

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: The Rotary Club of Key West's Annual July 4th Celebration

Location: Edward B. Knight Pier & Indigenous Park

Event Date(s): 7/4/26 Event Start Time: 5:00pm

Set-Up Date: 7/4/26 Set-Up Time: 6:00am

Break-Down Date: 7/4/26 Break-Down Time: 10:00pm

Number of Expected Attendees: 5,000 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.

Fireworks display being executed from the end of the Edward B. Knight Pier. At the corner of White St and Atlantic Blvd at Indigenous Park / 1707 White St Parking Lot, there will be food and beverage stations set up for sale.

EVENT ORGANIZER INFORMATION

Company or Organization Name The Rotary Club of Key West

Name Sam Steele Phone number 305-302-6920

Mailing Address 1107 Key Plaza Box 294

City Key West State FL Zip 33040 Email ssteele@monroetaxcollector.com

Tax ID / EIN# 59-6152300 Event Website: keywestrotary.com

SECONDARY CONTACT INFORMATION

Name Sean Brandenburg Phone number 305-797-7310

Company or Organization Name The Rotary Club of Key West

Email burg87@hotmail.com

SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes Complete Supplement A No

Non-Profit Applicant or Benefit: Yes Complete Supplement B No

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

Applicant(s) wishing to sell/consume alcoholic beverages on City property must have approval by the City Commission through Resolution and must hire an extra-duty police officer(s) for crowd control and safety as determined by the Key West Police Department or City Manager's Office. Applicant must have a liquor license and provide liquor liability insurance.

INITIALS REQUIRED

Event Name: The Rotary Club of Key West's Annual July 4th Celebration Event Date: 7/4/2026

- 1. **Application Form:** All Applicant(s) must fill out the City of Key West (City) application form provided to you by the Office of the City Manager. All applications are subject to approval at the discretion of the City Manager and/or City Commission and must in the Office of the City Manager 60 days prior to the event.

Applicant Printed Name: Sam Steele **Signature:** Sam Steele Digitally signed by Sam Steele
Date: 2026.01.05 12:42:49 -0500

- 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: Sam Steele **Signature:** Sam Steele Digitally signed by Sam Steele
Date: 2026.01.05 12:42:57 -0500

- 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: Sam Steele **Signature:** Sam Steele Digitally signed by Sam Steele
Date: 2026.01.05 12:43:05 -0500

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: Sam Steele Signature: Sam Steele
Digitally signed by Sam Steele
Date: 2026.01.05 12:43:11 -05'00'

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: Sam Steele Signature: Sam Steele
Digitally signed by Sam Steele
Date: 2026.01.05 12:43:17 -05'00'

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: Sam Steele Signature: Sam Steele
Digitally signed by Sam Steele
Date: 2026.01.05 12:43:24 -05'00'

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: Sam Steele Signature: Sam Steele
Digitally signed by Sam Steele
Date: 2026.01.05 12:43:28 -05'00'

Event Screening Questionnaire

Event Name: <u>The Rotary Club of Key West's Annual July 4th Celebration</u>	Event Date: <u>7/4/2026</u>
--	-----------------------------

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 type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input checked="" type="checkbox"/> Complete Supplement E No <input type="checkbox"/>
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 01/05/2026

Required – Waste/Recycling Plan

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

Event Name: The Rotary Club of Key West's Annual July 4th Celebration Event Date: 07/04/2026

WASTE/RECYCLING POINT OF CONTACT

Name Sam Steele

Phone Number 305-302-6920

Email ssteele@monroetaxcollector.com

Number of people dedicated to recycling 5

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

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

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

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

SS **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>The Rotary Club of Key West's Annual July 4th Celebration</u> Event Date: <u>7/4/2026</u>
--

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

SS **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 |

SS **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.

- | | |
|--|---|
| <input checked="" type="checkbox"/> Encourage Walking
<input checked="" type="checkbox"/> Encourage Biking

<input type="checkbox"/> Providing Bike Security with Valet
<input type="checkbox"/> Include Ride Service with VIP Passes
<input type="checkbox"/> Provide Pre-Sale parking only
<input type="checkbox"/> Premium parking prices | <input type="checkbox"/> Partner with Transit System/Buses
<input type="checkbox"/> Partner with Transit Friendly Hotels
<input type="checkbox"/> Partner with Restaurants/Bars
<input type="checkbox"/> Partner with Rideshare/Taxi Companies
<input type="checkbox"/> Implement Shuttles
<input type="checkbox"/> 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			
			Total	

**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: The Rotary Club of Key West's Annual July 4th Celebration Event Date: 7/4/2026

Using the legend below, please illustrate your event to the best of your ability. If it is a single site event only one site layout is needed. If the event includes multiple streets, a second map showing the Impacted Streets for the entire area is needed.

