

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: Kelly McGillis Classic

Location: Duval Street

Event Date(s): Thursday, January 22, 2026 Event Hours: 6PM - 7PM

Set-Up Date: N/A Set-Up Time: N/A

Break-Down Date: N/A Break-Down Time: N/A

Number of Expected Attendees: 100 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.

This 23rd annual parade is part of the week long Kelly McGillis classic event which officially opens our games next day at Wicker Field. Our international, national and local teams will march in the parade. There are no floats, we take up 1 side of the street. ~~Have 2 motorcycle police to escort us.~~ The Route: start - Caroline and Margaret/Half Shell Raw Bar - Down Caroline Street - Right on William - Left on Lazy Way - right on simonton - left on front - left on Duval - End United and Duval - KWPD will have 4 officers

EVENT ORGANIZER INFORMATION

Company or Organization Name IWFFA inc.

Name Diane Beruldsen Phone number (305) 896 - 8678

Mailing Address 25A 7th ave

City Key West State FL Zip 33040 Email IWFFA@IWFFA.COM

Tax ID / EIN# 82 - 5215672 EIN Event Website: <https://iwffa.com/kmc-2026/>

SECONDARY CONTACT INFORMATION

Name _____ Phone number _____

Company or Organization Name _____

Email IWFFA@IWFFA.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: KELLY MCGILLIS CLASSIC Event Date: JANUARY 22, 2026

- 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 be in the Office of the City Manager 60 days prior to the event.

Applicant Printed Name: Diane Beruldsen Signature: Diane Beruldsen Digitally signed by Diane Beruldsen
Date: 2025.11.19 11:25:47 -05'00'

- 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: Diane Beruldsen Signature: Diane Beruldsen Digitally signed by Diane Beruldsen
Date: 2025.11.19 11:28:20 -05'00'

- 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 of 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: Diane Beruldsen Signature: Diane Beruldsen Digitally signed by Diane Beruldsen
Date: 2025.11.19 11:28:42 -05'00'

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

Applicant Printed Name: Diane Beruldsen Signature: Beruldsen Diane
Digitally signed by Diane
Beruldsen
Date: 2025.11.19 11:27:10
-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: Diane Beruldsen Signature: Beruldsen Diane
Digitally signed by Diane
Beruldsen
Date: 2025.11.19 11:27:29
-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: Diane Beruldsen Signature: Beruldsen Diane
Digitally signed by Diane
Beruldsen
Date: 2025.11.19 11:28:06
-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: Diane Beruldsen Signature: Beruldsen Diane
Digitally signed by Diane
Beruldsen
Date: 2025.11.19 11:28:28
-05'00'

Event Screening Questionnaire

Event Name: Kelly McGillis Classic

Event Date: Jan. 22, 2026

The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to any question next to a Supplement, that Supplement must be submitted with this application.

VENDOR SALES		
1. Will ANY alcoholic beverage be sold or served?	Yes <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 type="checkbox"/> Complete Supplement D	No <input checked="" 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?	Yes <input type="checkbox"/> Complete Supplement F	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 November 19, 2025

Required – Waste/Recycling Plan

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

Event Name: Kelly McGillis Classic

Event Date: January 23-25, 2026

WASTE/RECYCLING POINT OF CONTACT

Name Diane Beruldsen

Phone Number (305) 896 - 8678

Email IWFFA@IWFFA.COM

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

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

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

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

DB 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: Kelly McGillis Classic

Event Date: JANUARY 22, 2026

Parking and traffic congestion are consistently a concern of Key West residents. It is the City's goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

INITIALS REQUIRED

DB

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

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

DB

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.

