

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: 29th Key West Half Marathon & RunFest

Location: Half Shell Raw Bar, 231 Margaret Street, Key West

Event Date(s): 1/15-17, 2027 Event Hours: 1/15-3-6PM, 1/16-12-6PM, 1/17-6AM-1PM

Set-Up Date: 1/15/2027 Set-Up Time: 12PM

Break-Down Date: 1/17/2027 Break-Down Time: 1/17/2027

Number of Expected Attendees: 4000 Is the Event Open to the Public: Yes  No

Event Description: Provide a narrative description of the full scope of the event with as much detail as possible in the box, use additional sheets as needed. For multiple sub events, specify date and time range of each.

The 29th Annual Key West Half Marathon & RunFest takes place January 15-17, 2027. The weekend starts with a two day packet pick up Expo outside the Half Shell Raw Bar- Friday, January 15 from 2p-6pm and Saturday from 12pm-6pm, a 5K and 10K taking place on Saturday, January 16 at 7am at Higg's Beach. The Half Marathon and 8K take place on Sunday, January 17 starting at 7am at the corner of Trumbo Road near Grinnell Street. The Awards Party to follow on Sunday outside the Half Shell Raw Bar- till 12pm.

**EVENT ORGANIZER INFORMATION**

Company or Organization Name Key West Half Marathon, LLC.

Name Barbara Wright Phone number 305-240-0978

Mailing Address 1371 West Shore Drive

City Big Pine Key State FL Zip 33043 Email bwpromo3@bellsouth.net

Tax ID / EIN# 27-5268354 Event Website: keywesthalfmarathon.com

**SECONDARY CONTACT INFORMATION**

Name Evan Snitkoff Phone number 305-240-0727

Company or Organization Name Key West Half Marathon LLC.

Email bwpromo3@bellsouth.net

**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: 29th Key West Half Marathon & RunFest

Event Date: 1/15-17, 2027

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:** Barbara Wright

**Signature:**  Barbara Wright (Mar 31, 2026 15:09:02 EDT)

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:** Barbara Wright

**Signature:**  Barbara Wright (Mar 31, 2026 15:09:02 EDT)

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:** Barbara Wright

**Signature:**  Barbara Wright (Mar 31, 2026 15:09:02 EDT)

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:** Barbara Wright **Signature:** *Barb Wright*  
Barbara Wright (Mar 31, 2026 15:09:02 EDT)

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:** Barbara Wright **Signature:** *Barb Wright*  
Barbara Wright (Mar 31, 2026 15:09:02 EDT)

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:** Barbara Wright **Signature:** *Barb Wright*  
Barbara Wright (Mar 31, 2026 15:09:02 EDT)

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:** Barbara Wright **Signature:** *Barb Wright*  
Barbara Wright (Mar 31, 2026 15:09:02 EDT)

# Event Screening Questionnaire

Event Name: <u>29th Key West Half Marathon &amp; RunFest</u>	Event Date: <u>1/15-17,2027</u>
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The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application.

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

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

By checking "I agree", you agree and acknowledge your electronic signature is valid and bonding in the same force as a handwritten signature. Date 4/1/2026

# Required – Waste/Recycling Plan

In accordance with the Special Events Application a waste/recycling plan is required.

Event Name: 29th Key West Half Marathon & RunFest

Event Date: 1/15-17, 2027

## WASTE/RECYCLING POINT OF CONTACT

Name **Evan Snitkoff**

Phone Number **305-240-0978**

Email **esnitkoff@prodigy.net**

Number of people dedicated to recycling **6**

## There are three components of waste and recycling at an event: Containers/Handling/Disposal

### Containers - the receptacles needed in the event area. Options: (check one)

- 1-Community Services (CS) provides waste/recycling services and invoices Event accordingly. Event will provide a layout of the event location and estimated number of attendees. CS will use that information to determine the number of containers and CS staff needed for set up and support during the event.
- 2-Dumpster rental: Event will set up a temporary commercial account with Waste Management. Dumpsters can be used in conjunction with CS services- billed separately.
- 3-Event partners with a business that has containers and an active waste account. Requires approval

### Handling -placement of containers, emptying during event, clean up after event (check one)

- 1-Community Services provides waste/recycling service and invoices Event accordingly.

