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.gov

Event Name: Key West Art & Craft Festival

Location: Truman Waterfront Park on the Quay

Date(s): 2/20, 21, 22/2026 Fri, Sat + Sun Hours of Operation: 10-5 Sat + Sun (set up Fri)

Break Down Date: 2/22/2026 Number of Expected Attendees: 25,000

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.

Our event is a juried fine Arts & Craft show, with white tents lining both sides of the quay allowing for a large promande for patrons, with the benches being accessible for resting spots. Over 110 artists will set up selling only high quality handmade artwork. Set up starts on Friday. 2/20/2026. The show is Saturday & Sunday with break down, Sunday after 5. Additonal tents will include the the the KW Art Center registration tent, 2 hospitality tents, food trucks at both ends, maybe an artist demo tent

EVENT ORGANIZER INFORMATION

Company or Organization Name Key West Art Center, Inc.

Name Susann D'Antonio Phone number 305-304-6005

Mailing Address 301 Front St.

City Key West State FL Zip 33043 Email kwartshow@gmail.com

Tax ID / EIN# 59-0965823

SECONDARY CONTACT INFORMATION

Name Christina Joy Phone number 305-294-1241

Company or Organization Name Key West Art Center, Inc., gallery manager

Email keywestartcenter@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 ☐

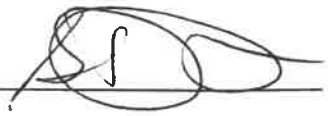
Alcoholic Beverages Sold/Served at Event: Yes ☐ Needs City Commission Approval No ■

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: Key West Art & Craft Festival Event Date: 2/20-22/2026

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.

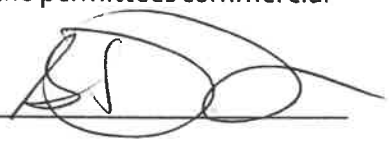
   Applicant Printed Name: Susann D'Antonio **Signature:** 

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.

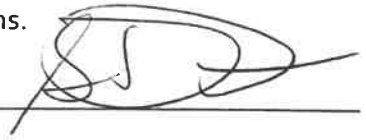
   Commercial General Liability with minimum limits of $1,000,000
   Business Automobile Liability with minimum limits of $1,000,000
   Statutory Workers' Compensation Coverage
   Employers Liability with minimum limits:
   - $1,000,000 injury by accident
   - $1,000,000 injury by disease
   - $1,000,000 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.

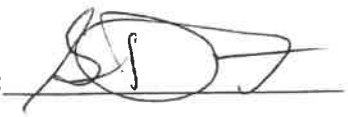
   The City of Key West shall be named as an "Additional Insured" on the permittees commercial general liability policy.

   Applicant Printed Name: Susann D'Antonio **Signature:** 

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: Susann D'Antonio **Signature:** 

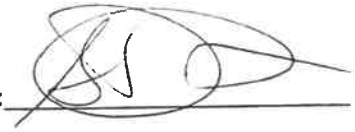
4. **ADA:** All special events are required to comply with the Federal Americans with Disabilities Act which requires access to all areas in services provided by the special events. Organizers must ensure that all aspects of their event meet the requirements.

Applicant Printed Name: Susann D'Antonio **Signature:** 

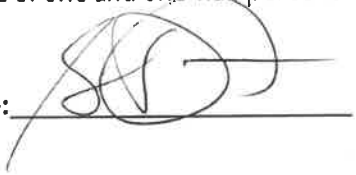
5. **Notifying:** Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. 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: Susann D'Antonio **Signature:**

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: Susann D'Antonio **Signature:** 

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: Susann D'Antonio **Signature:** 

Event Screening Questionnaire

Event Name: Key West Art & Craft Festival Event Date: 2/20-22/2026

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 ☐ Needs City Commission Approval	No ■
2. Will ANY food be prepared or served?	Yes ■ Complete Supplement C	No ☐
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 ■ Complete Supplement C	No ☐
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 ■ 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 ☐ Complete Supplement E	No ■
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes ☐ Complete Supplement E	No ■
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes ☐ Complete Supplement E	No ■
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes ■ 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.

