

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: Key West Art & Craft Festival

Location: Truman Waterfront Park

Event Date(s): February 20 & 21, 2027

Event Hours: 10-5

Set-Up Date: February 19, 2027

Set-Up Time: 8 am

Break-Down Date: February 21, 2027

Break-Down Time: 5 pm

Number of Expected Attendees: 10,000

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.

The Key West Art & Craft festival is a juried fine art show, in its 62nd year, with white tents lining both sides of the quay allowing for a large promenade in the center for patrons while keeping the existing benches accessible for rest spots. Over 100 artists are juried in, with only high quality handmade fine art & craft. Additional tents include the registration tent and 2 hospitality tents adjacent to the food trucks at either end of the quay, to rest and enjoy the food truck offerings. Set up for the artists is on Friday, February 19 at 1 pm, with the show from 10-5 Saturday and Sunday. Break down after 5 on Sunday with the Quay empty that evening. Police presence remains until 8 pm that night and begins at 7 on Friday night.

EVENT ORGANIZER INFORMATION

Company or Organization Name Key West Art Center, Inc.

Name Susann D'Antonio Phone number 305-304-6005

Mailing Address 301 Front St.

City Key West State FL Zip 33040 Email kwartshow@gmail.com

Tax ID / EIN# 59-0965823 Event Website: keywestartcenter.com

SECONDARY CONTACT INFORMATION

Name Christina Joy Phone number 305-294-1241

Company or Organization Name Key West Art Center, Inc., gallery manager

Email keywestartcenter@gmail.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: Key West Art & Craft Festival

Event Date: 2/20-21/2027

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: Susann D'Antonio

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: Susann D'Antonio

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: Susann D'Antonio

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: Susann D'Antonio

Signature: 

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

Applicant Printed Name: Susann D'Antonio

Signature: 

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

Applicant Printed Name: Susann D'Antonio

Signature: 

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

Applicant Printed Name: Susann D'Antonio

Signature: 

Event Screening Questionnaire

Event Name: Key West Art & Craft Festival

Event Date: 2/20-21/2027

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 ☐ Needs City Commission Approval | No ☒ |
| 2. Will ANY food be prepared or served? | Yes ☒ Complete Supplement C | No ☐ |

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 ☒ Complete Supplement C | No ☐ |
| 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 ☒ Complete Supplement D | No ☐ |

STREETS & SIDEWALKS

IF YES, COMPLETE REQUIRED FORMS

- | | | |
|---|--|--|
| 5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk? | Yes ☐ Complete Supplement E | No ☒ |
| 6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)? | Yes ☐ Complete Supplement E | No ☒ |
| 7. Will your event require parking restrictions (i.e. clearing cars for parade)? | Yes ☐ Complete Supplement E | No ☒ |

8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?

Complete Supplement F

Yes ☒

No ☐

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 6/22/2026

Required – Waste/Recycling Plan

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

Event Name: Key West Art & Craft Festival

Event Date: 2/20-21/2027

WASTE/RECYCLING POINT OF CONTACT

Name Waste management

Phone Number 305-304-6005

Email MLara5@wm.com

Number of people dedicated to recycling 2

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

SDA

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: Key West Art & Craft Festival

Event Date: 2/20-21/2027

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

sd

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

sd

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	see attached addendum 1 & 2	3	
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lots	\$48/day			
Mallory Square Parking Lot	\$48/day			
Total				

*Modification of rates or parking waivers can only be approved by City Commission.

Total Parking Cost shall be calculated using this table and accounted for in the Event Fee Schedule. For more information, contact John Wilkins, Parking Director at (305) 809-3855.

