

## 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](mailto:event_request@cityofkeywest-fl.com)

Event Name: 16<sup>th</sup> Annual Florida Keys Seafood Festival

Location: Bayview Park

Date(s): Setup Thursday and Friday, Jan 13, 14, 2022. Festival Dates Saturday, Jan 15 & Sunday, Jan 16

Hours of Operation: Sat: 1100 – 2000, Sun 1100 - 1700

Break Down Date: Sunday, Jan 16

Number of Expected Attendees: 8,500

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.

### EVENT ORGANIZER INFORMATION

Company or Organization Name: Daily Plan-it

Name: Jill Snodgrass or Sean Krikorian Phone number Jill – 305-731-5780, Sean – 305-731-3385

Mailing Address: 907 Georgia St

City: Key West State: FL Zip: 33040 Email: [Jill@DailyPlan-it.net](mailto:Jill@DailyPlan-it.net), [Sean@DailyPlan-it.net](mailto:Sean@DailyPlan-it.net)

Local fisherman cooking and serving seafood, Beer Garden, vendor booths set up to sell arts, crafts and general merchandise. Live music from stage with local and regional acts. Chef demonstrations. \$10 admission. Pay Saturday, get in free with wristband on Sunday

Tax ID / EIN# 43-1632469

### SECONDARY CONTACT INFORMATION

Name: Bill Kelly Phone number: 305-619-0039

Company or Organization Name: Florida Keys Commercial Fishermen's Association

Email: [fkcfa1@hotmail.com](mailto:fkcfa1@hotmail.com)

## SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes  Complete Supplement A No

Non-Profit Applicant or Benefit: Yes  Complete Supplement B No

Alcoholic Beverages Sold/Served at Event: Yes  Needs City Commission Approval No

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

## INITIALS REQUIRED

Event Name: 16<sup>th</sup> Annual Florida Keys Seafood Festival Event Date: January 15 & 16<sup>th</sup>, 2022

- 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:** Sean Krikorian **Signature:** Sean Krikorian

- 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:** Sean Krikorian **Signature:** Sean Krikorian

- 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:** Sean Krikorian **Signature:** Sean Krikorian

- 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:** Sean Krikorian **Signature:** Sean Krikorian

- 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:** Sean Krikorian **Signature:** Sean Krikorian

- 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:** Sean Krikorian **Signature:** Sean Krikorian

- 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:** Sean Krikorian **Signature:** Sean Krikorian

## Event Screening Questionnaire

Event Name: 16<sup>th</sup> Annual Florida Keys Seafood Festival Event Date: January 15<sup>th</sup> & 16<sup>th</sup>, 2022

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 checked="" type="checkbox"/> Needs City Commission Approval	No
2. Will ANY food be prepared or served?	Yes <input checked="" type="checkbox"/> Complete Supplement C	No
SAFETY		
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	Yes <input checked="" type="checkbox"/> Complete Supplement C	No

Effects, Lasers, Confetti, Vehicle or Motorcycles	
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

STREETS & SIDEWALKS	IF YES, COMPLETE REQUIRED FORMS
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes <input type="checkbox"/> Complete Supplement E No <b>X</b>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input type="checkbox"/> Complete Supplement E No <b>X</b>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input checked="" type="checkbox"/> Complete Supplement E No

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 checked="" type="checkbox"/> Complete Supplement F No

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

Sean Krikorian  
Applicant Signature

October 26, 2021  
Date

### Required – Recycling Plan

Event Name: <u>16<sup>th</sup> Annual Florida Keys Seafood Festival</u>	Event Date: <u>January 15<sup>th</sup> &amp; 16<sup>th</sup>, 2022</u>
-------------------------------------------------------------------------	------------------------------------------------------------------------

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: Sean Krikorian Phone Number: 305-731-3385 Email: Sean@DailyPlan-it.net Number of people dedicated to recycling: 4

## INITIALS REQUIRED

- SPK 1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.
- SPK 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.
- SPK 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.
- SPK 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](mailto:recycle@cityofkeywest-fl.gov)

Due Date  
(Self filling)

### DAY OF EVENT:

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](mailto:recycle@cityofkeywest-fl.gov).