Encourage Walking

Encourage Biking

Providing Bike Security with Valet

Include Ride Service with VIP Passes

Provide Pre-Sale parking only

Premium parking prices

Partner with Transit System/Buses

Partner with Transit Friendly Hotels

Partner with Restaurants/Bars

Partner with Rideshare/Taxi Companies

Implement Shuttles

Other:

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$48/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day			
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lots	\$48/day			
Mallory Square Parking Lot	\$48/day			
<i>*Modification of rates or parking waivers can only be approved by City Commission.</i>				Total N/A

**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: KELLY MCGILLIS CLASSIC

Event Date: JAN 23 - 25, 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

Attach Site Map Layout

Attach Impacted Streets Map

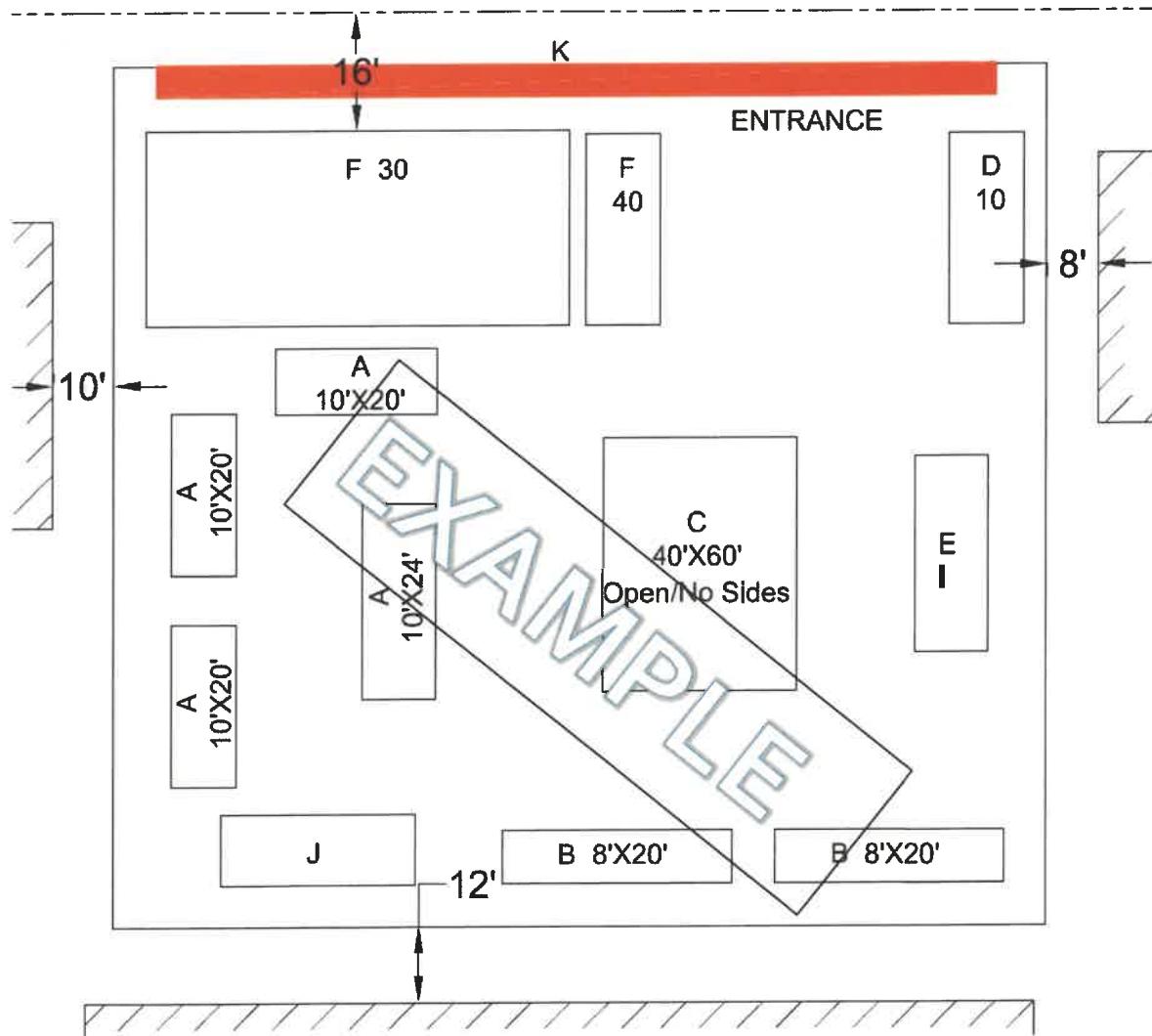
Event Site Map Layout Legend:

A. Food/Bev. Vendor Tents*	F. Car Parking**	K. Podiums
B. Merchandise Vendor Tents*	G. Bike Parking**	L. Fire Lane (RED LINE)
C. Seating Tents*	H. Roads Closed	M. Label Street(s)
D. Toilets **	I. Stage Area	N. Other: _____
E. Amplified Music	J. Bounce House	O. Other: _____

* Indicate Tent sizes

** Indicate Quantity

Maple Street



Special Event Permit Application

Supplement A - Noise

Event Name: Kelly McGillis Classic

Event Date: JANUARY 22, 2026

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

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

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

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

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

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

Describe the Potential Noise Sources: CHEERING FROM THE CROWDS

Do you wish to apply for a Noise Exemption? Yes Need City Commission Approval

No

INITIALS REQUIRED

DB 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

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

DB 3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

For more information on Noise and Noise Exemptions, consult the Special Event Guide and read the [City Code Section 26-192](#)

Special Event Permit Application

Supplement B – Non-Profit Verification

Event Name: Kelly McGillis Classic

Event Date: JANUARY 22, 2026

Non-Profit Organization Name IWFFA INC

Tax ID/EIN # 82 - 5215672 EIN Representative DIANE BERULDSEN

Purpose of Organization GIRLS & WOMEN SPORTS ORGANIZATION

Phone 305-896-8678

Email IWFFA@IWFFA.COM

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

TO PAY EXPENSES OF THE IWFFA INC.

INITIALS REQUIRED

DB 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.

DB 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.

DB 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.

DB 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 11-19-25

Special Event Permit Application

Supplement C – Food & Safety

Event Name: Kelly McGillis Classic

Event Date: January 22, 2026

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

Please contact the following City representatives before completing your application:

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

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

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

EVENT ACTIVITIES – Check all that apply to the Special Event

Cooking:

Deep Frying / Open Flame

Electrical Power

Generator

Other

Road Closure

Charcoal Grill

110AC / Extension Cords

Fog/Smoke Machine

Gas Grill

DC Power

Bubble Machine

Food Warming Only

Structures:

Pyrotechnics

Catered Food

Stages / Risers / Canopies

Open Flame

Alcohol To be Served By

Viewing Stands / Bracing

Lasers

Existing Licensed Establishment

Seating

Confetti

Commercial Licensed Vendors

Air Supported Bounce House

Vehicle/Motorcycle Demo

Non-profit Licensed Vendors

Tents Greater than 200 SF

INITIALS REQUIRED

DB 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.

DB 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.

DB 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.

DB 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.

DB 5. **Cooking Oil:** Cooking oil must be disposed of properly. Vendors found dumping cooking oil improperly will result in forfeiture of a portion of the Event deposit.

Special Event Permit Application

Supplement D – Tents & Structures

Event Name: KELLY MCGILLIS CLASSIC Event Date: JAN 23 - 25, 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:

0

Total Number of Merchandise Vendor Tents:

1

Total: 1

Tent Supplier Name DIANE BERULDSEN Contact Number 305-896-8678

Size & Type of Tents: 10 X 10 - THIS IS A REGULAR TENT, NOTHING SPECIAL TO COOK, OR WILL HAVE FIRE. IT IS THE PURPOSE IS TO KEEP SHADE FROM THE SUN. I PAID \$85 AT HOME DEPOT FOR THIS TENT

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? N/A

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:

N/A

Special Event Permit Application

Supplement E – Street Closure

Event Name: Kelly McGillis Classic

Event Date: January 22, 2026

STREET CLOSURE INFORMATION

Street(s) to be closed **no street closure**

Block/Address Number(s) _____

Cross-Streets: between _____ and _____

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

INITIALS REQUIRED

DB

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.

