARATIONS

Named Insured: Key West Art Center, inc

Effective Date: 01/27/2018

Item 1. LIMITS OF INSURANCE

- \$ 2,000,000 General Aggregate Limit (Other Than Products - Completed Operations)
\$ 2,000,000 Products - Completed Operations Aggregate Limit
\$ 1,000,000 Personal and Advertising Injury Limit
\$ 1,000,000 Each Occurrence Limit
\$ 100,000 Damage To Premises Rented To You Limit (Any One Premises)
\$ 5,000 Medical Expense Limit (Any One Person)

Refer to individual policy forms and/or endorsements for various coverage sublimits, if applicable.

Item 2. AUDIT PERIOD (If Applicable):

- [X] Annually [] Semi-Annually [] Quarterly [] Monthly

Item 3. FORM(S) AND ENDORSEMENT(S) made a part of this policy at time of issue:

See Listing of Forms and Endorsements (IFG-I-0150)

Item 4. COMPOSITE RATE

[] If box is checked, see Composite Rate Endorsement (IFG-I-0152) for applicable classification, rates and premiums. If box is not checked, see page 2 of these Declarations for applicable classifications, rates and premiums.

Item 5. RETROACTIVE DATE (CG 00 02 only) :

Coverage A of this Insurance does not apply to "bodily injury" or "property damage" which occurs before the Retroactive Date, if any, shown here: None (Enter Date or "None" if no Retroactive Date applies.)

Item 6. PREMIUMS

- \$ 1,250.00 Total Coverage Part Advance Premium
\$ 1,250.00 Coverage Part Minimum Premium (if applicable)

These Declarations are part of the Policy Declarations containing the name of the insured and the policy period.

Policy Number: 721B001840

**COMMERCIAL GENERAL LIABILITY
SCHEDULE OF CLASSIFICATIONS AND RATES**

Named Insured: Key West Art Center, inc

Effective Date: 01/27/2018

| | | | |
|----------------|--|---|-------------------------|
| Loc. No. 1 | Location Address (Premises you own, rent or occupy): 200-500 Whitehead Street | County, Borough or Parish MONROE | Rating Terr. 006 |
| Bldg. No. 1 | KEY WEST FL 33040 | | |

| | |
|-------------------|---|
| Code No. 42102 | Classification Festivals and Celebrations - NOC 02/24/2018 to 02/24/2018 |
|-------------------|---|

| | | | | |
|--|-------------------|------------------|-----------|--------------|
| Premium is: <input type="checkbox"/> Adjustable (See Premium Audit Conditions) <input checked="" type="checkbox"/> Flat (Not Adjustable) <input type="checkbox"/> Fully Earned When Written <input type="checkbox"/> Minimum Premium | Premium Base | | All Other | Prod. -C.Ops |
| | 1.00 | Rate: | \$ 1.000 | \$ |
| | Each Activity Day | Advance Premium: | \$ 220.00 | \$ |

| | | | |
|----------------|--|---|-------------------------|
| Loc. No. 1 | Location Address (Premises you own, rent or occupy): 200-500 Whitehead Street | County, Borough or Parish MONROE | Rating Terr. 006 |
| Bldg. No. 1 | KEY WEST FL 33040 | | |

| | |
|-------------------|---|
| Code No. 42102 | Classification Festivals and Celebrations - NOC 01/27/2018 to 01/27/2018 |
|-------------------|---|

| | | | | |
|--|-------------------|------------------|-----------|--------------|
| Premium is: <input type="checkbox"/> Adjustable (See Premium Audit Conditions) <input checked="" type="checkbox"/> Flat (Not Adjustable) <input type="checkbox"/> Fully Earned When Written <input type="checkbox"/> Minimum Premium | Premium Base | | All Other | Prod. -C.Ops |
| | 1.00 | Rate | \$ 1.000 | \$ |
| | Each Activity Day | Advance Premium: | \$ 220.00 | \$ |

| | | | |
|-----------|--|---------------------------------|--------------|
| Loc. No. | Location Address (Premises you own, rent or occupy): | County, Borough or Parish | Rating Terr. |
| Bldg. No. | | | |

| | |
|----------|----------------|
| Code No. | Classification |
|----------|----------------|

| | | | | |
|---|--------------|------------------|-----------|--------------|
| Premium is: <input type="checkbox"/> Adjustable (See Premium Audit Conditions) <input type="checkbox"/> Flat (Not Adjustable) <input type="checkbox"/> Fully Earned When Written <input type="checkbox"/> Minimum Premium | Premium Base | | All Other | Prod. -C.Ops |
| | | Rate | \$ | \$ |
| | | Advance Premium: | \$ | \$ |

