

City of Key West
Special Event Permit Application

For assistance in filling out this application, please contact the City at (305) 809-3881 or via email at : event_request@cityofkeywest-fl.com

Event Name: 2021 Caribbean Street Fair
Location: 100-300 Blocks of Duval St.
Date(s): 7/24/21 Hours of Operation: 10AM-10PM
Break Down Date: 7/24/21 Number of Expected Attendees: 1,000-10,000
Is the Event open to the Public? Yes No

Description: Provide a narrative description of the full scope of your event with as much detail as possible in the box below. If this event has multiple sub events, specify date and time range of each.

In celebration of Ernest Hemingway this event is an open air market featuring arts and crafts, drinks, snacks, food.

EVENT ORGANIZER INFORMATION

Company or Organization Name Literacy Volunteers of America (LVA)
Name Mary Casanova Phone number 305-304-0578
Mailing Address 2405 N. Roosevelt Blvd.
City Key West State FL Zip 33040 Email marycasanova77@gmail.com
Tax ID / EIN# _____

SECONDARY CONTACT INFORMATION

Name _____ Phone number _____
Company or Organization Name _____
Email _____

SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes Complete Supplement A No
Non-Profit Applicant or Benefit: Yes Complete Supplement B No
Alcoholic Beverages Sold/Served at Event: Yes Needs City Commission Approval No

Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission through Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must have a liquor license and provide liquor liability insurance.

INITIALS REQUIRED

Event Name: 2021 Caribbean Street Fair Event Date: 7-24-21

- 1. **Application Form:** All Applicant(s) must fill out the City of Key West (City) application form provided to you by the Office of the City Manager. All applications are subject to approval at the discretion of the City Manager and/or City Commission and must in the Office of the City Manager 60 days prior to the event.

Applicant Printed Name: Mary Casanova Signature: Mary Casanova
Literacy Volunteers of America (LVA)

- 2. **Liability Insurance:** Applicant(s) will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

- Commercial General Liability with minimum limits of \$1,000,000
- Business Automobile Liability with minimum limits of \$1,000,000
- Statutory Workers' Compensation Coverage
- Employers Liability with minimum limits:
 - \$1,000,000 injury by accident
 - \$1,000,000 injury by disease
 - \$1,000,000 Policy Limits – Each Employee

If alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000,000. Host Liquor Liability coverage will not be acceptable. If the permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

The City of Key West shall be named as an "Additional Insured" on the permittees commercial general liability policy.

Applicant Printed Name: Literacy Volunteers of America (LVA) Signature: Mary Casanova

- 3. **Indemnification:** The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe incurred by the City or which may be claimed against the City by any person, firm to the person or property f any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.

Applicant Printed Name: Literacy Volunteers of America (LVA) Signature: Mary Casanova

4. **ADA:** All special events are required to comply with the Federal Americans with Disabilities Act which requires access to all areas in services provided by the special events. Organizers must ensure that all aspects of their event meet the requirements.

Applicant Printed Name: Literacy Volunteers of America (LVA) Signature: Mary Casanova

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

Applicant Printed Name: Literacy Volunteers of America (LVA) Signature: Mary Casanova

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

Applicant Printed Name: Literacy Volunteers of America (LVA) Signature: Mary Casanova

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

Applicant Printed Name: Literacy Volunteers of America (LVA) Signature: Mary Casanova

Event Screening Questionnaire

Event Name: 2021 Caribbean Street Fair Event Date: 7-24-21

The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application.

VENDOR SALES	
1. Will ANY alcoholic beverage be sold or served?	Yes <input type="checkbox"/> Needs City Commission Approval No <input checked="" type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input checked="" type="checkbox"/> Complete Supplement C No <input type="checkbox"/>
SAFETY IF YES, COMPLETE REQUIRED FORMS	
3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles	Yes <input checked="" type="checkbox"/> Complete Supplement C No <input type="checkbox"/>
4. Will your event involve ANY of the following tents or structures? Tents, Booths, Canopies or Podiums, Viewing Stands and Bracing, Stages, Risers or Air Support Structures	Yes <input checked="" type="checkbox"/> Complete Supplement D No <input type="checkbox"/>
STREETS & SIDEWALKS IF YES, COMPLETE REQUIRED FORMS	
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes <input checked="" type="checkbox"/> Complete Supplement E No <input type="checkbox"/>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
CITY PROPERTY IF YES, COMPLETE REQUIRED FORMS	
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes <input type="checkbox"/> Complete Supplement F No <input checked="" type="checkbox"/>

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

Mary Casanova
Applicant Signature

4-6-21
Date

required - Recycling Plan

Event Name: 2021 Caribbean Street Fair Event Date: 7-24-21

The City of Key West is committed to increasing the collection of recycled materials and needs your help to accomplish this. As the Event Organizer, you need to encourage your vendors to participate in the separation of solid waste and recyclable items by providing the adequate number and type of collection receptacles.

