

CITY OF KEY WEST

APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) The Old Island Days Art Festival

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

Phone Number of Applicant(s) and emergency number Grace Epperly - 305.923.6199

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 February 22 & 23, 2020

Hours of Operation 10 am - 5pm Daily - Street Closed 5am the 22nd to 8pm the 23rd

Estimated/anticipated number of persons per day 12,500

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

Street Closed Same as above

Detailed Description of Event: Art Show with 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.

Grace Epperly
Applicant(s) Signature

7/15/19
Date

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~~.)

Section 2.

That section 6-27 is hereby added to the Code of Ordinances as follows:

Sec. 6-27. Food, beverage and merchandise booths.

No booth or stall set up for a special event and serving any amount or type of food and or beverage, or selling merchandise, shall be placed directly in front of, or within five (5) feet of the property line of, a restaurant or a bar or a retail store (selling primarily the same or similar merchandise), unless the owner of the restaurant, the bar or the store consents. This section shall not apply to major festivals as defined in section 6-58.

Section 3.

That section 6-56 of the Code of Ordinances is hereby amended as follows:

Sec. 6-56. Application.

(a) Except as provided in section 6-58. At least 60 days prior to a proposed special event that will result in the closing of a public street, the sponsor shall submit an application to the city manager. An application may be made either by a tax-exempt nonprofit organization (nonprofit) or jointly by a nonprofit and a private or business entity.

(b) If the city manager approves the application, he shall then schedule it for consideration by the city commission. However, if the special event proposes to close only one block, is intended to end prior to 9:00 p.m. on any day of the year, and does not seek either a fee cost waiver or a noise exemption, the city manager may give final approval to the application.

(c) Each application shall include the name of a sponsor's contact person and that person's 24-hour telephone number(s), in case of emergency.

Section 4.

That section 6-57 of the Code of Ordinances is hereby amended as follows:

Sec. 6-57. Donation of percentage of revenue to nonprofit organization.

(a) A major festival is a special event of regional impact. Major festivals are: ~~FaneyFantasy~~ Fest, Hemingway Days, Goombay Festival, Conch Republic Celebration, the Poker Run, the Valentine's Day event for Wesley House, the Red Ribbon event at ~~Mango's Mangoes~~, and such other special events as may be added or subtracted by resolution of the city commission. Private persons or business entities who sponsor major festivals are not required to provide funds to a non-profit organization per section 6-57. An application for a major festival must be received in the city manager's office at least six (6) months in advance of the scheduled event. Have a non-profit coapplicant ot to provide a percentage of revenues to a charitable cause.

(b) A business that seeks to sell alcoholic beverages at a major festival pursuant to an APS state license, and which is not a bar or restaurant or other concern that sells alcoholic beverages in the ordinary course of its business, must obtain the written approval of the major festival sponsor and provide such approval to the city of key west.

Section 6

That section 6-61 is hereby added to the Code of Ordinances as follows:

Sec. 6-61. Temporary bathroom facilities.

Whenever the sponsor of a special event provides temporary bathroom facilities on the public right-of-way, at least five percent (5%) of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons which physical disability.

Section 7.

If any section, provision, clause, phrase, or application of this Ordinance is held invalid or unconstitutional for any reason by any court of competent jurisdiction, the remaining provisions of this Ordinance shall be deemed severable therefore and shall be construed as reasonable and necessary to achieve the lawful purposes of this ordinance.

Section 8. All Ordinances or parts of Ordinances of said City in conflict with the provisions of this Ordinance are hereby superseded to the extent of such conflict.

Section 9. This Ordinance shall go into effect on January 1, 2003.

Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

Read and passed on second reading at a regular meeting held this 6th day of November, 2002.

Read and passed on final reading at a regular meeting held this 19th day of November, 2002.

Authenticated by the presiding officer and Clerk of the Commission on 21st day of November, 2002.

Filed with the Clerk November 21, 2002.

Sponsor's Signature Grace Epperly

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 *Grace Epperly*

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 *Grace Epperly*
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 *Grace Epperly*

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 *Grace Epperly*

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 *Grace Epperly*

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 *Grace Epperly*

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

Sponsor's Signature *Grace Epperly*

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 *Grace Epperly*

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 *Grace Epperly*

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 *Grace Epperly*

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 Grace Epperly

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 Grace Epperly

15. Where a person has not applied for a special event permit and an event at its 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 Grace Epperly

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 Grace Epperly

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 Grace Epperly

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 Grace Epperly



THE CITY OF KEY WEST

City Office Building, 140 W. No. West St., Key West, FL 34901-4700, (305) 293-2200

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.

