

CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT

Name of Applicant(s) JONATHAN CRAFT, Doug O'NEIL.

Address of Applicant(s) P.O. BOX 4837, KEY WEST, FL 33040

Phone Number of Applicant(s) 305 509 0440 Fax: _____ Email SUNMAIL @ SUNSETCELEBRATION.ORG

Name of Non-Profit (s) KEY WEST CULTURAL PRESERVATION SOCIETY (CPS)

Address of Non-Profit(s) P.O. BOX 4837, KEY WEST, FL 33040

Phone Number of Non-Profit(s) 305 292 7700

Amount or Percentage of Revenue Non-Profit(s) anticipates receiving \$ 3000

Date/Dates of Event APRIL 28, 2012.

Hours of Operation 10A-5P, Setup @ 8a NO VEHICLES AFTER 9A STREET CLEAR BY 6

Estimated/anticipated number of persons per day 2500

Location of Event GREEN ST. (DUVAL TO WHITEHEAD) FITZPATRICK (GREEN TO FRONT)

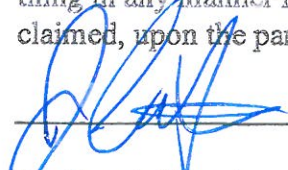
Street Closed SAME ABOVE

Detailed description of event ARTISAN STREET FAIR FOR CONCHA REPUBLIC DAYS.. MAIN FUNDRAISING EVENT FOR CPS'S K.W. HIGH SCHOOL SCHOLARSHIP FUND.

Noise exemption required: Yes _____ No X

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

The applicant does acknowledge and hereby affirms that any and all information is accurate to the best of his/her knowledge. The applicant(s)/permittee agrees to assume full responsibility and liability for and indemnify and hold the City of Key West harmless from and against all liability, claims for damages, and suits for or by reason of any injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the city their agents or employees.


Applicants Signature

Date

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

Revised for
Third Reading
11/19/02

ORDINANCE NO. 02-29

AN ORDINANCE OF THE CITY OF KEY WEST, FLORIDA, AMENDING CHAPTER 6 OF THE CODE OF ORDINANCES ENTITLED "AMUSEMENTS AND ENTERTAINMENT" BY AMENDING ARTICLE 11 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 6-36 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 provision 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

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

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 (1-1/2%) 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 or 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.

Section 2. That section 6-27 is hereby added to the Code of Ordinances as follows:

Sec. 6-27. Food, beverages 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 person 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 percentage of the revenues of a special event that causes the closing of a city street must be donated to the nonprofit organization and, at the sponsor's option, to additional charities. On the application form issued by the city manager, the nonprofit must state the amount or percentage of revenues it anticipates to receive from the special event.~~ 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 twenty-five percent (25%) of the sponsor's gross revenues or \$1,000.00, 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 manager with a letter of assent.

Section 5. That section 6-58 of the Code of Ordinances is hereby amended as follows:

Sec. 6-58. Major festival.

(a) A major festival is a special event of regional impact. Major festivals are: FancyFantasy 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 applicant or 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 with 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

therefrom 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.

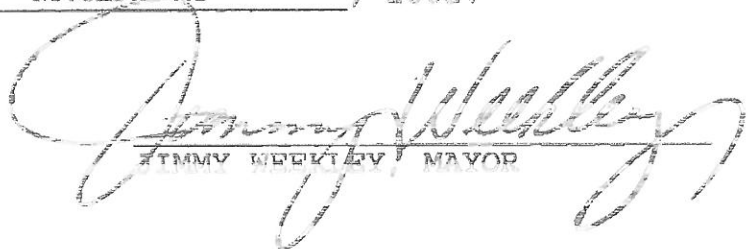
Read and passed on first reading at a regular meeting held this 16th day of October, 2002.

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.