RECYCLING POINT OF CONTACT

Name Mary Casanova Phone Number 305-304-0578
Email marycasanova77@gmail.com Number of people dedicated to recycling 10

INITIALS REQUIRED

- MC 1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.
- MC 2. **RECYCLING FEE:** The Fee (see Fee Schedule) must be submitted prior to the event. You can earn all or part of this fee back by participating in the City Recycling Program.
- MC 3. **ACCEPTABLE RECYCLABLES:** The primary items will be Aluminum Cans, Plastic Bottles, Cardboard, and Glass Bottles. But additional items can include Food and Beverage Cartons, Regular paper, Magazines and Program Handouts.
- MC 4. **CONTAMINATION:** I understand that recycle bins with contamination above 15% will result in not being able to earn back all or part of the Recycling Fee.

RECYCLING TIMELINE

Two Weeks (Self filling)

- BEFORE EVENT:**
- 1. Arrange Trash/Recycling through Community Services (305-809-3759).
 - 2. Get approval for educational signage needed to inform customers/event goers of recycling and garbage rules/locations during the event. Request standard signage or submit unique designs for approval through recycle@cityofkeywest-fl.gov tstansbury

Due Date (Self filling)

- DAY OF EVENT:** Carol or Richard Sarver
- 1. Place Recycling/Garbage containers in pairs throughout venue, at approximately every 30 feet throughout the event.
 - 2. During the event ensure that recycle bins are free from contamination. Pull full bags, replace with a new liner, and stage full bags only at pre-arranged sites.
 - 3. At end of event, remove all signage, and return if borrowed from City. Place all trash/recycling containers pre-arranged pick-up location.

Due Date (Self filling)

- TRASH/RECYCLING REPORT:**
- 1. City Community Services will supply a report detailing the amount of materials collected for recycling by weight, volume, or count and report on contamination levels.
 - 2. After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting recycle@cityofkeywest-fl.gov.

Required – Event Transportation Planning

Event Name: 2021 Caribbean Street Fair Event Date: 7/24/21

Parking and traffic congestion are consistently a concern of Key West residents. It is the City's goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

INITIALS REQUIRED

mc

Communications: Every event is required to provide communications about modes of transportation that will reduce vehicle traffic. These actions include:

1. Website(s)
2. Email
3. Ticketholders
4. Social Media

mc

Opportunities: Large Events are required to explore opportunities to help minimize traffic congestions and parking issues. Your event will be more successful by encouraging alternate transportation or utilize transit friendly alternatives. Check opportunities you will explore.

- | | |
|---|--|
| <input checked="" type="checkbox"/> Encourage Walking | <input type="checkbox"/> Partner with Transit System/Buses |
| <input checked="" type="checkbox"/> Encourage Biking | <input type="checkbox"/> Partner with Transit Friendly Hotels |
| <input type="checkbox"/> Providing Bike Security with Valet | <input type="checkbox"/> Partner with Restaurants/Bars |
| <input type="checkbox"/> Include Ride Service with VIP Passes | <input type="checkbox"/> Partner with Rideshare/Taxi Companies |
| <input type="checkbox"/> Provide Pre-Sale parking only | <input type="checkbox"/> Implement Shuttles |
| <input type="checkbox"/> Premium parking prices | <input type="checkbox"/> Other: _____ |

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$32/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day			
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lot	\$32/day			
Mallory Square Parking Lot	\$40/day			
			Total	