DB

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.

DB

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.

DB

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.

DB

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

DB

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 11-19-25

Special Event Permit Application

Supplement F – City Property

Event Name: Kelly McGillis Classic Parade

Event Date: January 22, 2026

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

n/a

Which City Property do you wish to use?

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

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

INITIALS REQUIRED

DB

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.

DB

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

DB

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.

DB

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.

DB

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.

DB

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

DB

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.

DB

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.

DB

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.

DB

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.

DB

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.

DB

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.

Google Maps

Margaret St & Caroline St, Key West, FL 33040 to United St & Duval St, Key West, FL 33040





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/25/2025

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

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

PRODUCER K&K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, IN 46801-2338	CONTACT NAME: Mass Merchandising Underwriting	
	PHONE (A/C, No, Ext): 1-800-426-2889 E-MAIL ADDRESS: info@sportsinsurance-kk.com PRODUCER CUSTOMER ID:	
INSURED IWFFA Inc DBA: IWFFA 25 A 7th ave Key West, FL 33040 A Member of the Sports, Leisure & Entertainment RPG	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: AIG Specialty Insurance Company	26883
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** W04014527 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		9YAPG0001334486201	01/20/2026 12:01 AM EDT	01/27/2026 12:01 AM	EACH OCCURRENCE	\$2,000,000
	DAMAGE TO RENTED PREMISES (Ea Occurrence)						\$1,000,000	
	MED EXP (Any one person)						\$5,000	
	PERSONAL & ADV INJURY						\$2,000,000	
	GENERAL AGGREGATE						\$5,000,000	
	PRODUCTS – COMP/OP AGG						\$2,000,000	
	PROFESSIONAL LIABILITY							
	LEGAL LIAB TO PARTICIPANTS						\$2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:							
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS <input type="checkbox"/> SCHEDULED ONLY HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY NOT PROVIDED WHILE IN HAWAII							
UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE		
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				01/20/2026 12:01 AM EDT	01/27/2026 12:01 AM	PER STATUTE <input type="checkbox"/> OTHER	
E.L. EACH ACCIDENT								
E.L. DISEASE – EA EMPLOYEE								
E.L. DISEASE – POLICY LIMIT								
MEDICAL PAYMENTS FOR PARTICIPANTS				9YAPG0001334486201			PRIMARY MEDICAL	
							EXCESS MEDICAL	\$25,000

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

Event Name: Kelly McGillis Classic, Event Type: Event Date: 01/20/2026 to 01/26/2026

Event Location: wicker field, 3155 flagler, Key West, Florida 33040

Event Location: Kelly's Parade, 231 Margaret St, Key West, Florida 33040

See Attached Additional Remarks Schedule

CERTIFICATE HOLDER

City of Key West
1300
Key West, FL 33040
(Owner/Lessor of Premises)

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Scott Murch

Coverage is only extended to U.S. events and activities.

** NOTICE TO TEXAS INSUREDS: The Insurer for the purchasing group may not be subject to all the insurance laws and regulations of the State of Texas

AGENCY K&K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, IN 46801-2338		NAMED INSURED IWFFA Inc DBA: IWFFA	
POLICY NUMBER 9YAPG0001334486201			
CARRIER AIG Specialty Insurance Company	NAIC CODE 26883	EFFECTIVE DATE: 01/20/2026	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE Certificate of Liability Insurance

Additional Insured

Event Location: City Key West, 1300 White St, Key West, Florida 33040

Event Location: Poinciana School Field, 1407 Kennedy, Key West, Florida 33040

The certificate holder is added as an additional insured, but only for liability caused, in whole or in part, by the acts or omissions of the named insured.

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED – DESIGNATED
PERSON OR ORGANIZATION**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)
City of Key West 1300 Key West, FL 33040
Named Insured: IWFFA Inc DBA: IWFFA
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.