JIMMY WEEKLEY, MAYOR

ATTEST:


CHERYL SMITH, CITY CLERK

RULES AND REGULATIONS FOR USE OF CITY OF KEY WEST PROPERTY FOR SPECIAL EVENTS

1. All Applicant(s) must fill out a City of Key West (City) application form provided to you by the Office of the City Manager.
2. Application(s) for special event(s) must be in the Office of the City Manager 60 days prior to the event.
3. Application(s) must provide comprehensive liability insurance insuring itself and the City against all claims of damages or injury to persons or property arising for any reason as a result of the activities associated with the special event permitted by the City. The insurance policy shall be written by a solvent insurance company in good standing and shall provide a minimum of \$1 million general liability. The policy shall show the City of Key West as an additional named insured.
Sponsor's Signature *J. Schmitt Craft*
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 *J. Schmitt Craft*
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 *J. Schmitt Craft*
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 *J. Schmitt Craft*
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 *J. Schmitt Craft*

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 _____

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

Sponsor's Signature *J. M. Craft*

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 *J. M. Craft*

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 *J. M. Craft*

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 *J. M. Craft*

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 *J. M. Craft*

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 _____

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 *J. M. Craft*

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 *Janeade Craft*

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 *Janeade Craft*

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 *Janeade Craft*

Complete Checklist for Event Recycling

City of Key West

- ✓ Identify contact person at the festival responsible for working with recycling.
Name of person: DOUG O'NEIL Phone number: 305 923 0511
- ✓ 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: 13 EA.
- ✓ Arrange for recycling containers for the grounds and a large container (roll-off or festival box) and coordinate delivery and removal arrangements. Recycling containers may be ordered from Waste Management. 305 296-2825.
Arrangements made: WASTE MGMT.
- ✓ Capacity of containers on grounds: VARIES.
Contact person for containers: M. LARA Phone #: 296 2825
MLARA5@WM.COM.
- ✓ Order signs to inform customers of recycling. Signs are needed for point-of-purchase locations and recycling containers.
- ✓ Acquire liner bags for the recycling containers to be placed on the grounds. Ensure that the capacity of the bags is equal to or greater than that of the recycling containers on the grounds.
- Arrange for emptying of recycling containers during the event – from the containers on the grounds to the large container.
Arrangements made: WASTE MGMT.
- ✓ Arrange for pick-up of the recyclables. The agency providing containers will often take the materials for recycling. In other cases, arrange for the materials to be taken to a recycling facility.
Arrangements made: WASTE MGMT.
- ✓ Meet with vendors and tell them to ask customers to recycle the appropriate materials. Make sure vendors know what will be recycled. Inform them that signs will be posted in their areas.
- ✓ Oversee the delivery of containers and placement of signs.
- ✓ Place recycling containers next to trash cans on the grounds and insert liner bags. All recycling

containers must be adjacent to trash barrels in order to reduce contamination problems.

✓ Monitor recycling containers for correct usage during the event and take actions to solve problems.
Problems: GARBAGE IN RECYCLING
Actions taken: MONITORS WILL SORT

✓ View trash barrels and note any recyclables in the trash. Take actions to solve problems.
Problems: RECYCLING IN TRASH
Actions taken: MONITORS WILL SORT

✓ 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: WILL BE SUBMITTED W/ FINAL REPORT.

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

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

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

✓ Ask the recycling facility to appraise the amount of material collected for recycling by weight, volume, or counts and report on contamination levels.
Amount of material: _____

Contamination: TO BE COMPLETED + INCLUDED WITH FINAL REPORT.

✓ Prepare a report on the program including strategies used, amount of material diverted, comments and suggestions from participants and future recommendations. SURVEY WILL BE HANDED OUT TO PARTICIPANTS.

✓ Share the results with event organizers.