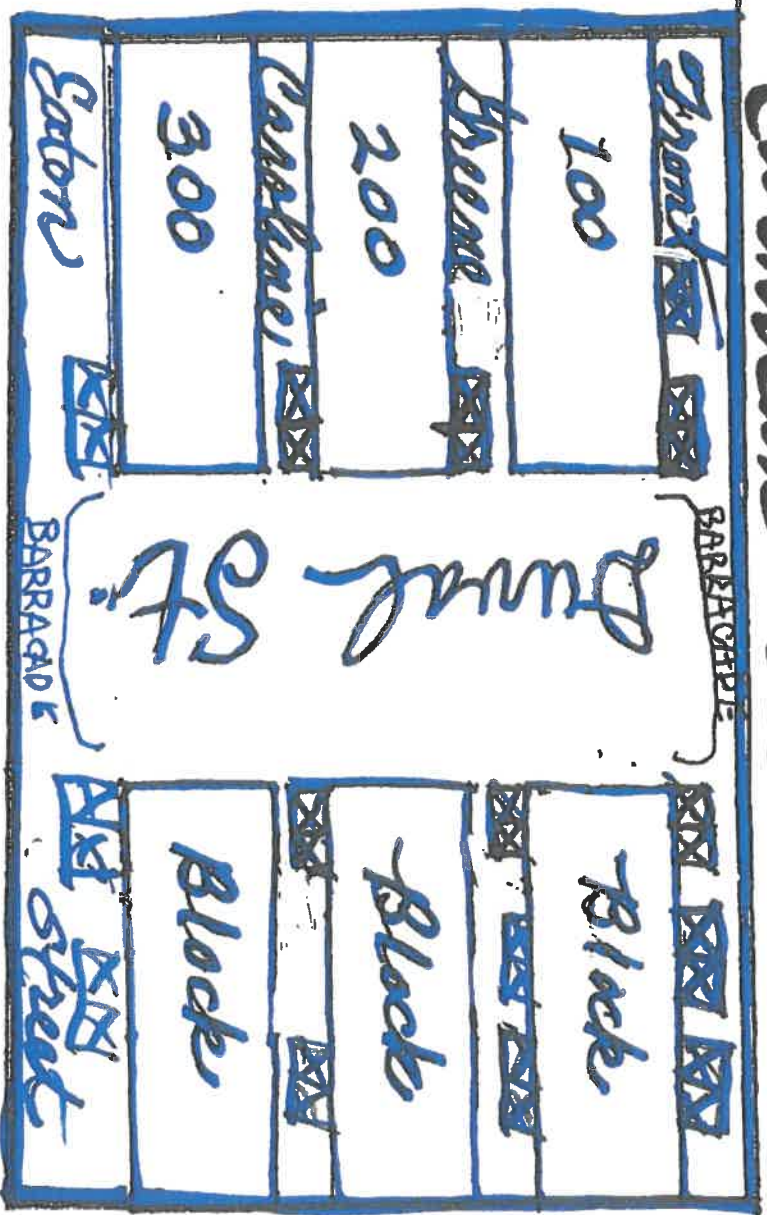
See attached diagram with requested parking spaces

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

Total Parking Cost shall be calculated using this table and accounted for in the Event Fee Schedule.

For more information, contact John Wilkins, Parking Director at (305) 809-3855.

Caribbean Street Fair



 = Parking for

TWO
PARKING
SPACES

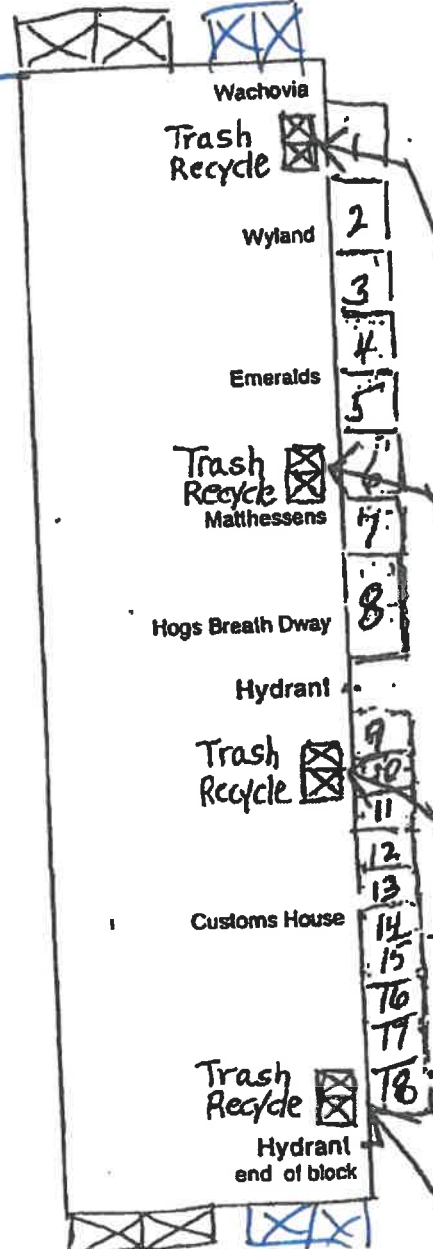
EVENT STAFF

(up and down cross streets
within one block radius of
Dural St, as many spots possible
thank you.)

