

# Special Event Permit Application

# Department Approvals

Event Name: Conch Republic Independence Day Event Date: \_\_\_\_\_

Department Signoff / Date	Restrictions / Conditions
✓ Events Coordinator	✓ Maria Ratush
✓ Code Compliance	
✓ Engineering	
✓ Fire Department	
✓ KW DOT	
Parking	
Police Department	
✓ Port & Marine Services	
✓ Property Management	N/A
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

# Special Event Permit Application

# Department Approvals

Event Name: Conch Republic Independence Day Event Date: \_\_\_\_\_

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Raterff</i>
Code Compliance <i>14 Feb 24</i>	<i>Ji Jung</i>
Engineering	
Fire Department	
KW DOT	
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

## Maria Ratcliff

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**From:** Gary Volenec  
**Sent:** Wednesday, February 14, 2024 1:32 PM  
**To:** Maria Ratcliff  
**Subject:** RE: Conch Republic Independence Celebration 2024

Maria – Engineering has **no objection** to the 7 events planned for Conch Republic Celebration.  
Gary

*Gary J. Volenec, P.E.*  
Engineering Director  
City of Key West  
(W) 305.809.3828



**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Wednesday, February 14, 2024 11:49 AM  
**To:** Albert Childress <albert.childress@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Cc:** James Gilleran <jamesgilleran@gmail.com>; schroedkw@aol.com; Conch Republic Street Fair <StreetFair@SunsetCelebration.org>; juliemcenroe@hotmail.com; Julie Hanson <ahnajulie@gmail.com>; Eddy Aguiar <kwpalgym@gmail.com>  
**Subject:** Conch Republic Independence Celebration 2024

Good morning,

Please see attached the events for the Conch Republic Independence Celebration. Please look over. I am still waiting on some maps and insurances. Wanting to put this on the agenda for the Commission meeting of March 14<sup>th</sup>. Let me know if you have any questions.

There are a total of 7 events:

Conch Republic Drag Races – Saturday, April 20, 2024, from 2:00 p.m. to 6:00 p.m. on the 700 block of Duval Street  
Conch Republic Street Fair – Sunday, April 21, 2024, from 10:00 a.m. to 6:00 p.m. on Duval Street between Eaton and Greene Streets  
Conch Republic Ceremony & Military Muster 2024 – Tuesday, April 23, 2024, from 5:00 to 8:00 p.m. USCG Ingham Pier and aboard ship  
Conch Republic the Longest Parade – Thursday, April 25, 2024, from 7:00 to 9:30 p.m. Duval Street South to Greene Street  
Conch Republic Military Salute Naval Parade & Sea Battle – Friday, April 26, 2024, from 6:30 p.m. to 7:30 p.m. at the T Pier at Mallory Square

Conch Republic Bed Races – Saturday, April 27, 2024, from 1:00 p.m. to 6:00 p.m. Duval Street between Olivia and Southard Street

Conch Republic Brawl on Duval Street, Saturday, April 27, 2024, from 7:00 p.m. to 10:00 p.m. on 200 block of Duval Street

Thank you.

Maria Ratcliff  
Special Events Administrator  
City of Key West  
1300 White Street  
Key West, Florida 33040  
305 809-3881



A

## THE CITY OF KEY WEST

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

To: Jo Schroeder (schroedkw@aol.com)

From: Lieutenant Dereck Berger

Date: 2/15/2024

Reference: Conch Republic Drag Races

This office reviewed the special event application for the Conch Republic Drag Races to be held on the 700 & 800 blocks of Duval St. on April 20, 2024. Hours of operation (2-6pm).

The following conditions apply:

- **All road closures need to allow an open lane minimum of 12 ft. wide open for emergency vehicle access. Every crossroad that is blocked must also be accessible.**
- **Event organizer is responsible for 1 EMS rescue Gator personnel @ \$65.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch & and respond to any medical calls for the event.**

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](mailto:Dereck.berger@cityofkeywest-fl.gov)

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326E L53M W3X



B

## THE CITY OF KEY WEST

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

To: Ryan Stimers

From: Lieutenant Dereck Berger

Date: 2/15/2024

Reference: Conch Republic Street Fair 2024

This office reviewed the special event application for the Conch Republic Street Fair to be held on April 21, 2024. Hours of operation 10am-6pm.

The following conditions apply:

- Any cooking, generator use or street closure that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- All street closures shall allow for emergency vehicle passage.
- Event organizer is responsible for (2) Fire Personnel @ \$65.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- **Event coordinator is responsible for scheduling the inspection with this office (contact number 305-809-3933).**

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](mailto:Dereck.berger@cityofkeywest-fl.gov)

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3266 USSM 132



C

## THE CITY OF KEY WEST

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

To: UCC whale center dba flagship wolf preservation

From: Lieutenant Dereck Berger

Date: 2/15/2024

Reference: Cr Independence Day Ceremony & military CRIC 2024

This office reviewed the special event application for the Independence day Ceremony Event to be held at Truman Waterfront park USCG Ingham pier on April 23, 2024 from 5-8pm.