Required: Event Site Map / Layout

Event Name: Key West Art & Craft Festival

Event Date: 2/20-21/2027

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

sd Attach Site Map Layout

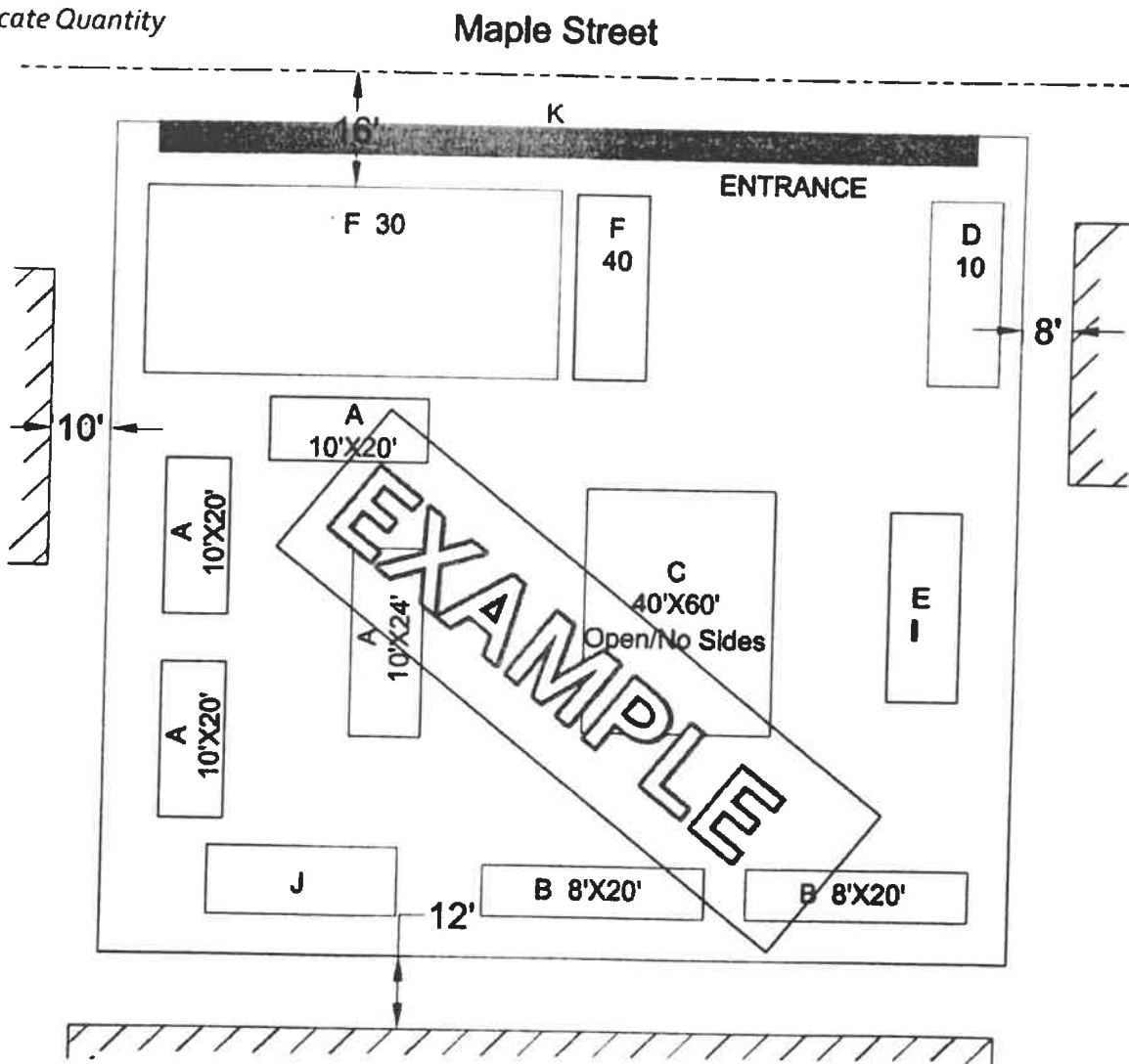
 Attach Impacted Streets Map

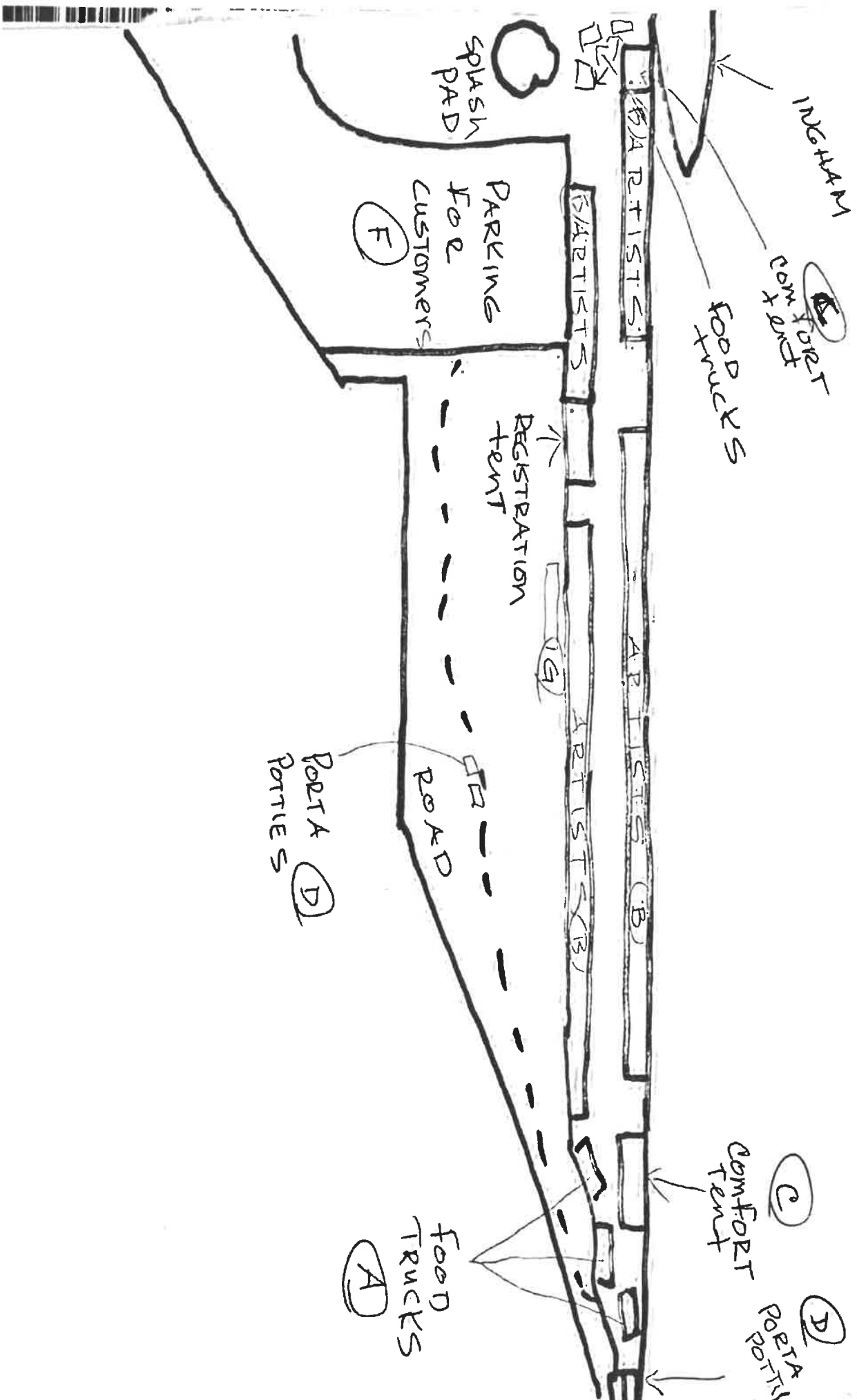
Event Site Map Layout Legend:

- | | | |
|------------------------------|-------------------|---------------------------------------|
| 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: <u> </u> |
| E. Amplified Music | J. Bounce House | O. Other: <u> </u> |

* Indicate Tent sizes

** Indicate Quantity





Event Name: Key West Art & Craft Festival Event Date: 2/20-21/2027

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

- sd 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
- sd 2. The processing fee for the application is \$98.57, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- sd 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: Key West Art & Craft FestivalEvent Date: 2/20-21/2027Non-Profit Organization Name Key West Art Center, Inc.Tax ID/EIN # 59-0965823Representative Susann D'AntonioPurpose of Organization Local Community Art CenterPhone 305-294-1241Email keywestartcenter@gmail.com

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?
Proceeds are used for the operations, maintenance and upkeep of the 1800's historic city owned building at 301 Front Street, where the Key West Art Center has been located since 1960. —