DRAWINGS ARE NOT TO SCALE

EXAMPLE
100 Block
Front Street

EVENT PARKING



100 Block Seating Chart (Vendors)

DUVAL STREET

- 1-1 Smoking D's
- 1-2 Caribe SUP ✓
- 1-3 Master Carvers ✓
- 1-4 J. Rowe ^{mail} ✓
- 1-5 Mosquito Control ✓
- 1-6 All Biz ✓ ain Dead
- ? 1-7 Lori Lippard
- 1-8 One Stop Hats ✓
- 1-9 Unique Arts ✓
- 1-10 ILA
- 1-11 Gulfstream Trading-
- 1-12 Sunsational
- 1-13 Crazy Faces
Annalises hats
- 1-14
- 1-15 Gloria Jannel
- 1-16 Hunter Skipper
- 1-17 Hammerheads
- 1-18 Mr. Concessionaire

EVENT PARKING

SEE TRASH/
GREENE STREET RECYCLE

 = TWO PARKING SPACES

Event Name: 2021 Caribbean Street Fair Event Date: 7-24-21

Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

Noise limitations - Within a core commercial district as defined in this article, the maximum dBA and dBC sound levels permitted on any property located therein shall be as follows:

The average measurement taken between ten (10) and twenty (20) seconds shall be no greater than the maximum levels set out below. The measurement shall be taken from the sound source property line, or individual lease boundary in the case of property which has been subdivided by the execution of individual leases, of the noise generating property at a location that is closest to the complainant's property line:

- a. Eighty-five (85) dBA or ninety-four (94) dBC between the hours of 11:00 a.m. and 2:59 a.m.
- b. Seventy-five (75) dBA or eighty-four (84) dBC between the hours of 3:00 a.m. and 10:59 a.m.

In any residential or commercial district as defined in this article, a decibel meter shall be used for a complaint of unreasonable noise made at or within 100 feet of the property line of the sound source. The decibel reading shall be made at the location of the complaint. The investigating officer shall issue a citation for unreasonably excessive noise, unless in his judgment a warning is sufficient to cease the violation. There shall be no more than a total of one warning per offending person or establishment.

Events that expect to exceed decibel levels set for their area must get a Noise Exemption from the City Commission. Noise Exemptions cannot be issued for the same location within 60 days of the last noise exemption approval.

Describe the Potential Noise Sources: _____

Do you wish to apply for a Noise Exemption? Yes Need City Commission Approval No

INITIALS REQUIRED

- _____ 1. Applicant(s) has reviewed the City Code regarding Noise limitations and understands that an exemption from the noise control ordinance requires approval from the City Commission. Applications for noise exemptions must be received 30 days before the event
- _____ 2. The processing fee for the application is \$78.75, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- _____ 3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

For more information on Noise and Noise Exemptions, consult the Special Event Guide and read the City Code Section 26-192

Special Event Permit Application

Supplement B – Non-Profit Verification

Event Name: 2021 Caribbean Street Fair Event Date: 7-24-21

Non-Profit Organization Name Literary Volunteers of America (LVA), Monroe City,

Tax ID/EIN # 65-0050312 Representative Mary Casanova Inc.

Purpose of Organization One-to-one and small group instruction in reading writing and English

Phone 305-304-0578 Email marycasanova77@gmail.com

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?
100% to support local literacy program

INITIALS REQUIRED

mc

1. **Services Waived:** The first \$1,000.00 of costs as specified in Section 6-26 (d) of the Code of Ordinances may be waived for any Event Organizer or Sponsor organization which qualifies as a tax-exempt Non-profit organization according to State or Federal law. Acceptance of this waiver by such Event Organizer or Sponsor organization shall render the Special Event a public accommodation subject to Human Rights provision of Section 38-225.

mc

2. **Approval:** Supplement B must be reviewed and approved for Non-profit waivers to be granted. Neither Completion nor Submission of this form guarantees a waiver will be granted.

mc

3. **Monies Received:** Within 30 days of the event completion the Event Organizer agrees to submit to the City Commission a letter from the Non-profit Organization receiving the waiver stating the amount of monetary donation received from the event.

mc

4. **Accounting:** Within 90 days following the Special Event, the Event Organizer or Sponsor organization will ensure that the Non-profit organization receiving the waiver submits to the City Commission an accounting of expenses and revenues incurred and generated during the event.

