

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: Key Lime Festival Kick Off 2025

Location: Duval Street - United Street to South Street

Date(s): Wednesday July 2, 2025 Hours of Operation: 12pm - 10pm event 5-8

Break Down Date: Wednesday July 2, 2025 Number of Expected Attendees: 200

Is the Event open to the Public? Yes ☒ No ☐

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.

- \* Key Lime Festival Kick Off Party to include music, Key Lime Spirit Contest (Empress or Emperor of Key Lime Spirit) and food and beverage served on/from the Southernmost Beach Resort
- \* Event to take place in front of the Avalon Guesthouse, 1317 Duval Street and the Key West Butterfly and Nature Conservatory, 1316 Duval Street
- \* Event is open to the public to kick off the Key Lime Festival 2025.
- \* Blocking off of Duval street after the metered parking lot on the corner of Duval and United
- \* Food and Drinks will be served on the property of the Southernmost Beach Resort and the Avalon Guesthouse Parlour Bar we will set up stations on our property so not on the street

**EVENT ORGANIZER INFORMATION**

Company or Organization Name Southernmost Beach Resort

Name Sarka Takovich Phone number 305-295-5200

Mailing Address 1319 Duval Street

City Key West State FL Zip 33040 Email stakovich@southernmostresorts.com

Tax ID / EIN# 90-1010467

**SECONDARY CONTACT INFORMATION**

Name Laurayne Croke Phone number 646-271-8599

Company or Organization Name Southernmost Beach Resort

Email lcroke@southernmostresorts.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: Key Lime Festival Kick Off 2025Event Date: Wednesday, July 2, 2025

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: Sarka TakovichSignature: S Takovich

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: Sarka TakovichSignature: S Takovich

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: Sarka TakovichSignature: S Takovich

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: Sarka Takovich Signature: S Takovich

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: Sarka Takovich Signature: S Takovich

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: Sarka Takovich Signature: S Takovich

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: Sarka Takovich Signature: S Takovich

## Event Screening Questionnaire

Event Name: Key Lime Festival Kick Off 2025

Event Date: Wednesday, July 2, 2025

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

VENDOR SALES		
1. Will ANY alcoholic beverage be sold or served?	Yes <input checked="" type="checkbox"/> Needs City Commission Approval	No <input type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input checked="" type="checkbox"/> Complete Supplement C	No <input type="checkbox"/>
SAFETY		
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 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 checked="" type="checkbox"/> Complete Supplement E	No <input type="checkbox"/>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input type="checkbox"/> Complete Supplement E	No <input checked="" type="checkbox"/>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input checked="" type="checkbox"/> Complete Supplement E	No <input type="checkbox"/>
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	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 5/16/25



## Required – Recycling Plan

Event Name: Key Lime Festival Kick Off 2025

Event Date: Wednesday, July 2, 2025

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 Laurayne Croke

Phone Number 646-271-8599

Email lcroke@southernmostresorts.com

Number of people dedicated to recycling \_\_\_\_\_

### INITIALS REQUIRED

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

ST

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.

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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.

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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: Key Lime Festival Kick Off 2025 Event Date: Wednesday, July 2, 2025

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

ST

**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: Allow guests to park at the Resort during the event

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	20	1	400
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>400</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: Key Lime Festival Kick Off 2025