INITIALS REQUIRED

- sd 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.
- sd 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.
- sd 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.
- sd 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 6/22/26

Event Name: Key West Art & Craft Festival Event Date: 2/20-21/2027

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

INITIALS REQUIRED

- sd 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.
- sd 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.
- sd 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.
- sd 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.
- sd 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: Key West Art & Craft Festival Event Date: 2/20-21/2027

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 ☒

No ☐

TENTS

Total Number of Food/Beverage Vendor Tents: 6-8

Total Number of Merchandise Vendor Tents: 120

Total: 128

Tent Supplier Name Four Star Rentals Contact Number 305-294-7171

Size & Type of Tents: most artist tents are 10x10, 10x15, with a maximum of 3, 10x20. Registration tent 10x20, 2 comfort tents 20x20 with tables and chairs. Tents are open during the day and sides dropped at night to secure the artist inventory.

Provide Certificate of Flame Resistance/Retardant for Tent Fabric.

Yes ☒

No ☐

Will there be any combustibles or flammable liquids under the tent?

Yes ☐

No ☒

Will the sides of the tent be used?

Yes* ☐

No ☒

**Exit plans must be indicated on Site Map Layout.*

STRUCTURES

What structures will be erected? none

Will structures be erected on any part of a street or sidewalk?

Yes ☐

No ☐

For each structure, note number of footings, weight and dimensions (L/W/H) below:

Event Name: Key West Art & Craft FestivalEvent Date: 2/20-21/2027**STREET CLOSURE INFORMATION**Street(s) to be closed none Block/Address Number(s) _____

Cross-Streets: between _____ and _____

Closure Date(s) _____ Time _____ AM/PM to _____ AM/PM

INITIALS REQUIREDsd

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.

sd

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.

sd

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.

sd

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.

sd

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

sd

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 6/22/26

Special Event Permit Application

Supplement F – City Property

Event Name: Key West Art & Craft Festival

Event Date: 2/20-21/2027

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? Truman Waterfront Park

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

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

INITIALS REQUIRED

sd

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.

sd

2. Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.

n/a

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.

sd

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.

sd

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.

sd

6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.

sd

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.

sd

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.

n/a

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.

sd

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.

sd

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.

sd

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:

sd

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.

sd

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.

sd

15. Event Organizer must provide the City of Key West with a detailed schedule for activities.

sd

16. City of Key West personnel shall be always allowed access to the site.

sd

17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.

sd

18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.

sd

19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.

sd

sd

20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time

sd

21. Use of the inner basin for any activities is not authorized.



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

Detail by FEI/EIN Number

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

Filing Information

Document Number	701523
FEI/EIN Number	59-0965823
Date Filed	10/10/1960
State	FL
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Last Event	AMENDMENT
Event Date Filed	07/23/2021
Event Effective Date	08/01/2021

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

Christina, Joy
301 FRONT STREET
KEY WEST, FL 33040

Name Changed: 04/15/2024

Address Changed: 04/23/2019

Officer/Director Detail

Name & Address

Title President

Adams, John
17150 Amberjack Lane
Lower Sugarloaf Key, FL 33042

Title First Vice President

Patricia, Eaton J
8 Amaryllis Dr.
Key West, FL 33040

Title Second Vice President

Hann, Barbara
315 Bounty Lane
Key Largo, FL 33037

Title Secretary

Campbell, Suzanne
2404 Staples Avenue
Unit 14
Key West, FL 33040

Title Treasurer

Browning, Noah
2929 Airport Blvd
Key West, FL 33040

Title Director, Member-at-Large

Walter, Rita
55 Boca Chica Road
#54
Key West, FL 33040

Title Director, Member-at-Large

McFadyen, Victoria
2717 Seidenberg Ave.
Key West, FL 33040

Annual Reports

Report Year	Filed Date
2024	04/15/2024
2025	04/15/2025
2026	04/10/2026

[04/10/2026 -- ANNUAL REPORT](#)

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[04/15/2025 -- ANNUAL REPORT](#)

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04/15/2024 -- ANNUAL REPORT	View image in PDF format
04/26/2023 -- AMENDED ANNUAL REPORT	View image in PDF format
04/12/2023 -- ANNUAL REPORT	View image in PDF format
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01/26/1996 -- ANNUAL REPORT	View image in PDF format
03/29/1995 -- ANNUAL REPORT	View image in PDF format