INITIALS REQUIRED

SS _____ Attach Site Map Layout

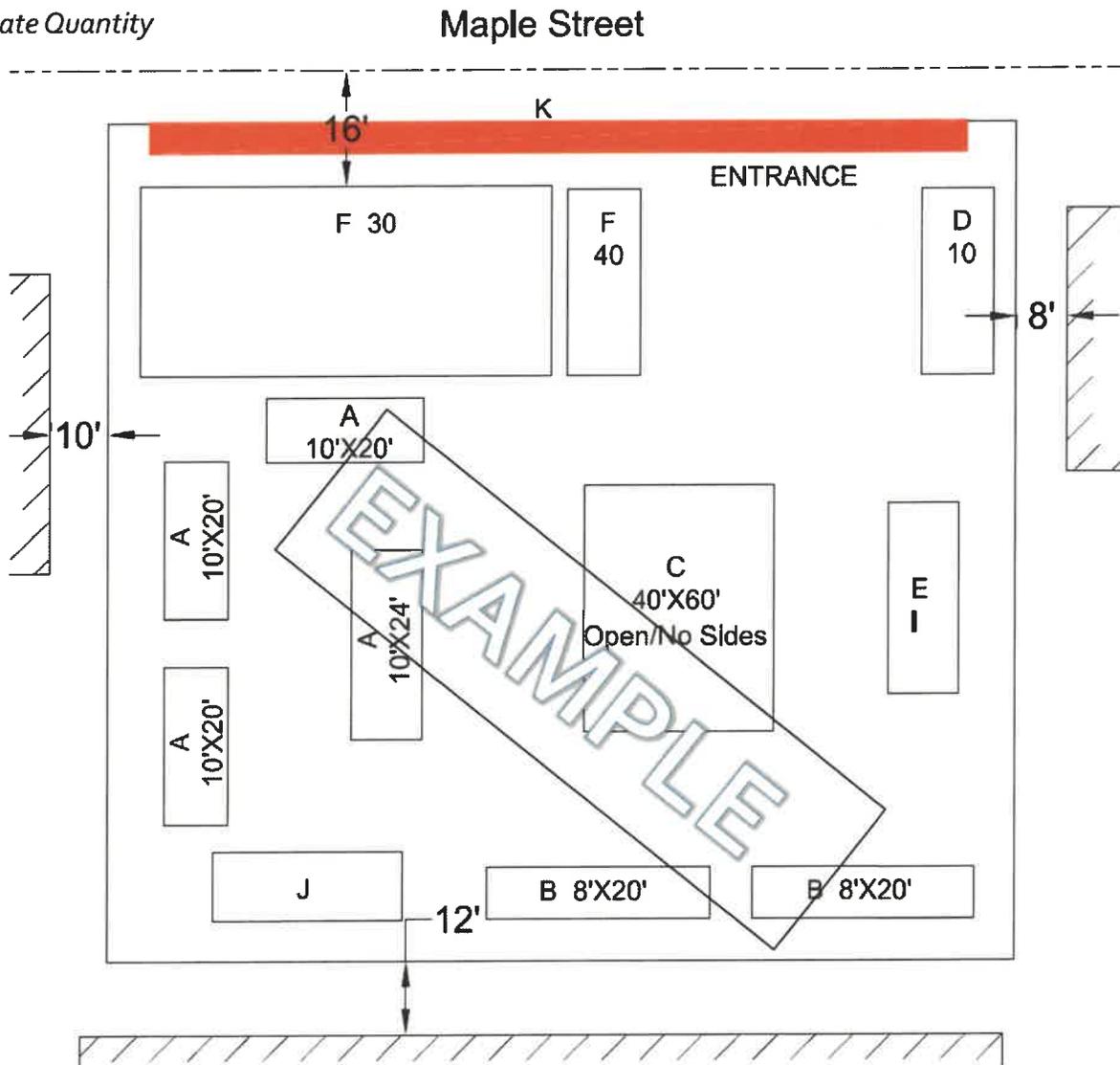
SS _____ Attach Impacted Streets Map

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

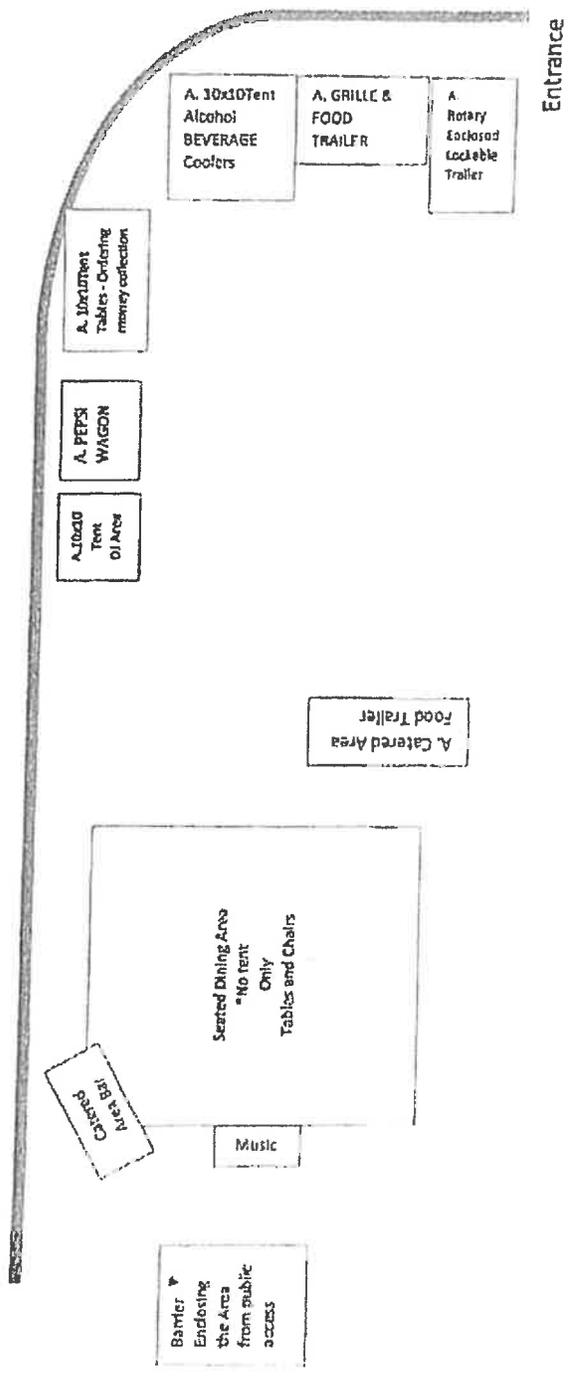


ARLIS PROMPTUS
Edward B. Knight Pier

H. WHITE STREET

H. Casa Marina Ct

Atlantic Boulevard



A. 10x10 Tent
Alcohol
BEVERAGE
Coolers

A. GRILLE &
FOOD
TRAILER

A. Rotary
Enclosed
Lockable
Trailer

A. 10x10 Tent
Tables - Ordering
money collection

A. PEPS
WAGON

A. 10x10
Tent
DJ Area

A. Catered Area
Food Trailer

Scattered Dining Area
*No tent
Only
Tables and Chairs

Music

Catered
Area Sign

Barrier
Enclosing
the Area
from public
access

Entrance

Event Name: The Rotary Club of Key West's Annual July 4th Celebration Event Date: 7/4/2026

Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

Noise limitations - Within a core commercial district as defined in this article, the maximum dBA and dBC sound levels permitted on any property located therein shall be as follows:

The average measurement taken between ten (10) and twenty (20) seconds shall be no greater than the maximum levels set out below. The measurement shall be taken from the sound source property line, or individual lease boundary in the case of property which has been subdivided by the execution of individual leases, of the noise generating property at a location that is closest to the complainant's property line:

- a. Eighty-five (85) dBA or ninety-four (94) dBC between the hours of 11:00 a.m. and 2:59 a.m. b. Seventy-five (75) dBA or eighty-four (84) dBC between the hours of 3:00 a.m. and 10:59 a.m.*

In any residential or commercial district as defined in this article, a decibel meter shall be used for a complaint of unreasonable noise made at or within 100 feet of the property line of the sound source. The decibel reading shall be made at the location of the complaint. The investigating officer shall issue a citation for unreasonably excessive noise, unless in his judgment a warning is sufficient to cease the violation. There shall be no more than a total of one warning per offending person or establishment.