See Schedule of Classifications and Rates (IFG-G-0003) for additional locations you own, rent or occupy and applicable classifications and rates and premiums.



THE CITY OF KEY WEST

Parking Division

1370 White Street
Key West, FL 33040

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

Request parking for med to large RV
Vehicles 10-12 vehicles max

TO ARRIVE FRI 1/25/19

DEPART MON 1/28/19 by 8:00 AM

TRUMAN Waterfront across from Amphitheater
Requested or other appropriate space

Mallory Square Rates: \$4.00 per hour or \$32.00 per day per space

Key West Bight Rates: \$3.50 per hour or \$20.00 per day per space

On-Street Meter Rates: \$3.00 per hour or \$20.00 per day per space

Modification of rates can only be approved by Commission.

If you have any questions, please contact John Wilkins, Parking Director at (305) 809-3855 or email jwilkins@cityofkeywest-fl.gov



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 SqFL)

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

Food Booths

- Food Booths - Total # _____
- Vendor Booths - Total # no more than 100
- Total Number of Booths - MAX 100

Parade

- Floats - Total # 0



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Florida Not For Profit Corporation
KEY WEST ART CENTER, INC.

Filing Information

| | |
|-----------------------------|------------|
| Document Number | 701523 |
| FEI/EIN Number | 59-0965823 |
| Date Filed | 10/10/1960 |
| State | FL |
| Status | ACTIVE |
| Last Event | AMENDMENT |
| Event Date Filed | 10/19/1992 |
| Event Effective Date | NONE |

Principal Address

301 FRONT STREET
KEY WEST, FL 33040

Changed: 06/11/2007

Mailing Address

301 FRONT STREET
KEY WEST, FL 33040

Changed: 06/11/2007

Registered Agent Name & Address

Deja, Juniper Gale
301 FRONT STREET
KEY WEST, FL 33040

Name Changed: 04/15/2018

Officer/Director Detail

Name & Address

Title Treasurer

Henning, Nancy
1181 Coates Lane
Cudjoe Key, FL 33042

Title President

Decker, Fran
600 Elizabeth St.
KEY WEST, FL 33040

Title Vice President 1

Ruley, Maggie
17135 Alamanda Dr. W.
Summerland Key, FL 33042

Title Vice President 2

Beauprie, Karen
913 Georgia Street
Key West, FL 33040

Title Secretary

Connors, Mary Jean
1501 George St.
Key West, FL 33040

Title Gallery Director

Deja, Juniper Gale
3920 S Roosevelt Blvd
109E
Key West, FL 33040

Title 2nd Vice President

Kik, Deb
1107 Key Plaza
503
Key West, FL 33040

Annual Reports

| Report Year | Filed Date |
|-------------|------------|
| 2016 | 04/27/2016 |
| 2017 | 05/01/2017 |
| 2018 | 04/15/2018 |

Document Images

| | |
|---|--|
| 04/15/2018 -- ANNUAL REPORT | View image in PDF format |
| 05/01/2017 -- ANNUAL REPORT | View image in PDF format |
| 09/09/2016 -- AMENDED ANNUAL REPORT | View image in PDF format |
| 04/27/2016 -- ANNUAL REPORT | View image in PDF format |
| 06/18/2015 -- AMENDED ANNUAL REPORT | View image in PDF format |
| 02/11/2015 -- ANNUAL REPORT | View image in PDF format |
| 02/15/2014 -- ANNUAL REPORT | View image in PDF format |

