

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: OLD ISLAND DAYS ART FESTIVAL

Location: Whitehead & Caroline STREETS

Date(s): FEB 25-26, 2023

Hours of Operation: 6AM SAT → 8PM Sun

Break Down Date: Sun. 8pm

Number of Expected Attendees: 20,000

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.

ART Show Approx 100 ARTISTS SET up Canopies on Whitehead & Caroline Streets, Open SAT's Sun to Public. SET up 6AM on SAT. Breakdown on Sunday night by 8PM. 58th year of Show that is Fundraiser for Key West ART Center

**EVENT ORGANIZER INFORMATION**

Company or Organization Name Key West ART Center

Name Lois Songer

Phone number 305-942-9751

Mailing Address 301 Front St., Key West, FL 33040

City Key West State FL Zip 33040 Email KWARTShow @ Gmail. com

Tax ID / EIN# 59-0965823

**SECONDARY CONTACT INFORMATION**

Name SEAN Dwyer

Phone number 305-294-1241

Company or Organization Name Key West ART Center

Email Key West ART Center @ Gmail. 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: OLD ISLAND DAYS Art FestivalEvent Date: Feb 25-26, 2023

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: LOIS SONGER Signature: Lois Songer

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: Lois Songer Signature: Lois Songer

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: Lois Songer Signature: Lois Songer

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: Lois Songer Signature: Lois Songer

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: Lois Songer Signature: Lois Songer

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: LOIS SONGER Signature: Lois Songer

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: Lois Songer Signature: Lois Songer

## Event Screening Questionnaire

Event Name: OLD ISLAND DAYS ART FESTIVAL

Event Date: Feb 25-26, 2023

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 type="checkbox"/> Complete Supplement C	No <input checked="" 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 type="checkbox"/> Complete Supplement C	No <input checked="" 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 checked="" type="checkbox"/> Complete Supplement E	No <input 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.

Luis Senger  
Applicant Signature

8/24/22  
Date

## Required – Recycling Plan

Event Name: OLD ISLAND DAYS ART FESTIVAL Event Date: FEB 25-26, 2023

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 Lois Senger Phone Number 305-942-9751  
Email KWARTSHOW@GMAIL.COM Number of people dedicated to recycling 2

### INITIALS REQUIRED

- LPS 1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.
- LPS 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.
- LPS 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.
- LPS 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: OLD ISLAND DAYS ART FESTIVAL

Event Date: Feb 25-26, 2023

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

LPS

**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

LPS

**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.

☒ Encourage Walking

☒ Encourage Biking

☐ Providing Bike Security with Valet

☐ Include Ride Service with VIP Passes

☐ Provide Pre-Sale parking only

☐ Premium parking prices

☒ Partner with Transit System/Buses

☒ Partner with Transit Friendly Hotels

☐ Partner with Restaurants/Bars

☐ Partner with Rideshare/Taxi Companies

☐ Implement Shuttles

☐ 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			
<u>See Attached Request</u>				
<b>Total</b>				

\*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.

*Addendum #1  
" It 2*

## ADDENDUM 1 For Parking

EVENT: Old Island Days Art Festival, February 25-26, 2023

Contact: Lois Songer 305-942-9751 Show Director

### Parking Request

We would like to secure parking for our artists during the show at the lot behind the courthouse. Vehicles authorized to use the lot from the event will display a special permit, with the Phone Number so that in case of emergencies the owner can be contacted. This permit will be issued by the Event Coordinators and copy will be supplied to parking department if needed.

We have used the lot in the past and request use for the following hours.

6 PM Friday, February 24, – 9PM Sunday, February 26, 2023

The event organizers will monitor the lot for improper use and place signage that will close parking to public.

## **Addendum 2 For Parking**

EVENT: Old Island Days Art Festival, February 25-26, 2023

Contact: Lois Songer 305-942-9751 Show Director

### **Artist RV Parking request**

We would like to request a space reserved at the Truman Waterfront for RV parking for approximately 20 vehicles of various sizes. We will have a volunteer in charge of the area to organize parking as vehicles arrive and maximize the space usage. Vehicles will be parking and sleeping but will not be permitted to use canopies or pull outs. All vehicles will be issued a special parking permit with phone numbers to reach owners in case of emergency, and the volunteer in charge will be onsite overnights.