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/20/2026

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

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

PRODUCER

Southernmost Insurance Agency, Inc
1010 Kennedy Drive
Suite 401
Key West, FL 33040

CONTACT NAME: Heather L Keller, CISR AIAM

PHONE (A/C, No. Ext): 305-296-5052

FAX (A/C, No):

E-MAIL: heather@southernmostinsurance.com

INSURER(S) AFFORDING COVERAGE

NAIC #

INSURER A: Mount Vernon Fire Insurance Co

A0106

INSURER B:

INSURER C:

INSURER D:

INSURER E:

INSURER F:

INSURED

Key West Art Center, Inc. c/o Susann D'Antonio
301 Front Street
Key West, FL 33040

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADD'L SUBR: INSD: WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY	Y	SE 1194070	02/19/2027	02/22/2027	
	☐ CLAIMS-MADE ☒ OCCUR					EACH OCCURRENCE \$ 1,000,000
						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
						MED EXP (Any one person) \$
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COM/OP AGG \$ Excluded
	☐ AUTOMOBILE LIABILITY					
	☐ ANY AUTO					COMBINED SINGLE LIMIT (Ea accident) \$
	☐ OWNED AUTOS ONLY	☐ SCHEDULED AUTOS				BODILY INJURY (Per person) \$
	☐ HIRED AUTOS ONLY	☐ NON-OWNED AUTOS ONLY				BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB	☐ OCCUR				EACH OCCURRENCE \$
	☐ EXCESS LIAB	☐ CLAIMS-MADE				AGGREGATE \$
	☐ DED	☐ RETENTION \$				
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N				PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	☐ N/A				OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below					E.L. EACH ACCIDENT \$
						E.L. DISEASE - EA EMPLOYEE \$
						E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
City of Key West is covered as an additional insured for the Key West Art and Craft Festival ONLY

CERTIFICATE HOLDER

City of Key West
1300 White St
Key West, FL 330411409

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ADDENDUM 1 For Day Parking

EVENT: Key West Art and Craft Festival Feb. 19-21, 2027

Contact: Show Director, Susann D'Antonio, 305-304-6005

Day Parking Request

We would like to secure parking for our artists during the show at the lot behind the courthouse, for day parking.

Vehicles authorized to use the lot from the event will display a special permit, with their Phone Number so that in case of emergencies the owner can be contacted. This permit will be issued by the Event Coordinators and copy will be supplied to parking department if needed.

We have used the lot in the past and request use for the following hours.

6 PM Friday, February 19 – Monday, 8 AM, February 22, 2027

The event organizers will monitor the lot for improper use and place signage that will close parking to the public.

We have been advised by John Wilkins that there will be a new parking fee for each spot used of \$40 for the weekend. We would like to request a waiver for this fee. As a non profit the Key West Art & Craft Festival provides a significant cushion for the Key West Art Center's finances and ability to maintain our historic building. As you know, all non profits squeak by financially and we are no exception. Costs continue to rise across the board and it adds more stress to our event's financial viability. Most of our artists are from out of town and struggle to pay for lodging and an additional increase is significant for them and for us as an event. We make every effort to leave the parking lots, both RV and Court House, as we found them, clean and free of debris and we have volunteers monitoring the lots who make sure there is nothing amiss during the weekend and ensure that there is nothing left behind at the end of the Festival.

We would respectfully request that you please consider a waiver to this fee.

Addendum 2 For Parking

EVENT: Key West Art and Craft Festival, February 19-21, 2027

Contact: Susann D'Antonio, Show Director

PHONE # 305-304-6005.

Artist RV & overnight Parking request

We would like to request space reserved at the Truman Waterfront for RV parking and other overnight vehicles for approximately 70 vehicles of various sizes. Several will be large RVs or 5th Wheel trailers. Others extended vans or trailers. We will have a two volunteers in charge of the area to organize parking as vehicles arrive and maximize the space usage. Vehicles will be parking and sleeping but will not be permitted to use canopies etc. All vehicles will be issued a special parking permit with phone numbers to reach owners in case of emergency, and the volunteers in charge will be onsite overnight closely monitoring all the vehicles. Two porta potties will be on site as well as trash and recycle containers.