SIGNATURE AND ATTACHMENT REQUIRED

I hereby certify that the above-named Non-profit organization is a bona fide, in good standing, domestic civic, educational, charitable, fraternal, or religious organization under the laws of the State of Florida or with proper tax exemption status with the Internal Revenue Service; that the organization is the actual sponsor of the event described and that all the proceeds from the event, after necessary direct expenses, will be used for civic, educational, charitable or religious purpose.

I further certify that the answers to the above questions are correct and complete to the best of my knowledge and belief. I also understand that any organizations who fraudulently seek exemption shall be subjected to civil and criminal penalties provided for in Florida Statutes.

Provide a copy of your organization letter issued by the I.R.S. or Secretary of State verifying tax exempt status.

Officer Signature Mary Casanova Title: Executive Director, LVA Date 4-6-21

Event Name: 2021 Caribbean Street Fair Event Date: 7-24-21

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938

Police Department – LT Joseph Tripp (305) 809-1027

More information on Safety requirements can be found in the Special Event Guide.

EVENT ACTIVITIES – Check all that apply to the Special Event

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

- me 1. **Alcohol:** Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission by Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Applicant must have a liquor license and provide liquor liability insurance.
- me 2. **Cooking Safety:** If cooking, a KWFD Fire Watch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment.
- me 3. **Sidewalks:** Structures must not interfere with pedestrian movement on the sidewalk. The Special Event Site Plan must show a minimum setback of six (6) feet from the property lines.
- me 4. **Special Event Site Map:** Indicate where structures, tents, stages, cooking equipment, etc. will be located. The layout must also identify distances to the nearest buildings and property line. If seating will be provided, show seating/chair arrangement.
- me 5. **Cooking Oil:** Cooking oil must be disposed of properly. Vendors found dumping cooking oil improperly will result in forfeiture of a portion of the Event deposit.

Special Event Permit Application

Supplement D – Tents & Structures

Event Name: 2021 Caribbean Street Fair Event Date: 7-24-21

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938

Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout

Yes

No

attached see diagrams

TENTS

Total Number of Food/Beverage Vendor Tents: NA - 40?

Total Number of Merchandise Vendor Tents: NA - 3?

Total: 43 but probably less

Tent Supplier Name _____ Contact Number _____

Size & Type of Tents: _____

NA

Provide Certificate of Flame Resistance/Retardant for Tent Fabric. Yes No

Will there be any combustibles or flammable liquids under the tent? Yes No

Will the sides of the tent be used? Yes* No

*Exit plans must be indicated on Site Map Layout.

STRUCTURES

What structures will be erected? Some folks bring tables. Some erect a tent. We don't ask. All we do is sell space on the sidewalk.

Will structures be erected on any part of a street or sidewalk? Yes No NA

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

Special Event Permit Application

Supplement E – Street Closure

Event Name: 2021 Caribbean Street Fair Event Date: 7-24-21

STREET CLOSURE INFORMATION

Street(s) to be closed Duval - 100-300 blocks * Block/Address Number(s) _____

Cross-Streets: between Front of Duval, Greenline and Duval

Closure Date(s) 7-24-21 Time 10 AM AM/PM to 10 pm * AM/PM

INITIALS REQUIRED

MC 1. **Non-Profit Inclusion:** Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a Non-profit organization. When an Event Organizer proposes a Special Event that will cause the closing of a city street or other public right-of-way, the Event Organizer must donate at least 25% of the Event Organizer's gross revenues or \$1000.00, whichever is greater, to at least one Non-profit organization. The Event Organizer must designate the Non-profit organization(s) on the application for the event. Each named Non-profit organization must provide the City Manager with a letter of agreement with the Event Organizer.

MC 2. **Consent:** The Event Organizer must have neighboring businesses sign a petition of no objection to the street closure. A template consent form can be found in the Special Events Guide.