☑ By checking "I agree", you agree and acknowledge your electronic signature is valid and bonding in the same force as a handwritten signature. Date July 10, 2025

Required – Recycling Plan

Event Name: Key West Art & Craft Festival Event Date: 2/20-22/2026

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 Susann D'Antonio Phone Number 305-304-6005

Email kwartshow@gmail.com Number of people dedicated to recycling 3

INITIALS REQUIRED

sd 1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.

SD 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.

SD 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.

SD 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

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.

Required – Event Transportation Planning

Event Name:	Key West Art & Craft Festival	Event Date:	2/20-22/2026

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

SD

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

SD

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.

- X Encourage Walking
- X Encourage Biking
- ____ Providing Bike Security with Valet
- ____ Include Ride Service with VIP Passes
- ____ Provide Pre-Sale parking only
- ____ Premium parking prices
- X Partner with Transit System/Buses
- X Partner with Transit Friendly Hotels
- ____ Partner with Restaurants/Bars
- ____ Partner with Rideshare/Taxi Companies
- X 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	$48/day			
Metered Street Parking	$20/day			
Truman Waterfront Park	$20/day	see attach addendum 1&2	3	
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 Lots	$48/day			
Mallory Square Parking Lot	$48/day			
**Modification of rates or parking waivers can only be approved by City Commission.*			**Total**	

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: Key West Art & Craft Festival Event Date: 2/20-22/2026

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.