## Required – Event Transportation Planning

Event Name: 16<sup>th</sup> Annual Florida Keys Seafood Festival Event Date: January 15<sup>th</sup> & 16<sup>th</sup>, 2022

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

SPK transportation that will reduce vehicle traffic. These actions include:

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

SPK **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 checked="" type="checkbox"/> Partner with Transit Friendly Hotels  |
| <input type="checkbox"/> Providing Bike Security with Valet   | <input checked="" type="checkbox"/> Partner with Restaurants/Bars         |
| <input type="checkbox"/> Include Ride Service with VIP Passes | <input checked="" 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: _____                                     |

**Communications:** Every event is required to provide communications about modes of

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	32	2	\$0
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			
<i>*Modification of rates or parking waivers can only be approved by City Commission.</i>			<b>Total</b>	<b>\$0</b>

Parking spaces requested are North side 1400 block of Virginia and West side of Jose Marti drive bordering the park.

Friday Jan 14 from 7:00 AM til 7:00 PM Sunday, Jan 16

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

**Required: Event Site Map / Layout**

Event Name: 16<sup>th</sup> Annual Florida Keys Seafood Festival Event Date: January 15<sup>th</sup> & 16<sup>th</sup>, 2022

Using the legend below, please illustrate your event to the best of your ability. If it is a single site event only one site layout is needed. If the event includes multiple streets, a second map showing the Impacted Streets for the entire area is needed.

**INITIALS REQUIRED**

SPK Attach Site Map Layout

SPK Attach Impacted Streets Map

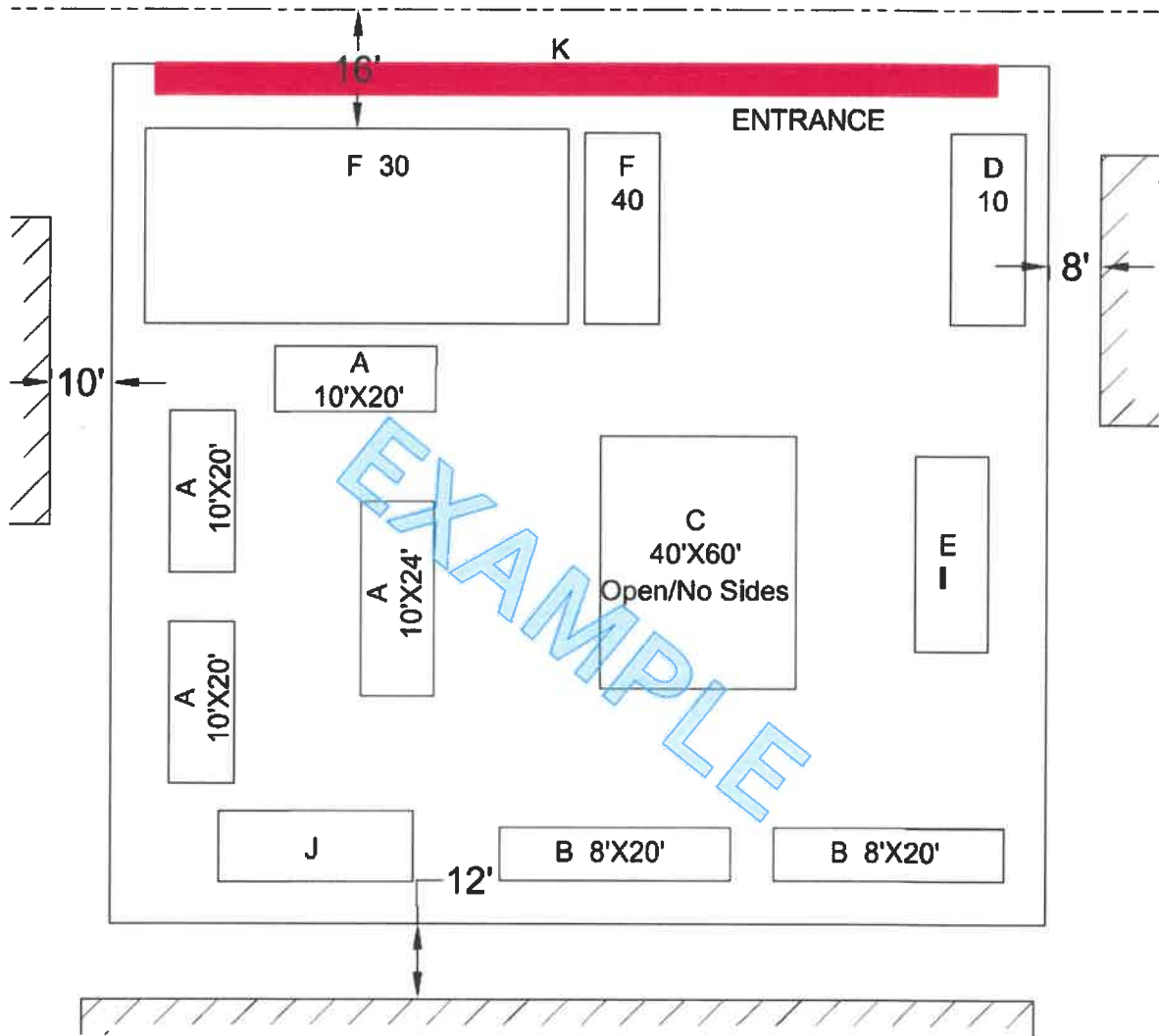
Event Site Map Layout Legend:

- |                              |                       |                         |
|------------------------------|-----------------------|-------------------------|
| A. Food/Bev. Vendor Tents*   | F. Car Parking**      | K. Podiums              |
| B. Merchandise Vendor Tents* | G. Bike Parking**     | L. Fire Lane (RED LINE) |
| C. Seating Tents*            | H. Roads Closed Stage | M. Label Street(s)      |
| D. Toilets **                | I. Area               | N. Other: _____         |
| E. Amplified Music           | J. Bounce House       | O. Other: _____         |

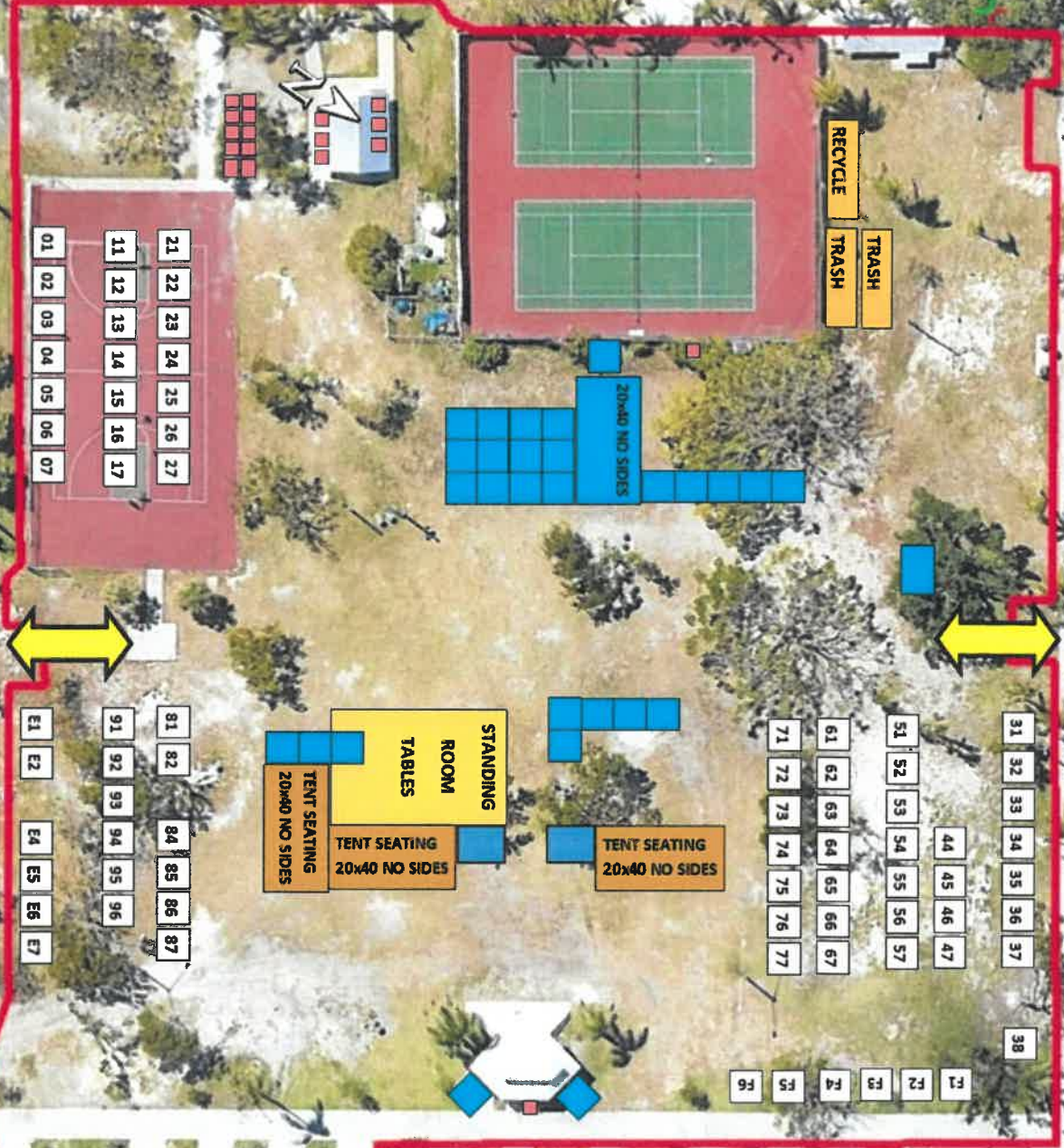


- \* Indicate Tent sizes
- \*\* Indicate Quantity

Maple Street



People Earth



TRASH  
RECYCLE

20x40 NO SIDES

01	02	03	04	05	06	07
11	12	13	14	15	16	17
21	22	23	24	25	26	27



STANDING ROOM  
TABLES

TENT SEATING  
20x40 NO SIDES

TENT SEATING  
20x40 NO SIDES

31	32	33	34	35	36	37
44	45	46	47			
51	52	53	54	55	56	57
61	62	63	64	65	66	67
71	72	73	74	75	76	77

E1	E2	E4	E5	E6	E7
91	92	93	94	95	96
81	82	84	85	86	87

F1	F2	F3	F4	F5	F6
----	----	----	----	----	----

H1  
H2  
H3  
H4  
H5  
H6  
H7

- Event Food/Bev
- Merch Vendors
- Seating Canopy
- Toilet/Restroom
- 30 yd Roll-off
- Bounce House
- Metal Barricades

# FKSF Impacted Streets



Legend  
Line Measure

Google Earth  
Catherine St  
600 ft  
CATI

# Special Event Permit Application

## Supplement A – Noise

Event Name: **16<sup>th</sup> Annual Florida Keys Seafood Festival** Event Date: **January 15<sup>th</sup> & 16<sup>th</sup>, 2022**

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: Generators, Amplified music

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

### INITIALS REQUIRED

SPK 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

SPK 2. The processing fee for the application is \$78.75, due upon submission of application. Include this fee in the Special Event Fee Schedule.

SPK 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: **16<sup>th</sup> Annual Florida Keys Seafood Festival** Event Date: **January 15<sup>th</sup> & 16<sup>th</sup>, 2022**

Non-Profit Organization Name: Florida Keys Commercial Fishermen’s Association

Tax ID/EIN # 65-0196267 Representative: Bill Kelly

Purpose of Organization: To support sustainable fisheries management on both State and Federal levels and also fund scholarships for college bound students from Key Largo to Key West. The Florida Keys Commercial Fishermen’s Association (FKCFA), an industry association, works to provide a sustainable future for the many local fisheries within the Florida Keys.