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

○ Security deposit returned: _____

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



SUNSET CELEBRATION
KEY WEST CULTURAL PRESERVATION SOCIETY, INC.
P.O. BOX 4837
KEY WEST, FL 33041

BANK OF THE KEYS
3618 N. ROOSEVELT BLVD.
KEY WEST, FL 33040
63-928/670

3199

1/23/2012

PAY
TO THE
ORDER OF City of Key West

\$ **1,000.00

One Thousand and 00/100***** DOLLARS

City of Key West

MEMO
Recycling Deposit

AUTHORIZED SIGNATURE

Cultural Preservation Society dba Sunset Celebration

30th Anniversary Conch Republic Days Street Fair 2012

Recycling Plan

The CRD Street Fair is projected to draw 2 to 3 thousand spectators during the 8 hour event. Food and beverage waste generated will be managed as follows:

- * Coordination with Waste Management has been initiated and we will working with Margaret Lara on scheduling the drop off and picking up of waste and recycling containers, as well as final disposal of materials collected.
- * A waste and recycling crew will be monitoring the contents to keep garbage separated from recyclables and emptying and stockpiling the material for disposal at end of event.
- * Waste and recycling bins will be located approximately every 3 artisan spaces, at each food and beverage booth and at the intersections of all egress points to the event. Locations are indicated on site plan.
- * Signs will be posted encouraging the use and locations of recycling bins. Artists and food vendors will be asked to complete a survey regarding their recycling experience during the event.
- * A final report including photos of actions taken, volume & type of materials collected, as well as comments from participants on suggestions for improvements, will be prepared and submitted to the City following the event.

Complete development and implementation of this recycling plan will be managed by event coordinators Jonathan Craft and Doug O'Neil as authorized by CPS Board of Directors.

Cultural Preservation Society dba Sunset Celebration

30th Anniversary Conch Republic Days Street Fair. April 28, 2012

Letter of No Objection

We the undersigned hereby affirm that we have no objection to the activities involved for the CPS Street Fair to be held on Saturday, April 28, 2012 between the hours of 9am to 5pm.

Business	Signature	Date
<u>KW. PRETZEL CO.</u>	<u>J. Nelson</u>	<u>1-28-12</u>
<u>KEY LIME PIE FACTORY</u> <u>KEY LIME PIE OUTLET</u>	<u>[Signature]</u>	<u>1-29-12</u>
<u>KITE STORE</u> <u>KEY WEST TRADING</u>	<u>[Signature]</u>	<u>1-28-12</u> <u>1/28/12</u>
<u>Key West Art Gallery</u> <u>& GIFTS</u>	<u>[Signature]</u>	<u>1-28-12</u>
<u>HAPPY TIMES KIOSK</u>	<u>[Signature]</u>	<u>1-29-12</u>
<u>LILIE's Local Color</u> <u>AMIGOS</u>	<u>[Signature]</u>	<u>1-31-12</u>
<u>BLUE SOPHIA</u>	<u>[Signature]</u>	<u>1-31-12</u>
<u>NAUTICAL TREASURES</u>	<u>[Signature]</u>	<u>1-31-12</u>
<u>BUMBLE BEE SILVER</u>	<u>[Signature]</u>	<u>1-31-12</u>
<u>GOLDEN PARADISE</u>	<u>[Signature]</u>	<u>1-31-12</u>
<u>New LOOK</u>	<u>[Signature]</u>	<u>01-31-12</u>

ATTACHED TO AND FORMING A PART OF POLICY NUMBER	ENDORSEMENT EFFECTIVE DATE (12:01 A.M. STANDARD TIME)	NAMED INSURED	AGENT NO.
KK00000001883200	06/01/11	KEY WEST CULTURAL (SEE FORM KR-SP-1) DBA: SUNSET CELEBRATION	

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

LIMITED EVENT COVERAGE

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE FORM

This insurance applies only to "bodily injury," "property damage" or "personal and advertising injury" arising out of an "occurrence" or offense which takes place during an event shown in the Schedule below. Notwithstanding the specific date(s) shown in the Schedule below, those activities that are part of the setup and teardown required for the event are considered part of the event.