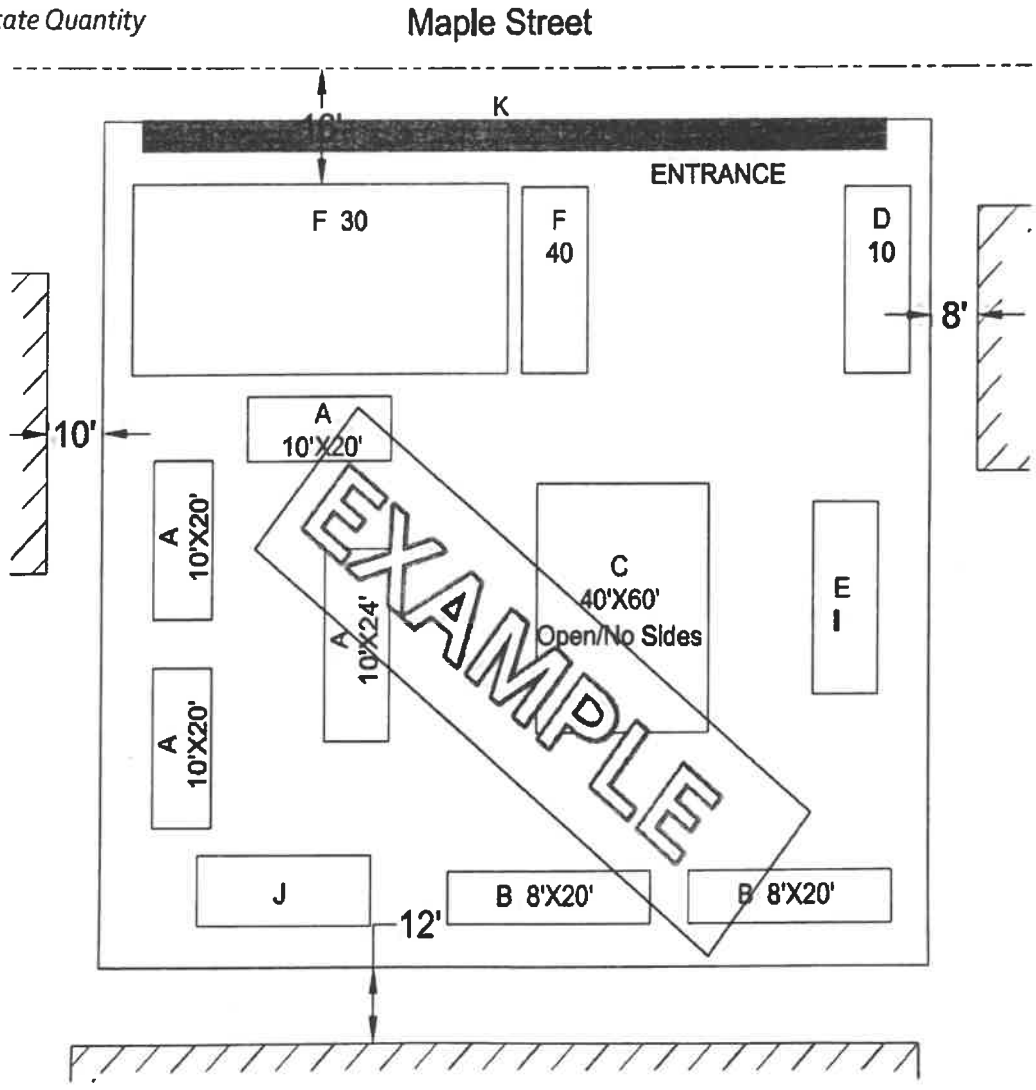
INITIALS REQUIRED

SD Attach Site Map Layout _____ 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	M. Label Street(s)
D. Toilets **	I. Stage Area	N. Other: _____
E. Amplified Music	J. Bounce House	O. Other: _____

* *Indicate Tent sizes*
** *Indicate Quantity*



Special Event Permit Application — Supplement A - Noise

Event Name: Key West Art & Craft Festival Event Date: 2/20-22/2026

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

SD 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

SD 2. The processing fee for the application is $93.88, due upon submission of application. Include this fee in the Special Event Fee Schedule.

SD 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: Key West Art & Craft Festival Event Date: 2/20-22/2026

Non-Profit Organization Name Key West Art Center

Tax ID/EIN # 59-0965823 Representative Susann D'Antonio

Purpose of Organization Community Art Center

Phone 305-304-6005 Email kwartshow@gmail.com

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

operations and upkeep of an 1800's historic city owned building at 301 Front Street

INITIALS REQUIRED

SD 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.

SD 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.

SD 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.

SD 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.

☒ By checking "I agree", you agree and acknowledge your electronic signature is valid and bonding in the same force as a handwritten signature. Date 7/11/25

Special Event Permit Application

Supplement C – Food & Safety

Event Name: Key West Art & Craft Festival Event Date: 2/20-22/2026

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

Cooking:

_____ Deep Frying / Open Flame
_____ Charcoal Grill
_____ Gas Grill
_____ Food Warming Only
_____ Catered Food

Alcohol To be Served By

_____ Existing Licensed Establishment
_____ Commercial Licensed Vendors
_____ Non-profit Licensed Vendors

Electrical Power

X Generator
_____ 110AC / Extension Cords
X DC Power

Structures:

_____ Stages / Risers / Canopies
_____ Viewing Stands / Bracing
X Seating
_____ Air Supported Bounce House
X Tents Greater than 200 SF

Other

_____ Road Closure
_____ Fog/Smoke Machine
_____ Bubble Machine
_____ Pyrotechnics
_____ Special Effects
_____ Open Flame
_____ Lasers
_____ Confetti
_____ Vehicle/Motorcycle Demo

INITIALS REQUIRED

SD 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.

SD 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.

SD 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.

SD 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.

SD 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: Key West Art & Craft Festival Event Date: 2/20-22/2026

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: 6

Total Number of Merchandise Vendor Tents: 130

Total: 135

Tent Supplier Name Four Star Rentals & artist tents Contact Number 305-294-7171

Size & Type of Tents: most artist tents are 10x10, some 10x15, and maximum of 3, 10x20, various styles of white canvas tents. Rentals fro, 4 Star, registration tent 10X 20. 2 - 20x 20 comfort tents with tables & chairs for people to use to eat, rest, enjoy the day. One at each end by the food trucks. Tents are open during the day and sides dropped at night to keep artist inventory safe.

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? none

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

Supplement E – Street Closure

Event Name: Key West Art & Craft Festival Event Date: 2/20-22/2026

STREET CLOSURE INFORMATION

Street(s) to be closed none Block/Address Number(s) _____

Cross-Streets: between _____ and _____

Closure Date(s) _____ Time _____ AM/PM to _____ AM/PM

INITIALS REQUIRED

SD

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.

SD

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.

SD

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.

SD

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.

SD

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

SD

6. **Emergency Access:** The closed street/roadway will immediately be 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.

