

***CITY OF KEY WEST
APPLICATION FOR A SPECIAL EVENT PERMIT**

Name of Applicant(s) KEY WEST ~~ART CENTER~~ ~~CRAFT SHOW CENTER~~ (Lois Songer) Dir.

Address of Applicant(s) 301 FRONT ST

Phone Number of Applicant(s) 294-1243 Fax: _____ Email KWartCh@earthlink.net

Name of Non-Profit (s) KEY WEST ART CENTER

Address of Non-Profit(s) 301 FRONT ST.

Phone Number of Non-Profit(s) 294-1243 or 294-1243

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

Date/Dates of Event JAN 29-30, 2011

Hours of Operation 6AM 29th -> 8PM 30th 10-5 daily open public

Estimated/anticipated number of persons per day 10,000

Location of Event Whitehead St - Between Green/Eaton

Street Closed Whitehead & Caroline

Detailed description of event 100 Art/CRAFT VENDORS
SELLING ARTWORK

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.

Lois Songer
Applicants Signature

Date 11/29/10

*(Financial statements of the event from the previous year must be attached and submitted along with special event application)

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

\$50.00

Date _____

Applicant Name _____

Applicant Address _____

Applicant Phone Number _____

Event Name _____

Event Address/Location _____

Date of Event _____

Nature of Event _____

Profit Non Profit

Time(s) Request for Exemption _____

Number of Exemptions at this location this calendar year _____






Date of last exemption _____

Event Name: Key West Art Center

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

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

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 
4. The applicant shall indemnify and hold the City harmless from all losses, claims, damages, liabilities, and expenses which may be incurred by the City or which may be claimed against the City by any person, firm to the person or property of any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder or its equipment, employees, agents, guests, licensees, or invitees for the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.
Sponsor's Signature 
5. Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a non-profit entity. When a sponsor proposes a special event that will cause the closing of a city street or other public right-of-way, the sponsor must donate at least 25% of the sponsor's gross revenues or \$1000.00, whichever is greater, to at least one nonprofit organization. The sponsor must designate the nonprofit organization(s) on the application for the event. Each named nonprofit organization must provide the city manger with a letter of assent. Applicant(s) must also hire an off-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or the City Manager's Office. Applicant(s) must have neighboring businesses sign a petition of no objection to the street closure.
Sponsor's Signature 
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 
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 

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 NIXON

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

Sponsor's Signature [Signature]

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 [Signature]

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 [Signature]

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 [Signature]

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 [Signature]

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 [Signature]

15. Where a person has not applied for a special event permit and an event at it's location spills into a street, causing the police department to close all or a portion of the street, the person sponsoring the event shall pay all such extraordinary service costs incurred by the city. On each anniversary of this occurrence, if the person can reasonably anticipate an overflow of people into the street, a special event permit must be applied for consistent with this division. A violation of this section may be grounds for revocation of an occupation license.

Sponsor's Signature [Signature]

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 WFD

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 WFD

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 WFD

Complete Checklist for Event Recycling City of Key West

- Identify contact person at the festival responsible for working with recycling.
Name of person: LOIS SONGER Phone number: 305-294-3500 CELL
942-9751
- Identify the recyclable commodities that will be used by the public and behind-the-scenes.
Aluminum Glass #1 Plastic #2 Plastic Steel
Corrugated Cardboard Other:
- Define the amount of recycling containers needed for the festival grounds (based on commodities used at event and where they will be used and discarded. When recyclables are used throughout event, 1 recycling container for every three trash barrels may be used)
Amount of recycling containers needed: _____
- 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: 12/13/10 Margarat Lara @ WM
- Capacity of containers on grounds: _____
Contact person for containers: _____ Phone #: _____
- 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: _____
- 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: _____
- 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

Recycling Checklist and Final Report

Contact person in your group responsible for recycling Lois Senger phone 294-3500

Waste hauling contact person to call to arrange for trash and recycling cans _____
phone _____. Call two weeks prior to event to order cans.

Ask waste hauling company WHAT SIZE BAGS you need for the trash and recycling containers.

Discuss with your group what products you will be using and recycling: aluminum, glass, #1, 2, or 3 plastics, tin, corrugated and regular cardboard. Educate your members working the event WHAT is recyclable so they can monitor.

Have signs printed educating public that this event is RECYCLING and post signs in food and drink areas as well as trash areas.

Appoint and train members of your group to monitor trash and recycling containers for compliance.

Develop PSA's (public service announcements) to be announced during your event so public is aware they are expected to recycle, and to educate them HOW to recycle (see attached city info sheet on recycling to be attached). As announcements are made applaud the crowd and tell them what a good job they are doing (hopefully they are doing a good job!)

Arrange for pick up of trash and recyclables AND to have each weighed, with stats given you your contact for the final report. Ask also for contamination IF trash and recyclables had not been properly separated.

Develop site plan and layout for your event showing where trash and recycling containers will be located. These should be at food and beverage stations, table and sitting areas, as well as areas of other activities.