Dates needed are:

Friday, February 24, 2023 – Monday, February 27 Leaving by 8 AM.

The lot close to the old steam plant has worked for us in the past and overflow accessory or towing vehicles have used the lot across Angela Street.



## Required: Event Site Map / Layout

Event Name: OLD ISLAND DAYS ART FESTIVAL Event Date: FEB 25-26, 2023

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

☒ Attach Site Map Layout

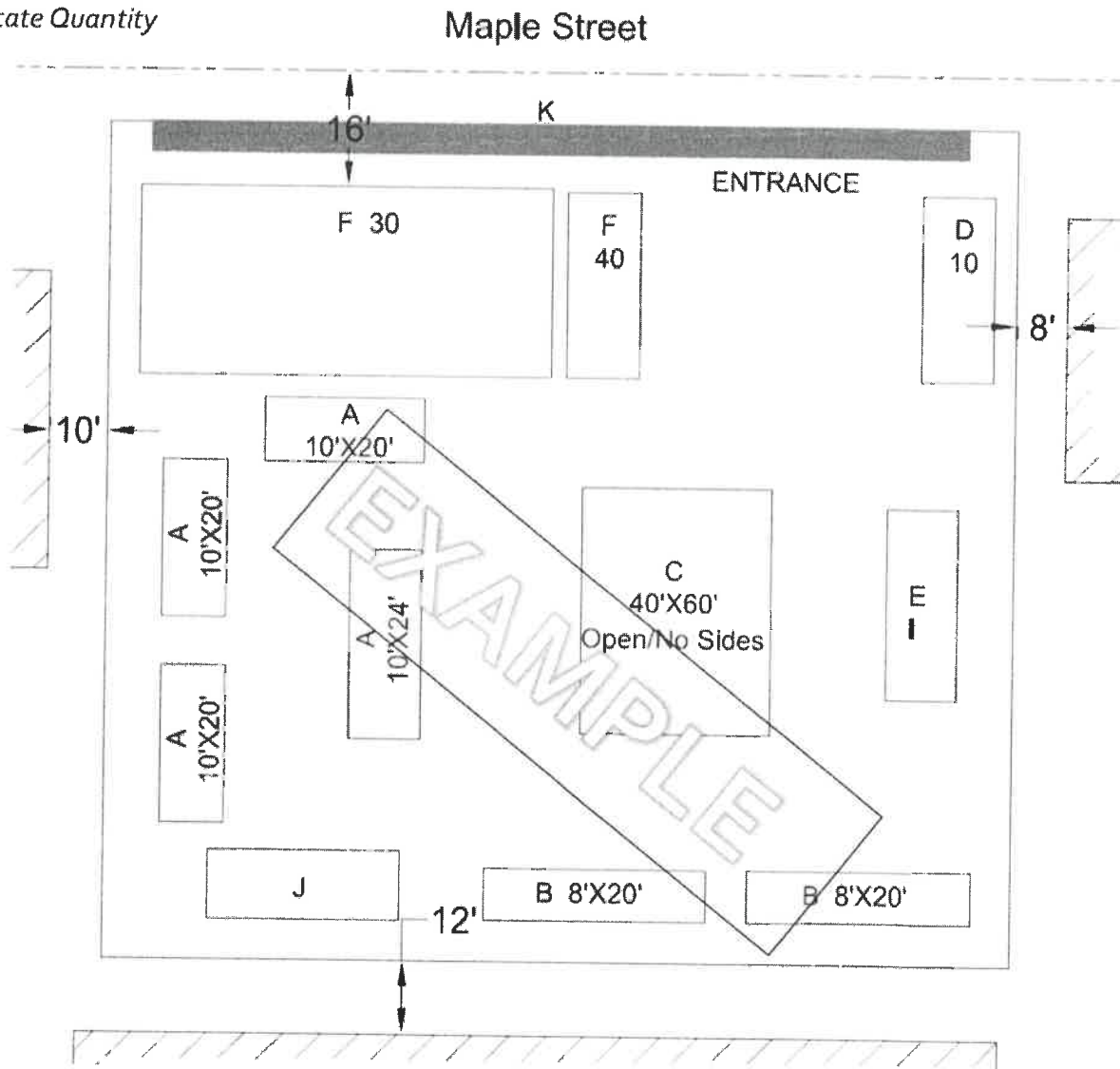
☒ Attach Impacted Streets Map

### Event Site Map Layout Legend:

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

\* Indicate Tent sizes

\*\* Indicate Quantity



EATON ST.

~~CLOSE~~

~~H~~

OLD ISLAND DAYS ART  
FESTIVAL

FEB. 25-26, 2023

Lois Songer 305-940-9775

Booths ON  
← SIDEWALK

SIDEWALK →

~~B~~

Booths

Whitehead

Booths

~~B~~

Presidential GATES

CAROLINE TRUMAN Annex

~~CLOSE~~

CAROLINE ST. →

TELEGRAPH LN

SIDEWALK →

~~B~~

Booths ON Street against curb

St.

Booths ON  
← SIDEWALK

~~B~~

Booths ON SIDEWALK

~~CLOSE~~

~~H~~

GREENE ST.

Event Name: OLD ISLAND DAYS ART FESTIVAL Event Date: FEB 25-26, 2023Non-Profit Organization Name Key West ART CENTERTax ID/EIN # 59-0965823 Representative LOIS SONGERPurpose of Organization Community ART CENTERPhone 305-294-1241 Email KeyWestARTCenter@GMAIL.COM

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?

UPkeep, Rent & Operations in historic City Owned Building

## INITIALS REQUIRED

- LPS 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.
- LPS 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.
- LPS 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.
- LPS 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 Nancy J. Henry Title: President Date 8/24/22

## Special Event Permit Application

## Supplement D – Tents &amp; Structures

Event Name: OLD ISLAND DAYS ART FESTIVAL Event Date: FEB 25-26, 2023