☒ By checking "I agree", you agree and acknowledge your electronic signature is valid and bonding in the same force as a handwritten signature. Date 7/11/2025

Special Event Permit Application

Supplement F – City Property

Event Name: Key West Art & Craft Festival Event Date: 2/20-22/2026

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? Truman Waterfront Park

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

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

INITIALS REQUIRED

SD ____ 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.

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

NA ____ 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.

SD ____ 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.

SD ____ 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.

SD ____ 6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.

SD ____ 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.

SD ____ 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.

NA ____ 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.

SD ____ 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.

SD

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.

SD

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:

SD

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.

SD

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.

SD

15. Event Organizer must provide the City of Key West with a detailed schedule for activities.

SD

16. City of Key West personnel shall be always allowed access to the site.

SD

17. Event Organizer shall provide sufficient personnel to ensure proper and safe operation of the activity.

SD

18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.

SD

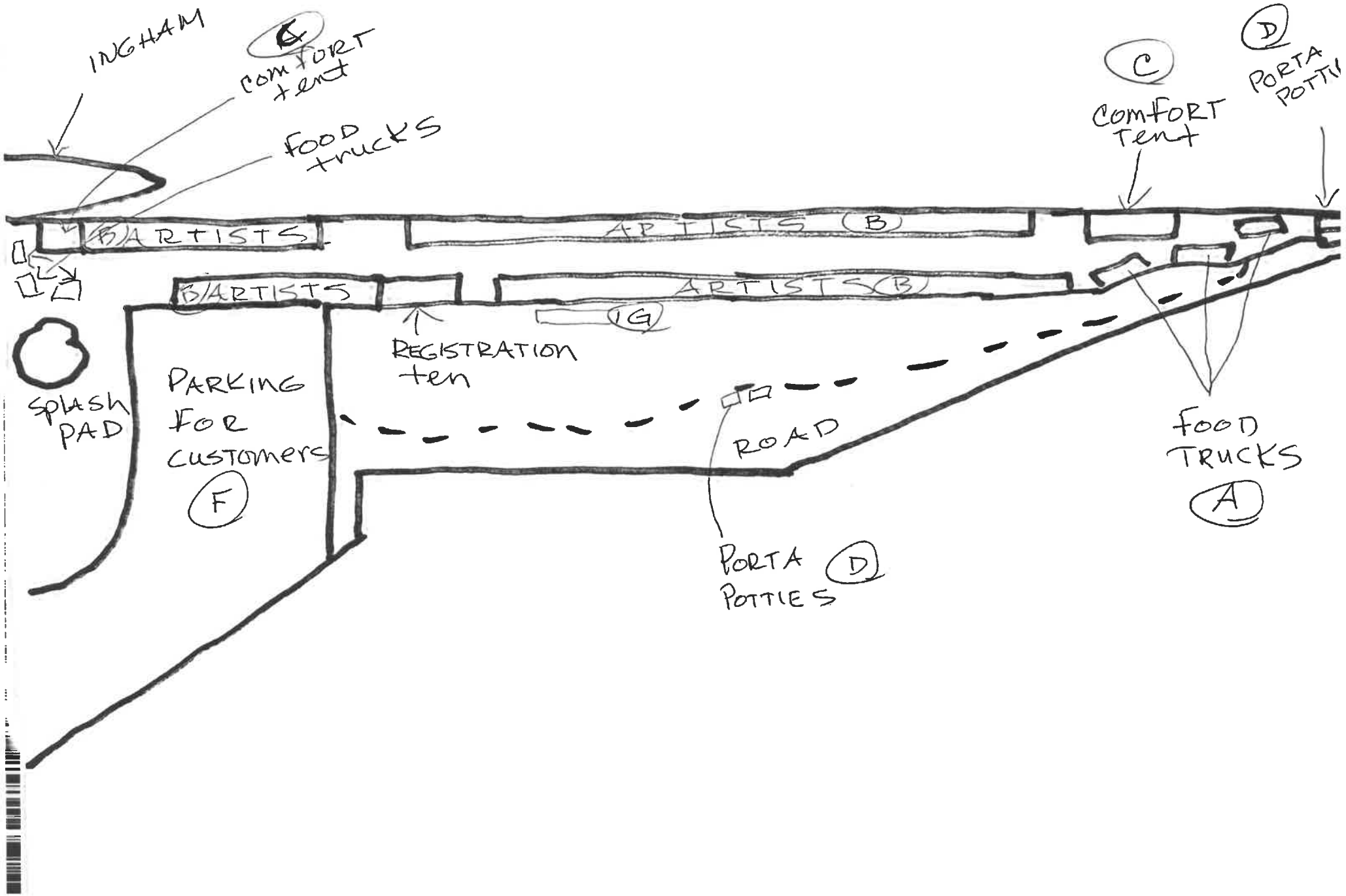
19. Any use of NOAA property or seawall must be coordinated with directly with NOAA.