Phone: 305-619-0039 Email: fkcf1@hotmail.com

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?  
Proceeds/donations will be used to fund scholarships for Monroe County college-bound students, coastal cleanups, maritime research and sustainable harvest practices.

INITIALS REQUIRED

# Special Event Permit Application


- SPK** **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 <sup>1</sup>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.
- PK** **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. <sup>2</sup>.
- SPK** **Monies Received:** Within 30 days of the event completion the Event Organizer agrees to submit <sup>3</sup>to the City Commission a letter from the Non-profit Organization receiving the waiver stating the amount of monetary donation received from the event.
- SPK** **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**  Title: Exec. Director Date 9/30/21  
*BILL KELLY*

## Supplement C – Food & Safety

Event Name: 16<sup>th</sup> Annual Florida Keys Seafood Festival Event Date: January 15<sup>th</sup> & 16<sup>th</sup>, 2022

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

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938  
 Police Department – LT Joseph Tripp (305) 809-1027

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

**EVENT ACTIVITIES – Check all that apply to the Special Event**

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

**INITIALS REQUIRED**

SPK **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.

SPK **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.

SPK **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.

SPK **4. Special Event Site Map:** Indicate where structures, tents, stages, cooking equipment, etc. will

## Special Event Permit Application

be located. The layout must also identify distances to the nearest buildings and property line. If

seating will be provided, show seating/chair arrangement.

- SPK    **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: 16<sup>th</sup> Annual Florida Keys Seafood Festival Event Date: January 15<sup>th</sup> & 16<sup>th</sup>, 2022

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

Please contact the following City representatives before completing your application:

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

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

Provide copy of Event Site Map/Layout Yes  No

### TENTS

Total Number of Food/Beverage Vendor Tents: 15

Total Number of Merchandise Vendor Tents: 75

Total: 90

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

Size & Type of Tents: 20x40 and 20x10 Vendors supply their own 10x10 canopies

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? Three (3) 20x40 canopies, Numerous 10x20 and 10x10 canopies

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

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

# Special Event Permit Application

20x40 canopies will be weighted by 50 gallon barrels. Other canopies will be weighted with 40lb weight on each leg, hung from frame.

## Supplement E – Street Closure

Event Name: 16<sup>th</sup> Annual Florida Keys Seafood Festival Event Date: January 15<sup>th</sup> & 16<sup>th</sup>, 2022

### STREET CLOSURE INFORMATION

Street(s) to be closed \_\_\_\_\_ Block/Address Number(s) \_\_\_\_\_ Cross-Streets:

Closure Date(s) \_\_\_\_\_ Time \_\_\_\_\_ AM/PM

### INITIALS REQUIRED

- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.
- \_\_\_\_\_ 6. **Emergency Access:** The closed street/roadway will immediately available for emergency vehicles and vehicles within the close block.

### SIGNATURE REQUIRED

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

# Special Event Permit Application

Sean Krikorian

Event Organizer Signature

Date: Oct 04, 2021

## Supplement F – City Property

Event Name: 16<sup>th</sup> Annual Florida Keys Seafood Festival Event Date: January 15<sup>th</sup> & 16<sup>th</sup>, 2022

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? Bayview Park

Which Area(s) of the City Property do you wish to use? All property East of Florida St sidewalk excluding tennis courts and Veterans Memorial Garden

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

### INITIALS REQUIRED

SPK 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.

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

SPK 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.

SPK 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.

## Special Event Permit Application

SPK

SPK

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.

SPK

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.

SPK

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.

SPK

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.

SPK

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.

SPK

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.

SPK

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.