The following is added to **SECTION IV—COMMERCIAL GENERAL LIABILITY CONDITIONS:**

If any of the events in the schedule below are postponed by you, we may amend the scheduled date(s) to the date(s) you tell us. You must promptly notify us in writing of the postponement on or prior to the scheduled start date(s) and prior to the revised start date(s).

If any of the events in the schedule are cancelled by you, we may refund to you the premium for the cancelled events if you cancel the event(s) prior to the scheduled start date(s). You must promptly notify us in writing of the cancellation prior to the scheduled start date(s).

SCHEDULE

<u>TYPE OF EVENT</u>	<u>DATE OF EVENT</u>	<u>LOCATION</u>	<u>LIMITS</u>	<u>PREMIUM</u>
SUNSET CELEBRATION	NIGHTLY	MALLORY SQUARE DOCK & PLAZA KEY WEST, FL	\$ 1,000,000	INCLUDED
CONCH REPUBLIC STREET FAIR	APRIL 28/2012	GREEN & FITZPATRICK STREETS, KEY WEST, FL	\$ 1,000,000	INCLUDED
ANNUAL PREMISES/OPERATIONS	6/1/11- 6/1/12	MALLORY SQUARE DOCK & PLAZA KEY WEST, FL	\$ 1,000,000	INCLUDED

AUTHORIZED REPRESENTATIVE

DATE

Home Office
 Madison, Wisconsin
 Administrative Office:
 Center Drive • Scottsdale, Arizona 85258
 1-800-423-7675
 A STOCK COMPANY

KR-GL-D-1
 (07/07)

COMMERCIAL GENERAL LIABILITY - DECLARATIONS

Policy No. KKO0000001883200
 Replacement No.

Policy Period: 06/01/11 to 06/01/12 12:01 am Standard Time

NAMED INSURED AND ADDRESS:

KEY WEST CULTURAL (SEE FORM KR-SP-1)
 DBA: SUNSET CELEBRATION
 PO BOX 4837
 KEY WEST, FL 33041

FORM OF BUSINESS

- Individual
 Partnership
 Limited Liability Company
 Organization, including a Corporation (but not including a Partnership, Joint Venture or Limited Liability Company)
 Joint Venture

RETROACTIVE DATE: (CG 00 02 only) This insurance does not apply to "bodily injury" or "property damage" or "personal injury and advertising injury" which occurs before the following Retroactive Date: _____ (Enter date or NONE if no Retroactive Date Applies)

LIMITS OF INSURANCE

General Aggregate Limit (Other than Products – Completed Operations)	NONE
Products – Completed Operations Aggregate Limit	\$ 5,000,000
Personal and Advertising Injury Limit	\$ 1,000,000
Each Occurrence Limit	\$ 1,000,000
Damage to Premises Rented to You Limit	\$ 300,000 any one premises
Medical Expense Limit	\$ 5,000 any one person

SCHEDULE OF LOCATIONS:

0001 1 WALL STREET, KEY WEST, FL 33041
 0002 GREEN & FITZPATRICK STREETS, KEY WEST, FL

PREMIUM

Advance Premium for this Coverage Part is \$ 11,679

ENDORSEMENTS ATTACHED TO THIS COVERAGE PART:

KR-GL-SP-2(07/10)	KR-GL-SP-1(04/07)	CG0001(12/07)	KR-GL-43(04/07)	KR-GL-54(04/07)
KR-GL-61(04/07)	KR-GL-19(04/07)	KR-GL-58(04/07)	KR-GL-46(04/07)	KR-GL-53(04/07)
GL-58S(12/93)	KR-GL-109(07/09)	KR-GL-115(10/09)	KR-GL-119(07/09)	CG2011(01/96)
CG2024(11/85)	CG2026(07/04)	CG2147(12/07)	CG2167(12/04)	CG2407(01/96)
CG2410(07/98)	CG2173(01/08)	CG0068(05/09)	CG0220(04/11)	

Income Statement
Conch Republic Days Street Fair
April 30, 2011

Revenue

Set Up Fees	2555.00
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Disbursements

Security	400.00
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Office Supplies	42.95
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442.95

NET PROFIT

2112.05



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Conch Republic Independence Celebration
CPS Street Fair
April 28, 2012
10:00 a.m. to 5:00 p.m.

