

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: Goombay Festival

Location: Petronia Street

Event Date(s): 10/17/25 - 10/18/25 Fri, Sat Event Start Time: 12pm

Set-Up Date: 10/17/25 Set-Up Time: 800 am

Break-Down Date: 10/19/25 Break-Down Time: 800 am

Number of Expected Attendees: 450 Is the Event Open to the Public: Yes ☒ No ☐

Event Description: Provide a detailed narrative of the full scope of the event in the box. Use additional sheets if needed. For events with multiple sub-events, please specify the date and time range for each.

Goombay is a Street Festival with Food Booths, Arts & Crafts, Junkanoo Parade celebrating Cultural roots from Bahamas.

EVENT ORGANIZER INFORMATION

Company or Organization Name Bahama Village Community Coalition

Name Alana Thurston Phone number 305-304-9009

Mailing Address 22429 La Fitte Drive

City Cudjoe Key State FL Zip 33040 Email kwpeach@gmail.com

Tax ID / EIN# 85-4274503 Event Website: _____

SECONDARY CONTACT INFORMATION

Name Alana Thurston Phone number 305-304-9009

Company or Organization Name _____

Email kwpeach@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.

Event Name: Goombay FestivalEvent Date: October 17&18

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: Alana Thurston Signature: Alana Thurston Digitally signed by Alana Thurston
Date: 2025.08.28 10:09:56 -04'00'

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: Alana Thurston Signature: Alana Thurston Digitally signed by Alana Thurston
Date: 2025.08.28 10:10:24 -04'00'

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: Alana Thurston Signature: Alana Thurston Digitally signed by Alana Thurston
Date: 2025.08.28 10:10:47 -04'00'

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: Alana Thurston Signature: Alana Thurston Digitally signed by Alana Thurston
Date: 2025.08.28 10:11:11 -04'00'

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: Alana Thurston Signature: Alana Thurston Digitally signed by Alana Thurston
Date: 2025.08.28 10:11:33 -04'00'

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: Alana Thurston Signature: Alana Thurston Digitally signed by Alana Thurston
Date: 2025.08.28 10:12:10 -04'00'

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: Alana Thurston Signature: Alana Thurston Digitally signed by Alana Thurston
Date: 2025.08.28 10:12:41 -04'00'

Event Screening Questionnaire

Event Name: Goombay Festival

Event Date: October 17 & 18

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

☒ By checking "I agree", you agree and acknowledge your electronic signature is valid and bonding in the same force as a handwritten signature. Date 8/28/2025

Required – Recycling Plan

Event Name: Goombay Festival

Event Date: October 17&18

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 _____ Phone Number 305-304-9009

Email _____ Number of people dedicated to recycling _____

INITIALS REQUIRED

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

** See Agreement **

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: Goombay Festival Event Date: October 17&18

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

AT

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

AT

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.

AT 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	\$48/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 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: Goombay FestivalEvent Date: October 17th and 18th

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.