Grace Epperley

Key West, Caribbean - average yearly temperature 77 ° Fahrenheit.

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: Grace Epperly Phone number: 305-923-6199
- 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 and 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. *Grace Epperly*
- 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. *Grace Epperly*
- 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.

- c Monitor recycling containers for correct usage during the event and take actions to solve problems. *Grace Epperly*
Problems: _____
Actions taken: _____

- o View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: _____
Actions taken: _____

- o 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: _____

- o Ensure that recyclables are removed and taken to the large container when bins are full and that liner bags are replaced.

- o At the end of the event, remove signs and arrange for their return to owners.

- o Place recycling containers in the pick-up location, as arranged with the providers of the containers.

- o Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels. *Grace Epperly*
Amount of material: _____ **City to provide** _____
Contamination: _____

- o Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations.

- o Share the results with event organizers.

- o Security deposit of \$1000.00 must be submitted prior to the event.

- o Security deposit returned: _____

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

KEY WEST ART CENTER, INC.
301 FRONT STREET
KEY WEST, FL 33040
(305) 294-1241

FIRST STATE BANK OF THE FL KEYS
KEY WEST, FL 33041
63-43670

8401

PAY TO THE ORDER OF

City of Key West
one thousand dollars

\$ 1000.00

DOLLARS

PROTECTED AGAINST FRAUD

MEMO

*2020 Art Show
Recycle Deposit*

Grace Kennedy



Intuit® CheckLock™ Secure Check Details on Back

Date: 8/6/2019 11:33:51 AM
Receipt Number: 51554
Amount: \$1,000.00

FOR DEPOSIT ONLY
ACCOUNT 0100903096
Receipt Date: 8/6/2019 11:33:51 AM
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: ART SHOW, RECYCLING

\$1,000.00

The Key West Art Center Recycle Plan for The Old Island Days Art Festival – Feb. 22 & 23, 2020

Special Event Recycle Plan

The show is an art and craft show only 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 the street.

The Show Director, Grace Epperly 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 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-lets and entrances to the 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 the City supplies recycle totes, that they deliver both totes and bins and also pick them up on Monday morning after the 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.



Grace Epperly, Show Director

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED - MANAGERS OR
LESSORS OF PREMISES**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<p>Designation Of Premises (Part Leased To You):</p> <p>200-500 Whitehead Street Key West FL 33040</p>
<p>Name Of Person(s) Or Organization(s) (Additional Insured):</p> <p>City of Key West PO Box 1409 Key West, FL 33040</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

A. Section II - Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Schedule and subject to the following additional exclusions:

This insurance does not apply to:

1. Any "occurrence" which takes place after you cease to be a tenant in that premises.
2. Structural alterations, new construction or demolition operations performed by or on behalf of the person(s) or organization(s) shown in the Schedule.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and

2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III - Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



Policy Number: 721B002070

COMMERCIAL GENERAL LIABILITY DECLARATIONS

Named Insured:
Key West Art Center, Inc.

Effective Date:
01/26/2019

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):

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

\$	1,322.00	Total Coverage Part Advance Premium
\$	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.





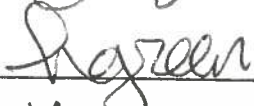
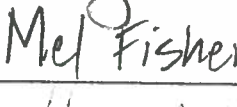


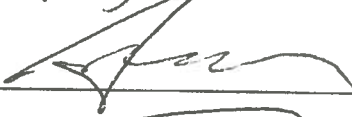

To: City of Key West - City Manager's Office

From: Key West Art Center
301 Front Street

Re: Key West Craft Show — January 25 & 26, 2020

Old Island Days Art Festival — February 22 & 23, 2020

I have been contacted and am aware of the Whitehead Street closing for the above two events.