I **Jonathan Craft** being authorized to act on behalf of and legally bind **Cultrual Preservation Society** 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.

Maria Ratcu
Signature of Witness

Maria Ratcu
Print Name

1/26/2012
Date

Jonathan Craft
Signature of Applicant

Jonathan Craft
Print Name

1/26/12
Date

Cultural Preservation Society dba Sunset Celebration

30th Anniversary Conch Republic Days Street Fair 2012

Letter of Intent to Receive Monies

The Board of Directors has determined that revenue generated from the Street Fair shall be received and used for the primary purpose of funding our annual scholarship program.

At the January 18th meeting of the Board of Directors of CPS, a motion was made and passed appointing Jonathan Craft as Chairman of the Street Festival. He will report to the board all activities, monies received, and be responsible for submitting final reports to the City and Board.

Respectfully,



Jonathan Craft
Street Fair Chairman
Director, CPS Board of Directors



Don Sullivan
Chairman
CPS Board of Directos

(WHITEHEAD

ST.) LKS. SCHOLARSHIP FUND
ARTISAN STREET FAIR

- 10x10' BOOTH SPACE
- ⊕ TRASH/RECYCLE
- ... STREET CLOSURE BARRICADES.
- △ AMBIANCE PERFORMERS

AUDUBAN GALLERY

KEY WEST TRADING CO.

KITE STORE

KEY WEST ART & GIFTS.

KEY LIME FACTORY

(FITZPATRICK)

KEY ALOE

42 43 44 45 46 47 48 49 50 51 52 53 ⊕

TELEGRAPH LN.)

14 K GOLD STORE

KIND PLAZA

(FRONT ST.)

LILI'S JEWEL.

KIMO. ALLEY

KEY LIME OUT.

NAUTICAL TREASURES.

KWP

AMIGO'S

CAPT. TONY'S

KIOSK

BILL'S

T'S

ART

Duval Street



THE CITY OF KEY WEST

Parking Division

P.O.Box 1409, Key West, FL 33040

Parking Requests for Special Events

Please describe any Special Event Parking requests below:

PLEASE POST NO PARKING FOR APRIL 28TH
FROM 8AM TO 6PM.

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

Key West Bight Rates: \$2.00 per hour or \$16.25 per day per space

On-Street Meter Rates: \$1.50 per hour or \$20.00 per day per space.

Vendors and Event Organizers must pay for metered parking used outside of Event Zone.

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

If you have any questions, please contact John Wilkins, Parking Manager at (305) 809-3855 or email jwilkins@keywestcity.com



**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 # MAX OF 5
- Vendor Booths – Total # MAX OF 60
- Total Number of Booths - MAX OF 60

Parade

- Floats – Total # Ø

Event Name: CONCH REPUBLIC DAYS STREET FEST.

Special Event Checklist

Everything must be checked off before
submitting the special event application

X	TITLE	COMMENTS
✓	Special Event Application	
NA	Noise Exemption (If applicable)	
NA	\$50.00 for Noise	
✓	Ordinance initialed	
✓	Recycling checklist completed	
✓	Recycling deposit \$1,000.00	
✓	Recycling Plan	
✓	Authorization Letter for continuous cleaning of recycled area	Dory
✓	Signatures of No Objection of Street closure (If applicable)	
✓	Insurance naming the City as additional insured	OJ 1/24
✓	Financial of previous event (If applicable)	OJ 1/24.
✓	Release & Idemnification Form	
✓	Site Map (where barricades, stages, etc are to go)	
✓	Letter from non profit that states they will be receiving the funds	