# EXHIBIT C (2)

## Monroe County Commercial Fishermen Inc 2020 Seafood Festival Income Summary

	January Income	Cost of Goods & Services	Net Profit	% of Income	% of Bev Food Total
<b>Income</b>					
<b>Contributions</b>					
<b>Festival Sponsors</b>					
Admiral - \$3000	5,101.25		5,101.25	4.84%	
Captain - \$1050	7,277.00		7,277.00	4.03%	
Commodore - \$2300	4,020.00		4,020.00	2.15%	
Deck Hand - \$250	1,400.00		1,400.00	0.78%	
First Mate - \$500	2,400.00		2,400.00	1.27%	
<b>Total Festival Sponsors</b>	<u>24,458.25</u>		<u>24,458.25</u>	<u>12.69%</u>	
<b>Festival Vendors</b>					
Gen Vendor - \$250	16,299.00		16,299.00	10.15%	
Non-Profit (Other)	40.00		40.00	0.02%	
<b>Total Festival Vendors</b>	<u>16,299.00</u>		<u>16,299.00</u>	<u>10.17%</u>	
<b>Total Contributions</b>			<u>40,742.25</u>	<u>23.06%</u>	
<b>SF Festival Proceeds</b>					
<b>Beverages</b>					
Beer	20,542.11	8,160.89	12,381.22	6.73%	57%
Coffee	1,324.00	911.25	412.75	0.48%	3%
Fruit/Rice/Rum/Runner	7,515.00	1,000.00	6,515.00	1.03%	20%
Soda/Water	4,620.00	1,815.50	2,804.50	1.05%	9%
Wine	4,112.00	615.45	3,496.55	1.82%	11%
<b>Total Beverages</b>	<u>44,273.11</u>	<u>11,622.45</u>	<u>32,650.66</u>	<u>17.04%</u>	<u>100%</u>
<b>Consumer Food</b>					
Conch Chowder	6,770.20	2,828.00	3,942.20	1.08%	5%
Conch Fritters	12,100.00	2,825.00	9,275.00	4.82%	15%
Fish Dip/Ceviche	2,842.10	4,258.42	(1,416.32)	(0.34%)	(1%)
Fish/Lobster	40,291.55	24,423.72	15,867.83	6.43%	27%
Hot/Deli/Hamburgers	4,262.00	1,600.00	2,662.00	1.46%	8%
Seafood Sampler**	-	-	-	0.0%	0%
Shrimp	17,264.00	2,132.00	15,132.00	4.53%	16%
Stone Crab	18,842.00	2,704.75	16,137.25	6.29%	26%
Sweet Bloom	2,554.15	1,624.71	929.44	0.80%	3%
<b>Total Consumer Food</b>	<u>112,011.75</u>	<u>31,622.25</u>	<u>80,389.50</u>	<u>39.65%</u>	<u>100%</u>
<b>Gate Revenue</b>					
Truman Gate	10,129.00		10,129.00	10.02%	
Virginia Gate	23,202.00		23,202.00	12.03%	
<b>Total Gate Revenue</b>	<u>42,541.00</u>		<u>42,541.00</u>	<u>22.52%</u>	
<b>Commodities</b>					
T-Shirts & Hats	8,513.42	741.76	7,771.66	(0.90%)	
<b>SF Festival Proceeds</b>					
YOC Advertising Award	14,462.42	7,069.24	7,393.18	0.35%	
<b>Total Income</b>	<u>261,550.27</u>	<u>74,130.74</u>	<u>187,419.53</u>	<u>102.61%</u>	
<b>Expense</b>					
<b>Events Expenses</b>					
<b>SF Festival</b>					
Advertising		16,165.40			
Clean-Up		0.23			
Contract Labor		3,642.64			
Fire Safety Watch		876.00			
Insurance		1,477.00			
Licenses & Permits		25.00			
Lodging		1,500.00			
Meetings		349.51			
Music / Entertainment		5,379.00			
PayPal Fees		815.40			
Raffle Expense		1,174.10			
Rentals		6,107.70			
Sales Tax- Festival		2,915.24			
Seafood Festival Management		7,400.00			
Security		2,919.00			
Signage		250.15			
Supplies		1,505.00			
Traffic Control Devices		1,810.00			
Trash Removal		2,897.50			
Vehicles & Equipment		630.00			
Website		42.34			
<b>Total SF Festival</b>		<u>65,042.11</u>			
<b>Total Expense</b>			<u>65,042.11</u>		
<b>Net Income</b>			<u>122,377.42</u>		

\*\* Seafood Sampler Income \$12,450 was divided equally to Fish Stone Crab/ Shrimp/ Ceviche/ Fritters



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Entity Name](#) /

## Detail by Entity Name

Florida Not For Profit Corporation  
MONROE COUNTY COMMERCIAL FISHERMEN, INC.