Dates needed are:

Friday, February 19, 2027 – Monday, February 22 Leaving by 8 AM. (

Our volunteers will be arriving on Thursday afternoon Feb. 18, 2025, to organize the space for others

The pea rock lot across from the Amphitheater was used for this purpose in 2024, 2025 & 2026 and was perfect for the overnight vehicles. Having this available is a make it or break it for our artists who cannot afford lodging in Key West in high season.

We have been advised by John Wilkins that there will be a new parking fee for each spot used of \$40 for the weekend. We would like to request a waiver for this fee. As a non profit the Key West Art & Craft Festival provides a significant cushion for the Key West Art Center's finances and ability to maintain our historic building. As you know, all non profits squeak by financially and we are no exception. Costs continue to rise across the board and it adds more stress to our event's financial viability. Most of our artists are from out of town and struggle to pay for lodging and an additional increase is significant for them and for us as an event. We make every effort to leave the parking lots, both RV and Court House, as we found them, clean and free of debris and we have volunteers monitoring the lots who make sure there is nothing amiss during the weekend and ensure that there is nothing left behind at the end of the Festival.

We would respectfully request that you please consider a waiver to this fee.

Special Event Permit Application

Department Approvals

Event Name: Key West Art & Craft Festival

Event Date: 2/20/27 – 2/21/27

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	John Wilkins
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	Laura Bringle emailed approval
Other	



THE CITY OF KEY WEST

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

To: Susann D'Antonio (Key West Art Center Inc.)

From: Lieutenant Tyler Jones

Date: 7/15/2026

Reference: Key West Arts and Crafts Festival 2027

This office reviewed the special event application for the 2027 Key West Arts and Crafts Festival, on Feb 20-21, 10am-5pm, located at the Truman Waterfront Park.

The following conditions apply:

- **Event organizer is responsible for EMS personnel @ \$80.00 an hour per person (2) per day. 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 there is a 4-hour minimum, plus an additional hour that will be billed to cover the inspection and set up 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.**
- **It is the event organizers responsibility to assure all fire hydrants are accessible and not blocked during set up.**

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



Serving the Southernmost City - Class 1 Fire Department



THE CITY OF KEY WEST

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

Office of the Fire Marshal

Tim Anson, Fire Marshal
Dereck Berger, Capt. / Fire Inspector
Tommy Bouchard, Capt. / Fire Inspector
Tyler Jones, Lt. / Fire Inspector
Randy Monahan, Lt. / Fire Inspector

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

Food Booth and Vendor Regulations

Vendor Booth Construction and Location

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

Butane or Propane equipment:

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

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



THE CITY OF KEY WEST

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Electrical Power:

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

Charcoal Cooking:

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

Deep Fat Frying/Flambé/Open Flame Cooking:

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

Fire Extinguishers:

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



THE CITY OF KEY WEST

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

Miscellaneous:

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

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

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

Any booth not in compliance will be immediately closed.

Fire Safety Tips

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

Kelli Funkhouser

From: Laura Estevez
Sent: Friday, July 17, 2026 1:16 PM
To: Kelli Funkhouser
Cc: Andrea S. Gomez
Subject: RE: Key West Art & Craft Festival 2/20/27 - 2/21/27

Hey Kelli,

They are good to go as long as WC and auto liability does not apply to event.

Laura Estevez Bringle
Risk Manager/Safety Officer
City of Key West, Risk Management
Department of Finance
Phone# 305-809-3812
Fax# 305-809-3988
Email: lestevez@cityofkeywest-fl.gov



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From: Kelli Funkhouser <kelli.funkhouser@cityofkeywest-fl.gov>
Sent: Friday, July 17, 2026 11:13 AM
To: Laura Estevez <lestevez@cityofkeywest-fl.gov>
Cc: Andrea S. Gomez <agomez@cityofkeywest-fl.gov>
Subject: FW: Key West Art & Craft Festival 2/20/27 - 2/21/27

COI is included with this one 😊

Kelli Funkhouser

Special Events Manager
City of Key West