Printed Name	Signature	Address	Residence/Business
Bobby Kapitanowski		301 Whitehead St.	First Flight
Karl Hill		219 Whitehead St	Residence
Joanne Martin		215 Whitehead	Business
Baub Fischer		218 Whitehead	Business
Heather Green		323 Whitehead	The Banyan Resort
Virginia Wark		Mel Fisher Maritime 200 Greene St	
Haig Smith		218 Whitehead St	Dancy's Charities
STERLING CHRISTAW		305 WHITEHEAD ST	BUSINESS
Heather Green		Caroline street	TAMPOPA

Key West Art Center Inc

2019 ART AND CRAFT PROFIT AND LOSS

February 28, 2018 - May 31, 2019

	ART SHOW	2019 ART SHOW	TOTAL ART SHOW	CRAFT SHOW	2019 CRAFT SHOW	TOTAL CRAFT SHOW	TOTAL
Income							
Direct Public Support							\$0.00
Donations		809.33	809.33		583.00	583.00	\$1,392.33
Total Direct Public Support		809.33	809.33		583.00	583.00	\$1,392.33
Other Types of Income							\$0.00
Interest					8.96	8.96	\$8.96
Total Other Types of Income					8.96	8.96	\$8.96
Special Events-Shows, Programs							\$0.00
Art Show Booth Fee		33,525.00	33,525.00				\$33,525.00
Art Show Jury Fee		2,825.00	2,825.00				\$2,825.00
Art Show Other Income		825.00	825.00		850.00	850.00	\$1,675.00
Craft Show Booth Fee					32,038.00	32,038.00	\$32,038.00
Craft Show Jury Fee					2,525.00	2,525.00	\$2,525.00
craft show other income					707.33	707.33	\$707.33
Total Special Events-Shows, Programs		37,175.00	37,175.00		36,120.33	36,120.33	\$73,295.33
Total Income	\$0.00	\$37,984.33	\$37,984.33	\$0.00	\$36,712.29	\$36,712.29	\$74,696.62
GROSS PROFIT	\$0.00	\$37,984.33	\$37,984.33	\$0.00	\$36,712.29	\$36,712.29	\$74,696.62
Expenses							
Administrative							\$0.00
Entry Thingy Fees		200.00	200.00		200.00	200.00	\$400.00
Insurance - Liability, D and O		713.21	713.21		713.00	713.00	\$1,426.21
Meetings		43.44	43.44		50.66	50.66	\$94.10
Office Supplies					13.22	13.22	\$13.22
Total Administrative		956.65	956.65		976.88	976.88	\$1,933.53
Contract Services							\$0.00
Outside Contract Services		9,880.00	9,880.00		9,880.00	9,880.00	\$19,760.00
Total Contract Services		9,880.00	9,880.00		9,880.00	9,880.00	\$19,760.00
Operations		1,455.56	1,455.56		1,249.06	1,249.06	\$2,704.62
Advertising		3,040.95	3,040.95		2,902.08	2,902.08	\$5,943.03
Bank Charges		16.00	16.00		16.00	16.00	\$32.00
Casual Labor		612.50	612.50		612.50	612.50	\$1,225.00
Miscellaneous expense		258.87	258.87		676.78	676.78	\$935.65
Printing and Copying		219.00	219.00		220.00	220.00	\$439.00
Security		2,035.00	2,035.00		1,800.00	1,800.00	\$3,835.00
Volunteer Expenses		90.25	90.25				\$90.25
Total Operations		7,728.13	7,728.13		7,476.42	7,476.42	\$15,204.55
Pay Pal fees		496.38	496.38		496.37	496.37	\$992.75
Website		60.00	60.00		60.00	60.00	\$120.00
Total Expenses	\$0.00	\$19,121.16	\$19,121.16	\$0.00	\$18,889.67	\$18,889.67	\$38,010.83
NET OPERATING INCOME	\$0.00	\$18,863.17	\$18,863.17	\$0.00	\$17,822.62	\$17,822.62	\$36,685.79
NET INCOME	\$0.00	\$18,863.17	\$18,863.17	\$0.00	\$17,822.62	\$17,822.62	\$36,685.79



THE CITY OF KEY WEST

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

**RELEASE AND INDEMNIFICATION
Old Island Days Art Festival
Whitehead Street
February 22 & 23, 2020**

I **Mary Jean Connors** being authorized to act on behalf of and legally bind the **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.

