

# 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.com

Event Name: Southernmost Half Marathon

Location: Higgs Beach

Date(s): 10/11/2025 setup, 10/12/2025 race Hours of Operation: setup 2-5 pm, race 6-10am

Break Down Date: 10/12/2025 Number of Expected Attendees: 450

Is 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.

Racers will start at 6:30 am eastbound from Higgs Beach Park, up Fort Street, through Truman Waterfront Park, then up Front Street to Mallory Square, then reversing back to Higgs Beach Park. After that racers will go eastbound on the sidewalk from Higgs all the way along South Roosevelt to Overseas Hwy and back completing the half marathon. The course does many things to reduce the impact to the community including: Starting and ending at Higgs Beach rather than a busier area, using sidewalks and avoiding intersections, starting at 6:30 am and going eastbound first to clear that by 8 am, no full marathon so as not to create traffic backups on Stock Island.

## EVENT ORGANIZER INFORMATION

Company or Organization Name Integrity Multisport Inc.

Name Robert Childers Phone number 954-501-7200

Mailing Address 10152 W. Indiantown Road, Suite 139

City Jupiter State FL Zip 33478 Email rob@integritymultisport.com

Tax ID / EIN# 85-3034790

## SECONDARY CONTACT INFORMATION

Name Cassidy Welin Phone number 954-804-7586

Company or Organization Name Integrity Multisport Inc.

Email cassidy@integritymultisport.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: Southernmost Half Marathon Event Date: 10/12/2025

**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:** Robert Childers **Signature:** *R Childers*

**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:** Robert Childers **Signature:** *R Childers*

**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:** Robert Childers **Signature:** *R Childers*

**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:** Robert Childers **Signature:** R Childers

**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:** Robert Childers **Signature:** R Childers

**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:** Robert Childers **Signature:** R Childers

**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:** Robert Childers **Signature:** R Childers

# Event Screening Questionnaire

Event Name: Southernmost Half Marathon Event Date: 10/12/2025

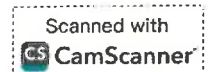
The following questions will determine the correct application supplements that will be required for your event. Any permit or license may be revoked if there has been misrepresentation in the permit or license application with respect to the nature and location of the activity. If you answer "Yes" to 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 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 IF YES, COMPLETE REQUIRED FORMS	
3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles	Yes <input 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 IF YES, COMPLETE REQUIRED FORMS	
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes <input type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input 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 type="checkbox"/> Complete Supplement E No <input checked="" type="checkbox"/>
CITY PROPERTY IF YES, COMPLETE REQUIRED FORMS	
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.

R. Cholewa  
Applicant Signature

11/15/25  
Date



## Required – Recycling Plan

Event Name: Southernmost Half Marathon Event Date: 10/12/2025

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 Cassidy Welin Phone Number 954-804-7586

Email Cassidy@integritymultisport.com Number of people dedicated to recycling 1

### INITIALS REQUIRED

*CW*

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

*CW*

**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.

*CW*

**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.

*CW*

**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: Southernmost Half Marathon Event Date: 10/12/2025

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

PC

**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

PC

**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.

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Encourage Walking         | <input checked="" type="checkbox"/> Partner with Transit System/Buses     |
| <input checked="" type="checkbox"/> Encourage Biking          | <input checked="" type="checkbox"/> Partner with Transit Friendly Hotels  |
| <input type="checkbox"/> Providing Bike Security with Valet   | <input type="checkbox"/> Partner with Restaurants/Bars                    |
| <input type="checkbox"/> Include Ride Service with VIP Passes | <input checked="" type="checkbox"/> Partner with Rideshare/Taxi Companies |
| <input type="checkbox"/> Provide Pre-Sale parking only        | <input type="checkbox"/> Implement Shuttles                               |
| <input type="checkbox"/> Premium parking prices               | <input type="checkbox"/> 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	\$32/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 Lot	\$32/day			
Mallory Square Parking Lot	\$40/day			
			<b>Total</b>	0

\*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: Southernmost Half Marathon Event Date: 10/12/2025

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

RC Attach Site Map Layout

RC Attach Impacted Streets Map

### Event Site Map Layout Legend:

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

\* Indicate Tent sizes



Special Event Permit Application

Event Name: Southernmost Half Marathon Event Date: 10/12/2025

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: \_\_\_\_\_

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

**INITIALS REQUIRED**

- PC 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
- PC 2. The processing fee for the application is ~~\$82.00~~ <sup>\$93.80 (2025)</sup>, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- PC 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



N/A

Special Event Permit Application

Supplement B – Non-Profit Verification

Event Name: Southernmost Half Marathon Event Date: 10/12/2025

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**

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.