### Disposal-transportation of collected waste materials from the event to the City Transfer Station (check one)

- 1-Community Services provides services and invoices Event accordingly.
- 2-Larger events using dumpsters must set up a temporary commercial account with Waste Management (WM) to rent dumpsters. Once filled, WM removes the dumpsters and hauls waste to the transfer station. Event pays all costs associated with the temporary account with WM
- 3-Partnering with a business. Business must have current Waste Management (WM) account and use regularly scheduled services. Partner business must sign off and accept responsibility for all waste and agree to any overage fees on their monthly invoice. Must be approved.

The City of Key West is committed to increasing the collection of recyclable materials. As the Event Organizer, it is your responsibility to inform your vendors of your waste/recycling plan to insure they are participating.

## INITIALS REQUIRED

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

bw **ACCEPTABLE RECYCLABLES: The primary items will be Aluminum Cans, Plastic Bottles, Cardboard, and Glass Bottles.**

bw **You must submit your waste/recycling plan at least 30 days prior to the event.**

bw **NOTE: Any waste not properly handled by the Event will lead the City to withhold all or a portion of deposit**

## Required – Event Transportation Planning

Event Name: <u>29th Key West Half Marathon &amp; RunFest</u>	Event Date: <u>1/15-17, 2027</u>
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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**

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

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

bw **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.

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

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	22	2	
Mallory Square Parking Lot	\$48/day			
			<b>Total</b>	<b>1760</b>