Grace Epperly
Signature of Witness

Grace Epperly
Print Name

8/8/19
Date

Mary Jean Connors
Signature of Applicant

MARY JEAN CONNORS
Print Name

8/8/19
Date

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

Key West Art Center

est. 1960

July 16, 2019

James K. Scholl, Manager
City of Key West
1300 White Street
Key West, FL 33040

RE: Permits for Key West Craft Show and Old Island Days Art Festival
January/February 2020

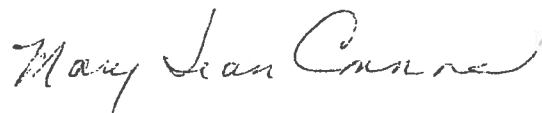
Dear Sir:

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.

The main contact for these events for 2020 is Grace Epperly. Her phone number is 305-923-6199 and her email address is grace.epperly@icloud.com.

Should you have any questions regarding this matter, please contact us.

Sincerely,



Mary Jean Connors
Co-President

Southernmost Insurance



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

August 2, 2019

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

RE: Key West Art Center, Inc. (Insurance coverage – 2020)

To Whom It May Concern:

Please note that each year we provide **General Liability** coverage for the above clients 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 of Key West as the certificate-holder and **Additional Insured**.

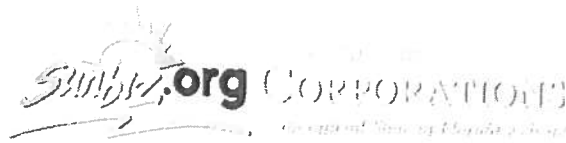
To facilitate the retention by the client of a permit for the 2020 events, included is a copy of the 2019 Declarations Page which will be identical to the one we provide for the 2020 events. This reflects coverage information and should suffice for the permit. Also included is the Additional Insured indication as City of Key West.

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

Respectfully,



Grisel M. Padron
Licensed Agent



[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

Henning, Nancy
301 FRONT STREET
KEY WEST, FL 33040

Name Changed: 04/23/2019

Address Changed: 04/23/2019

Officer/Director Detail

Name & Address

Title Treasurer

Henning, Nancy
1181 Coates Lane
Cudjoe Key, FL 33042

Title Past President

Decker, Fran
300 Elizabeth
KEY WEST, FL 33040

Title President

Beauprie, Karen
913 Georgia
KEY WEST, FL 33040

Title President

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

Title VP

Washburn, Jane
1300 Virginia
Key West, FL 33040

Title Secretary

Weaver, Marilyn
53 Boundary Lane
Key West, FL 33040

Title Board Member

Eid, Steve
20 Driftwood
Key West, FL 33040

Title Board member

Sloan, Joanne
701 Spanish Main #3
Cudjoe, FL 33042

Title Board Member

Wilson, Gabrielle
551 West Indies
Ramrod Key, FL 33042

Title Board Member

Walker, Helen

300 Front
Key West, FL 33040

Annual Reports

Report Year	Filed Date
2017	05/01/2017
2018	04/15/2018
2019	04/23/2019

Document Images

04/23/2019 -- ANNUAL REPORT	View image in PDF format
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
06/19/2015 -- 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
06/26/2013 -- AMENDED ANNUAL REPORT	View image in PDF format
02/04/2013 -- ANNUAL REPORT	View image in PDF format
01/19/2012 -- ANNUAL REPORT	View image in PDF format
04/27/2011 -- ANNUAL REPORT	View image in PDF format
04/28/2010 -- ANNUAL REPORT	View image in PDF format
05/05/2009 -- ANNUAL REPORT	View image in PDF format
04/15/2008 -- ANNUAL REPORT	View image in PDF format
06/11/2007 -- ANNUAL REPORT	View image in PDF format
07/30/2006 -- ANNUAL REPORT	View image in PDF format
02/15/2006 -- ANNUAL REPORT	View image in PDF format
01/20/2005 -- ANNUAL REPORT	View image in PDF format
02/06/2004 -- ANNUAL REPORT	View image in PDF format
01/15/2003 -- ANNUAL REPORT	View image in PDF format
02/01/2002 -- ANNUAL REPORT	View image in PDF format
01/27/2001 -- ANNUAL REPORT	View image in PDF format
01/19/2000 -- ANNUAL REPORT	View image in PDF format
02/09/1999 -- ANNUAL REPORT	View image in PDF format
03/16/1998 -- ANNUAL REPORT	View image in PDF format
01/21/1997 -- ANNUAL REPORT	View image in PDF format
01/26/1996 -- ANNUAL REPORT	View image in PDF format
03/29/1995 -- ANNUAL REPORT	View image in PDF format



THE CITY OF KEY WEST

Parking Division

130 White Street
Key West, FL 334

Parking Requests or Special Events

Please indicate the Special Event Parking requests below:

Request parking for medium to large RV vehicles.
10 - 12 vehicles max.