Confirm delivery of containers day before your event and oversee delivery of containers and placement of signs.

Gather all containers at end of your event grouping trash containers separate from the recyclable containers.

Designate someone to take photographs of the events recycling efforts and results.

Final Report

Your written report should contain the following:

Strategies used during your event to promote recycling (provide examples of signage etc if possible)

Amount (weight) lbs of trash and recyclables which waste company will provide (you needed to request this prior)

Comments and Suggestions of what you would do different next time to achieve better results and suggestions to the city and waste hauling company for a smoother, easier more successful process and results.

PICTURES of your events recycling.

Educational recycling information delivered during your event and method of delivery.

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: _____
Actions taken: _____

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

○ Take photos of event recycling, record data on volumes of recyclables and trash, and ask vendors and event organizers for comments about the program
Comments: _____

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

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

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

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

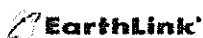
Amount of material: _____
Contamination: _____

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

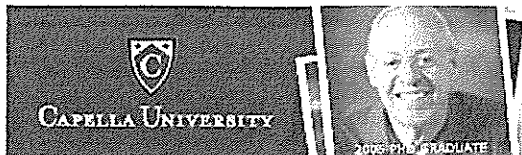
Share the results with event organizers.

Security deposit of \$1000.00 prior to event _____
Security deposit returned _____

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



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Real learning. Real results.



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kwartctr@earthlink.net

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82% of 100 MB used. Empty Trash

Increase Storage Space
Use the new WebMail

- Check Mail
- Write Message
- News Headlines
- spamBlocker (MED)

- Folders
 - Known spam (0)
 - INBOX (474) new
 - Drafts (1)
 - Sent (121)
 - Trash (1) [Empty]
 - 50th (5)
 - Advertising (5)
 - Andy (8)
 - Board (8)
 - Commission (0)
 - employment (1)
 - Future Committee (8)
 - inquiries (6)
 - media info logos etc (3)
 - NAIA (13)
 - Plein Air (7)
 - reader (10)
 - show biz (3)
 - TDC (16)
 - website (14) new

- Address Book
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From: Key West Art Center <kwartctr@earthlink.net>
To: mlara5@wm.com
Subject: Recycling Plan Jan. 29-30 Craft Show
Date: Dec 13, 2010 2:04 PM

December 13, 2010

TO: Margaret Lara

FROM: Lois Songer – Director of shows - Key West Art Center
305-294-1243 KWArcTr@earthlink.net

Re: Recycling plan for 26th Annual Key West Craft Show

Margaret,

Please find an outline below of the subject event. I appreciate your time on the phone today to help me get started on my recycling plan. The Art Center is a non-profit organization and the show is a fundraiser for us to raise the operating funds for our Art Center Gallery. As you well know, costs have gone up for city services, insurance and other expenses to put on our event. In addition, the TDC grants for advertising have been cut considerably so we would appreciate anything you can do. We are committed to recycling and appreciate the efforts of those involved.

Background:

The Key West Art Center is a 501-c-3 non-profit Community Art Center. The Art Center has been at 301 Front Street since 1960, when it renovated the building and saved it from demolition. We have maintained the building since, as a home to local artists, a community art center and sponsor of two juried national art shows. The center is run by a board of its member artists, volunteer and minimum staff to run the shows and gallery. We put on monthly art demos and lectures, gallery shows, a student art program and other events throughout the year.

The Key West Craft show was started in 1975 and has grown to become a nationally rated juried show, now in its 26th year.

Date/Location

Jan. 29-30, 2011 – City closes the street at 6 AM on Sat. Jan. 29, and artists start their set up. (traffic is routed one way on the street and is very congested) The show is done at 5 pm on Sunday the 30th and the street is opened by 8 pm. The city delivers trash containers at 6 AM for the blocks of Whitehead St. from Greene St. to Caroline St. and half way up to Eaton. (show stops at Law offices before Banyan) The show also is set up behind the presidential gates into the Truman Annex and we would like to include that area for recycling even though it is private property. (at least something at the gates)

Show details

100 artists set up canopies and sell arts and crafts. They line both sides of the street and city trash containers are placed in the middle of the street. The Key West Art Center does set up a canopy at the corner of Greene and Whitehead and provides bottled water for donation. That is the only vending of food or drink done at the show.

It has been estimated that 20-25k people visit the show throughout the weekend, by police estimates.

If you have further questions, please contact me.