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

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

# Required: Event Site Map / Layout

Event Name: 29th Key West Half Marathon & RunFest Event Date: 1/15-17, 2027

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

bw Attach Site Map Layout

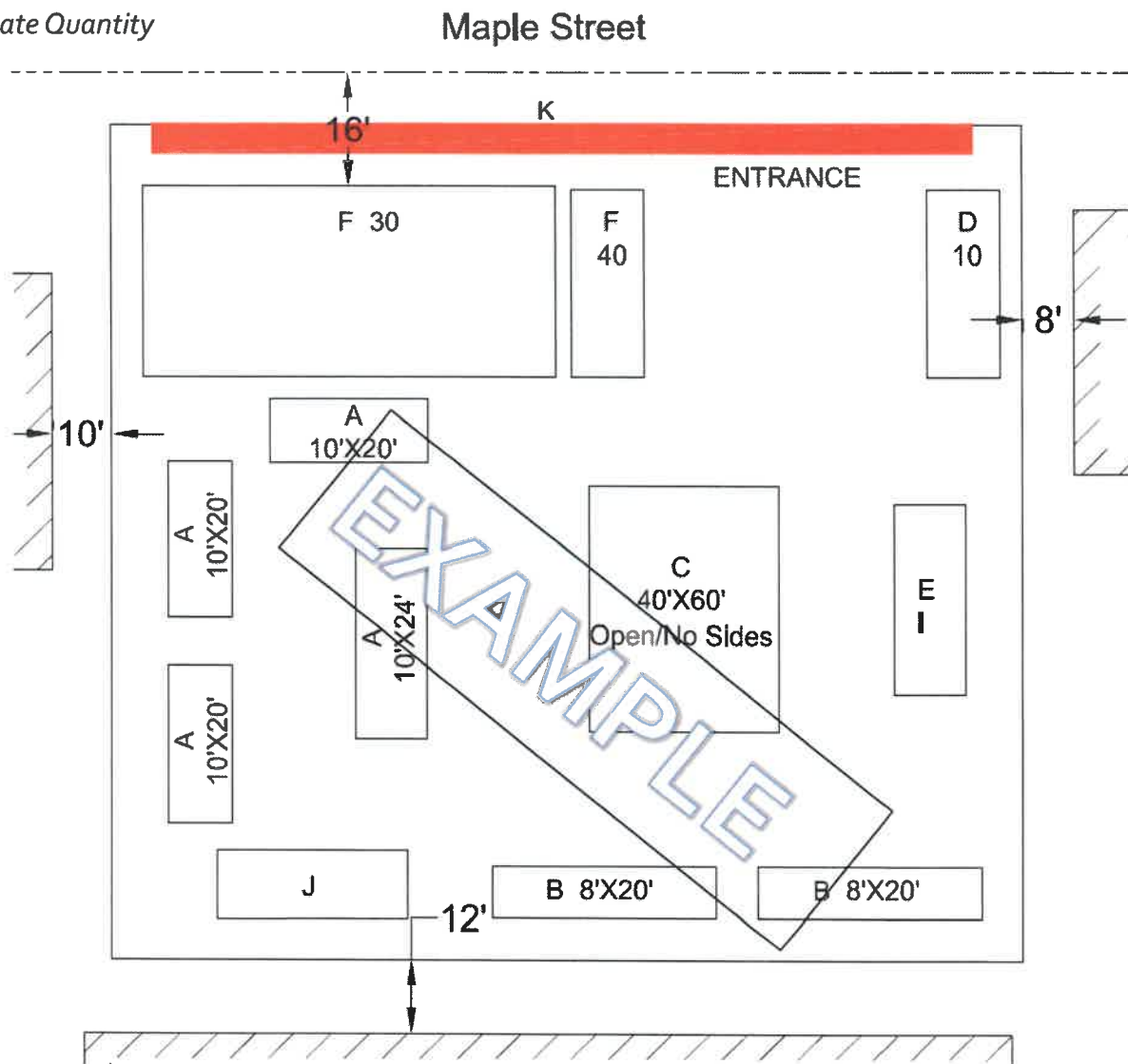
bw Attach Impacted Streets Map

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: <u>29th Key West Half Marathon &amp; RunFest</u>	Event Date: <u>1/15-17, 2027</u>
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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: Start of the Race Announcements-2 minutes

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

**INITIALS REQUIRED**

- bw    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
- bw    2. The processing fee for the application is \$98.57, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- bw    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: 29th Key West Half Marathon & RunFest Event Date: 1/15-17, 2027

Non-Profit Organization Name Key West Sunrise Rotary

Tax ID/EIN # 311567369 Representative George Lindner

Purpose of Organization Provides Scholarships to Key West High School Students

Phone 305-902-7823 Email esnitkoff@prodigy.net

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

INITIALS REQUIRED

- bw 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.
- bw 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.
- bw 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.
- bw 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 4/1/2026

Event Name: <u>29th Key West Half Marathon &amp; RunFest</u>	Event Date: <u>1-15-17, 2027</u>
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This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

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

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

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

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

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

- bw     **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.
- bw     **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.
- bw     **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.
- bw     **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.
- bw     **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: 29th Key West Half Marathon & RunFest Event Date: 1-15-17, 2027

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

Please contact the following City representatives before completing your application:

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

Provide copy of Event Site Map/Layout Yes  No

**TENTS**

Total Number of Food/Beverage Vendor Tents: 0  
Total Number of Merchandise Vendor Tents: 5  
Total: 5

Tent Supplier Name Own 10 x 10 Tents Contact Number 305-240-0978

Size & Type of Tents: Canvas 10 x 10 Tents  

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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? Finish Blow-Up by Cuban Coffee Queen  

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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:  
10 x 12 Foot, 40 Pounds  

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Event Name: 29th Key West Half Marathon & RunFest Event Date: 1-15-17, 2027

STREET CLOSURE INFORMATION

Street(s) to be closed Rolling Closure Block/Address Number(s) Grinnell & Caroline  
Cross-Streets: between Grinnell and Trumbo Road  
Closure Date(s) 1/17/2027 Time 7am AM/PM to 10am AM/PM

INITIALS REQUIRED

bw

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.

bw

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.

bw

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.

bw

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.

bw

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

bw

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 4/1/2026

Event Name: 29th Key West Half Marathon&RunFest Event Date: 1/15-17, 2027

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? Key West Bight Parking Lot

Which Area(s) of the City Property do you wish to use? Key West Bight

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

INITIALS REQUIRED

bw

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.

bw

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

bw

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.

bw

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.

bw

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.

bw

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

bw

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.

bw

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.

bw

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.

bw

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.

bw

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.

bw

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:

bw

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.

bw

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.