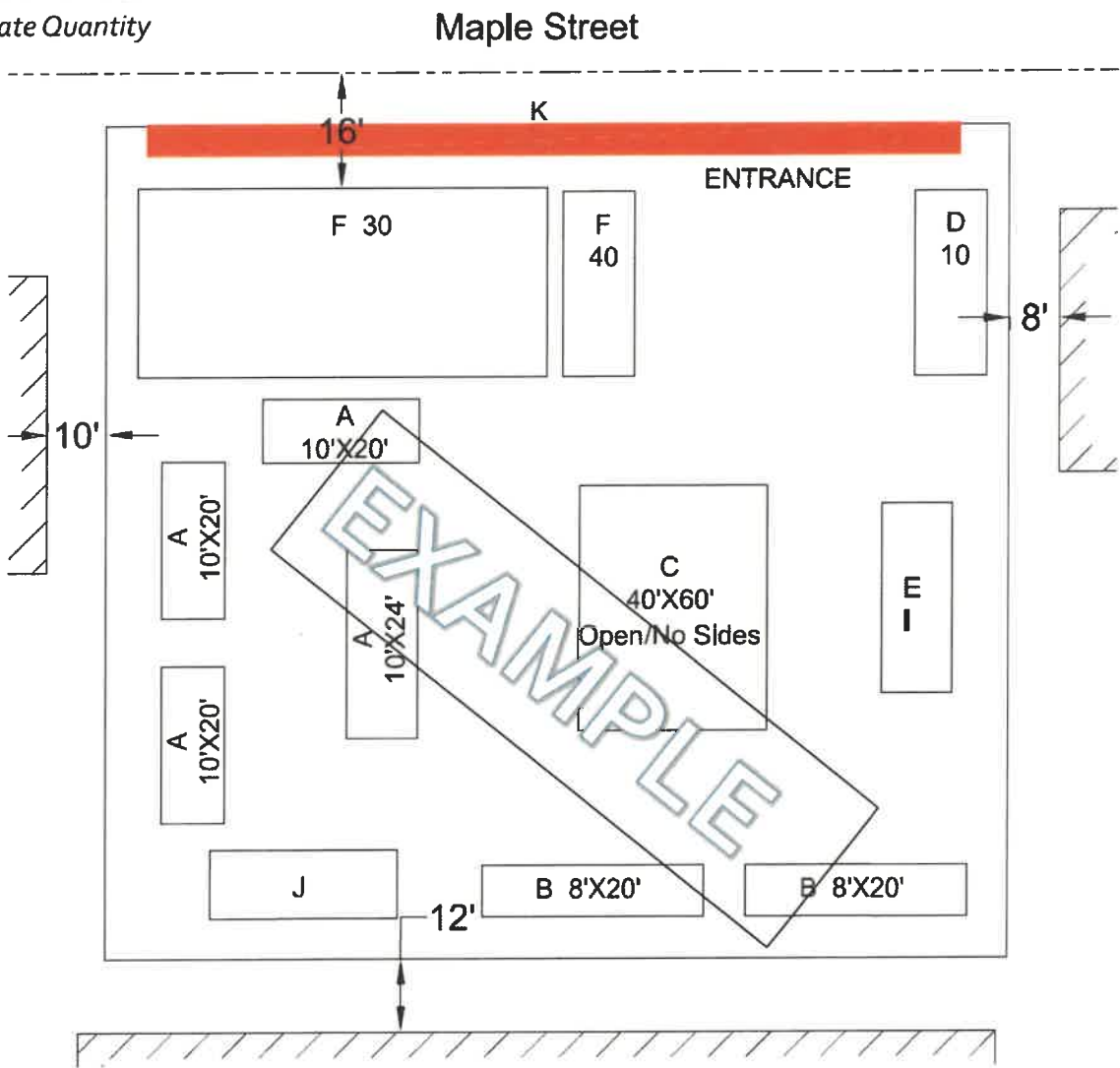
INITIALS REQUIRED

AT 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



Event Name: Goombay FestivalEvent Date: October 17th & 18th

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: Live Band and DJ

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

INITIALS REQUIRED

- AT 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
- AT 2. The processing fee for the application is \$93.88, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- AT 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](#)

Event Name: Goombay FestivalEvent Date: October 17th & 18thNon-Profit Organization Name Bahama Village Community CoalitionTax ID/EIN # 85-4274503Representative Alana ThurstonPurpose of Organization Churches and Civic Organization united to give back to the Community through specials needs, kids functions, School ScholarshipsPhone 305-304-9009Email kwpeach@gmail.com

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

Annual Back School Supplies, Toys for Tots, Thanksgiving meals for Bahama Village Residents, Cultural events

INITIALS REQUIRED

- AT 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.
- AT 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.
- AT 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.
- AT 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 9/2/25

Event Name: Goombay Festival Event Date: October 17&18

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

INITIALS REQUIRED

- AT 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.
- AT 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.
- AT 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.
- AT 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.
- AT 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.