### Filing Information

**Document Number** N39729  
**FEI/EIN Number** 65-0196267  
**Date Filed** 08/14/1990  
**State** FL  
**Status** ACTIVE

### Principal Address

6363 OVERSEAS HIGHWAY  
SUITE 4  
MARATHON, FL 33050

Changed: 01/23/2010

### Mailing Address

P. O. BOX 501404  
MARATHON, FL 33050-1404

Changed: 01/30/2012

### Registered Agent Name & Address

Gibson, Sharon J  
29453 Canal St  
Big Pine Key, FL 33043

Name Changed: 02/10/2019

Address Changed: 02/10/2019

### Officer/Director Detail

#### **Name & Address**

Title President

PITON, ERNIE  
601 PORTIA CIRCLE  
KEY LARGO, FL 33037

Title Treasurer



**Title Director**

BRULAND, JUSTIN  
 1199 73rd St Ocean  
 MARATHON, FL 33050

**Title Director**

Turner, Rick  
 990 83rd St Ocean  
 Marathon, FL 33050

**Title Director**

BECKER, MARIO  
 274 IOMA LANE  
 BIG PINE KEY, FL 33043

**Title Director**

YOUNG, JEROME  
 1264 OCEANVIEW AVE  
 MARATHON, FL 33050

**Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2019	02/10/2019
2020	01/15/2020
2021	01/11/2021

**Document Images**

<a href="#">01/11/2021 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
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<a href="#">01/21/2007 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/24/2006 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/21/2005 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>

# Special Event Permit Application

# Department Approvals

Event Name: 16<sup>th</sup> Annual Florida Keys Soufflé Festival Event Date: January 15<sup>th</sup>, 2022

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Maria Ratzliff - please prepare an estimate for them
Code Compliance 26 Oct 21	Ji Gong
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
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: Monroe County Commercial Fisherman Association  
(seankrikorian@gmail.com)

From: Division Chief/Fire Marshal Danny Blanco

Date: 11/1/2022

Reference: Keys Commercial Fishing Industry Event

This office reviewed the special event application for the Monroe County Commercial Fisherman Association to be held at Bayview Park on January 15 & 16, 2022

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.
- Event organizer is responsible for 1 Fire Inspector @ \$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](mailto: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: 16<sup>th</sup> Annual Florida Keys Seafood Festival Event Date: January 15<sup>th</sup>, 2022

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	Marie Katerph - please prepare an estimate for them
Code Compliance	
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

## **Maria Ratcliff**

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**From:** Joseph Tripp  
**Sent:** Monday, November 1, 2021 3:29 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Seafood Festival at Bayview Park & Martin Luther King approval Sheets

We are good with both.

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Monday, November 1, 2021 11:05 AM  
**To:** Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Danny Blanco <dblanco@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>  
**Subject:** Seafood Festival at Bayview Park & Martin Luther King approval Sheets

Good morning,

I am looking for the approval sheets for the above mentioned events. Thank you!

Maria

Special Event Permit Application

Bayview Park

Department Approvals

Event Name: 16<sup>th</sup> Annual Florida Keys Seafood Festival Event Date: January 15-16, 2022

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Marie Ratchuk - please prepare an estimate for them
✓ Code Compliance	
✓ Engineering	N/A
✓ Fire Department	
✓ KW DOT	N/A
✓ Parking	
✓ Police Department	
✓ Port & Marine Services	F/A
✓ Property Management	N/A
✓ Public Works	
Recycling/Solid Waste	
Utilities	
Other:	