To arrive Friday, February 21, 2020
Depart Monday, February 24, 2020 by 8am

Truman Waterfront across from Amphitheatre
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

(305) 809-3855 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 SqFt.)

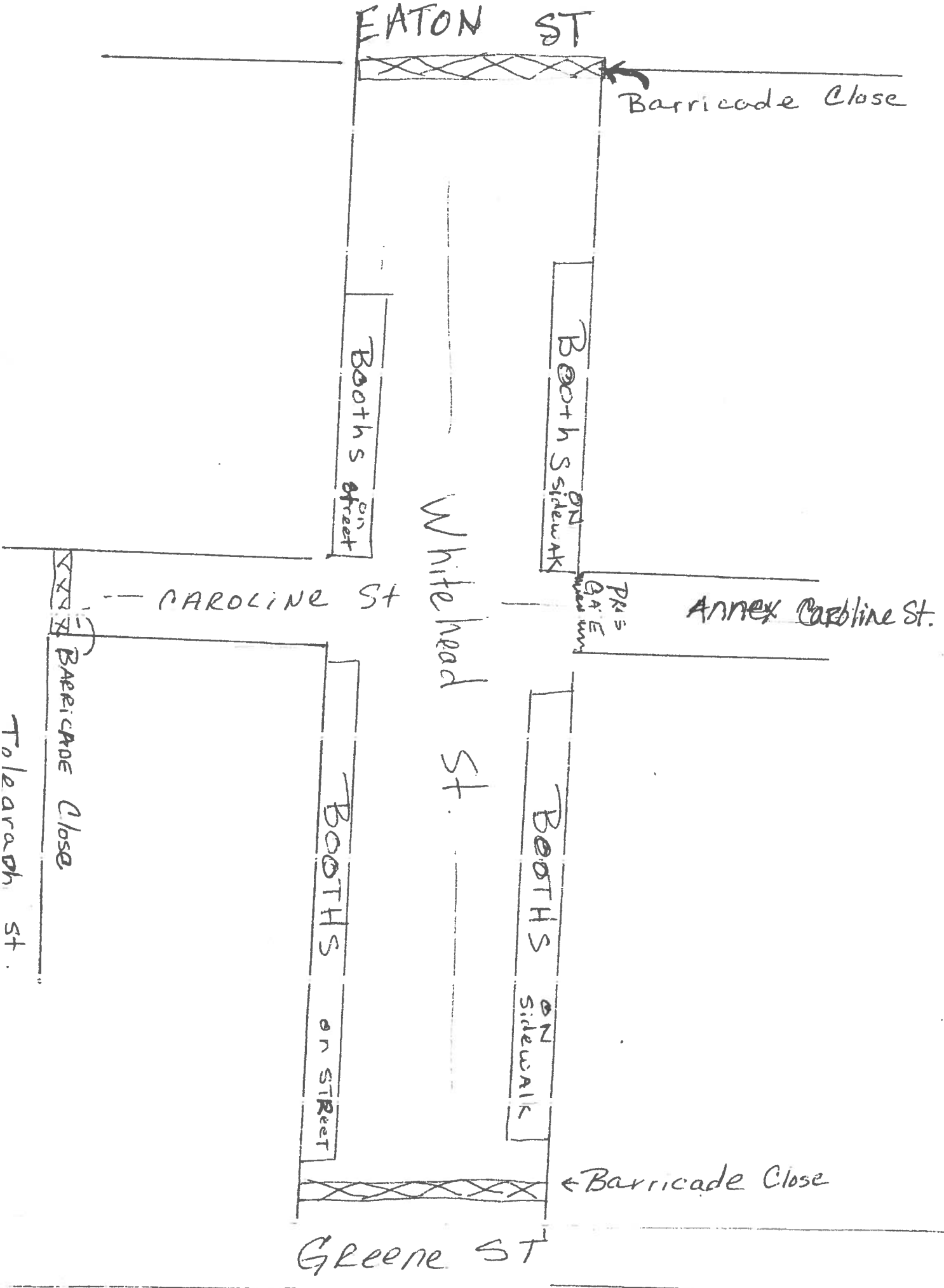
- Flame Resistance Certificate
- Size, Type, Location of Tent(s)