Event Name: Goombay FestivalEvent Date: October 17&18

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: _____

Total Number of Merchandise Vendor Tents: _____

Total: _____

Tent Supplier Name Four Star Rental Contact Number _____Size & Type of Tents: Tent and Stage provide by Sammy the Sound ManProvide 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? _____

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:

Event Name: Goombay FestivalEvent Date: October 17&18

STREET CLOSURE INFORMATION

Street(s) to be closed Petronia Street Block/Address Number(s) From Duval to Emma StreetCross-Streets: between Whitehead and Thomas, EmmaClosure Date(s) October 17&18 Time 7am AM/PM to 12am AM/PM

INITIALS REQUIRED

AT

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.

AT

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.

AT

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.

AT

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.

AT

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

AT

6. **Emergency Access:** The closed street/roadway will immediately be available for emergency vehicles and vehicles within the close block.

SIGNATURE REQUIRED Alana Thurston Digitally signed by Alana Thurston
Date: 2023.09.02 12:53:25 -0400

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 9/2/2025

Event Name: Goombay FestivalEvent Date: October 17&18

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? N/AWhich Area(s) of the City Property do you wish to use? N/AWill Utilities be required (Water and/or Electricity)? Yes ☐ No ☒

INITIALS REQUIRED

AT

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.

AT

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

AT

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.

AT

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.

AT

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.

AT

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

AT

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.

AT

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.

AT

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.

AT

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.

AT

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.

AT

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 always allowed access to the site.

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.

● = pole or tree - very high
 ☒ = planter - very low

Petronia St.