SD

20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time

SD

21. Use of the inner basin for any activities is not authorized.


INGHAM
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REGISTRATION ten
splash PAD
PARKING FOR CUSTOMERS
F
ROAD
FOOD TRUCKS
A
PORTA POTTIES
D

Kelli Funkhouser

From: Susann D'Antonio <kwartshow@gmail.com>
Sent: Tuesday, August 19, 2025 4:49 PM
To: Kelli Funkhouser
Subject: [EXTERNAL] revised parking addendum
Attachments: Addendum 1 parking feb 2026 revised .pdf; addendum 2 for parking feb 2026 revised copy.pdf

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

HI Kelli

I spoke with John Wilkins this morning about the new parking fee and he suggested I revised my addendums 1 & 2 asking for a waiver of those fees. I have done so at the end of the previously submitted and have attached them to this email.

Let me know if there is anything further I need to do

Susann

ADDENDUM 1 For Parking

EVENT: Key West Art and Craft Festival Feb. 20-22, 2026
Contact: Show Director, Susann D'Antonio, 305-304-6005

Parking Request

We would like to secure parking for our artists during the show at the lot behind the courthouse, for day parking.
Vehicles authorized to use the lot from the event will display a special permit, with the their 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 20 – Monday, 8 AM, February 23, 2026

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

We have been advised by John Wilkins that there will be a new parking fee for each spot used of $40 for the weekend. We would like to request a waiver for this fee. As a non profit the Key West Art & Craft Festival provides a significant cushion for the Key West Art Center's finances and ability to maintain our historic building. As you know, all non profits squeak by financially and we are no exception. Costs continue to rise across the board and it adds more stress to our event's financial viability. Most of our artists are from out of town and struggle to pay for lodging and an additional increase is significant for them and for us as an event. We make every effort to leave the parking lots, both RV and Court House, as we found them, clean and free of debris and we have volunteers monitoring the lots who make sure there is nothing amiss during the weekend and ensure that there is nothing left behind at the end of the Festival.

We would respectfully request that you please consider a waiver to this fee.

Addendum 2 For Parking - REVISED

EVENT: Key West Art and Craft Festival, February 20-22, 2026

Contact: Susann D'Antonio, Show Director

PHONE # 305-304-6005.

Artist RV & overnight Parking request

We would like to request space reserved at the Truman Waterfront for RV parking and other overnight vehicles for approximately 70 vehicles of various sizes. Several will be large RVs or 5th Wheel trailers. Others extended vans or trailers. 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 etc. 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 overnight closely monitoring all the vehicles. Two porta potties will be on site as well as trash and recycle containers.

Dates needed are:

Friday, February 20, 2025 – Monday, February 23 Leaving by 8 AM.
(Our volunteer will be arriving on Thurs. Feb. 20, 2025, to organize the space for others)

The pea rock lot across from the Amphitheater was used for this purpose in 2024 & 2025 and was perfect for the overnight vehicles. Having this available is a make it or break it for our artists who cannot afford lodging in Key West in high season.

We have been advised by John Wilkins that there will be a new parking fee for each spot used of $40 for the weekend. We would like to request a waiver for this fee. As a non profit the Key West Art & Craft Festival provides a significant cushion for the Key West Art Center's finances and ability to maintain our historic building. As you know, all non profits squeak by financially and we are no exception. Costs continue to rise across the board and it adds more stress to our event's financial viability. Most of our artists

are from out of town and struggle to pay for lodging and an additional increase is significant for them and for us as an event. We make every effort to leave the parking lots, both RV and Court House, as we found them, clean and free of debris and we have volunteers monitoring the lots who make sure there is nothing amiss during the weekend and ensure that there is nothing left behind at the end of the Festival.

