

## 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: Wesley House Family Services - Holiday Village & BeLighted Bike Ride

Location: Coffee Butler Amphitheater and Southard, Whitehead, Duval, South & Front Streets

Date(s): 12/3/25 - 12/6/25 Hours of Operation: 4 - 10pm (set up begins at 8am on 12/5/24)

Break Down Date: 12/6/25 Number of Expected Attendees: Holiday Village 1000 - 2000

Is the Event open to the Public? Yes ☒ No ☐ Holiday Village 5-9pm  
Bike Ride 8-9pm > 12/5/25

Description: Provide a narrative description of the full scope of your event with as much detail as possible in the box below. If this event has multiple sub events, specify date and time range of each.

Wesley House Family Services (WHFS) will host a family-friendly Holiday Village "pre-party" to our annual Lighted Bike Ride. The entire event is called WHFS Holiday Village & BeLighted Bike Ride. The Holiday Village will be at the Coffee Butler Amphitheater from 5-9pm on 12/5/25 featuring holiday themed booths by local nonprofit organizations, pony rides, carnival rides (like Children's Day), bounce houses, food, music, and community performances. The annual lighted bike ride will leave from the amphitheater and travel on Southard, Whitehead and Duval Streets. The exact flow is still being determined. KWPD will lead the parade and block the intersections.

### EVENT ORGANIZER INFORMATION

Company or Organization Name Wesley House Family Services, Inc.

Name Grace Epperly, Development Coordinator Phone number 305.809.5000

Mailing Address 1304 Truman Ave

City Key West State FL Zip 33040 Email Grace.Epperly@WesleyHouse.org

Tax ID / EIN# 59-0624461

### SECONDARY CONTACT INFORMATION

Name Aleida Jacobo, CEO Phone number 305.809.5000

Company or Organization Name Wesley House Family Services

Email Aleida.Jacobo@WesleyHouse.org

### 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: WHFS Holiday Village & BeLighted Bike Ride

Event Date: 12/5/25

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

**Applicant Printed Name:** Aleida Jacobo

**Signature:** 

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. N/A

The City of Key West shall be named as an "Additional Insured" on the permittees commercial general liability policy.

**Applicant Printed Name:** Aleida Jacobo

**Signature:** 

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:** Aleida Jacobo

**Signature:** 

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: Aleida Jacobo

Signature: 

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: Aleida Jacobo

Signature: 

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: Aleida Jacobo

Signature: 

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: Aleida Jacobo

Signature: 

## Event Screening Questionnaire

Event Name: WHFS Holiday Village & BeLighted Bike Ride

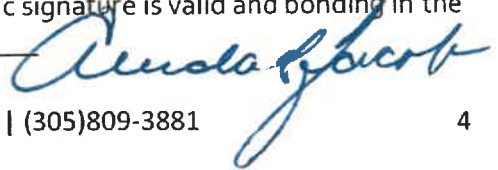
Event Date: 12/5/25

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 checked="" type="checkbox"/> Complete Supplement C	No <input type="checkbox"/>
SAFETY		
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		
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 checked="" type="checkbox"/> Complete Supplement F	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 6/11/24





## Required – Recycling Plan

Event Name: WHFS Holiday Village & BeLighted Bike Ride

Event Date: 12/5/25

The City of Key West is committed to increasing the collection of recycled materials and needs your help to accomplish this. As the Event Organizer, you need to encourage your vendors to participate in the separation of solid waste and recyclable items by providing the adequate number and type of collection receptacles.

### RECYCLING POINT OF CONTACT

Name Grace Epperly

Phone Number cell: 305.310.9227

Email Grace.Epperly@WesleyHouse.org

Number of people dedicated to recycling 4

### INITIALS REQUIRED

GE

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

GE

2. **RECYCLING FEE:** The Fee (see Fee Schedule) must be submitted prior to the event. You can earn all or part of this fee back by participating in the City Recycling Program.

GE

3. **ACCEPTABLE RECYCLABLES:** The primary items will be Aluminum Cans, Plastic Bottles, Cardboard, and Glass Bottles. But additional items can include Food and Beverage Cartons, Regular paper, Magazines and Program Handouts.

GE

4. **CONTAMINATION:** I understand that recycle bins with contamination above 15% will result in not being able to earn back all or part of the Recycling Fee.

### RECYCLING TIMELINE

Two  
Weeks  
(Self  
filling)

#### BEFORE EVENT:

1. Arrange Trash/Recycling through Community Services (305-809-3759).
2. Get approval for educational signage needed to inform customers/event goers of recycling and garbage rules/locations during the event. Request standard signage or submit unique designs for approval through [recycle@cityofkeywest-fl.gov](mailto:recycle@cityofkeywest-fl.gov)

Due Date  
(Self  
filling)

#### DAY OF EVENT:

1. Place Recycling/Garbage containers in pairs throughout venue, at approximately every 30 feet throughout the event.
2. During the event ensure that recycle bins are free from contamination. Pull full bags, replace with a new liner, and stage full bags only at pre-arranged sites.
3. At end of event, remove all signage, and return if borrowed from City. Place all trash/recycling containers pre-arranged pick-up location.

Due Date  
(Self  
filling)

#### TRASH/RECYCLING REPORT:

1. City Community Services will supply a report detailing the amount of materials collected for recycling by weight, volume, or count and report on contamination levels.
2. After the report is generated, the results will be shared with the event organizer and event vendors, or by contacting [recycle@cityofkeywest-fl.gov](mailto:recycle@cityofkeywest-fl.gov).

## Required – Event Transportation Planning

Event Name: WHFS Holiday Village & BeLighted Bike Ride Event Date: 12/5/25

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

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**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

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**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>\$0.00</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: WHFS Holiday Village & BeLighted Bike Ride Event Date: 12/5/25

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

af Attach Site Map Layout

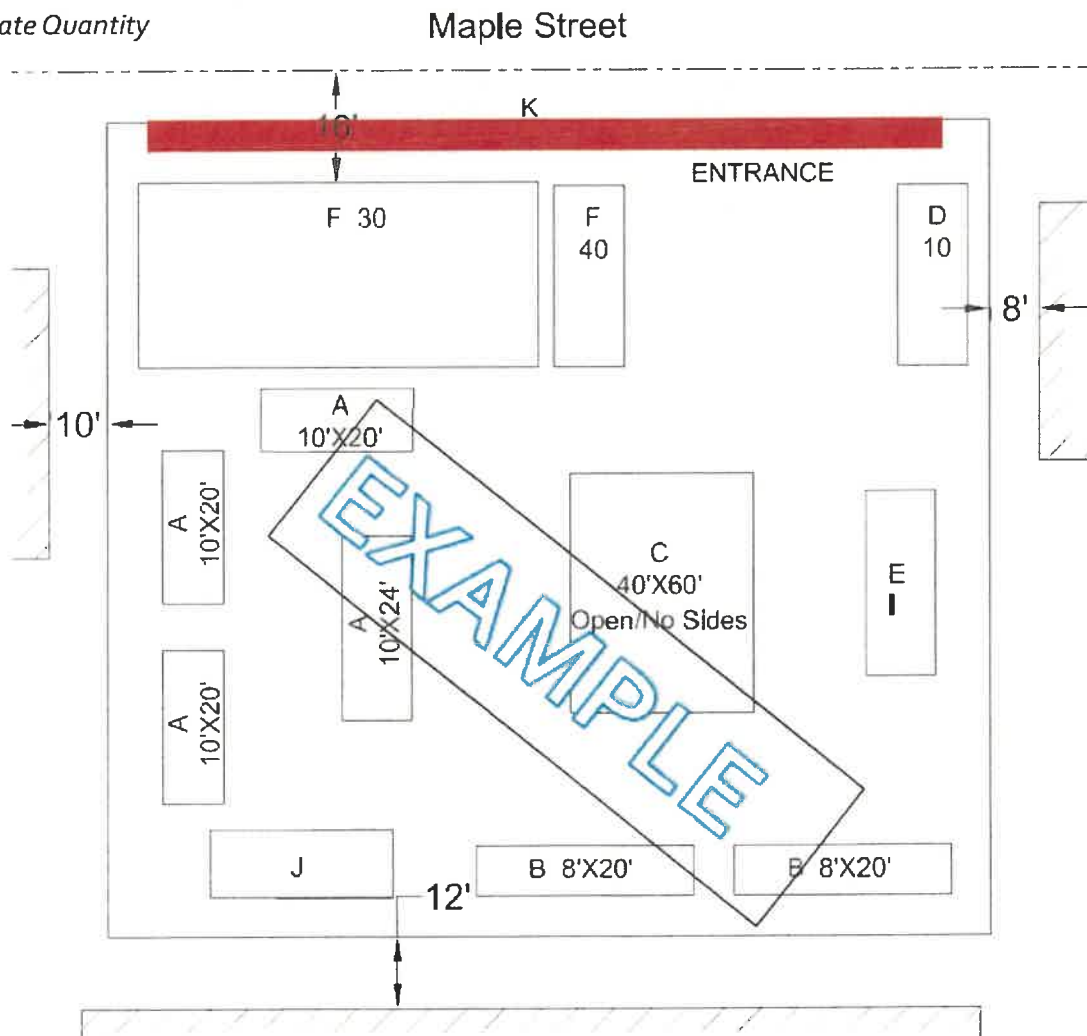
af Attach Impacted Streets Map

### 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 ( <b>RED LINE</b> ) |
| 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



## Special Event Permit Application

## Supplement A - Noise

Event Name: WHFS Holiday Village & BeLighted Bike Ride Event Date: 12/5/25

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: \_\_\_\_\_

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

### INITIALS REQUIRED

- af 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
- af 2. The processing fee for the application is \$93.88, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- af 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: WHFS Holiday Village & BeLighted Bike Ride Event Date: 12/5/25

Non-Profit Organization Name Wesley House Family Services, Inc.

Tax ID/EIN # 59-0624461 Representative Grace Epperly





Purpose of Organization Child Welfare serving children and families in Monroe County

Phone 305-809-5000 Email Grace.Epperly@WesleyHouse.org

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

Proceeds will benefit the programs of Wesley House Family Services.

### INITIALS REQUIRED

-  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.
-  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.
-  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.
-  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.

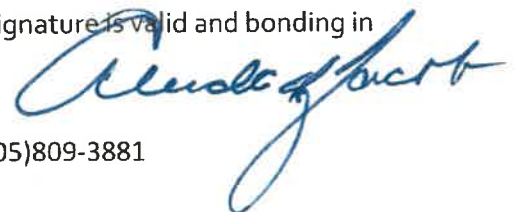
I further certify that the answers to the above questions are correct and complete to the best of my knowledge and belief. I also understand that any organizations who fraudulently seek exemption shall be subjected to civil and criminal penalties provided for in Florida Statutes.

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 6/11/25



# Special Event Permit Application

## Supplement C – Food & Safety

Event Name: WHFS Holiday Village & BeLighted Bike Ride Event Date: 12/5/25

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

### INITIALS REQUIRED

N/A

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.

gf

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.

gf

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.

gf

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.

gf

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: WHFS Holiday Village and BeLighted Bike Ride Event Date: 12/5/25

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 - 5 Food Trucks

Total Number of Merchandise Vendor Tents: 25-30

Total: Approx. 35-40 max

Tent Supplier Name Individual Tents & Four Star Contact Number \_\_\_\_\_

Size & Type of Tents: Vendors and Nonprofit booths will provide their own 10x10 tents.

Four Star Rentals will erect a 20x40 tent for the food court area.

All tents are set up inside the Amphitheater area.

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? Free-standing Christmas decorations within the Amphitheater.

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:

## Special Event Permit Application

## Supplement E – Street Closure

Event Name: WHFS Holiday Village & BeLighted Bike Ride

Event Date: 12/5/25

### STREET CLOSURE INFORMATION

Street(s) to be closed Rolling closures along Southard, Whitehead, South, Duval & Front Streets Block/Address Number(s) \_\_\_\_\_

Cross-Streets: between Front and South

Closure Date(s) 12/5/25 Time 8:00 pm AM/PM to approx. 10 pm AM/PM

### INITIALS REQUIRED

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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.

*gf*

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.

*gf*

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.

*gf*

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.

*gf*

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

*gf*

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.

X ☐ By checking "I agree", you agree and acknowledge your electronic signature is valid and bonding in the same force as a handwritten signature. Date 6/11/25



## Special Event Permit Application

## Supplement F – City Property

Event Name: WHFS Holiday Village & BeLighted Bike Ride Event Date: 12/6/25

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? Truman Waterfront Amphitheater and streets, see page 12

Which Area(s) of the City Property do you wish to use? Amphitheater grounds and parking lot across Amp.

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

### INITIALS REQUIRED

GF

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.

GF

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

N/A

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.

GF

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.

GF

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.

GF

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

GF

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.

GF

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.

GF

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.

GF

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.

af

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.

af

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:

af

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.

af

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.

af

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

af

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

af

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

af

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

af

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

af

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

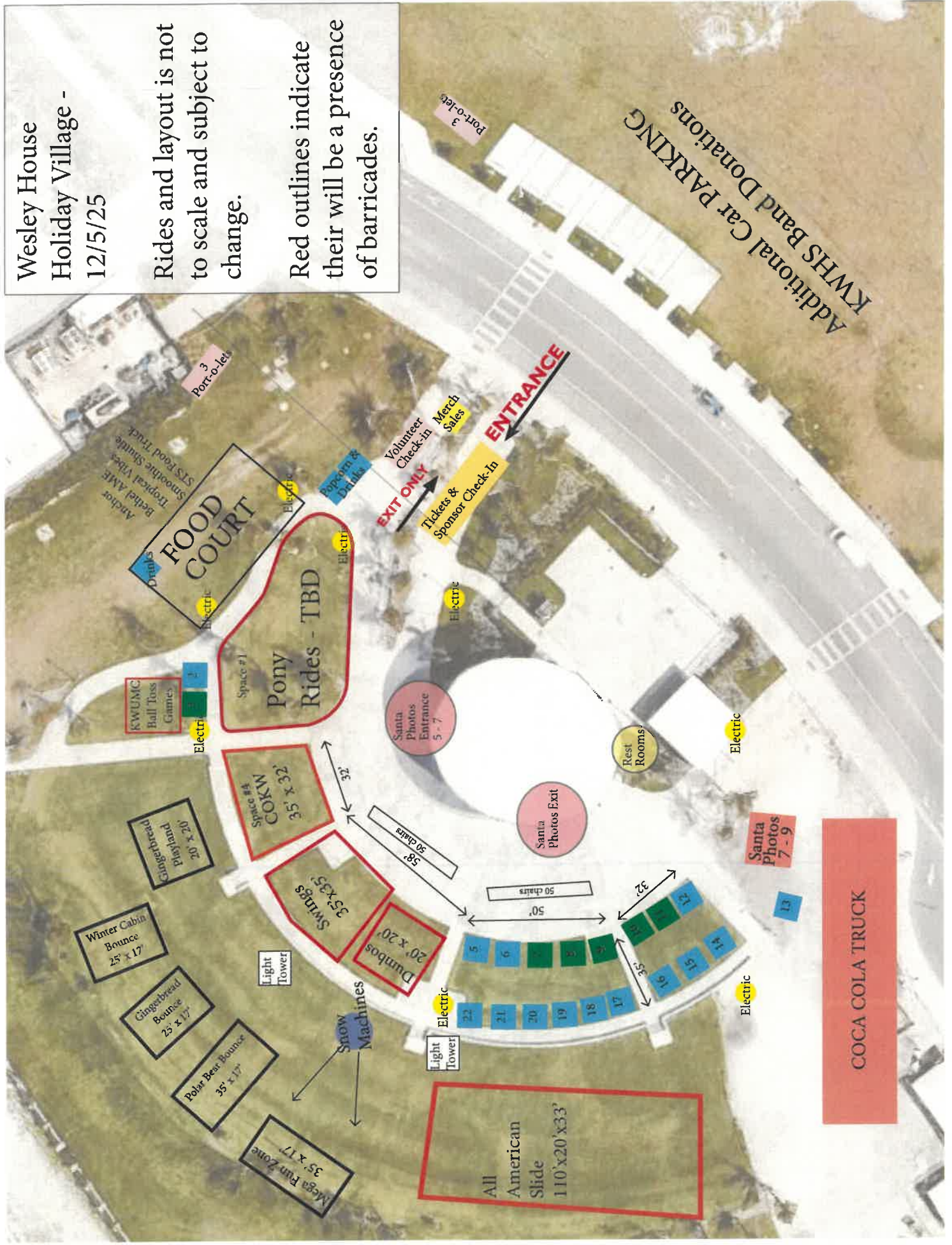
af

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

Wesley House  
 Holiday Village -  
 12/5/25

Rides and layout is not  
 to scale and subject to  
 change.

Red outlines indicate  
 their will be a presence  
 of barricades.





Key West  
Bight



Proposed route  
includes stopping  
at Hanks if they  
agree to hosting the  
after party.

2025 Wesley House  
Proposed Lighted Bike Ride Route  
December 5, 2025  
Leave at 8 pm from the Amphitheater

Coffee Butler  
Amphitheater

Ft. Zachary Taylor  
Beach

If South St. is  
closed due to SoMo  
Pt construction,  
route will turn on  
United St if  
needed.





1304 Truman Ave.  
Key West, FL 33040

5 Homestead Ave.  
Key Largo, FL 33037

Phone: 305.809.5000  
Fax: 305.809.5010  
[www.WesleyHouse.org](http://www.WesleyHouse.org)

January 21, 2025

Mr. Brian Barroso  
City Manager, City of Key West  
1300 White St.  
Key West, FL 33040

Dear Brian,

Wesley House Family Services would like to request use of the Coffee Butler Amphitheater from Wednesday, December 3<sup>rd</sup> to Saturday, December 6<sup>th</sup>, 2025, for our 5<sup>th</sup> Annual Holiday Village. The event date is Friday, December 5<sup>th</sup>. We need at a minimum a day before and a day after for set-up and breakdown.

The Wesley House Family Services Holiday Village and BeLighted Bike Ride has become a wonderful tradition to kick off the holiday season. This event takes place on the eve of the City's Holiday Parade, making it a festive weekend full of fun and magic. The Holiday Village is the family-friendly pre-party for our famous lighted bike ride which cruises Duval and Whitehead Streets with over 1000 bike riders. In 2024, the Holiday Village had almost 2000 people enter the Amphitheater gates.

This affordable, 100% family-friendly event has grown exponentially in the last four years where we have over 20 community booths providing free activities for the kids, nine carnival style rides, multiple food vendors, photos with Santa, and local community performances. We decorate the entire Amphitheater grounds ourselves with help from volunteers. As our event has grown, our decorations have become more elaborate. This is why we are requesting the extra set-up day to begin two days in advance on December 3<sup>rd</sup> rather than one day in advance as in previous years.

You can also speak with Ralph Major; he will attest that we leave the grounds each year better than how we received them. We work hard to ensure every bit of trash is picked up and we leave minimal work after the event for City staff.

We hope you will grant our request for use of the Amphitheater during this timeframe, December 3 – 6, 2025. It truly is an event that is ALL about the kids. We are proud of the fact that we don't serve alcohol and families really appreciate this. Key West has so few events that are kid-friendly, we look forward to continuing this tradition for many years.

If you have additional questions, I may be reached at [Grace.Epperly@WesleyHouse.org](mailto:Grace.Epperly@WesleyHouse.org) or 305.809.5000.

Thank you, we appreciate your consideration.

Sincerely,

Grace Epperly  
Development Coordinator



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

## Detail by FEI/EIN Number

Florida Not For Profit Corporation  
WESLEY HOUSE FAMILY SERVICES, INC.

### Filing Information

<b>Document Number</b>	731600
<b>FEI/EIN Number</b>	59-0624461
<b>Date Filed</b>	01/11/1975
<b>State</b>	FL
<b>Status</b>	ACTIVE
<b>Last Event</b>	REINSTATEMENT
<b>Event Date Filed</b>	10/20/2010

### Principal Address

1304 TRUMAN AVENUE  
KEY WEST, FL 33040

Changed: 02/13/2001

### Mailing Address

1304 TRUMAN AVENUE  
KEY WEST, FL 33040

Changed: 02/13/2001

### Registered Agent Name & Address

Smith, Wayne LaRue  
THE SMITH LAW FIRM  
509 WHITEHEAD STREET  
KEY WEST, FL 33040

Name Changed: 01/25/2017

Address Changed: 01/25/2017

### Officer/Director Detail

#### **Name & Address**

Title Chair

Torrado, Julio  
1304 TRUMAN AVENUE  
KEY WEST, FL 33040

Title Vice Chair

Sikich, Susan  
1304 TRUMAN AVENUE  
KEY WEST, FL 33040

Title Treasurer

Lindner, Pamela  
1304 TRUMAN AVENUE  
KEY WEST, FL 33040

Title Secretary

Smith, David  
1304 TRUMAN AVENUE  
KEY WEST, FL 33040

Title CEO

Jacobo, Aleida  
1304 TRUMAN AVENUE  
KEY WEST, FL 33040

Title CFO

Wheeler, Greg  
1304 TRUMAN AVENUE  
KEY WEST, FL 33040

#### **Annual Reports**

<b>Report Year</b>	<b>Filed Date</b>
2023	01/04/2023
2024	01/05/2024
2025	01/07/2025

#### **Document Images**

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# Special Event Permit Application

## Department Approvals

Event Name: Wesley House Holiday Village & BeLighted Bike Parade Event Date: 12/5/2025

Department	Signature / Restrictions / Conditions
Special Events Manager	<i>Kelli Funkhouser</i>
Code Compliance	Sophia Doctoche
Engineering	
Fire Department	Dereck Berger emailed Conditional Memo
KW DOT	
Parking	
Police Department	A. Gaufillet
Port & Marine Services	SPM
Property Management	<i>[Signature]</i>
Community Services	Michael Turner
Utilities	M. Willman
Risk Management	
Other:	



## THE CITY OF KEY WEST

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

To: Wesley House Family Services (grace.epperly@wesleyhouse.org)

From: Lieutenant Dereck Berger

Date: 7/21/2025

Reference: Wesley House Holiday Village & Belighted Bike Ride

This office reviewed the special event application for the Wesley House Holiday Village & Belighted Bike Ride to be held @ Coffee Butler amphitheater as specified on application. Event date on December 5, 2025 from 5pm-9pm.

The following conditions apply:

- **Road closures need to allow one lane open for emergency vehicles.**
- Closing and/or altering of roads and traffic for the event that may hinder the response of emergency vehicles.
- High volume of participants participating in this event.
- High potential for this event to cause strain on Fire and EMS resources due to the participants falling ill or becoming injured while participating.
- Previous events of this nature have required the emergency response of Fire and Rescue units. **Event organizer is responsible for an EMS rescue Gator (2) personnel & EMS Rescue Crew Unit (2) personnel @ \$65.00 an Hour per person. Total of 4 KWFD Personnel \$65.00 an hour per person. They will be present for the entire event to monitor all participants of this event.**

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

**Dereck Berger**

**Lieutenant/ Inspector**

Key West Fire Department

1600 N. Roosevelt Blvd

Key West, FL 33040

Office 305-809-3917

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

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