Event Date: Wednesday, July 2, 2025

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

x          Attach Site Map Layout

x          Attach Impacted Streets Map

### Event Site Map Layout Legend:

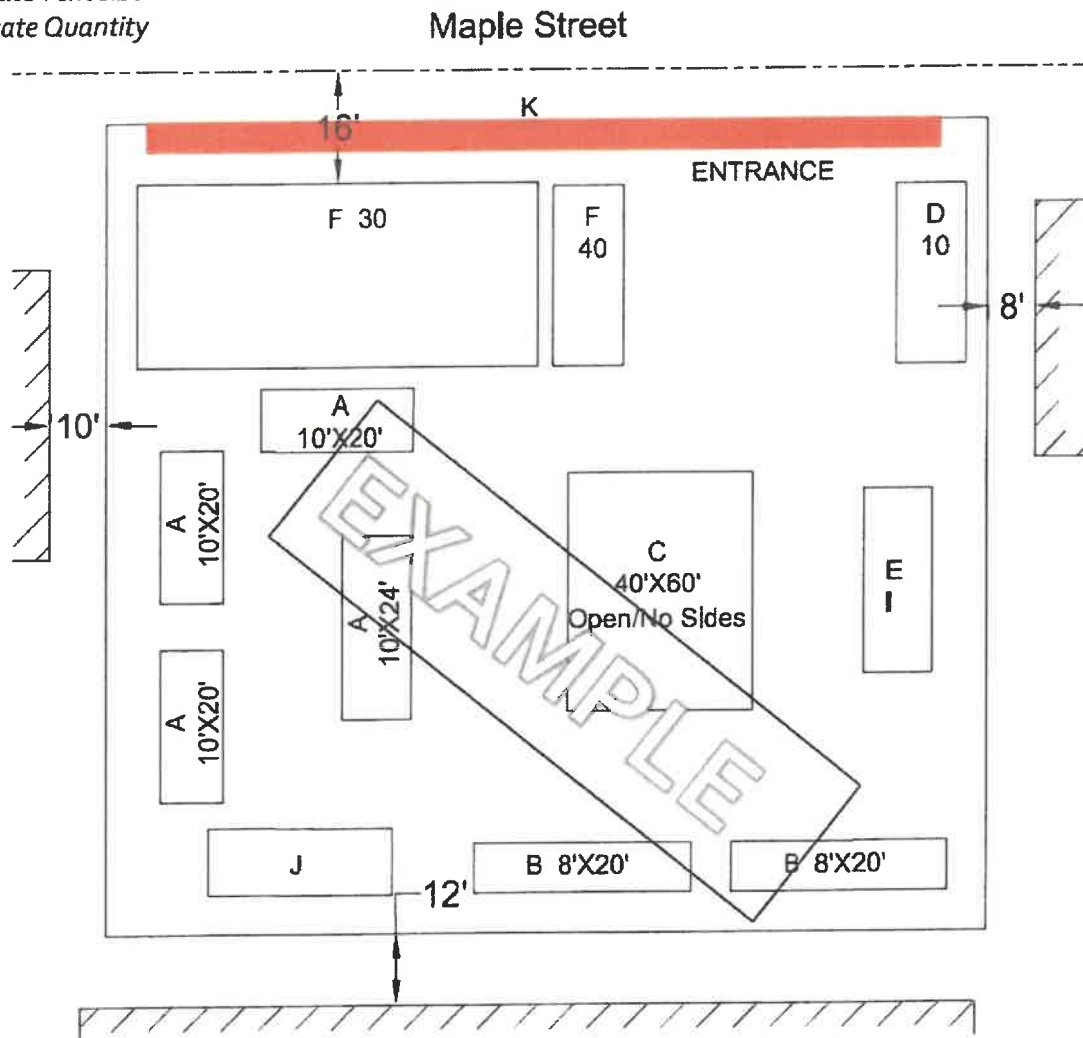
- A. Food/Bev. Vendor Tents\*
- B. Merchandise Vendor Tents\*
- C. Seating Tents\*
- D. Toilets \*\*
- E. Amplified Music

- F. Car Parking\*\*
- G. Bike Parking\*\*
- H. Roads Closed
- I. Stage Area
- J. Bounce House

- K. Podiums
- L. Fire Lane (RED LINE)
- M. Label Street(s)
- N. Other:
- O. Other:

\* Indicate Tent sizes

\*\* Indicate Quantity



Event Name: Key Lime Festival Kick Off 2025Event Date: Wednesday, July 2, 2025

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: Music - Band and Announcements during the kick off

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

**INITIALS REQUIRED**

- ST 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
- ST 2. The processing fee for the application is \$93.88, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- ST 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: Key Lime Festival Kick Off 2025Event Date: Wednesday, July 2, 2025

Non-Profit Organization Name \_\_\_\_\_

Tax ID/EIN # \_\_\_\_\_ Representative \_\_\_\_\_

Purpose of Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?  
\_\_\_\_\_  
\_\_\_\_\_**INITIALS REQUIRED**

- ST 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.
- ST 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.
- ST 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.
- ST 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 5/16/25

Event Name: Key Lime Festival Kick Off 2025Event Date: Wednesday, July 2, 2025

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

☐ Charcoal Grill

☒ Gas Grill

☐ Food Warming Only

☐ Catered Food

##### Electrical Power

☐ Generator

☐ 110AC / Extension Cords

☐ DC Power

##### Structures:

☒ Stages / Risers / Canopies

☐ Viewing Stands / Bracing

☐ Seating

☐ Air Supported Bounce House

☒ Tents Greater than 200 SF

##### Other

☒ Road Closure

☐ Fog/Smoke Machine

☐ Bubble Machine

☐ Pyrotechnics

☐ Special Effects

##### Alcohol To be Served By

☒ Existing Licensed Establishment

☐ Commercial Licensed Vendors

☐ Non-profit Licensed Vendors

☐ Open Flame

☐ Lasers

☐ Confetti

☐ Vehicle/Motorcycle Demo

#### INITIALS REQUIRED

ST

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.