We would respectfully request that you please consider a waiver to this fee.

ACORD®

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 07/10/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER
Southernmost Insurance Agency, Inc
1010 Kennedy Drive
Suite 300
Key West, FL 33040

CONTACT NAME: Heather L Keller, CISR AIAM
PHONE (A/C, No, Ext): 305-296-5052 **FAX (A/C, No):**
E-MAIL ADDRESS: heather@southernmostinsurance.com

INSURED
Key West Art Center, Inc. c/o Susann D'Antonio
301 Front Street
Key West, FL 33040

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A: Mount Vernon Fire Insurance Co	A0106
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	
INSURER F:	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	✔ COMMERCIAL GENERAL LIABILITY	Y		SE1158778	02/21/2026	02/24/2026	EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE ✔ OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 100,000
							MED EXP (Any one person)	$ 1,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER						GENERAL AGGREGATE	$ 2,000,000
	✔ POLICY [ ] PRO-JECT [ ] LOC						PRODUCTS - COMP/OP AGG	$ Excluded
	OTHER							$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$
	ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS						BODILY INJURY (Per accident)	$
	HIRED AUTOS ONLY / NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
	UMBRELLA LIAB OCCUR						EACH OCCURRENCE	$
	EXCESS LIAB CLAIMS-MADE						AGGREGATE	$
	DED RETENTION $							$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE / OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N		N/A				E L EACH ACCIDENT	$
	(Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						E L DISEASE - EA EMPLOYEE	$
							E L DISEASE - POLICY LIMIT	$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Key West Art & Craft Festival - Truman Waterfront Park, Southard St, Key West, FL: 33040 City of Key West is covered as an additional insured for the Key West Art and Craft Festival ONLY

CERTIFICATE HOLDER

City of Key West
1300 White St
Key West, FL 330411409

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Heather Keller

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Detail by FEI/EIN Number

Florida Not For Profit Corporation
KEY WEST ART CENTER, INC.

Filing Information

Document Number	701523
FEI/EIN Number	59-0965823
Date Filed	10/10/1960
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	07/23/2021
Event Effective Date	08/01/2021

Principal Address

301 FRONT STREET
KEY WEST, FL 33040

Changed: 06/11/2007

Mailing Address

301 FRONT STREET
KEY WEST, FL 33040

Changed: 06/11/2007

Registered Agent Name & Address

Christina, Joy
301 FRONT STREET
KEY WEST, FL 33040

Name Changed: 04/15/2024

Address Changed: 04/23/2019

Officer/Director Detail

Name & Address

Title President

Weaver, Marilyn
53 Boundary Lane
Key West, FL 33040

Title First Vice President

Patricia, Eaton J
8 Amaryllis Dr.
Key West, FL 33040

Title Second Vice President

Dwyer, Sean P.
802 Eaton St.
Apt 2
Key West, FL 33040

Title Secretary

Campbell, Suzanne
2404 Staples Avenue
Unit 14
Key West, FL 33040

Title Treasurer

Corey, Kathy
5603 College Rd.
#104
Key West, FL 33040

Title Director, Member-at-Large

Walter, Rita
55 Boca Chica Road
#54
Key West, FL 33040

Annual Reports

Report Year	Filed Date
2023	04/12/2023
2024	04/15/2024
2025	04/15/2025

Document Images

04/15/2025 -- ANNUAL REPORT	View image in PDF format
04/15/2024 -- ANNUAL REPORT	View image in PDF format
04/26/2023 -- AMENDED ANNUAL REPORT	View image in PDF format
04/12/2023 -- ANNUAL REPORT	View image in PDF format
04/15/2022 -- ANNUAL REPORT	View image in PDF format