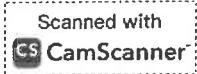
**SIGNATURE AND ATTACHMENT REQUIRED**

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.**

Officer Signature \_\_\_\_\_ Title: \_\_\_\_\_ Date \_\_\_\_\_



# Special Event Permit Application

# Supplement C – Food & Safety

Event Name: Southernmost Half Marathon Event Date: 10/12/2025

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

<u>Cooking:</u>	<u>Electrical Power</u> 2800	<u>Other</u>
<input type="checkbox"/> Deep Frying / Open Flame	<input type="checkbox"/> <u>wall</u> Generator	<input type="checkbox"/> Road Closure
<input type="checkbox"/> Charcoal Grill	<input checked="" type="checkbox"/> 110AC / Extension Cords	<input type="checkbox"/> Fog/Smoke Machine
<input type="checkbox"/> Gas Grill	<input type="checkbox"/> DC Power	<input type="checkbox"/> Bubble Machine
<input type="checkbox"/> Food Warming Only	<u>Structures:</u>	<input type="checkbox"/> Pyrotechnics
<input type="checkbox"/> Catered Food	<input type="checkbox"/> Stages / Risers / Canopies	<input type="checkbox"/> Special Effects
<u>Alcohol To be Served By</u>	<input type="checkbox"/> Viewing Stands / Bracing	<input type="checkbox"/> Open Flame
<input type="checkbox"/> Existing Licensed Establishment	<input type="checkbox"/> Seating	<input type="checkbox"/> Lasers
<input type="checkbox"/> Commercial Licensed Vendors	<input type="checkbox"/> Air Supported Bounce House	<input type="checkbox"/> Confetti
<input type="checkbox"/> Non-profit Licensed Vendors	<input type="checkbox"/> Tents Greater than 200 SF	<input type="checkbox"/> Vehicle/Motorcycle Demo

### INITIALS REQUIRED

- MA **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.
- MA **2. Cooking Safety:** If cooking, a KWFDD Fire Watch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment.
- PC **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.
- PC **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.
- N/A **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: Southernmost Half Marathon Event Date: 10/12/2025

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: 0

Total Number of Merchandise Vendor Tents: up to 4

Total: up to 4

Tent Supplier Name self Contact Number 954-501-7200

Size & Type of Tents: 10x10 popup tents

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? Inflatable finish arch

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:

Inflatable finish arch, 20 lbs, 5 meters wide by 1 meter deep by 3 meters tall.

Special Event Permit Application

N/A  
Supplement E - Street Closure

Event Name: Southernmost Half Marathon Event Date: 10/12/2025

**STREET CLOSURE INFORMATION**

**\*We aren't closing any roads, but may need police in a few areas where cars may cross the course.**  
Street(s) to be closed \_\_\_\_\_ Block/Address Number(s) \_\_\_\_\_

Cross-Streets: between \_\_\_\_\_ and \_\_\_\_\_

Closure Date(s) \_\_\_\_\_ Time \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

**INITIALS REQUIRED**

- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.
- \_\_\_\_\_ 6. **Emergency Access:** The closed street/roadway will immediately 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.

\_\_\_\_\_  
Event Organizer Signature Date

Special Event Permit Application

Supplement F – City Property

Event Name: Southernmost Half Marathon Event Date: 10/12/2025

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? We would like to run on the sidewalks on the streets indicated on the course map and run through (but not close) Truman Waterfront Park.  
Which Area(s) of the City Property do you wish to use? \_\_\_\_\_

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

**INITIALS REQUIRED**

- RC 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.
- RC 2. Events taking place on City Property require insurance in the amount of \$1M – liability and \$2M – aggregate.
- MA 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.
- RC 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.
- RC 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.
- RC 6. Ingress/egress by the Event Organizer shall be coordinated with the City of Key West.
- RC 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.
- RC 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.
- RC 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.
- RC 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.



PC

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.

PC

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:

PC

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.

PC

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.