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: 0

Total Number of Merchandise Vendor Tents: 100 max

Total: 100 max

Tent Supplier Name Individuals Contact Number \_\_\_\_\_

Size & Type of Tents: 10X10 misc pop up & pole built w/ canopy top & sides

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? Canopies only

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:

EATON ST.

Street  
CLOSE

Booths ON  
← SIDEWALK

SIDEWALK →

Booths

Whitehead

Booths

Presidential GATES

CAROLINE TRUMAN ANNEX

← CAROLINE ST. →

Street  
CLOSE

TELEGRAPH LN

SIDEWALK →

Booths ON Street against curb

OPEN

Booths ON  
← SIDEWALK

Booths ON SIDEWALK

Street  
CLOSE

GREENE ST.

## Special Event Permit Application

## Supplement E – Street Closure

Event Name: OLD ISLAND DAYS ART FESTIVAL Event Date: Feb 25-26, 2023

## STREET CLOSURE INFORMATION

Street(s) to be closed Whitehead St Block/Address Number(s) 200-300 Whitehead  
Caroline St 400 Caroline to Telegraph

Cross-Streets: between Greene and Eaton (partially open to Banyan)

Closure Date(s) Feb 25-26, 2023 Time 6 AM SAT ☒ AM ☐ PM to 8 PM Sun ☐ AM ☒ PM

## INITIALS REQUIRED

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

Nancy Henning  
Event Organizer Signature

8/24/22  
Date

CONSENT

37th Key West Craft Show - January 28-29, 2023

60th Old Island Days Art Festival - Feb. 25-26, 2023

I have been notified by event organizer that the above shows will take place  
and was given information of how street closures and parking will be handled,  
and contact info for organizer

BUSINESS

ADDRESS

SIGNATURE

Audubon House 205 Whitehead St

D. J. Be

Little Whitehouse Subs 218 Whitehead St

M. A. W. Lee

Kirby's Closet 218 Whitehead St

[Signature]

First Flight Rest. and Brewery 218 Whitehead St

Hidden Gems Botanical 218 Whitehead St unit 2

[Signature]

Comedy Key West 218 Whitehead St. #5

Joseph M. Mada

Danger Charters 218 Whitehead St.