2018 Old Island Days and KW Craft Show financials

| | <u>Art Show 2018</u> <u>(Art Show)</u> | <u>Craft Show 2018</u> <u>(Craft Show)</u> |
|---|---|---|
| Income | | |
| Other Types of Income | | |
| Interest | 26.24 | 0.00 |
| Miscellaneous Revenue | 12.90 | 12.90 |
| Total Other Types of Income | 39.14 | 12.90 |
| Special Events-Shows, Programs | | |
| Art Show Booth Fee | 26,645.00 | 0.00 |
| Art Show Jury Fee | 2,240.00 | 0.00 |
| Art Show Other Income | 1,440.00 | 0.00 |
| Craft Show Booth Fee | 0.00 | 18,160.00 |
| Craft Show Jury Fee | 0.00 | 1,400.00 |
| craft show other income | 0.00 | 1,423.63 |
| Total Special Events-Shows, Programs | 30,325.00 | 20,983.63 |
| Total Income | 30,364.14 | 20,996.53 |
| | 30,364.14 | 20,996.53 |
| Expense | | |
| Administrative | | |
| Insurance - Liability, D and O | 675.27 | 675.27 |
| Meetings | 0.00 | 138.23 |
| Office Supplies | 44.36 | 95.25 |
| Postage, Mailing Service | 0.00 | 0.00 |
| Total Administrative | 719.63 | 908.75 |
| Contract Services | | |
| Outside Contract Services | 963.24 | 963.24 |
| Contract Services - Other | 5,000.00 | 5,000.00 |
| Total Contract Services | 5,963.24 | 5,963.24 |
| Facilities and Equipment | | |
| Internet | 0.00 | 0.00 |
| Telephone, Telecommunications | 0.00 | 0.00 |
| Total Facilities and Equipment | 0.00 | 0.00 |
| Operations | | |
| Advertising | 2,730.00 | 1,387.00 |
| Bank Charges | 0.00 | 35.00 |
| Casual Labor | 362.50 | 350.00 |
| Miscellaneous expense | 124.61 | 1,069.66 |
| Printing and Copying | 175.00 | 289.74 |
| Security | 1,620.00 | 1,665.00 |
| Operations - Other | 580.00 | 580.00 |
| Total Operations | 5,592.11 | 5,376.40 |
| Website | 60.00 | 60.00 |
| Total Expense | 12,334.98 | 12,308.39 |
| Net Ordinary Income | 18,029.16 | 8,688.14 |

Net Income

18,029.16

8,688.14

Prepared by Lois Songer
5-May-18

**The Key West Art Center
301 Front St.
Key West, FL 33040
305-294-1241
info@keywestartcenter.com**

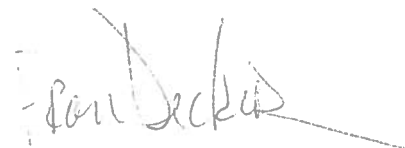
July 16, 2018

To: City of Key West
Office of the City Manager

Re: Permits for Key West Craft Show and Old Island Days Art Festival Jan/Feb. 2019

This is to confirm that the Key West Art Center, a non-profit community Art Center, is the sole beneficiary of the above listed special events.

Main Contact for these events this year is Lois Songer, 305-942-9752 or lpsonger@yahoo.com

A handwritten signature in black ink that reads "Fran Decker". The signature is written in a cursive style with a long horizontal line extending to the right.

Fran Decker
Board President

/file

JAN. 26-27, 2019
Key West Craft Show

EATON ST

Barricade Close

Booths on street

Booth sidewalk

Whitehead St.

Pres GATE

Annex Cardine

CAROLINE ST

BARRICADE Close

Telegraph St.

BOOTHs on STREET

BOOTHs ON sidewalk

Barricade Close

Greene ST

Event Name: KEY WEST CRAFT Show
JAN. 26-27, 2019

Special Event Checklist
 Everything must be checked off before
 submitting the special event application

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



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

Key West Craft Show
Whitehead Street
January 26-27, 2019

I **Fran Decker** being authorized to act on behalf of and legally bind **Key West Art Center Inc.** 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.