Johnson's Cafe

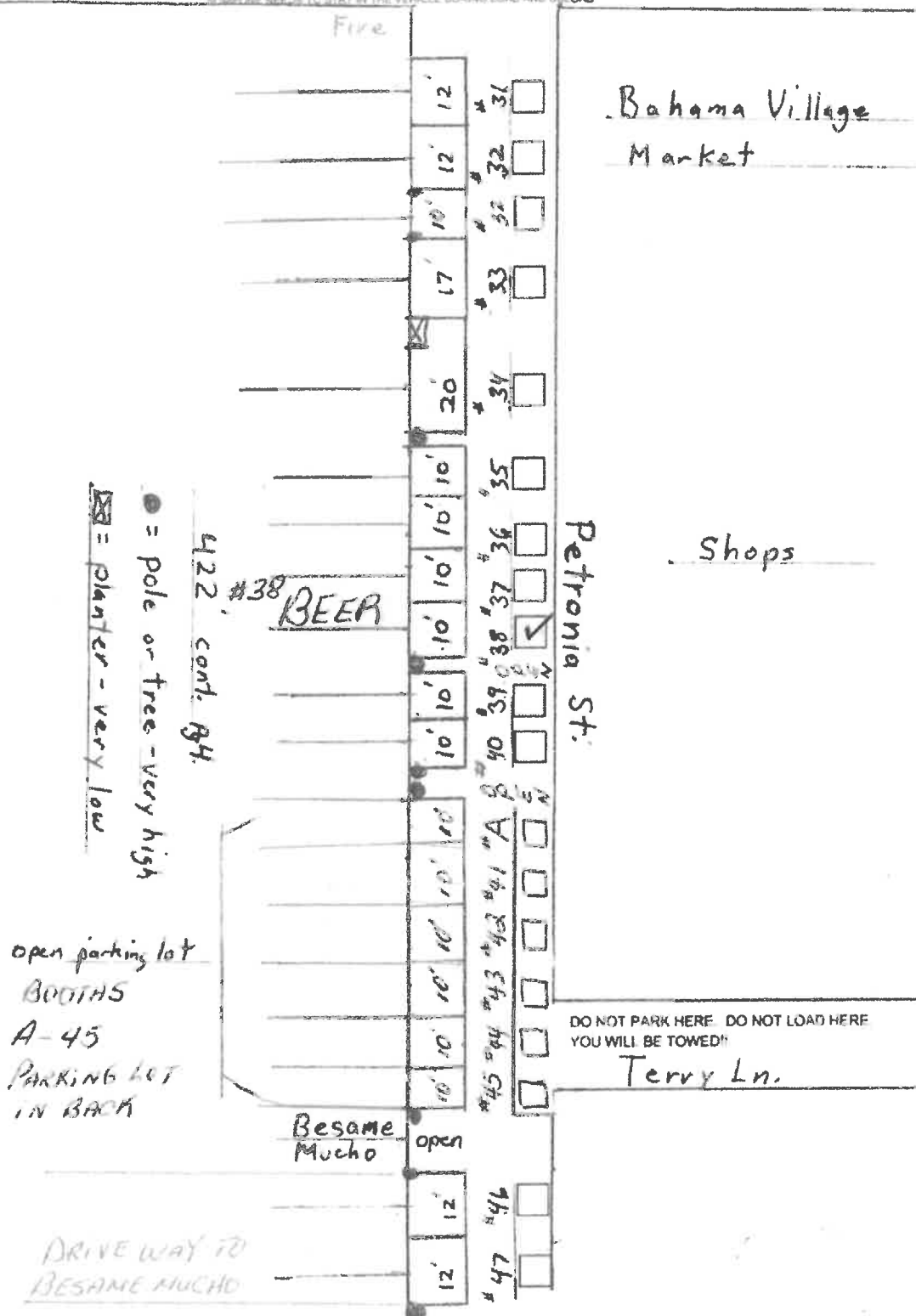
Blue Heaven

File

Thomas St

Continued to pg 5.

IT-172K



YOU MAY LOAD AND UNLOAD YOUR BOOTH HERE. CHECK IN WITH REGISTRATION BOOTH ON THE FIELD TO RECEIVE VENDOR LOADING PARKING PASS. ONCE YOU ARE DONE UNLOADING OR LOADING, YOU NEED TO MOVE YOUR VEHICLE OR IT WILL BE TOWED. THIS IS A LOADING ZONE ONLY. DO NOT LOAD OR UNLOAD ON PETRONIA ST. SOMEONE NEEDS TO STAY IN THE VEHICLE DURING LOAD AND UNLOAD.

19.5.

Thomas St.

Fire

20'

#69

Grass

Johnson's
Grocery

#70

#71

#72

#73

#74

#75

#76

#77

R. 12'

open

#78

#79

#80

#81

#82

#83

10'

10'

10'

10'

10'

10'

10'

10'

10'

10'

10'

10'

10'

10'

10'

10'

10'

10'

10'

10'

10'

Petronia St.

● = pole or tree - very high
☒ = planter - very low

Caribbean
House

Grass area

Grass area

Grass area

Grass area

Fire

Chapman Lane

DO NOT PARK HERE DO NOT LOAD HERE
YOU WILL BE TOWED!!

Fire

Continued



PETRONIA

ISLAND
ISLAND
SUPPLIES

STAGE

BEER #123

112
115
116
117
118
119
120
121
122
123
124
125

DRIVE
WAY

OPEN

OPEN

112
111
110
109
108
107
106
105
104
103
102
101
100
99
98

OPEN

#93

#94

#95

#96

#97

GRASS

1 mile

FARM ST

500-4605
1374 E 8th

Parking Lot A-2

Shaver's Lane

DO NOT PARK HERE DO NOT LOAD HERE
YOU WILL BE TOWED!!

1 2 3 4

Fire

Portolets

Petronia St.