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

Detail by FEI/EIN Number

Florida Not For Profit Corporation

IWFFA INC.

Filing Information

Document Number N18000003955
FEI/EIN Number 82-5215672
Date Filed 04/09/2018
State FL
Status ACTIVE
Last Event AMENDMENT AND NAME CHANGE
Event Date Filed 07/02/2020
Event Effective Date NONE

Principal Address

25 A 7TH AVENUE
KEY WEST, FL 33040

Mailing Address

25 A 7TH AVENUE
KEY WEST, FL 33040

Registered Agent Name & Address

DIANE SIGNE BERULDSEN
25 A 7TH AVENUE
KEY WEST, FL 33040

Officer/Director Detail

Name & Address

Title President, Treasurer

Beruldsen, Diane
25 A 7TH AVENUE
KEY WEST, FL 33040

Title Officer

EGUIGURE, MARIA FERNANDA
25 A 7TH AVENUE
KEY WEST, FL 33040

Title Officer

Eberhardt, Alex
25 A 7TH AVENUE
KEY WEST, FL 33040

Title VP

Sampson Georgelas, Rachel
25 A 7TH AVENUE
KEY WEST, FL 33040

Title Secretary

Fyan, Susan
25 A 7TH AVENUE
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2023	02/22/2023
2024	02/11/2024
2025	02/10/2025

Document Images

02/10/2025 -- ANNUAL REPORT	View image in PDF format
02/11/2024 -- ANNUAL REPORT	View image in PDF format
02/22/2023 -- ANNUAL REPORT	View image in PDF format
02/09/2022 -- ANNUAL REPORT	View image in PDF format
03/16/2021 -- ANNUAL REPORT	View image in PDF format
07/02/2020 -- Amendment and Name Change	View image in PDF format
01/15/2020 -- ANNUAL REPORT	View image in PDF format
02/10/2019 -- ANNUAL REPORT	View image in PDF format
04/09/2018 -- Domestic Non-Profit	View image in PDF format

Special Event Permit Application

Department Approvals

Event Name: <u>Kelly McGillis Classic Parade</u>	Event Date: <u>1/22/2026</u>
--	------------------------------

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



THE CITY OF KEY WEST

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

To: IWFFA (IWFFA@IWFFA.COM)

From: Lieutenant Dereck Berger

Date: 12/5/2025

Reference: Kelly McGillis Women's Flag Football Parade

This office reviewed the special event application for the Kelly McGillis Women's Flag Football Parade to be held on Margaret, Caroline, Greene, Front, Duval, and United Streets January 22, 2026.

The following conditions apply:

- All non-walking floats need to have a Fire Safety Inspection before parade.
- Event coordinator is responsible for scheduling the inspection with this office.

There are no concerns at this time.

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

Dereck Berger

Lieutenant/ Inspector

Key West Fire Department

1600 N. Roosevelt Blvd

Key West, FL 33040

Office 305-809-3917

Dereck.berger@cityofkeywest-fl.gov



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

REMEMBER

Kelli Funkhouser

From: Laura Estevez
Sent: Thursday, December 4, 2025 8:51 AM
To: Kelli Funkhouser
Cc: Andrea S. Gomez
Subject: RE: [EXTERNAL] I just wanted to follow up on the application.

Hey Kelli,

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

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



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

From: Kelli Funkhouser <kelli.funkhouser@cityofkeywest-fl.gov>
Sent: Wednesday, December 3, 2025 7:08 AM
To: Laura Estevez <lestevaz@cityofkeywest-fl.gov>
Cc: Andrea S. Gomez <agomez@cityofkeywest-fl.gov>
Subject: FW: [EXTERNAL] I just wanted to follow up on the application.

COI for Kelly McGillis Classic

Kelli Funkhouser
Special Events Manager
City of Key West
Office: 305.809.3881
kelli.funkhouser@cityofkeywest-fl.gov