bw

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

bw

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

bw

bw

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

bw

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

bw

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

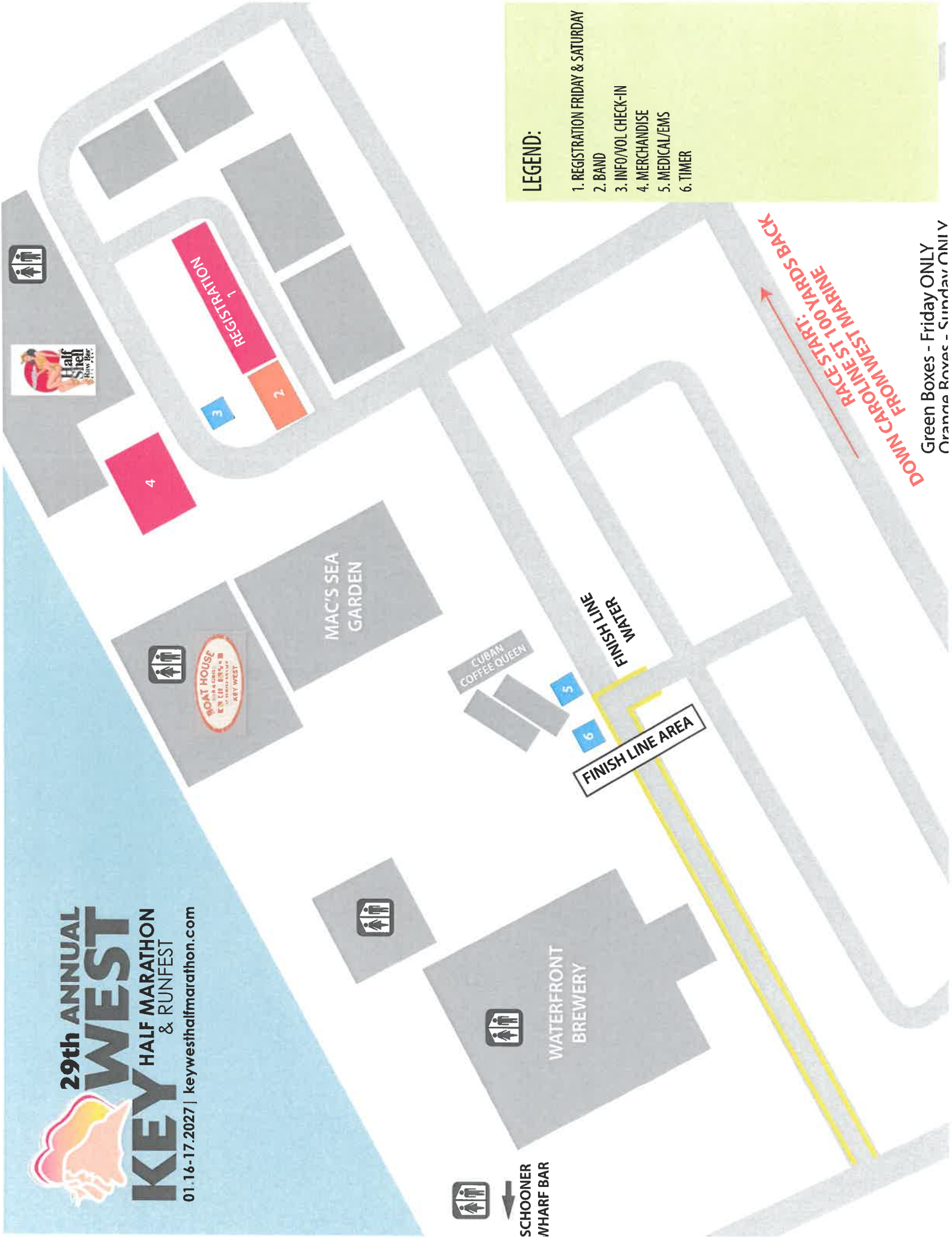
bw

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

bw

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

29th ANNUAL  
**KEY WEST**  
 HALF MARATHON  
 & RUNFEST  
 01.16-17.2027 | [keywesthalfmarathon.com](http://keywesthalfmarathon.com)



**LEGEND:**

1. REGISTRATION FRIDAY & SATURDAY
2. BAND
3. INFO/VOL CHECK-IN
4. MERCHANDISE
5. MEDICAL/EMS
6. TIMER

**RACE START: DOWN CAROLINE ST 100 YARDS BACK FROM WEST MARINE**

Green Boxes - Friday ONLY  
 Orange Boxes - Saturday ONLY



**KEY WEST**  
**KEY WEST HALF MARATHON & RUNFEST**  
[keywesthalfmarathon.com](http://keywesthalfmarathon.com)

## HALF MARATHON COURSE

- OUTBOUND:**  
 Start on Muslin, at Flagler Statue  
 Veer R onto Caroline  
 R onto Simonton  
 L onto Front  
 Straight past Duval and L onto Whitehead  
 L onto Green  
 R onto Duval  
 R onto United  
 L onto South  
 R on Vernon  
 L onto Waddell  
 R onto Alberta  
 L onto Seminole  
 R onto Reynolds  
 L onto Atlantic  
 R onto Bertha  
 L onto South Roosevelt (stay on roadway)  
 At T/A Point (after Duck Ave.)  
 do a 180-degree turn onto sidewalk,  
 and head back where you came from
- INBOUND:**  
 Run on So. Roosevelt Blvd, sidewalk  
 for 3+ miles  
 R onto Bertha (sidewalk)  
 L onto Atlantic (sidewalk)  
 L onto White Street Pier  
 Run pier clockwise, return  
 L onto Atlantic (stay left of white line)  
 R onto Reynolds (stay far left)  
 L onto Seminole  
 R onto Alberta  
 L onto Waddell  
 R onto Vernon  
 L on South (stay far left)  
 R onto Whitehead (stay in left lane)  
 L onto Greene, past Opal Resort  
 R towards Mallory Square  
 R thru parking lot to Exchange  
 L onto Front (stay far left)  
 R onto Simonton (stay far left)  
 L onto Greene  
 R onto Elizabeth  
 L onto Lazy Way  
 R onto William  
 L to Finish

**\*Will work with applicant if route needs to be adjusted due to the construction at the Southernmost Point area as well as a complaint we received from Southernmost Guest House, that due to Duval, South, United & Whitehead being closed, their staff and visitors and area residents could not enter/exit the property.**

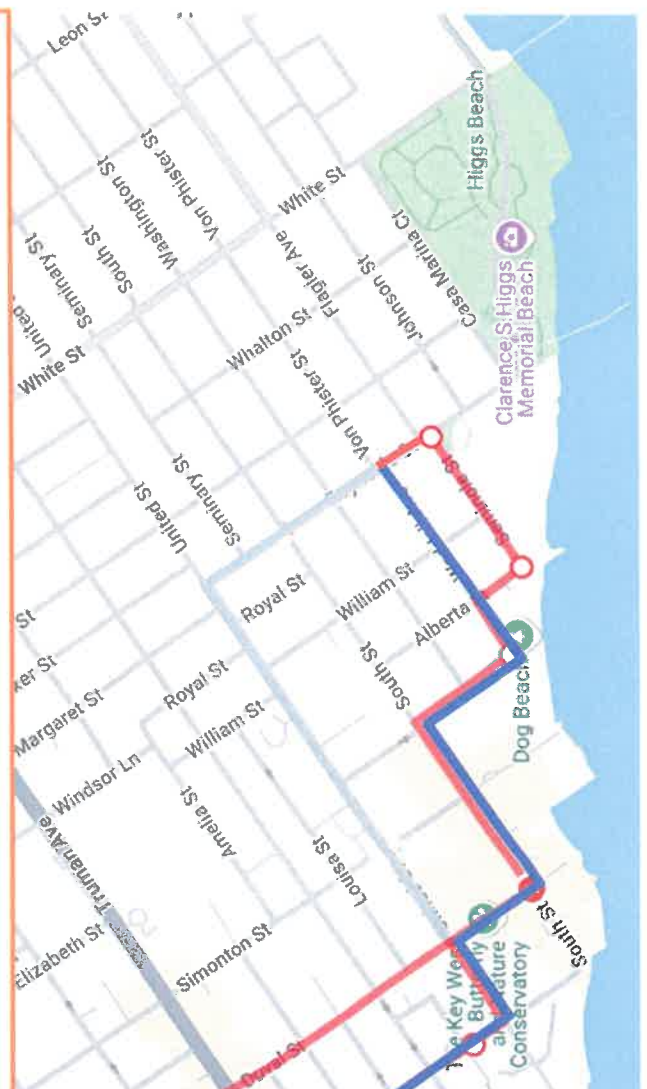
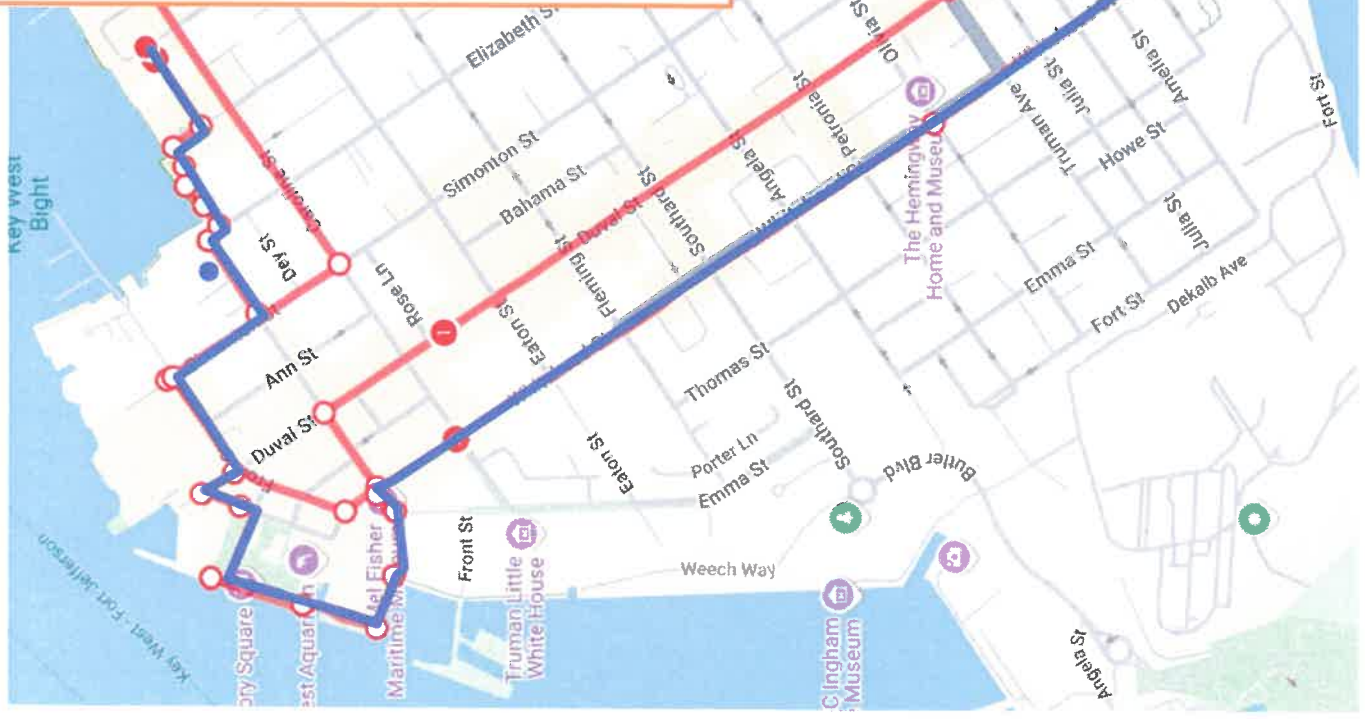
# 8K COURSE