4 FEET
OPEN

<input type="checkbox"/>	15	10'	
<input type="checkbox"/>	16	10'	R
<input type="checkbox"/>	OPEN	10'	DOOR
<input type="checkbox"/>	18	10'	
<input type="checkbox"/>	19	12'	
<input type="checkbox"/>	20	12'	
<input type="checkbox"/>	21	10'	
<input type="checkbox"/>	22	10'	
<input type="checkbox"/>	23	10'	
<input type="checkbox"/>	24	10'	R
<input type="checkbox"/>	25	10'	R
<input type="checkbox"/>	26	10'	DOOR
<input type="checkbox"/>	OPEN	10'	
<input type="checkbox"/>	28	10'	
<input type="checkbox"/>	29	10'	
<input type="checkbox"/>	30	18'	

UNAVAILABLE

UNAVAILABLE

FLOOSE

#20

#21

#22 #23

drive way

● = HOLE ON TREE VERY NIGH
☒ = PLANTER VERY LOW

Fire

Whitehead St.

YOU MAY LOAD AND UNLOAD YOUR BOOTH HERE CHECK IN WITH REGISTRATION BOOTH ON THE FIELD TO RECEIVE VENDOR LOADING PARKING PASS ONCE YOU ARE DONE UNLOADING OR LOADING YOU NEED TO MOVE YOUR VEHICLE OR IT WILL BE TOWED THIS IS A LOADING ZONE ONLY DO NOT LOAD OR UNLOAD ON PETRONIA ST SOMEONE NEEDS TO STAY IN THE VEHICLE DURING LOAD AND UNLOAD.

Duval St.

GOOMBAY
OCT. 17-18, 2025

PAGE 1

BORBON ST. PUB

Petronia St.

Business

Parking Lot

BORBON
ST Pub

PARKING LOT

Shaver's Lane

DO NOT PARK HERE. DO NOT LOAD HERE
VUL WILL BE TOWED.

1-10-10-1

PLANTERS - VERY LOW
● = POLE OR TREES - VERY HIGH

195'

BEET
TRUCK
LOADER



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/15/2025

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 Diamond Insurance Partners 8501 N Scottsdale Rd, Ste 200 Scottsdale AZ 85253	CONTACT NAME: Mandy Thorsen PHONE (A/C, No, Ext): (305) 292-6060 E-MAIL ADDRESS: mthor@kwdiamond.com FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: United States Liability Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	NAIC # 25895
-----------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------

COVERAGES	CERTIFICATE NUMBER: CL2591513568	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 <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		SE1167728	10/16/2025	10/19/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 1,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Liquor Liability \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ 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)

Certificate holder is listed as additional insured per written contract with respects to general & Liquor liability per form L-820 12/18.

Goombay 2025

CERTIFICATE HOLDER

CANCELLATION

The City of Key West 1300 White St. Key West FL 33040	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
-----------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

© 1988-2015 ACORD CORPORATION. All rights reserved.



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by FEI/EIN Number](#) /

Detail by FEI/EIN Number

Florida Not For Profit Corporation

BAHAMA VILLAGE COMMUNITY COALITION INC.

Filing Information

Document Number	N18000005203
FEI/EIN Number	85-4274503
Date Filed	05/08/2018
Effective Date	05/03/2018
State	FL
Status	ACTIVE
Last Event	REINSTATEMENT
Event Date Filed	09/26/2023

Principal Address

22429 La Fitte Drive
Cudjoe Key, FL 33042

Changed: 09/26/2023

Mailing Address

22429 La Fitte Drive
Cudjoe Key, FL 33042

Changed: 09/26/2023

Registered Agent Name & Address

Thurston, Alana
22429 La Fitte Drive
Cudjoe Key, FL 33042

Name Changed: 09/26/2023

Address Changed: 09/26/2023

Officer/Director Detail

Name & Address

Title President

Thurston, Alana
22429 La Fitte Drive
Cudjoe Key, FL 33042

Title VP/Secretary

Lopez, Latania
828 Whitehead Street
KEY WEST, FL 33040

Title Coresponding Secretary

Poitier, Tedra
3182 Timber Hawk Circle
Ocoee, FL 34761

Title Representative

Thomas, Naomi
713 Chapman Lane
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2024	04/01/2024
2024	08/20/2024
2025	02/07/2025