MC 3. **ADA Restrooms:** Whenever the Event Organizer of a Special Event provides temporary bathroom facilities within the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.

MC 4. **Insurance:** Typical insurance policies may not provide coverage for accidents that may occur off private property and in the City Right-of-way. Events taking place within City Right-of-Way require insurance in the amount of \$1M – liability and \$2M – aggregate.

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

MC 6. **Emergency Access:** The closed street/roadway will immediately available for emergency vehicles and vehicles within the close block. * note setup at 8AM

SIGNATURE REQUIRED

We the undersigned, agree to save and hold harmless, the City of Key West from all cost and damage to any person and/or property which is caused by any activity, condition, or event arising out of temporary use of the above street for the purpose of this Special Event.

Mary Casanova
Event Organizer Signature

4/6/21
Date

* We dont know if were doing one block or three just playing safe asking for three.
City of Key West | 1300 White St. Key West, FL 33040 | (305)809-3881
all depends on seat sales

Special Event Permit Application

Supplement F – City Property

Event Name: 2021 Caribbean Street Fair Event Date: 7-24-21

A list of City Properties that are available for event use, their amenities and Use Fees are listed in the Special Event Guide.

Which City Property do you wish to use? _____

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

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

INITIALS REQUIRED

- _____ 1. The City makes no guarantees that the requested City Property and Area will be available on the dates requested. Submitting this application acts as a request, not a guarantee.
- _____ 2. Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.
- _____ 3. Applicants wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission via Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager. Event Organizer must first have obtained a liquor license and liquor liability insurance.
- _____ 4. Prior to use of the requested facility, the applicant must provide a refundable deposit and a nonrefundable payment for use of the City Property, as determined by the Fee Schedule. This payment shall be delivered to the City Manager's Office at 1300 White St., Key West, FL 33040 at time of application. All checks shall be made payable to City of Key West.
- _____ 5. All utility use must be coordinated through City of Key West. Any modification to utilities to support the activity will be at the sole cost of the Event Organizer and must meet City Codes. Utilities used by the Event Organizer will be charged at current rates or agreed upon method.
- _____ 6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.
- _____ 7. The City property used must be maintained in an orderly and neat condition. City of Key West may request Event Organizer to improve conditions of site within reason if conditions become unacceptable.
- _____ 8. No trash may be left on site. Use of City of Key West dumpsters is not authorized unless prior approval is obtained from the City Manager.
- _____ 9. No alcoholic beverages/non-prescription drugs or food may be brought onto or sold on Truman Waterfront without prior approval from the City Commission.
- _____ 10. No hazardous material or waste shall be used or stored on the premises without submitting a Hazardous Waste Handling and Spill Plan to the City of Key West.

- _____ 11. Event Organizer is responsible for any and all environmental cleanup, restoration, fees, fines, etc. associated with the activity and shall put in place any and all measures to eliminate environmental contamination to the City Property that may be caused by the Event activity.
- _____ 12. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed no later than close of business of the last day of the event. Event Organizer should plan accordingly. City of Key West may impose additional fees for use of City Property beyond usage dates.

INITIALS REQUIRED for Truman Waterfront Property

For Use of Truman Waterfront, the Event Organizer is subject to the following additional provisions:

- _____ 13. Event Organizer is responsible for obtaining necessary permits required by any other agencies pertaining to this Special Event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible for providing proof of permit prior to entering into an agreement with the City of Key West.
- _____ 14. Event Organizer must take part in pre- and post-activity walk-through inspections with the City of Key West point of contact, or designee.
- _____ 15. Event Organizer must provide the City of Key West with a detailed schedule for activities.
- _____ 16. City of Key West personnel shall be allowed access to the site at all times.
- _____ 17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.
- _____ 18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.
- _____ 19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.
- _____ 20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time
- _____ 21. Use of the inner basin for any activities is not authorized.



