

City of Key West Special Event Permit Application

For assistance in filling out this application, please contact the City at (305) 809-3881 or via email at: event_request@cityofkeywest-fl.gov

Event Name: Back in Time Fundraiser

Location: Key West Museum of Art and History at the Custom House/Clinton Place

Event Date(s): 1/22/26 Thursday Event Start Time: 6:00PM

Set-Up Date: 1/22/26 Set-Up Time: 9:00AM

Break-Down Date: 1/22/26 Break-Down Time: 9:00PM

Number of Expected Attendees: 150 Is the Event Open to the Public: Yes ☐ No ☒

Event Description: Provide a detailed narrative of the full scope of the event in the box. Use additional sheets if needed. For events with multiple sub-events, please specify the date and time range for each.

Ticketed fundraiser benefiting Key West Museum of Art and History at the Custom House.

EVENT ORGANIZER INFORMATION

Company or Organization Name Key West Art and Historical Society

Name Cori Convertito Phone number 305-295-6616, 501

Mailing Address 281 Front Street,

City Key West State FL Zip 33040 Email cconvertitofarrar@kwhs.org

Tax ID / EIN# 59-0660461 Event Website: kwhs.org/bit

SECONDARY CONTACT INFORMATION

Name Cori Convertito Phone number 305-295-6616, 507

Company or Organization Name KWAHS

Email cconvertitofarrar@kwhs.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: Back in Time Fundraiser

Event Date: 1/22/26

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: Michael F. Gieda

Signature: Michael F. Gieda Digitally signed by Michael F. Gieda
Date: 2025.10.08 13:41:34 -04'00'

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: Michael F. Gieda

Signature: Michael F. Gieda Digitally signed by Michael F. Gieda
Date: 2025.10.08 13:41:50 -04'00'

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: Michael F. Gieda

Signature: Michael F. Gieda Digitally signed by Michael F. Gieda
Date: 2025.10.08 13:42:05 -04'00'

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

Applicant Printed Name: Michael F. Gieda Signature: Michael F. Gieda Digitally signed by Michael F. Gieda
Date: 2025.10.08 13:42:17 -04'00'

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: Michael F. Gieda Signature: Michael F. Gieda Digitally signed by Michael F. Gieda
Date: 2025.10.08 13:42:30 -04'00'

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: Michael F. Gieda Signature: Michael F. Gieda Digitally signed by Michael F. Gieda
Date: 2025.10.08 13:42:30 -04'00'

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: Michael F. Gieda Signature: Michael F. Gieda Digitally signed by Michael F. Gieda
Date: 2025.10.08 13:42:56 -04'00'

Event Screening Questionnaire

Event Name: Back in Time Fundraiser

Event Date: 1/22/26

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 ☒ Needs City Commission Approval	No ☐
2. Will ANY food be prepared or served?	Yes ☒ Complete Supplement C	No ☐
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 ☐ Complete Supplement C	No ☒
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 ☐ Complete Supplement D	No ☒
STREETS & SIDEWALKS IF YES, COMPLETE REQUIRED FORMS		
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes ☒ Complete Supplement E	No ☐
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes ☐ Complete Supplement E	No ☒
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes ☐ Complete Supplement E	No ☒
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Complete Supplement F	
	Yes ☐	No ☒

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 10/8/2025

Required – Recycling Plan

Event Name: Back in Time Fundraiser

Event Date: 1/22/26

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 Michael F. Gieda

Phone Number 305-295-6616, 501

Email mgieda@kwahs.org

Number of people dedicated to recycling 4

INITIALS REQUIRED

MFG

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

MFG

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.

MFG

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.

MFG

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

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.

Required – Event Transportation Planning

Event Name: Back in Time Fundraiser

Event Date: 1/22/26

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

MFG

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

MFG

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			
			Total	None

*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: Back in Time Fundraiser

Event Date: 1/22/26

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:

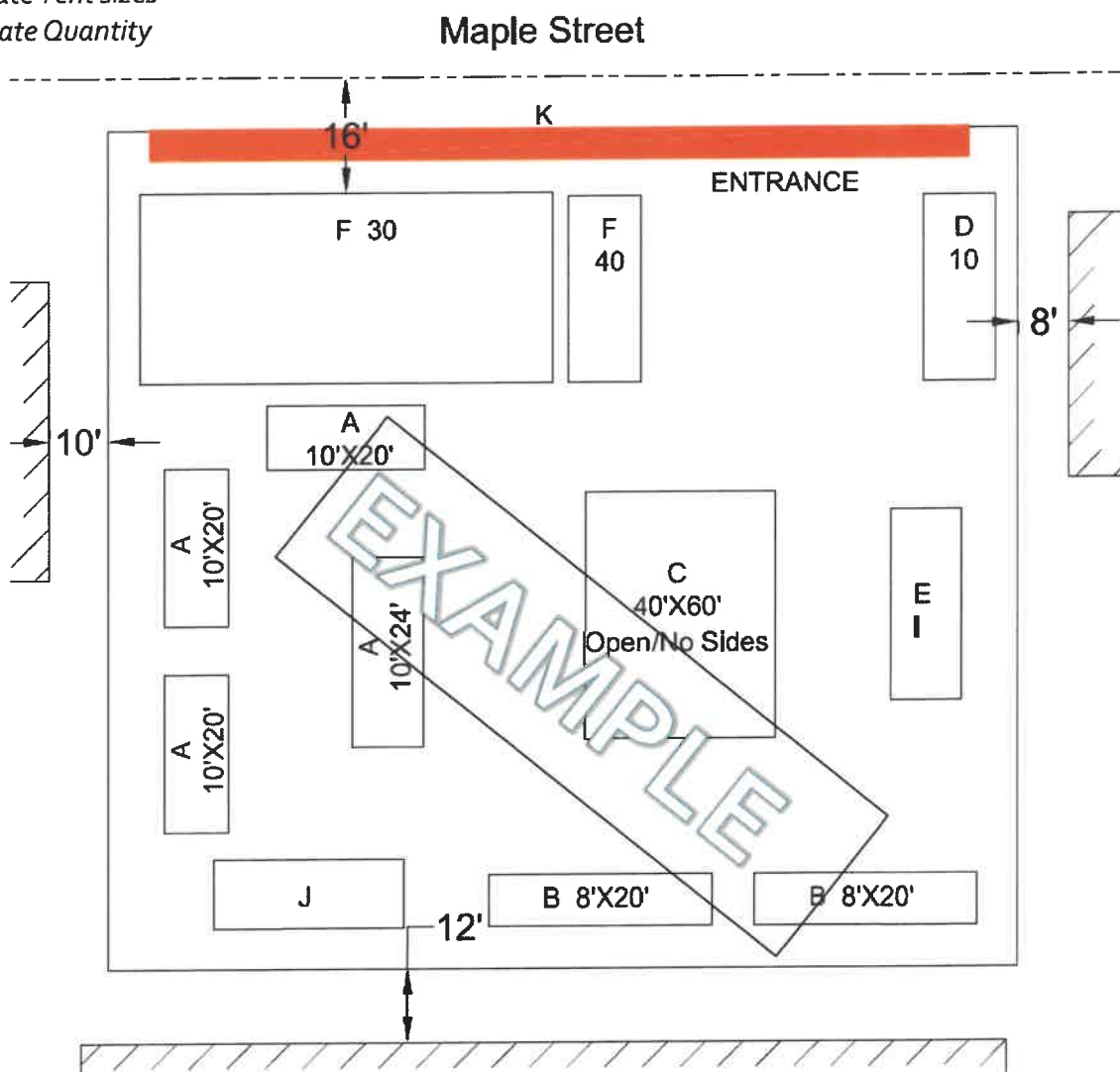
- A. Food/Bev. Vendor Tents*
- B. Merchandise Vendor Tents*
- C. Seating Tents*
- D. Toilets **
- E. Amplified Music

- 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: Back in Time FundraiserEvent Date: 1/22/26

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: DJ playing music for the event.

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

INITIALS REQUIRED

- MFG 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
- MFG 2. The processing fee for the application is \$93.88, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- MFG 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: Back in Time FundraiserEvent Date: 1/22/26Non-Profit Organization Name Key West Art and Historical SocietyTax ID/EIN # 59-0660461Representative Michael F. GiedaPurpose of Organization To preserve the culture of the Florida Keys through exhibiting and displaying regional art, architecture and history for the purpose of educating the community and visiting public.Phone 305-295-6616, 501Email mgieda@kwahs.org

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

Custom House capital projects.

INITIALS REQUIRED

MFG

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.

MFG

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.

MFG

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.

MFG

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 10/8/2025

Event Name: Back in Time FundraiserEvent Date: 1/22/26

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

INITIALS REQUIRED

- MFG 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.
- MFG 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.
- MFG 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.
- MFG 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.
- MFG 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: Back in Time Fundraiser Event Date: 1/22/26

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: 0

Total: 0

Tent Supplier Name NA Contact Number NA

Size & Type of Tents: There is no plan to utilize tents for this event.

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? None

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: Back in Time Fundraiser

Event Date: 1/22/26

STREET CLOSURE INFORMATION

Street(s) to be closed Front Street Block/Address Number(s) 200

Cross-Streets: between Greene Street and Whitehead Street

Closure Date(s) 1/22/2026 Time 9:00AN AM/PM to 11:00PM AM/PM

INITIALS REQUIRED

MFG

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.

MFG

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.

MFG

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.

MFG

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.

MFG

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

MFG

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 10/8/25

Event Name: Back in Time FundraiserEvent Date: 1/22/26

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? Clinton PlaceWhich Area(s) of the City Property do you wish to use? Clinton PlaceWill Utilities be required (Water and/or Electricity)? Yes ☐ No ☒

INITIALS REQUIRED

MFG

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.

MFG

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

MFG

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.

MFG

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.

MFG

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.

MFG

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

MFG

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.

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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.

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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.

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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.

MFG

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.

MFG

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.

1. THE WORK SHALL CONSIST OF IN-PLACE RESTORATION OF EXISTING HORIZONTAL DRUM WALL PANELS AROUND THE CLAYTON PARK OBSERVATORY. THE EXISTING DRUM WALL PANELS SHALL BE REPAIRED AND REFINISHED TO MATCH THE EXISTING DRUM WALL PANELS. THE REPAIRS SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
2. PRIOR TO BEGINNING WORK, THE CONTRACTOR SHALL HAVE MADE A COMPLETE INSPECTION OF ALL SURFACES AND ASSOCIATED ELEMENTS TO CONFIRM ALL REPAIRS AND ANY EXISTING CONDITIONS OF CONCERN.
3. THE CONTRACTOR SHALL BRING TO THE ATTENTION OF THE ENGINEER ANY ITEMS REQUIRING REPAIR WORK, SUCH AS SERIOUS DETEIORATION OF REINFORCING COMPONENTS EXPOSED DURING CONSTRUCTION ACTIVITIES.
4. PRIMER SHALL BE AN EPOXY-BLENDED ZINC-RICH ZINC CONTENT NO LESS THAN 10% BY WEIGHT. THE PRIMER SHALL BE APPLIED TO ALL SURFACES TO BE PROTECTED BY THE FINISH COAT. THE PRIMER SHALL BE APPLIED TO ALL SURFACES TO BE PROTECTED BY THE FINISH COAT. THE PRIMER SHALL BE APPLIED TO ALL SURFACES TO BE PROTECTED BY THE FINISH COAT.
5. FINISH COAT SHALL BE A WATER-BASED ACRYLIC EPOXY SUITABLE FOR USE ON FERROUS METALS. FINISH COLOR TO MATCH EXISTING. FINISH COLOR AND SHEEN TO BE APPROVED BY THE ENGINEER.
6. ALL COATINGS, PRIMER AND FINISH COATS SHALL BE OBTAINED FROM A SINGLE SUPPLIER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
7. FILLER COMPOUNDS SHALL BE EPOXY RESIN BINDER WITH METALLIC (IRON OR STEEL) PARTICLES.
8. THE CONTRACTOR SHALL SUBMIT COMBINED THE MANUFACTURERS TECHNICAL RECOMMENDATIONS FOR INSTALLATION AND USE AND MATERIAL SAFETY DATA SHEETS (MSDS), THE CONTRACTOR SHALL INCLUDE TEST REPORTS AND INSPECTION REPORTS TO THE ENGINEER. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
9. THE CONTRACTOR SHALL DELIVER MATERIALS TO THE PROJECT SITE IN THE MANUFACTURERS ORIGINAL AND UNOPENED PACKAGING, LABELED WITH THE MANUFACTURERS NAME AND TYPE OF PRODUCTS. DELIVER, STORE, AND HANDLE MATERIALS IN ACCORDANCE WITH THE MANUFACTURERS RECOMMENDATIONS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
10. EXISTING FINISHES SHALL BE CLEANED OF ALL DIRT, CRIME, OIL, GREASE, OR OTHER CONTAMINANTS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER OF THE RESULTS OF THE CLEANING. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
11. LOOSE PAINT TO BE REMOVED BY WIRE BRUSH OR OTHER METHOD AS TO NOT DAMAGE EXISTING WORK. REMOVED PAINT CHIPS/SHELLS TO BE HANDLED AND DISPOSED AS LEAD-BASED PAINT, IN ACCORDANCE WITH APPLICABLE ENVIRONMENTAL REGULATION.
12. PRIMER COATS: TWO (2) COATS SHALL BE PROVIDED TO PROVIDE A MINIMUM 3-MIL DRY FILM THICKNESS.
13. FINISH COAT: THE CONTRACTOR SHALL APPLY 4 - 9 MIL DRY FILM THICKNESS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.

14. ALL ADJACENT SURFACES SHALL BE PROTECTED FROM PAINT DRIPS OR OTHER DAMAGE. THE CONTRACTOR SHALL IMMEDIATELY REMOVE ANY PAINT Drips FROM THE SURFACE OF THE ADJACENT MATERIALS RESULTING FROM THE CITY OF NEW YORK.
15. ALL INWORK SURFACES SHALL BE COATED USING THE SPECIFIED COATING SYSTEM APPLIED ACCORDING TO THE MANUFACTURER'S REQUIREMENTS. ALL ADJACENT SURFACES SHALL BE PROTECTED FROM PAINT DRIPS OR OTHER DAMAGE. THE CONTRACTOR SHALL IMMEDIATELY REMOVE ANY PAINT Drips FROM THE SURFACE OF THE ADJACENT MATERIALS RESULTING FROM THE CITY OF NEW YORK.
16. ALL INWORK SURFACES SHALL BE COATED USING THE SPECIFIED COATING SYSTEM APPLIED ACCORDING TO THE MANUFACTURER'S REQUIREMENTS. ALL ADJACENT SURFACES SHALL BE PROTECTED FROM PAINT DRIPS OR OTHER DAMAGE. THE CONTRACTOR SHALL IMMEDIATELY REMOVE ANY PAINT Drips FROM THE SURFACE OF THE ADJACENT MATERIALS RESULTING FROM THE CITY OF NEW YORK.
17. MAHRIED OR OTHERWISE DAMAGED COATING SHALL BE TOUCHED UP WITH THE SPECIFIED COATING SYSTEM PRIMER AND FINISH COATS, AS REQUIRED.
18. UPON COMPLETION OF WORK, THE CONTRACTOR SHALL CLEAN ALL SURFACES OF ANY DEBRIS, PAINT DRIPS, CONSTRUCTION MATERIALS, ETC. AND PROTECT ALL ADJACENT SURFACES FROM PAINT DRIPS OR OTHER DAMAGE. ANY DEFECTIVE OR FADED WORK SHALL BE REPAIRED OR REPLACED AT THE CONTRACTOR'S EXPENSE USING APPROVED PROCEDURES.
19. THE CONTRACTOR SHALL COORDINATE FENCE PAINTING WITH PUBLIC UTILITIES TO AVOID PAINTING OVER OR IN CONTACT WITH ANY UTILITIES. THE CONTRACTOR SHALL PROTECT ALL UTILITIES AND SHALL BE RESPONSIBLE FOR REDIRECTING AROUND SMALL AREAS OF WORK. THE CONTRACTOR SHALL PLAN AND EXECUTE THE WORK ACCORDINGLY.
20. SURROUNDING AREAS SHALL BE PROTECTED FROM CONTACT WITH THE CONTRACTOR'S EQUIPMENT AND MATERIALS. THE CONTRACTOR SHALL PROTECT SURROUNDING AREAS SHALL INCLUDE, BUT SHALL NOT BE LIMITED TO, ADJACENT BUILDINGS AND STRUCTURES. PRIVATE PROPERTY INCLUDING ADJACENT BUILDINGS AND STRUCTURES SHALL BE PROTECTED FROM ANY ADVERSELY AFFECTED IF PLACED IN CONTACT WITH THE CLEANING MATERIALS OR ADJACENT MEDIA. THE CONTRACTOR SHALL MAKE FULL RESTITUTION FOR ANY DAMAGE TO ADJACENT BUILDINGS AND STRUCTURES. THE CONTRACTOR SHALL PROTECT ALL UTILITIES AND SHALL BE RESPONSIBLE FOR REDIRECTING AROUND SMALL AREAS OF WORK. THE CONTRACTOR SHALL PLAN AND EXECUTE THE WORK ACCORDINGLY.
21. THE CONTRACTOR SHALL PROVIDE ERECT, AND MAINTAIN BARRICADES, DANGER SIGNALS AND TRAFFIC SIGNS AS NECESS.
22. THE CONTRACTOR SHALL NOT ALLOW SPILL MEDIA OR DEBRIS FROM THE SYSTEM, CONTAMINATE WATER SUPPLIES OR TO ENTER NATURAL BODIES OF WATER. SPILL MEDIA AND DEBRIS SHALL BE COLLECTED AND PROPERLY DISPOSED.

JOB NO. 201036
DRAWN AEP
DESIGNED AEP
CHECKED AEP
SHEET C-300

C-300
133HS

CITY OF KEY WEST
CLINTON SQUARE PARK
FRONT/WHITEHEAD STREET
GRADING AND DRAINAGE PLAN

CITY OF KEY WEST
1300 WHITE STREET
KEY WEST, FL 33040

ALLEN E PEREZ, P.E.
Florida P.E. NO. 51488
July 18, 2024

[illegible]

Key West Office
Key West Community Center, Suite 202
Key West, Florida 33040
Tel: (305) 293-9440



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Florida Not For Profit Corporation

KEY WEST ART AND HISTORICAL SOCIETY, INC.

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Changed: 05/18/2000

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Changed: 05/18/2000

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Name Changed: 03/31/2017

Address Changed: 02/05/2008

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Name & Address

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Annual Reports

Report Year	Filed Date
2023	02/28/2023
2024	02/15/2024
2025	02/06/2025

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Special Event Permit Application

Department Approvals

Event Name: Back in Time Fundraiser

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	
KW DOT	
Parking	
Police Department	JT
Port & Marine Services	Steve McAlearney
Property Management	<i>[Signature]</i>
Community Services	<i>Marcus Davila</i>
Utilities	<i>Keely Kessler</i>
Risk Management	COI will be approved upon receipt
Other	