Document Images

02/07/2025 -- ANNUAL REPORT	View image in PDF format
08/20/2024 -- AMENDED ANNUAL REPORT	View image in PDF format
04/01/2024 -- ANNUAL REPORT	View image in PDF format
09/26/2023 -- REINSTATEMENT	View image in PDF format
03/23/2022 -- ANNUAL REPORT	View image in PDF format
04/05/2021 -- ANNUAL REPORT	View image in PDF format
05/25/2020 -- ANNUAL REPORT	View image in PDF format
04/30/2019 -- ANNUAL REPORT	View image in PDF format
05/08/2018 -- Domestic Non-Profit	View image in PDF format

Special Event Permit Application

Department Approvals

Event Name: Goombay Festival

Event Date: 10/17/25 – 10/18/25

Department	Signature / Restrictions / Conditions
Special Events Manager	<i>Kelli Funkhouser</i>
Code Compliance	<i>Chris Counsellor</i>
Engineering	<i>Doug Bradshaw</i>
Fire Department	Dereck Berger emailed Conditional Memo
KW DOT	
Parking	
Police Department	JT
Port & Marine Services	
Property Management	<i>Ray</i>
Community Services	<i>Marcus Davila</i>
Utilities	<i>Keely Kessler</i>
Risk Management	Laura Bringle emailed approval
Other	



THE CITY OF KEY WEST

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

To: Goombay Festival Street Fair

From: Lieutenant Dereck Berger

Date: 9/11/25

Reference: Goombay Festival

This office reviewed the special event application for Goombay Festival to be held on October 17 & 18, 2025.

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.
- The Fire Marshal's office will require a total of 16 Fire Inspectors/EMS Personnel to conduct a Fire Safety Watch during the event hours. (7) Fire Inspectors/EMS Personnel Friday the 17th 5PM-12AM, and (7) Fire Inspectors/EMS Personnel Saturday the 18th 5PM-12AM. With (2) Fire Inspectors/EMS Personnel Saturday the 18th during the daytime 10AM-5PM.
- 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.
- **Event coordinator is responsible for scheduling the inspection with this office.**

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

Dereck Berger

Lieutenant/ Inspector

Key West Fire Department

1600 N. Roosevelt Blvd

Key West, FL 33040

Office 305-809-3917

Dereck.berger@cityofkeywest-fl.gov

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

Kelli Funkhouser

From: Laura Estevez
Sent: Tuesday, September 16, 2025 1:36 PM
To: Kelli Funkhouser
Cc: Andrea S. Gomez
Subject: RE: [EXTERNAL] COIs for Bahama Village Community Coalition Inc

Hey Kelli,

They are good to go as long as WC and automobile does not apply to event.

Laura Estevez Bringle
Risk Manager/Safety Officer
City of Key West, Risk Management
Department of Finance
Phone# 305-809-3812
Fax# 305-809-3988
Email: lestevez@cityofkeywest-fl.gov



NOTICE: Due to nature of the material, please keep this information confidential. This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender immediately by email and delete this e-mail from your system. If you are not the intended recipient you are notified that disclosing, copying, distributing or taking any action in reliance on the contents of this information is strictly prohibited. This confidential email may also be privileged or otherwise protected by work product immunity or other legal rules.

From: Kelli Funkhouser <kelli.funkhouser@cityofkeywest-fl.gov>
Sent: Tuesday, September 16, 2025 7:58 AM
To: Laura Estevez <lestevez@cityofkeywest-fl.gov>
Cc: Andrea S. Gomez <agomez@cityofkeywest-fl.gov>
Subject: FW: [EXTERNAL] COIs for Bahama Village Community Coalition Inc

COI for Goombay.

I noticed it lists Goombay2024, I will ask her to get that updated.

Kelli Funkhouser