ST

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.

ST

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.

ST

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.

ST

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 &amp; Structures

Event Name: Key Lime Festival Kick Off 2025Event Date: Wednesday, July 2, 2025

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: 1Total Number of Merchandise Vendor Tents:           Total:           Tent Supplier Name Prestige Contact Number 305-747-8538Size & Type of Tents: 20 x 16 stage and 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? 20 x 16 Stage and tent will be set up for music and Spirit Contest

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:

20 x 16 Stage and tent

## Special Event Permit Application

## Supplement E – Street Closure

Event Name: Key Lime Festival Kick Off 2025Event Date: Wednesday, July 2, 2025

## STREET CLOSURE INFORMATION

Street(s) to be closed Duval Street Block/Address Number(s) 1317Cross-Streets: between United Street and South StreetClosure Date(s) Wednesday, July 2, 2025 Time 12:00 PM AM/PM to 10:00 PM AM/PM

## INITIALS REQUIRED

ST

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.

ST

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.

ST

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.

ST

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.

ST

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

ST

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 5/16/25



Event Name: Key Lime Festival Kick Off 2025Event Date: Wednesday, July 2, 2025

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? Duval Street

Which Area(s) of the City Property do you wish to use? Duval Street between United and South Streets

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

**INITIALS REQUIRED**ST

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.

ST

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

ST

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.

ST

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.

ST

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.

ST

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

ST

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.

ST

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.

ST

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.

ST

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.

ST  
—

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.

ST  
—

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:

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—

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.

ST  
—

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.