## INBOUND

- L onto Reynolds
- L onto Waddell
- R onto Vernon
- L onto South
- R onto Duval
- L onto United
- R onto Whitehead (stay in left lane)
- L onto Greene, past Opal Resort
- R towards Mallory Square
- R thru parking lot to Exchange
- L onto Front (stay far left)
- R onto Simonton (stay far left)
- L onto Greene
- R onto Elizabeth
- L onto Lazy Way
- R onto William
- L to Finish

## OUTBOUND:

- Start on Muslin, at Flagler Statue
- Veer R onto Caroline
- R onto Simonton
- L onto Front
- Straight past Duval and L onto Whitehead
- L onto Green
- R onto Duval
- L onto South
- R on Vernon
- R onto Alberta
- L onto Seminole



**Run**  
 Activity Type

**68 ft**  
 Elevation Gain

**6.21 mi**  
 Distance



# 10K RUN

[WWW.KEYWESTHALFMARATHON.COM](http://WWW.KEYWESTHALFMARATHON.COM)



**Run**  
 Activity Type

**35 ft**  
 Elevation Gain

**3.10 mi**  
 Distance



# 5K RUN

Rotary International

[WWW.KEYWESTHALFMARATHON.COM](http://WWW.KEYWESTHALFMARATHON.COM)





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/25/2026

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).