07/23/2021 -- Amendment	View image in PDF format
04/11/2021 -- ANNUAL REPORT	View image in PDF format
04/22/2020 -- ANNUAL REPORT	View image in PDF format
04/23/2019 -- ANNUAL REPORT	View image in PDF format
04/15/2018 -- ANNUAL REPORT	View image in PDF format
05/01/2017 -- ANNUAL REPORT	View image in PDF format
09/09/2016 -- AMENDED ANNUAL REPORT	View image in PDF format
04/27/2016 -- ANNUAL REPORT	View image in PDF format
06/18/2015 -- AMENDED ANNUAL REPORT	View image in PDF format
02/11/2015 -- ANNUAL REPORT	View image in PDF format
02/15/2014 -- ANNUAL REPORT	View image in PDF format
06/26/2013 -- AMENDED ANNUAL REPORT	View image in PDF format
02/04/2013 -- ANNUAL REPORT	View image in PDF format
01/18/2012 -- ANNUAL REPORT	View image in PDF format
04/27/2011 -- ANNUAL REPORT	View image in PDF format
04/28/2010 -- ANNUAL REPORT	View image in PDF format
05/05/2009 -- ANNUAL REPORT	View image in PDF format
04/15/2008 -- ANNUAL REPORT	View image in PDF format
06/11/2007 -- ANNUAL REPORT	View image in PDF format
07/30/2006 -- ANNUAL REPORT	View image in PDF format
02/15/2006 -- ANNUAL REPORT	View image in PDF format
01/20/2005 -- ANNUAL REPORT	View image in PDF format
02/06/2004 -- ANNUAL REPORT	View image in PDF format
01/15/2003 -- ANNUAL REPORT	View image in PDF format
02/01/2002 -- ANNUAL REPORT	View image in PDF format
01/27/2001 -- ANNUAL REPORT	View image in PDF format
01/19/2000 -- ANNUAL REPORT	View image in PDF format
02/09/1999 -- ANNUAL REPORT	View image in PDF format
03/16/1998 -- ANNUAL REPORT	View image in PDF format
01/21/1997 -- ANNUAL REPORT	View image in PDF format
01/26/1996 -- ANNUAL REPORT	View image in PDF format
03/29/1995 -- ANNUAL REPORT	View image in PDF format

Special Event Permit Application

Department Approvals

Event Name: Key West Art & Craft Festival Event Date: 2/21/26 & 2/22/26

Department	Signature / Restrictions / Conditions
Special Events Manager	Kelli Funkhouser
Code Compliance	Sophia Do
Engineering	Ian McDowell
Fire Department	Dereck Berger emailed Conditional Memo
KW DOT	
Parking	
Police Department	JT
Port & Marine Services	SPM
Property Management	
Community Services	Michael Turner
Utilities	M. Willman
Risk Management	Laura Bringle will approve COI when received
Other:	

THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3933

KEY WEST FIRE

To: Key West Art Center Festival (kwartshow@gmail.com)

From: Lieutenant Dereck Berger

Date: 7/14/2025

Reference: Key West Art Craft Festival

This office reviewed the special event application for the Key West Craft Festival to be held at Truman Waterfront From 10-5pm on 2/21/25 - 2/22/25.

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.
- There will be no blocked cross streets or hydrants, and there shall be 10' clearance from the corners on each intersection.
- Event organizer is responsible for (2) Fire Inspector @ $75.00 an hour. Per day 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.

- **Event coordinator is responsible for scheduling the inspection with this office.**

- **Applicant is responsible for reaching out if the event is cancelled or if there are any changes.**

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

Dereck Berger

THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3933

Lieutenant/ Inspector
Key West Fire Department
1600 N. Roosevelt Blvd
Key West, Fl. 33040
Office 305-809-3917
Dereck.berger@cityofkeywest-fl.gov

KEY WEST FIRE

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
Tommy Bouchard, Capt. / Fire Inspector
Dereck Berger, Lt. / Fire Inspector
Michael Anderson, 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**.

THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Key West Art Center, Inc.
Key West Art & Craft Festival
Saturday, February 21, 2026 & Sunday, February 22, 2026
Truman Waterfront Park on the Quay Wall

I **Susann D'Antonio** being authorized to act on behalf of and legally bind **Key West Art Center, 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.

Signature of Witness

Robert D'Antonio
Print Name

7-17-26
Date

Signature of Applicant

Susann D'Antonio
Print Name

7-17-26
Date

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