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

Key West Craft Show

Whitehead Street

January 26-27, 2019

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Lois Songer
Signature of Witness

Lois Songer
Print Name

8/30/18
Date

Fran Decker
Signature of Applicant

Fran Decker
Print Name

8/30/18
Date

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

Maria Ratcliff

From: Doug Bradshaw
Sent: Thursday, August 30, 2018 12:13 PM
To: Maria Ratcliff
Subject: RE: Key West Craft Show January 26 & 27, 2019

No issues from Port

Doug Bradshaw
Director Port and Marine Services
City of Key West
201 William Street
Key West, FL 33040
305-809-3792

From: Maria Ratcliff
Sent: Thursday, August 30, 2018 11:26 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Steve Torrence <storrence@cityofkeywest-fl.gov>; 'dlee@keywestcity.com' <dlee@keywestcity.com>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Michael Davila <mdavila@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Doug Bradshaw <dbradshaw@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>
Subject: Key West Craft Show January 26 & 27, 2019

Respectfully

*Maria Ratcliff
Executive Administrator to the City Manager
& Special Events Coordinator
City of Key West
1300 White Street
Key West, Florida 33040
(305) 809-3881
mrattcliff@cityofkeywest-fl.gov*



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Key West Art Craft Show
DATES: Jan 26: 27, 2019

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

maria laturoh 8/30/18
SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDO1

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

Jin Yang 30 Aug 18
SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

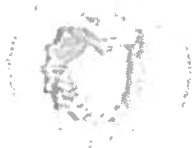
EVENT: Key West Art Craft Show
 DATES: Jan 26: 27, 2019

DEPARTMENTS

COMMENTS

| EVENTS (INITIAL SIGNOFF) | COMMENTS |
|---|---|
| maria Latorre 8/30/18 SIGNATURE DATE COMMUNITY SERVICES | |
| SIGNATURE DATE POLICE DEPARTMENT | |
| Steve Torrence 8/31/18 SIGNATURE DATE FIRE DEPARTMENT | Extra Duty Officers Required – Street Closure |
| SIGNATURE DATE KWDOT | |
| SIGNATURE DATE PORT AND MARINE SERVICES | |
| SIGNATURE DATE CODE COMPLIANCE | |
| SIGNATURE DATE ENGINEERING | |
| SIGNATURE DATE UTILITIES | |
| SIGNATURE DATE | |

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Key West Art Craft Show
DATES: Jan 26: 27, 2019

| DEPARTMENTS | COMMENTS |
|---|-------------|
| EVENTS (INITIAL SIGNOFF) <u>Maria Latush</u> 8/30/18 SIGNATURE DATE | |
| COMMUNITY SERVICES SIGNATURE DATE | |
| POLICE DEPARTMENT SIGNATURE DATE | |
| FIRE DEPARTMENT SIGNATURE DATE | |
| KWDOI SIGNATURE DATE | |
| <u>Rogelio Hernandez</u> 9-4-18 SIGNATURE DATE | Bus Detours |
| PORT AND MARINE SERVICES SIGNATURE DATE | |
| CODE COMPLIANCE SIGNATURE DATE | |
| ENGINEERING SIGNATURE DATE | |
| UTILITIES SIGNATURE DATE | |
| SIGNATURE DATE | |

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: Key West Art Craft Show
DATES: Jan 26: 27, 2019

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Maria Latush 8/30/18
SIGNATURE DATE

COMMUNITY SERVICES

Abell Ms 9/4/18
SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOI

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED BY _____



THE CITY OF KEY WEST

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

To: Key West Art Center, Lois Songer (kwartshow@earthlink.net)

From: Division Chief/Fire Danny Blanco

Date: 09/05/18

Reference: Key West Craft Show

This office reviewed the special event application for the Key West Craft Show to be held on Whitehead Street on January 26 & 27, 2019.

The following conditions apply:

- The Whitehead Street closure needs to have a fire lane to allow for emergency vehicle passage.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Danny Blanco, Fire Marshal

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

Serving the Southernmost City

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

326E LS3M 13X



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: Key West Art Craft show
DATES: Jan 26: 27, 2019

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Signature: maria laturoh 8/30/18

SIGNATURE DATE

COMMUNITY SERVICES

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

KWDOI

SIGNATURE DATE

PORT AND MARINE SERVICES

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

ENGINEERING

SIGNATURE DATE

UTILITIES

SIGNATURE DATE

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED