

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](mailto: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

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:** Diane Beruldsen

**Signature:** Diane Beruldsen Digitally signed by Diane Beruldsen  
Date: 2025.11.19 11:25:47 -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:** Diane Beruldsen

**Signature:** Diane Beruldsen Digitally signed by Diane Beruldsen  
Date: 2025.11.19 11:28:20 -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:** Diane Beruldsen

**Signature:** Diane Beruldsen Digitally signed by Diane Beruldsen  
Date: 2025.11.19 11:26:42 -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: Diane Beruldsen Signature: Diane Beruldsen 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: Diane Beruldsen 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: Diane Beruldsen 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: Diane Beruldsen 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			
<b>Total</b>				<b>N/A</b>

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

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

# Required: Event Site Map / Layout

Event Name: 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

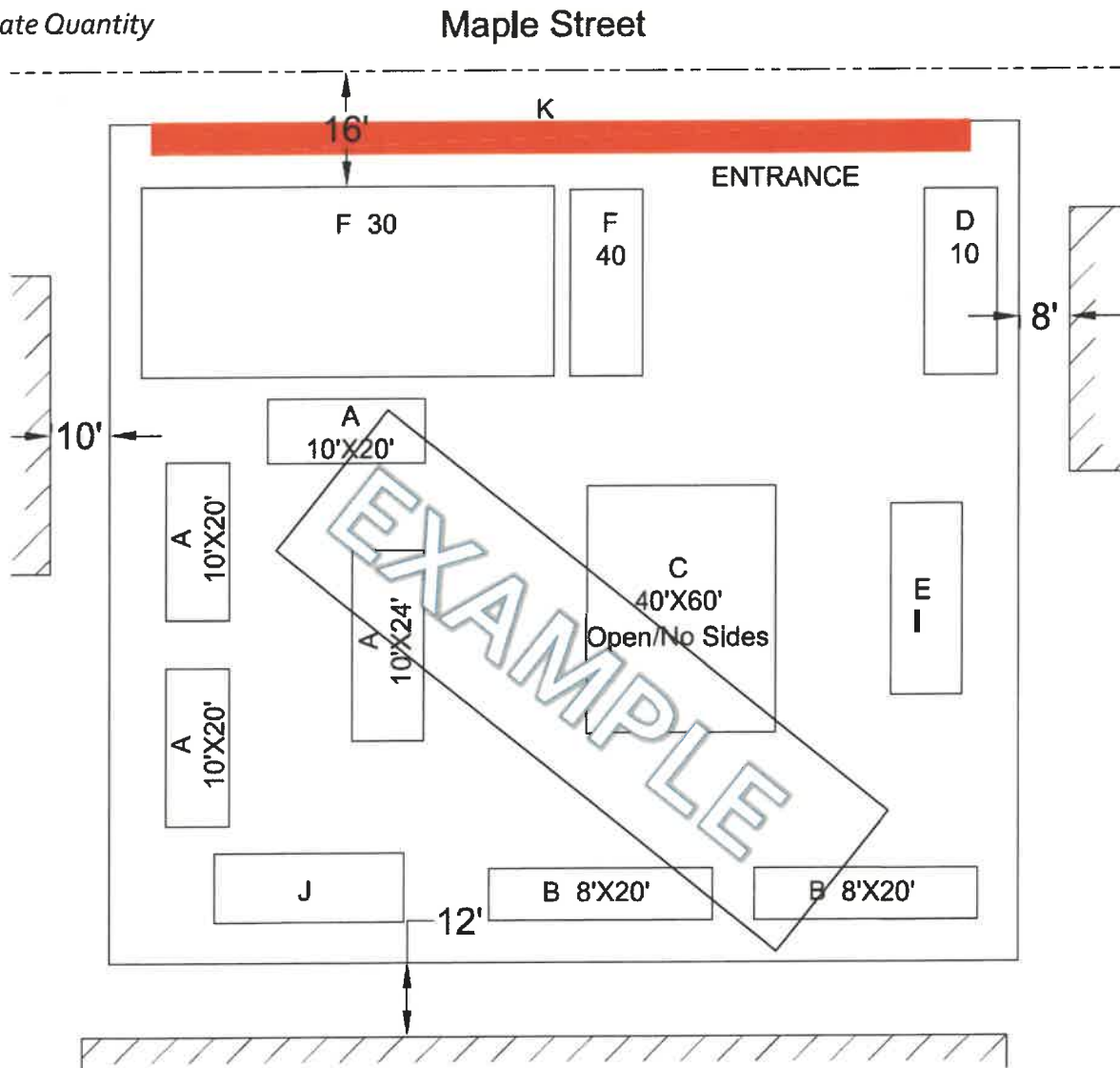
Attach Site Map Layout

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



Event Name:	Kelly McGillis Classic	Event Date:	JANUARY 22, 2026
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Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

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

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

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

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

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

Describe the Potential Noise Sources: 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](#)



Event Name: Kelly McGillis Classic Event Date: JANUARY 22, 2026

Non-Profit Organization Name IWFFA INC

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

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

Event Name: Kelly McGillis ClassicEvent 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

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

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 BERULDSSEN 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

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

Event Name:	Kelly McGillis Classic Parade	Event Date:	January 22, 2026
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A list of City Properties that are available for event use, their amenities and Use Fees are listed in the Special Event Guide.

Which City Property do you wish to use? n/a

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.

Margaret St & Caroline St, Key West, FL 33040 to United St & Duval St, Walk 1.6 miles, 36 min  
Key West, FL 33040



Map data ©2025 Google 500 ft



via Caroline St and William St

36 min

1.6 miles

Mostly flat





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/25/2025

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

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

<b>PRODUCER</b> K&K Insurance Group, Inc. P.O. Box 2338 Fort Wayne, IN 46801-2338	<b>CONTACT NAME:</b> Mass Merchandising Underwriting <b>PHONE (A/C, No, Ext):</b> 1-800-426-2889 <b>FAX (A/C, No):</b> 1-260-459-5105 <b>E-MAIL ADDRESS:</b> info@sportsinsurance-kk.com <b>PRODUCER CUSTOMER ID:</b>																					
<b>INSURED</b> IWFFA Inc DBA: IWFFA 25 A 7th ave Key West, FL 33040 A Member of the Sports, Leisure & Entertainment RPG	<table border="1"><thead><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr></thead><tbody><tr><td>INSURER A:</td><td>AIG Specialty Insurance Company</td><td>26883</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></tbody></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	AIG Specialty Insurance Company	26883	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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INSURER D:																						
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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	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		9YAPG0001334486201	01/20/2026 12:01 AM EDT	01/27/2026 12:01 AM	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$2,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea Occurrence)</td><td>\$1,000,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$5,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$2,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$5,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$2,000,000</td></tr><tr><td>PROFESSIONAL LIABILITY</td><td></td></tr><tr><td>LEGAL LIAB TO PARTICIPANTS</td><td>\$2,000,000</td></tr></table>	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
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AGGREGATE																							
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/ EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A					<table border="1"><tr><td><input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER</td><td></td></tr><tr><td>E.L. EACH ACCIDENT</td><td></td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td></tr></table>	<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER		E.L. EACH ACCIDENT		E.L. DISEASE - EA EMPLOYEE		E.L. DISEASE - POLICY LIMIT									
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E.L. DISEASE - EA EMPLOYEE																							
E.L. DISEASE - POLICY LIMIT																							
A	<b>MEDICAL PAYMENTS FOR PARTICIPANTS</b>			9YAPG0001334486201	01/20/2026 12:01 AM EDT	01/27/2026 12:01 AM	<table border="1"><tr><td>PRIMARY MEDICAL</td><td></td></tr><tr><td>EXCESS MEDICAL</td><td>\$25,000</td></tr></table>	PRIMARY MEDICAL		EXCESS MEDICAL	\$25,000												
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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

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

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



## ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

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.

**ADDITIONAL INSURED – DESIGNATED  
PERSON OR ORGANIZATION**

## SCHEDULE

<b>Name Of Additional Insured Person(s) Or Organization(s)</b> 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.	

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.

- 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

<b>Document Number</b>	N18000003955
<b>FEI/EIN Number</b>	82-5215672
<b>Date Filed</b>	04/09/2018
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	AMENDMENT AND NAME CHANGE
<b>Event Date Filed</b>	07/02/2020
<b>Event Effective Date</b>	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 BERULDSSEN  
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**

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

**Document Images**

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

# Special Event Permit Application

## Department Approvals

Event Name: Kelly McGillis Classic Parade

Event Date: 1/22/2026

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	Alex Gaufillet
Port & Marine Services	Steve McAlearney
Property Management	
Community Services	Marcus Davila
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](mailto:Dereck.berger@cityofkeywest-fl.gov)



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

## 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: [lestevez@cityofkeywest-fl.gov](mailto:lestevez@cityofkeywest-fl.gov)



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

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**From:** Kelli Funkhouser <[kelli.funkhouser@cityofkeywest-fl.gov](mailto:kelli.funkhouser@cityofkeywest-fl.gov)>  
**Sent:** Wednesday, December 3, 2025 7:08 AM  
**To:** Laura Estevez <[lestevez@cityofkeywest-fl.gov](mailto:lestevez@cityofkeywest-fl.gov)>  
**Cc:** Andrea S. Gomez <[agomez@cityofkeywest-fl.gov](mailto: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](mailto:kelli.funkhouser@cityofkeywest-fl.gov)