ST  
—

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

ST  
—

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

ST  
—

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

ST  
—

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

ST  
—

ST  
—

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

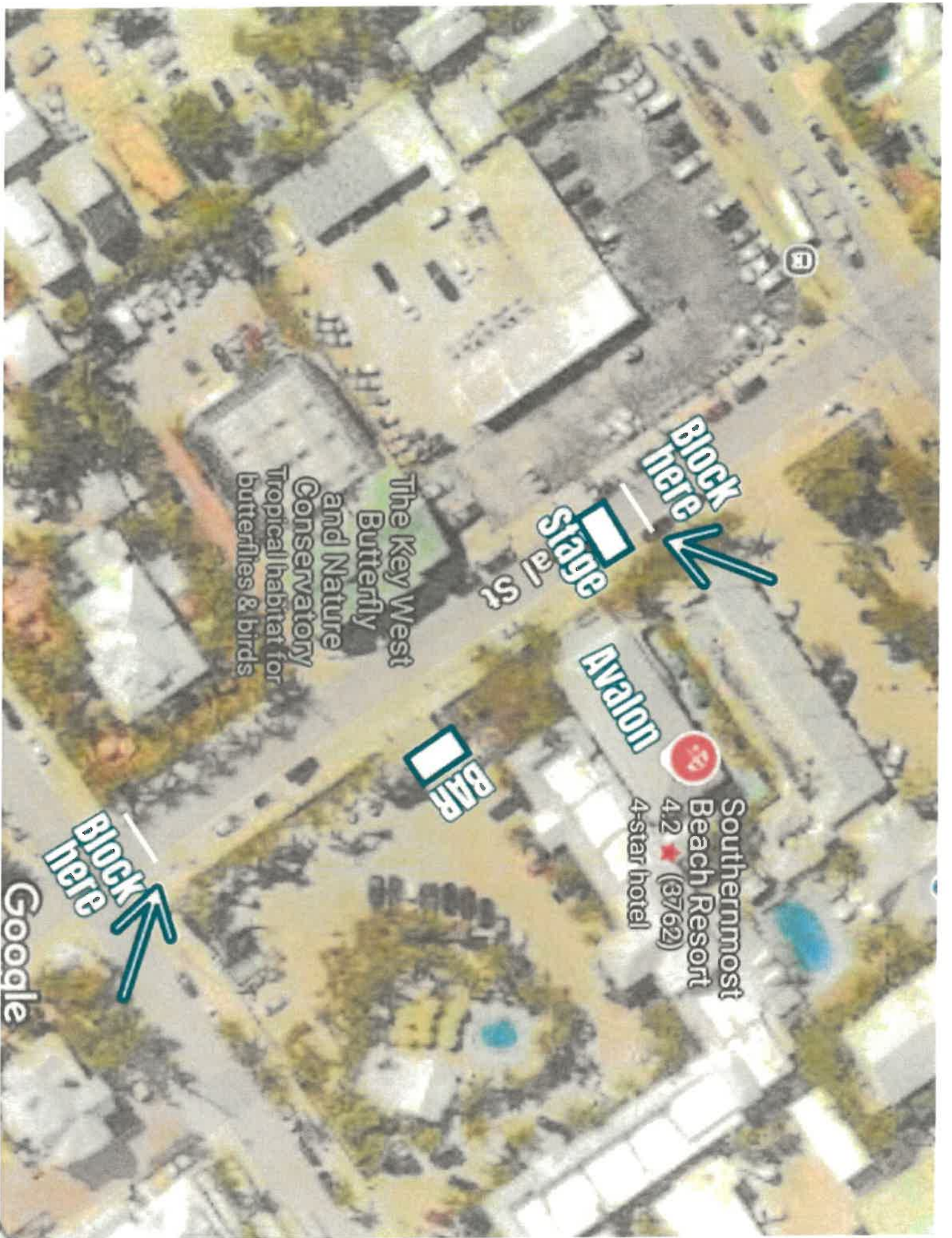
ST  
—

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

ST  
—

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





Block  
here

Stage  
St

Avalon

Southernmost  
Beach Resort  
4.2 ★ (3762)  
4-star hotel

BAR

The Key West  
Butterfly  
and Nature  
Conservatory  
Tropical habitat for  
butterflies & birds

Block  
here

Google



## THE CITY OF KEY WEST

Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3888

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### SPECIAL EVENT (Exemption from Noise Ordinance)

#### Noise Exemption Application

The following application is for a  
Special Event Permit pursuant to Section 6-86  
of the Code of Ordinances.

A copy of each application is on file at the City Clerks Office for  
public inspection and will be heard at the Commission meeting of  
Wednesday, June 4, 2025

Key Lime Festival Kick Off Party  
Noise Exemption  
Duval Street between United Street and South Street  
Wednesday, July 2, 2025, 12:00 p.m.– 10:00 p.m.  
Contact: Laurayne Croke 646-271-8599



Dear Neighbors,

This is to notify you that **Southernmost Beach Resort** has applied to the Key West City Commission for a Special Event Permit under Section 6-86 of the City's Noise Control Ordinance. The application is for a "**Key Lime Festival Kick Off Party**" to take place on **Wednesday, July 2, 2025 from 5:00 p.m. to 8:00 p.m. (set-up beginning at 12:00 p.m.) on Duval Street between United Street and South Street** which is located within 100 feet of your property. A hearing on the application will take place at the following:

**City Commission Meeting**  
**Wednesday, June 4, 2025**  
**at 9:00 A.M.**

**City Hall**  
**1300 White Street**

ADA Assistance directions on agenda. Any questions, please contact Kelli Funkhouser, Special Events Manager at 305-809-3881.



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1227 DUVAL STREET LLC  
C/O SKAHEN DANIEL PA  
520 SOUTHARD ST  
Key West, FL 33040

BELLIN XAVIER  
529 United St  
Key West, FL 33040

CASA MARINA - 1220 SIMONTON  
STREET LLC  
6000 Executive Blvd  
Rockville, MD 20852

HIBISCUS MOTEL INC  
615 United St  
Key West, FL 33040

MEDINA JUDITH C  
5247 E Foxhill Ln  
Camillus, NY 13031

NEUENHAUS MATTHEW T  
REVOCABLE TRUST 08/17/2023  
27 Denison Dr  
Saddle River, NJ 07458

RAMEY ROBERT  
2764 N Roosevelt Blvd  
Unit 2850  
Key West, FL 33045

SANTIAGO RAMONA L REV TRUST  
C/O SANTIAGO INOCENTE O JR  
TRUSTEE  
1301 UNITED ST  
Key West, FL 33040

SUNSET CITY LLC  
4747 Bethesda Ave  
Ste 1100  
Bethesda, MD 20814

1400 DUVAL LLC  
PO Box 1736  
Key West, FL 33041

BENAVIDES JOYCE W REVOCABLE  
TRUST 10/17/2005  
1205 Calais Ln  
Key West, FL 33040