Food Booths

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

Parade

- Floats - Total # 0

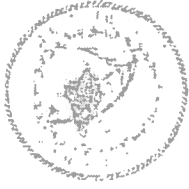


Event Name: 2020 Old Island Days Art Festival

Special Event Checklist

Everything must be checked off before submitting the special event application

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



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT
APPROVALS

EVENT: KW art Center Art show
 DATES: February 22 2020

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Mani Ratchak 8/13/19
 SIGNATURE DATE

[Empty comment box]

COMMUNITY SERVICES

SIGNATURE DATE

[Empty comment box]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty comment box]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty comment box]

KWDOT

Rogelio Hernandez 8-14-19
 SIGNATURE DATE

Requires Bus Detours

PORT AND MARINE SERVICES

SIGNATURE DATE

[Empty comment box]

CODE COMPLIANCE

SIGNATURE DATE

[Empty comment box]

ENGINEERING

SIGNATURE DATE

[Empty comment box]

UTILITIES

SIGNATURE DATE

[Empty comment box]

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: KW Art Center Art Show
DATES: February 22 2020

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Mani Ratchak 8/13/19
SIGNATURE DATE

[Empty comment box]

COMMUNITY SERVICES

SIGNATURE DATE

[Empty comment box]

POLICE DEPARTMENT

SIGNATURE DATE

[Empty comment box]

FIRE DEPARTMENT

SIGNATURE DATE

[Empty comment box]

KWDOT

SIGNATURE DATE

[Empty comment box]

PORT AND MARINE SERVICES

SIGNATURE DATE

[Empty comment box]

CODE COMPLIANCE

Ji Yong 14 Aug 19
SIGNATURE DATE

[Empty comment box]

ENGINEERING

SIGNATURE DATE

[Empty comment box]

UTILITIES

SIGNATURE DATE

[Empty comment box]

SPECIAL EVENT PERMIT HAS BEEN APPROVED DENIED

Maria Ratcliff

From: Joseph Tripp
Sent: Thursday, August 15, 2019 11:47 AM
To: Maria Ratcliff
Subject: RE: Key West Art Center Craft Show & Art Show

Ok by Police

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Wednesday, August 14, 2019 9:40 AM
To: Richard Sarver <rsarver@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>; Tara Stansbury <tstansbury@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; JR Torres <jrtorres@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>
Subject: Key West Art Center Craft Show & Art Show

Thank you!

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
mratcliff@cityofkeywest-fl.gov*



THE CITY OF KEY WEST

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

To: Old Island Day's Art Festival, Lois Songer (kwartshow@earthlink.net)

From: Division Chief/Fire Marshal Danny Blanco

Date: 8/28/19

Reference: Old Island Day's Art Festival

This office reviewed the special event application for the Old Island Day's Art Festival to be held on Whitehead Street on February 22 & 23, 2020.

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.

3266 LS3M N3X



CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT: KW Art Center Art show
DATES: February 22, 2020

DEPARTMENTS

COMMENTS

EVENTS (INITIAL SIGNOFF)

Mani Ratchak 8/13/19

SIGNATURE

DATE

COMMUNITY SERVICES

SIGNATURE

DATE

✓

POLICE DEPARTMENT

SIGNATURE

DATE

✓

FIRE DEPARTMENT

SIGNATURE

DATE

✓

KWDOT

SIGNATURE

DATE

✓

PORT AND MARINE SERVICES

SIGNATURE

DATE

N/A

✓

CODE COMPLIANCE

SIGNATURE

DATE

ENGINEERING

SIGNATURE

DATE

UTILITIES

SIGNATURE

DATE

SPECIAL EVENT PERMIT HAS BEEN ___ APPROVED ___ DENIED