Literacy Volunteers of America (LVA)
 -- Monroe County, Inc.
 2405 North Roosevelt Blvd., Key West, FL 33040
 (305) 294-4352/FAX: (305) 296-1337

A signature indicates that I am not opposed to the Hemingway Days
 Caribbean Street Fair Fundraiser for Literacy Volunteers Saturday July
 24, 2021

100	Duval St/Signature	closed	(SW corner Duval/Front)
102	Duval St/Signature		
104	Duval St/Signature	<i>[Signature]</i>	
106	Duval St/Signature	<i>[Signature]</i>	
108	Duval St/Signature	closed	
118	Duval St/Signature	<i>[Signature]</i>	
120	Duval St/Signature	<i>[Signature]</i>	
120 c	Duval St/Signature	<i>[Signature]</i>	
122	Duval St/Signature	<i>[Signature]</i>	
124 back	Duval St/Signature	<i>[Signature]</i>	
124 bar	Duval St/Signature	<i>[Signature]</i>	
124	Duval St/Signature	<i>[Signature]</i>	
126	Duval St/Signature	<i>[Signature]</i>	
128	Duval St/Signature	<i>[Signature]</i>	refused - corporate policy
130	Duval St/Signature	<i>[Signature]</i>	
SE Duval / +25 Green	Duval St/Signature	<i>[Signature]</i>	
SW Duval / +32 Green	Duval St/Signature	<i>[Signature]</i>	
202	Duval St/Signature	<i>[Signature]</i>	refused - wood
208	Duval St/Signature	<i>[Signature]</i>	
210, 214 216	Duval St/Signature	<i>[Signature]</i>	
218	Duval St/Signature	<i>[Signature]</i>	unoccupied
220	Duval St/Signature	closed	
220 B	Duval St/Signature	<i>[Signature]</i>	
222	Duval St/Signature	<i>[Signature]</i>	
224 corner Duval/Castline	Duval St/Signature	<i>[Signature]</i>	
310	Duval St/Signature	<i>[Signature]</i>	
310	Duval St/Signature	<i>[Signature]</i>	
314	Duval St/Signature	<i>[Signature]</i>	refused - corporate
322	Duval St/Signature	<i>[Signature]</i>	
326A	Duval St/Signature	<i>[Signature]</i>	
326 B	Duval St/Signature	<i>[Signature]</i>	

"An affiliate of Pro Literacy Worldwide"
 All services provided without regard to the client's race, color, disability,
 or national origin as required by Title VI of the Civil Rights Act



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101	Duval St/Signature	<i>B. Monroe</i>
109	Duval St/Signature	unoccupied
111	Duval St/Signature	<i>V. Lopez</i>
111	Duval St/Signature	<i>[Signature]</i>
115	Duval St/Signature	<i>[Signature]</i>
117	Duval St/Signature	<i>Edward [Signature]</i>
119	Duval St/Signature	<i>[Signature]</i>
121	Duval St/Signature	<i>[Signature]</i>
123	Duval St/Signature	<i>[Signature]</i>
125	Duval St/Signature	<i>[Signature]</i>
129	Duval St/Signature	unoccupied
133	Duval St/Signature	<i>[Signature]</i>
141	Duval St/Signature	Danielle Cotton
201	Duval St/Signature	Refused corporate must make decision
203	Duval St/Signature	<i>[Signature]</i>
205	Duval St/Signature	unoccupied
211 - crpls	Duval St/Signature	<i>[Signature]</i>
211 - 1230	Duval St/Signature	<i>[Signature]</i>
215	Duval St/Signature	<i>[Signature]</i>
217 SP-B	Duval St/Signature	<i>[Signature]</i>
217	Duval St/Signature	closed - out of business?
221	Duval St/Signature	Refused - corporate must make decision
225	Duval St/Signature	<i>[Signature]</i>
227	Duval St/Signature	<i>[Signature]</i>
303	Duval St/Signature	<i>[Signature]</i>
301	Duval St/Signature	<i>[Signature]</i>
305	Duval St/Signature	<i>[Signature]</i>
313	Duval St/Signature	<i>[Signature]</i>
319	Duval St/Signature	women's club Mary Casanova
327	Duval St/Signature	Mateo Garcia S.
329	Duval St/Signature	Andrei [Signature]


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- 326 e Duval St/Signature 
- 330 Duval St/Signature M. W. 30
- 336 Duval St/Signature closed.
- Duval St/Signature
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- Duval St/Signature
- Duval St/Signature
- Duval St/Signature
- Duval St/Signature
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- Duval St/Signature

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Detail by Entity Name

Florida Not For Profit Corporation

LITERACY VOLUNTEERS OF AMERICA-MONROE COUNTY, INC.