CENTENNIAL BANK  
PO Box 966  
Conway, AR 72033

JCM KEY PROPERTIES ONE LLC  
2705 Oak Dr  
Monroe, LA 71201

MINKIDS REALTY LLC  
9 Taylors Mills Rd  
Unit 500  
Manalapan, NJ 07726

ODACHOWSKI DENISE  
405 South St  
Key West, FL 33040

ROBINSON SHELLEY S  
1327 Whitehead St  
Key West, FL 33040

SEASIDE PLACE KEY WEST LLC  
910 James St  
Key West, FL 33040

UNITED STREET TRUST LLC  
14 NE 1st Ave NE  
Ste 805  
Miami, FL 33132

507 SOUTH STREET CORP  
PO Box 1736  
Key West, FL 33041

BLUE MARLIN MOTEL INC  
615 B United St  
Key West, FL 33040

DAYS INN JOINT VENTURE LLC  
1 Lawrence  
Springfield, IL 62704

KEY WEST CONSERVATORY LLC  
58 Front St  
Key West, FL 33040

MMR PROPERTIES OF KEY WEST  
LLC  
PO Box 4125  
Key West, FL 33041

PENDERGAST JUDY T  
6035 Penfield Ln  
Solon, OH 44139

SANTIAGO FAMILY PARTNERSHIP  
LTD  
1301 United St  
Key West, FL 33040

SOUTHERNMOST STATION KW LLC  
513 Fleming St  
Ste 1  
Key West, FL 33040

WHKW HOA INC  
1327 WHITEHEAD ST  
Key West, FL 33040

# Special Event Permit Application

## Department Approvals

Event Name: <u>Key Lime Festival Kick Off</u>	Event Date: <u>7/2/2025</u>
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Department	Signature / Restrictions / Conditions
Special Events Manager	<i>Kelli Funkhouser</i>
Code Compliance	Sophia Doctoche
Engineering	David Allen
Fire Department	Conditional Memo sent by Dereck Berger
KW DOT	
Parking	
Police Department	<i>Jason Castillo</i>
Port & Marine Services	Steve McAlearney
Property Management	<i>Ryan</i>
Community Services	Marcus Davila
Utilities	<i>M Willman</i>
Other:	



## THE CITY OF KEY WEST

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

To: Sarka Takovich (stakovich@southernmostresorts.com)

From: Lieutenant Dereck Berger

Date: 5/21/25

Reference: Key Lime Festival Kick Off 2025

This office reviewed the special event application for The Key Lime Festival Kick Off 2025 to be held at Duval St. and United St to south St. on 7/2/25 From 5pm-8pm.

The following conditions apply:

- **Event organizer is responsible for EMS rescue Gator personnel @ \$70.00 an hour per person (2). They will be present for the entire event to conduct a Fire Safety Watch & and respond to any medical calls for the event.**
- **Event coordinator is responsible for keeping enough room for emergency vehicle access.**
- **Applicant is responsible for reaching out if the event is cancelled or if there are any changes.**

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

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**From:** Matt Willman  
**Sent:** Monday, May 19, 2025 2:06 PM  
**To:** Kelli Funkhouser  
**Cc:** Jenny Metz; Keely Kessler  
**Subject:** RE: Key Lime Festival - Kick Off and Pie Eating Contest

Kelli,

They need to advise how they're paying for Trash Disposal & Hauling. A WM account is preferred.

Thx,

*Matt Willman*

**Utilities Director**

City of Key West  
1300 White St  
Key West FL 33040  
**1.305.809.3721**



**From:** Kelli Funkhouser <kelli.funkhouser@cityofkeywest-fl.gov>

**Sent:** Monday, May 19, 2025 10:28 AM

**To:** Sophia Doctoché <sdoctoché@cityofkeywest-fl.gov>; Amanda Shouldice <amanda.shouldice@cityofkeywest-fl.gov>; David Allen <david.allen@cityofkeywest-fl.gov>; Dereck Berger <dereck.berger@cityofkeywest-fl.gov>; Jason Barroso <jbarroso@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Sean Brandenburg <sbrandenburg@cityofkeywest-fl.gov>; Bradley Lariz <blariz@cityofkeywest-fl.gov>; Randall Smith <rsmith@cityofkeywest-fl.gov>; Jason Castillo <jcastillo@cityofkeywest-fl.gov>; Nick Revoredó <nrevoredó@cityofkeywest-fl.gov>; Danyle Gray <dgray@cityofkeywest-fl.gov>; Karen Olson <kolson@cityofkeywest-fl.gov>; Steven P. McAlearney <smcalearney@cityofkeywest-fl.gov>; Gary Moreira <gary.moreira@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Trenton Richardson <trenton.richardson@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>; Paul W. Cassidy <pcassidy@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>; Laura Estevez <lestevez@cityofkeywest-fl.gov>; Matt Willman <mwillman@cityofkeywest-fl.gov>; Keely Kessler <keely.kessler@cityofkeywest-fl.gov>

**Cc:** Brian L. Barroso <brian.barroso@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Alyson Crean <acrean@cityofkeywest-fl.gov>; Dorian E. Patton <dpatton@cityofkeywest-fl.gov>

**Subject:** Key Lime Festival - Kick Off and Pie Eating Contest

Good morning!