Sara Jorg

The Banyan Resort. 323 Whitehead

Jan

# Special Event Permit Application

## Department Approvals

Event Name: <u>Key West Out Center ART Show</u>	Event Date: <u>Feb 25-26, 2023</u>
-------------------------------------------------	------------------------------------


Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Please notice the ART show will be back on Whitehead
✓ Code Compliance	/
✓ Engineering	
✓ Fire Department	
✓ KW DOT	
✓ Parking	
✓ Police Department	
✓ Port & Marine Services	
✓ Property Management	N/A
✓ Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



# Special Event Permit Application

## Department Approvals

Event Name: Key West Out Center ART show Event Date: Feb 25-26, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Please notice the ART show will be back on Whitehead
Code Compliance 19 Sep 22	
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: <u>Key West Out Center ART show</u>	Event Date: <u>Feb 25-26, 2023</u>
-------------------------------------------------	------------------------------------

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Please notice the ART show will be back on Whitehead
Code Compliance	
Engineering	<i>Sam J. Volante</i> 9/19/22
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) 609-3933

To: Key West Art Center Show (kwart.show@gmail.com)

From: Division Chief/Fire Marshal Jason Barroso

Date: 9/21/2022

Reference: Key West Art Craft Show

This office reviewed the special event application for the Key West Craft Show to be held on Whitehead, Caroline, Eaton, & Greene Streets Areas on February 25 & 26, 2023.

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, it is the responsibility of the event coordinator to provide a copy to each vendor.
- Booths will be designated to one side of the street, there will be no blocked cross streets or hydrants, and there shall be 10' clearance from the corners on each intersection.
- The Duval Street closure needs to allow for emergency vehicle passage.
- Event organizer is responsible for (1) Fire Inspector @ \$60.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- It is the event organizers responsibility to assure all fire hydrants are accessible and not blocked during set up.
- Each corner must have a minimum of 10 feet clearance from the corner to the first booth.
- **Event coordinator is responsible for scheduling the inspection with this office.**

*Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.*



## THE CITY OF KEY WEST

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

If I can be of any further assistance, please contact me.

*Jason Barroso, Fire Marshal*

Key West Fire Department  
1600 N. Roosevelt Boulevard  
Key West, Florida 33040  
305-809-3933 Office  
305-292-8284 Fax  
[jbarroso@cityofkeywest-fl.gov](mailto:jbarroso@cityofkeywest-fl.gov)

*Serving the Southernmost City*

306 LSN 103X

*Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.*



## Key West Fire Department

### Office of the Fire Marshal

Jason Barroso, Fire Marshal  
Tim Anson, Capt. / Fire Inspector  
Gregory Barroso, Capt. / Fire Inspector  
Dereck Berger, Lt. / Fire Inspector

1600 N. Roosevelt Blvd.  
Key West, FL 33040  
Phone: (305) 809-3933  
Fax: (305) 293-8399

## Food Booth and Vendor Regulations

### Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.
3. All hydrants must maintain 5' clearance on each side to allow fire department access.
4. **Each vendor shall stay within their assigned area, equipment and supplies shall not be staged outside their allotted space. ie: sidewalks, exit ways.**

### Butane or Propane equipment:

1. Shut-off valves must be provided at each fuel source.
2. Tanks must be protected from damage and secured in an upright position and must be located at least 5 feet apart from each other.
3. No storage of extra butane or propane tanks in booth.
4. Tanks not in use must be turned **OFF**.
5. Unused fuel cylinders shall be stored in a secured position. Unused cylinders must be located 50 feet away from all combustibles.