<b>PRODUCER</b> Nicholas Hill Group, Inc. 1586 S 21st Street Suite 200  Colorado Springs CO 80904	<b>CONTACT NAME:</b> Ryan Hill <b>PHONE (A/C, No, Ext):</b> (719) 694-2595 <b>E-MAIL ADDRESS:</b> andrea@nicholashillgroup.com	<b>FAX (A/C, No):</b>
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Key West Half Marathon 1371 W Shore Dr, Big Pine Key, FL 33043, USA	<b>INSURER A:</b> Accredited Surety and Casualty Company, Inc.	<b>NAIC #</b> 26379
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**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 SUBR INSD WVP	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	1-RSL-MN-17-01538923003461	07/25/2026	07/26/2026	EACH OCCURRENCE \$ 1,000,000
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000					
						MED EXP (Any one person) \$ None
						PERSONAL & ADV INJURY \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 1,000,000
						\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ 0.00
						BODILY INJURY (Per person) \$
						BODILY INJURY (Per accident) \$
						PROPERTY DAMAGE (Per accident) \$
						\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$
						AGGREGATE \$
						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE OTH-ER
						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)**

DESCRIPTION OF OPERATIONS: SPECIAL EVENTS - Certificate holder is added as Additional Insured per form RSCG 03 03 - Additional Insured - Automatic Status When Required in a Written Agreement with You and/or CG 20 26 - Additional Insured - Designated Person or Organization on a Primary and Noncontributory basis under this General Liability Insurance and shall include a Waiver of Subrogation in favor of the Additional Insured. Host Liquor Liability included.

**CERTIFICATE HOLDER****CANCELLATION**

City Of Key West  
 1100 Simonton Street, 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

*Andrew Ott*

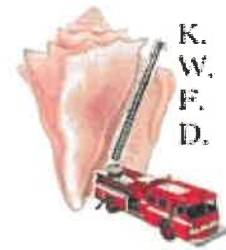
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# Special Event Permit Application

# Department Approvals

Event Name: <u>29<sup>th</sup> Key West Half Marathon &amp; RunFest</u>	Event Date: <u>1/15/2027 – 1/17/2027</u>
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Department	Signature / Restrictions / Conditions
Special Events Manager	<i>Kelli Funkhouser</i>
Code Compliance	Chris Counsellor
Engineering	<i>Doug Bradshaw</i>
Fire Department	Lt Tyler Jones emailed KWFD Conditional Memo
KW DOT	
Parking	
Police Department	Alex Gaufillet emailed approval/notes
Port & Marine Services	Steve McAlearney – event sponsored by seaport business
Property Management	<i>[Signature]</i>
Community Services	Gregory Veliz Jr
Utilities	<i>Keely Kessler</i>
Risk Management	COI to be approved upon receipt
Other	



K.  
W.  
F.  
D.

## THE CITY OF KEY WEST

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

To: Barbara Wright ([bwpromo3@bellsouth.net](mailto:bwpromo3@bellsouth.net))

From: Lieutenant Tyler Jones

Date: 4/13/2024

Reference: 29th KW Half Marathon & Run fest January 15,16 & 17, 2027.

This office reviewed the special event application for the 29th KW Half Marathon to be held starting at Grinnell and Caroline St. on January 17, 2027. (6:00am-1:00pm). And 5k ,10k to be held at Higgs beach on January 16, 2027 (12:00pm-6:00pm).

The following conditions apply:

- **Road closures need to allow one lane open for emergency vehicles.**
- **This year's event will require 1 Ems rescue and 1 Ems gator a total of 4 personnel @ \$80.00 per hour for the race on Saturday January 16,2027.**
- **January 17, 2027 will require 1 Ems rescue and 2 Ems gators a total of 6 personnel @ \$80.00 per hour for the races on Sunday.**
- **Please note that an additional hour will be billed to cover the inspection and setup of equipment for your event.**
- **The applicant is responsible for informing us of any event cancellations or changes no later than 24 hours prior to the scheduled time. Failure to provide timely notification may result in billing for the full amount.**

Closing and/or altering of roads and traffic for the event that

- may hinder the response of emergency vehicles.
- High volume of runners participating in a competitive endurance event.
- High potential for this event to cause strain on Fire and EMS resources due to the participants falling ill or becoming injured while participating.
- Previous events of this nature have required the emergency response of Fire and Rescue units. Event Organizer Requested 1 additional EMS Rescue Unit.

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

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

3266 USSM W32



## THE CITY OF KEY WEST

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

**Tyler Jones**

**Lieutenant/ Inspector**

Key West Fire Department

Office 305-809-3932

[Tyler.jones@cityofkeywest-fl.gov](mailto:Tyler.jones@cityofkeywest-fl.gov)



3266 USSMC HBX

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