Events that expect to exceed decibel levels set for their area must get a Noise Exemption from the City Commission. Noise Exemptions cannot be issued for the same location within 60 days of the last noise exemption approval.

Describe the Potential Noise Sources: Fireworks and Entertainment

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

INITIALS REQUIRED

- SS 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
- SS 2. The processing fee for the application is \$93.88, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- SS 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: The Rotary Club of Key West's Annual July 4th Celebration Event Date: 7/4/2026

Non-Profit Organization Name The Rotary Club of Key West

Tax ID/EIN # 59-6152300 Representative Sam Steele

Purpose of Organization Non-Profit Service Organization

Phone 305-302-6920 Email ssteele@monroetaxcollector.com

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

Proceeds used for scholarships

INITIALS REQUIRED

- SS 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.
- SS 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.
- SS 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.
- SS 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 01/05/2026

Event Name: <u>The Rotary Club of Key West's Annual July 4th Celebration</u>	Event Date: <u>7/4/2026</u>
--	-----------------------------

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

INITIALS REQUIRED

- SS **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.
- SS **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.
- SS **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.
- SS **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.
- N/A **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: The Rotary Club of Key West's Annual July 4th Celebration Event Date: 7/4/2026

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

Please contact the following City representatives before completing your application:

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

Provide copy of Event Site Map/Layout Yes No

TENTS

Total Number of Food/Beverage Vendor Tents: 3

Total Number of Merchandise Vendor Tents: 0

Total: 3

Tent Supplier Name N/A Contact Number _____

Size & Type of Tents: 10X10 canopy tents

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? _____

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: The Rotary Club of Key West’s Annual July 4th Celebration Event Date: 7/4/2026

STREET CLOSURE INFORMATION

Street(s) to be closed White Street Block/Address Number(s) _____
Cross-Streets: between Casa Marina Court and Laird Street
Closure Date(s) 07/04/2026 Time 5:00pm AM/PM to 10:00pm AM/PM

INITIALS REQUIRED

SS

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.

SS

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.

SS

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.

SS

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.

SS

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

SS

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 01/05/2026

Event Name: The Rotary Club of Key West's Annual July 4th Celebration Event Date: 7/4/2026

A list of City Properties that are available for event use, their amenities and Use Fees are listed in the Special Event Guide.

Which City Property do you wish to use? Edward B. Knight and Indigenous Park

Which Area(s) of the City Property do you wish to use? Pier and Parking Lot

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

INITIALS REQUIRED

SS

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.

SS

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

SS

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.

SS

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.

SS

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.

SS

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

SS

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.

SS

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.

SS

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.

SS

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.

SS

- 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.

SS

- 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.



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

Detail by FEI/EIN Number

Florida Not For Profit Corporation
 ROTARY CLUB OF KEY WEST, FLORIDA, INC.

Filing Information

Document Number	N00000005436
FEI/EIN Number	59-6152300
Date Filed	08/14/2000
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	08/14/2018
Event Effective Date	NONE