Based on the application the following conditions apply:

There are no concerns at this time.

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

***Dereck Berger***

***Lieutenant/Inspector***

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3266 L53M W3X



D

## THE CITY OF KEY WEST

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

To: James Gilleran

From: Lieutenant Dereck Berger

Date: 2/15/2024

Reference: Conch Republic Longest Parade on Duval

This office reviewed the special event application for Conch Republic Longest Parade on April 25, 2024. Hours of operation 7:00-9:30pm. The following conditions apply:

- **Event organizer is responsible for EMS rescue Gator personnel @ \$65.00 an hour per person (2). 1 Fire Inspector/EMT & 1 FF/Paramedic They will be present for the entire event to conduct a Fire Safety Watch & and respond to any medical calls for the event.**

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

***Dereck Berger***

***Lieutenant/Inspector***

Key West Fire Department

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326E L53M W3X





THE CITY OF KEY WEST

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

To: Julie McEnroe (juliemcenroe@hotmail.com)

From: Lieutenant Dereck Berger

Date: 2/15/2024

Reference: CR Military Salute Cr Naval Parade & Sea Battle

This office reviewed the special event application for the CR Military Salute Cr Naval Parade & Sea Battle to be held on April 26, 2024. Hours of operation 6:30-7:30pm.

The following conditions apply:

- Event organizer is responsible for (1) Fire Personnel @ \$65.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch.
- **Event coordinator is responsible for scheduling the inspection with this office (contact number 305-809-3933).**

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

**Dereck Berger**

**Lieutenant/Inspector**

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3266 LSSM W3X



K.  
W.  
F.  
D.

F

## THE CITY OF KEY WEST

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

To: Julie Hanson

From: Lieutenant Dereck Berger

Date: 2/15/2024

Reference: Conch Republic Bed Races

This office reviewed the special event application for the Conch Republic Bed Races to be held on held from the Southard St. to Olivia St. blocks of Duval St. on April 27, 2024, from 1:00-6:00pm.

The following conditions apply:

- **All road closures need to allow an open lane minimum of 12 ft. wide open for emergency vehicle access . Every cross road that is blocked must also be accessible.**
- **Event organizer is responsible for 1 EMS rescue Gator personnel @ \$65.00 an hour. They will be present for the entire event to conduct a Fire Safety Watch & and respond to any medical calls for the event.**

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](mailto:Dereck.berger@cityofkeywest-fl.gov)  
***Serving the Southernmost City***

3266 USMC B3X

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



THE CITY OF KEY WEST

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

To: Key West police athletic league (kwpalgym@gmail.com)

From: Lieutenant Dereck Berger

Date: 2/15/2024

Reference: Brawl On Duval

This office reviewed the special event application for Brawl on Duval Event to be held on 200 block of Duval on April 27, 2024 from 7-10pm.

The following conditions apply:

- **Road closures need to allow one lane open for emergency vehicle.**
- Closing and/or altering of roads and traffic for the event that may hinder the response of emergency vehicles.
- 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 is responsible for an EMS rescue/ Gator (4) personnel @ \$65.00 an hour per person. They will be present for the entire event to monitor all participants of this competitive endurance event.**

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

**Dereck Berger**

**Lieutenant/Inspector**

Key West Fire Department

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Key West, Fl. 33040

Office 305-809-3917

[Dereck.berger@cityofkeywest-fl.gov](mailto:Dereck.berger@cityofkeywest-fl.gov)

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BRAWL ON DUVAL

# Special Event Permit Application

# Department Approvals

Event Name: Constitution Republic Independence Day Event Date: \_\_\_\_\_

Department Signoff / Date	Restrictions / Conditions
Events Coordinator	<i>Maria Ratchoff</i>
Code Compliance	
Engineering	
Fire Department	
KW DOT	<i>Minor Bus Delay Reduce Delays / RD</i>
Parking	
Police Department	
Port & Marine Services	
Property Management	
Public Works	
Recycling/Solid Waste	
Utilities	
Other:	

## Maria Ratcliff

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**From:** Steven P. McAlearney  
**Sent:** Thursday, February 15, 2024 1:03 PM  
**To:** Maria Ratcliff  
**Cc:** Tyler Getchel  
**Subject:** RE: Conch Republic Independence Celebration 2024  
**Attachments:** Conch Rep. Days - Ports Input.pdf

Maria,  
Ports just has one comment: CR Days reps must coordinate with KWPD Marine Unit if they are requesting to use the T-Pier at Mallory.  
Thank you,  
Steve

**From:** Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Sent:** Wednesday, February 14, 2024 11:49 AM  
**To:** Albert Childress <albert.childress@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Maria Ratcliff <mratcliff@cityofkeywest-fl.gov>  
**Cc:** James Gilleran <jamesgilleran@gmail.com>; schroedkw@aol.com; Conch Republic Street Fair <StreetFair@SunsetCelebration.org>; juliemcenroe@hotmail.com; Julie Hanson <ahnajulie@gmail.com>; Eddy Aguiar <kwpalgym@gmail.com>  
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Thank you.

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Special Events Administrator  
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305 809-3881