Filing Information

Document Number	N30523
FEI/EIN Number	65-0050312
Date Filed	02/06/1989
State	FL
Status	ACTIVE
Last Event	CANCEL ADM DISS/REV
Event Date Filed	09/18/2007
Event Effective Date	NONE

Principal Address

2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Changed: 10/23/2014

Mailing Address

2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Changed: 10/23/2014

Registered Agent Name & Address

CASANOVA, MARY
2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Name Changed: 09/04/2003

Address Changed: 10/23/2014

Officer/Director Detail

Name & Address

Title P

FOWLER, PEARY
302 FLEMING STREET
KEY WEST, FL 33040

Title T

Quinn, Eileen
2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Title VP

Slavov, Viktor
2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Title D

CASANOVA, MARY
4800 SE Federal Highway#120
Stuart, FL 34997

Title Secretary

Wanous, Craig
2405 North Roosevelt Blvd.
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2019	03/04/2019
2020	03/21/2020
2021	03/13/2021

Document Images

03/13/2021 -- ANNUAL REPORT	View image in PDF format
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02/25/2004 -- ANNUAL REPORT	View image in PDF format
09/04/2003 -- Amendment	View image in PDF format
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03/14/1996 -- ANNUAL REPORT	View image in PDF format
04/03/1995 -- ANNUAL REPORT	View image in PDF format

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000



THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION

**Literacy Volunteers of America-Monroe County
2021 Caribbean Street Fair
10:00 a.m. to 10:00 p.m.**

I **Mary Casanova** being authorized to act on behalf of and legally bind the **Literacy Volunteers of America-Monroe County, 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.

James Casanova
Signature of Witness

James Casanova
Print Name

4-22-21
Date

Mary Casanova
Signature of Applicant

Mary Casanova
Print Name

4-22-21
Date

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

Special Event Permit Application

Department Approvals

Event Name: 2021 Caribbean Street Fair Event Date: July 24, 2021

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratchuk
✓ Code Compliance	
✓ Engineering	N/A
✓ Fire Department	
✓ KW DOT	
Parking	
✓ Police Department	
✓ Port & Marine Services	N/A
✓ Property Management	N/A
✓ Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



THE CITY OF KEY WEST

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

To: Literacy Volunteers of America (marycasanova77@gmail.com)

From: Division Chief/Fire Marshal Danny Blanco

Date: 04/21/2021

Reference: Caribbean Street Fair

This office reviewed the special event application for the Caribbean Street Fair to be held on Duval Street on July 24, 2021.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- The Duval Street closure needs to allow for emergency vehicle passage.
- Event organizer is responsible for two Inspectors @ \$50.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- **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 LSSM W3X

Special Event Permit Application

Department Approvals

Event Name: 2021 Columbus Street Fair Event Date: July 24, 2021

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratchuk
Code Compliance <u>20 April</u>	J. G. G.
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

Special Event Permit Application

Department Approvals

Event Name: 2021 Caribbean Street Fair Event Date: July 24, 2021

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Ratchoff</i>
Code Compliance	
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	<i>[Signature]</i>
Recycling/Solid Waste	
Utilities	
Other:	

Maria Ratcliff

From: Joseph Tripp
Sent: Monday, April 26, 2021 4:10 PM
To: Maria Ratcliff; Patti McLauchlin; Todd C. Stoughton; Jim J. Young; Alan Averette; Danny Blanco; Rod Delostrinos; Regina Scott; John Wilkins; Sean Brandenburg; Marcus A. Davila; Richard Sarver; Ralph Major
Subject: RE: 2021 Caribbean Street Fair July 24 on the 100 - 300 blocks of Duval Street

We are good with it.

We are going to discuss number of officers needed in mid June, when she has a better idea of how big it will be.

From: Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>
Sent: Thursday, April 22, 2021 9:58 AM
To: Patti McLauchlin <pmclauchlin@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Jim J. Young <jjyoung@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Danny Blanco <dblanko@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Regina Scott <rscott@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Sean Brandenburg <sbrandenburg@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>
Subject: 2021 Caribbean Street Fair July 24 on the 100 - 300 blocks of Duval Street

Good morning all,

Please review and return only the top copy. Thank you!

Maria

Special Event Permit Application

Department Approvals

Event Name: 2021 Caribbean Street Fair Event Date: July 24, 2021

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratchoff
Code Compliance	
Engineering	
Fire Department	
KW DOT	Rogelio Hernandez/RD, No Impact
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	