Principal Address

1107 KEY PLAZA
 #294
 KEY WEST, FL 33040

Changed: 03/06/2016

Mailing Address

1107 KEY PLAZA
 #294
 KEY WEST, FL 33040

Changed: 03/06/2016

Registered Agent Name & Address

KNOWLES, LISA
 1107 KEY PLAZA
 #294
 KEY WEST, FL 33040

Name Changed: 03/06/2016

Address Changed: 03/06/2016

Officer/Director Detail

Name & Address

Title President

Caso, Joe
1107 KEY PLAZA BOX #294
KEY WEST, FL 33040

Title Director

Steele, Sam
1107 KEY PLAZA BOX #294
KEY WEST, FL 33040

Title Past-President

Myers, Britt
1107 KEY PLAZA BOX #294
KEY WEST, FL 33040

Title Other

OROPEZA, RACHEL
1107 KEY PLAZA
BOX #294
KEY WEST, FL 33040

Title Treasurer

Brandenburg , Sean
1107 KEY PLAZA
#294
KEY WEST, FL 33040

Title Secretary

White , Charlene
1107 KEY PLAZA
#294
KEY WEST, FL 33040

Title Director

Occhiuto, Danielle
1107 KEY PLAZA
#294
KEY WEST, FL 33040

Title Director

McDowell, Megan
1107 KEY PLAZA
#294
KEY WEST, FL 33040

Title Director

Beeman, Jason
1107 KEY PLAZA
#294
KEY WEST, FL 33040

Title Director

Weekley, Alton
1107 KEY PLAZA
#294
KEY WEST, FL 33040

Title Director

Thomas, Krystal
1107 KEY PLAZA
#294
KEY WEST, FL 33040

Title Director

Guerra, Krystin
1107 KEY PLAZA
#294
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2023	01/30/2023
2024	03/06/2024
2025	02/13/2025

Document Images

02/13/2025 -- ANNUAL REPORT	View image in PDF format
03/06/2024 -- ANNUAL REPORT	View image in PDF format
01/30/2023 -- ANNUAL REPORT	View image in PDF format
03/01/2022 -- ANNUAL REPORT	View image in PDF format
07/27/2021 -- ANNUAL REPORT	View image in PDF format
06/16/2020 -- ANNUAL REPORT	View image in PDF format
05/07/2019 -- ANNUAL REPORT	View image in PDF format
08/14/2018 -- Amendment	View image in PDF format
02/23/2018 -- ANNUAL REPORT	View image in PDF format
01/09/2017 -- ANNUAL REPORT	View image in PDF format
12/05/2016 -- Amendment	View image in PDF format
03/06/2016 -- ANNUAL REPORT	View image in PDF format
05/07/2015 -- AMENDED ANNUAL REPORT	View image in PDF format
03/07/2015 -- ANNUAL REPORT	View image in PDF format

04/18/2014 -- ANNUAL REPORT	View image in PDF format
03/03/2013 -- ANNUAL REPORT	View image in PDF format
07/13/2012 -- Amendment	View image in PDF format
02/16/2012 -- ANNUAL REPORT	View image in PDF format
09/06/2011 -- Reg. Agent Change	View image in PDF format
04/21/2011 -- ANNUAL REPORT	View image in PDF format
02/22/2010 -- ANNUAL REPORT	View image in PDF format
08/15/2009 -- ANNUAL REPORT	View image in PDF format
02/11/2009 -- ANNUAL REPORT	View image in PDF format
02/19/2008 -- ANNUAL REPORT	View image in PDF format
01/18/2007 -- ANNUAL REPORT	View image in PDF format
05/04/2006 -- ANNUAL REPORT	View image in PDF format
01/18/2005 -- ANNUAL REPORT	View image in PDF format
01/26/2004 -- ANNUAL REPORT	View image in PDF format
01/22/2003 -- ANNUAL REPORT	View image in PDF format
01/28/2002 -- ANNUAL REPORT	View image in PDF format
01/17/2001 -- ANNUAL REPORT	View image in PDF format
08/14/2000 -- Domestic Non-Profit	View image in PDF format

Special Event Permit Application

Department Approvals

Event Name: <u>Rotary Club's July 4th Celebration</u>	Event Date: <u>7/4/2026</u>
--	-----------------------------

Department	Signature / Restrictions / Conditions
Special Events Manager	<i>Kelli Funkhouser</i>
Code Compliance	Chris Counsellor
Engineering	<i>Doug Bradshaw</i>
Fire Department	Dereck Berger emailed Conditional Memo
KW DOT	
Parking	
Police Department	JT
Port & Marine Services	Steve McAlearney
Property Management	<i>[Signature]</i>
Community Services	Gregory Veliz Jr
Utilities	<i>Keely Kessler</i>
Risk Management	COI to be approved upon receipt
Other	



THE CITY OF KEY WEST

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

To: Rotary Club of Key West

From: Lieutenant Dereck Berger

Date: 2/18/26

Reference: 4th of July Event

This office reviewed the special event application for the 4th of July Fireworks Display held at the White Street Pier on July 4, 2026.

The following conditions apply:

- Fire Safety Inspection of the fireworks set-up area at end of Edward B. Knight Pier needs to be conducted prior to start of fireworks event.
- Only pyrotechnicians and fire personnel shall occupy the pier during the firework display.
- **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

Office 305-809-3917

Dereck.berger@cityofkeywest-fl.gov



321.645.3363

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