All compressed gas bottles, flammable or non-flammable shall be properly secured to prevent accidental tipping over.

### Electrical Power:

1. Generators shall be placed in locations approved by the Fire Marshal's Office for "special events" use.
2. Refueling of generators is prohibited during event hours. No extra fuel shall be stored during event hours.
3. During approved refueling times, no smoking or open flames are allowed within 25 feet.
4. Extension cords shall be of grounded type and approved for exterior use. Extension cords shall be placed so as not to create a hazard.

### **Charcoal Cooking:**

1. Charcoal cooking must be located in areas away from public access.
2. Charcoal cooking must be 10 feet away from combustible structures and parked vehicles.
3. Coals shall be disposed in metal containers

### **Deep Fat Frying/Flambé/Open Flame Cooking:**

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. The cook area must not be accessible by the general public.
3. Deep fat frying equipment must be equipped with a temperature regulating device.
4. Separation must be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.

### **Fire Extinguishers:**

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of **3A:40B:C**. (dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of **3A:40B:C** must not exceed 75 feet.
3. Fire extinguishers must be serviced annually and be tagged accordingly.
4. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.
5. Each cooking booth that is using deep fat fryers must have a **6 Liter Type K** (wet chemical fire extinguisher).

### **Miscellaneous:**

Fire Hydrants – Fire Hydrants must not be obstructed at any time for any reason.

Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

*The above regulations are not inclusive of other general fire safety provisions that may be imposed upon inspection.*

***Any booth not in compliance will be immediately closed.***

## **Fire Safety Tips**

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. Do not spray lighter fluid on briquettes that have been previously ignited.
7. In case of emergency, **DIAL 9-1-1**.

# Special Event Permit Application

## Department Approvals

Event Name: Key West Out Center ART show

Event Date: Feb 25-26, 2023

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	Please notice the ART show will be back on Whitehead
Code Compliance	
Engineering	
Fire Department	
KW DOT	Requires bus detours - Redding Detention / 12
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	



## Maria Ratcliff

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**From:** John Wilkins  
**Sent:** Tuesday, October 4, 2022 2:06 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Key West Art Center Craft Fair on January 28 & 29, 2023 and Key West Art Center Art Festival February 25 & 26, 2023

The Parking Division has no objections. Their request is similar to what has been asked in the past. We will coordinate with them before the events.

Please have Vehicles associated with the event identify themselves by displaying an event sign on their dashboard including a local cell phone number in case we need to contact the driver.

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Monday, September 19, 2022 12:23 PM  
**To:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Subject:** Key West Art Center Craft Fair on January 28 & 29, 2023 and Key West Art Center Art Festival February 25 & 26, 2023

## Maria Ratcliff

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**From:** Joseph Tripp  
**Sent:** Monday, September 19, 2022 1:32 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Key West Art Center Craft Fair on January 28 & 29, 2023 and Key West Art Center Art Festival February 25 & 26, 2023

Good!

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Monday, September 19, 2022 12:23 PM  
**To:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Subject:** Key West Art Center Craft Fair on January 28 & 29, 2023 and Key West Art Center Art Festival February 25 & 26, 2023

## Maria Ratcliff

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**From:** Steven P. McAlearney  
**Sent:** Monday, September 19, 2022 12:28 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Key West Art Center Craft Fair on January 28 & 29, 2023 and Key West Art Center Art Festival February 25 & 26, 2023

Ports no issues either time - SPM

**From:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Sent:** Monday, September 19, 2022 12:23 PM  
**To:** Maria Ratcliff <[mratcliff@cityofkeywest-fl.gov](mailto:mratcliff@cityofkeywest-fl.gov)>  
**Subject:** Key West Art Center Craft Fair on January 28 & 29, 2023 and Key West Art Center Art Festival February 25 & 26, 2023

# Special Event Permit Application

## Department Approvals

Event Name: Key West Out Center ART show Event Date: Feb 25-26, 2023

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Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	Richard Sarver
Recycling/Solid Waste	
Utilities	
Other:	