Lois Songer

KeyWestArtCenter.com

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Key West Art Center Craft Show January 29; 30, 2011

CITY OF KEY WEST SPECIAL EVENTS DEPARTMENT APPROVALS

EVENT (INITIAL SIGNOFF):

Marie Katelyn 12/14/2010
SIGNATURE DATE

CONDITIONS/RESTRICTIONS:

PUBLIC WORKS

SIGNATURE DATE

POLICE DEPARTMENT

SIGNATURE DATE

FIRE DEPARTMENT

SIGNATURE DATE

PORT

SIGNATURE DATE

CODE COMPLIANCE

SIGNATURE DATE

**KEY WEST PROPERTY
MANAGEMENT**

SIGNATURE DATE

PARKING DEPARTMENT

SIGNATURE DATE

	2010 Art Show (Art Show)	2010 Craft (Craft Show)	
Ordinary Income/Expense			
Income			
Special Events	18,703	24,235	
TDC Grant	2,329	2,395	
Total Income	<u>21,035</u>	<u>26,637</u>	47,672
Expense			
Administrative	943	949	
Awards	0	0	
Contract Services	0	0	
Facilities and Equipment	1,604	1,604	
Operations	11,595	14,192	
Payroll Expenses	0	0	
Special events - shows	0	0	
Training development	267	267	
Website	50	50	
Total Expense	<u>14,459</u>	<u>17,062</u>	31,521
Net Ordinary Income	6,576	9,575	
Other Income/Expense			
Other Expense			
Ask My Accountant	0	0	
Total Other Expense	<u>0</u>	<u>0</u>	
Net Other Income	<u>0</u>	<u>0</u>	
Net Income	<u><u>6,576</u></u>	<u><u>9,575</u></u>	16,151

CRAFT SHOW
P.O. BOX 614
KEY WEST, FL 33040

0386

12/15 20 10


63-928/670
6

PAY TO THE
ORDER OF

City of Key West

\$ 1000.00

One thousand and 00/100

DOLLARS  Security features
are included.
Drawn on back.

TIB BANK OF THE KEYS
YOUR COMMUNITY BANK
KEY WEST, FLORIDA 33041

FOR

Recycle deposit

Jois Songer





THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3888

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.

Lois Songel

November 29, 2010

The Key West Art Center will hold the 26th Annual Key West Craft Show on January 29-30, 2010. Whitehead St. from Green St. to Eaton will be closed from 6 AM on Sat., the 29th until 8 PM on Sun. the 30th to accommodate the exhibitors. Access will be maintained from Eaton to the Law Offices.

The Key West Art Center has contacted me regarding these dates and the closure of the street.

Name	<u>(Kelly's) Chris Lygin</u>	Address	<u>301 Whitehead St</u>
Name	<u>Therpley (Glederson)</u>	Address	<u>205 Whitehead St.</u>
Name	<u>Diana Ann</u>	Address	<u>218 WHITEHEAD ST.</u>
Name	<u>Custa Tom Nest</u>	Address	<u>218 Whitehead St</u>
Name	<u>Custa Tom Kail</u>	Address	<u>" "</u>
Name	<u>MARIE BOWEN / Port Savana</u>	Address	<u>218 WHITEHEAD ST. #2</u>
Name	<u>Cafe Tropical</u>	Address	<u></u>
Name	<u>Hugh Morgan</u>	Address	<u>317 Whitehead St</u>
Name	<u>Katherine Duquade Banyan</u>	Address	<u>323 Whitehead St</u>
Name	<u></u>	Address	<u></u>
Name	<u></u>	Address	<u></u>
Name	<u></u>	Address	<u></u>



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

Key West Art Center

Craft Show

January 29 & 30, 2011

I **Lois Songer** being authorized to act on behalf of and legally bind **Key West Art Center** 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 Ratuff
Signature of Witness

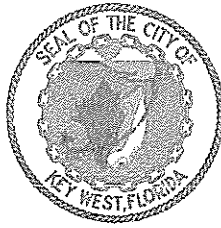
Maria Ratuff
Print Name

12/14/2010
Date

Lois Songer
Signature of Applicant

Lois SONGER
Print Name

12/14/10
Date



THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3888

SPECIAL EVENT (Exemption from Noise Ordinance)

STREET CLOSURE APPLICATIONS

The following applications for Special Events/Street closures will be considered at the city commission meeting of January 4, 2011, 6:00 p.m. Old City Hall

A copy of each application is on file at the City Clerks Office for public inspection.

2nd Annual Co-Ed Softball Tournament to
Benefit the Marques Butler Memorial Scholarship
At Key West High School
Saturday, January 29, 2011
And Sunday, January 30, 2011
From 8:00 a.m. to 9:00 p.m.
At Bayview Park, Pepe Hernandez Field & Wickers Field
Contact: Tony Yaniz 305 587-5396

Wesley House Family Services
Valentines Event at the Curry Mansion
511 Caroline Street
Monday, February 14, 2011
9:00 a.m. to 11:30 p.m.
Street Closed
Caroline Street from Duval to Simonton
Ann Street between Greene & Caroline Streets
Contact Lissette Cuervo 305 809-5000 X 228

Key West Art Center
Craft Show
Street Closure
Saturday, January 29, 2011
Sunday, January 30, 2011
8:00 a.m. to 8:00 p.m.
Whitehead Street Between Greene Street & Eaton Street
Including Caroline Street
Contact: Lois Songer 305 294-1243