PC

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

PC

16. City of Key West personnel shall be allowed access to the site at all times.

PC

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

PC

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

PC

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

PC

PC

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

PC

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

# County of Monroe

## The Florida Keys



### BOARD OF COUNTY COMMISSIONERS

Mayor Holly Merrill Raschein, District 5  
Mayor Pro Tem James K. Scholl, District 3  
Craig Cates, District 1  
Michelle Lincoln, District 2  
David Rice, District 4

Parks and Beaches  
102050 Overseas Hwy  
Key Largo, FL 33037  
(305) 587-0066

February 12, 2025

sent via email [rob@integritymultisport.com](mailto:rob@integritymultisport.com)

Dear Robert,

Please be informed that Monroe County has reviewed and approved your request to use Higgs Beach on Saturday October 11, 2025 from 1pm – 4pm and Sunday October 12, 2025 from 4am-11am

1. Request for Use of County Property (approved)
2. Hold Harmless (approved)
3. The Use of Property fee is \$428.00 To make payment by credit card, call (305) 289-2569 (*a 2.9% bank fee will apply*) or by check made payable to Monroe County BOCC and send it to the above address.  
**All Rental Fees are due within 10 days or Approval becomes null and void.**
4. Certificate of Insurance (approved)
5. Verification of dumpster and recycle bin delivery and pick up (pending)
6. Proof of coordinate with MCSO and City of Key West (pending)

#### **General Rules and Regulations – Please refer to the policy for a complete list.**

1. Please recycle for your event. Place all recyclables in proper containers as defined in Item 7 of the Policy.
2. Please properly dispose of all debris generated by your activities.
3. No damage to County property or the natural environment.
4. Decorations require prior approval. No signs or decorations will be nailed or permanently affixed to walls, ceilings, windows, shelters or buildings. No glitter, rice, birdseed, plastics, paint, chalk or other similar items are permitted.
5. Silly string and harsh chemicals are prohibited.
6. No smoke or fog machines.
7. The use of tobacco and alcohol is prohibited at our parks and community centers.
8. DJ's and bands are allowed but must follow noise ordinances.
9. No vehicles on the athletic field.
10. No bounce houses on the athletic field.
11. Tent stakes are prohibited at all parks.
12. Please be advised that the county seal may not be used unless approved by the Monroe County Board of County Commissioner.

This letter shall serve as a pre-approved authorization of the above stated event. Please do not hesitate to contact me if you have any questions or concerns.

If you have any questions regarding set up, please contact Tony at (305) 797-2532

Sincerely,



Dawn DeBrule  
Recreation Specialist/Special Events  
Parks and Beaches

Parks and Beaches  
102050 Overseas Hwy  
Key Largo, FL 33037

## INVOICE # **FY25PB0056**

QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL
250 Person(s)	Beach Reservation 10/11/25 & 10/12/25	\$338.16	\$338.16
250 Person(s)	See Below		
1.5	OT Staff Rate 10/12/2025 from 4am – 7am	\$52.00	\$78.00
Must contract with Waste Management or other approved vendor to provide and pick up dumpster and recycle bins.			
		<b>SUBTOTAL</b>	<b>\$416.16</b>
		TAX	\$11.84
			-
		<b>TOTAL DUE</b>	<b>\$428.00</b>

If you have any questions or concerns regarding the invoice, please contact Dawn DeBrule at (305) 587-0066. You can make payment by credit card (a 2.9% processing fee will apply) or by check made payable to Monroe County BOCC and send to the below address.

**All payments must be received no later than 5 days prior to event.**

**Checks made payable to MONROE COUNTY BOCC and mail to:**

**Monroe County Parks and Beaches  
102050 Overseas Hwy, Stop 26  
Key Largo, FL 33037**

Thank you for considering Monroe County Parks and Beaches for your event and we hope you enjoy what our parks have to offer.



# Special Event Permit Application

# Department Approvals

Event Name: <u>Southernmost Half Marathon</u>	Event Date: <u>10/12/25</u>
---	-----------------------------

Department Signoff / Date	Restrictions / Conditions
Special Events Manager	<i>Kelli Funkhouser</i>
Code Compliance	Jim Young
Engineering	Alternate route needed due to the Southernmost Point closure – per David Allen
Fire Department	Dereck Berger emailed Conditional Memo
KW DOT	
Parking	
Police Department	AJG approved
Port & Marine Services	SPM
Property Management	Gary Moreira emailed approval
Public Works	
Utilities	<i>Matt Willman</i>
Other:	

## Kelli Funkhouser

---

**From:** David Allen  
**Sent:** Monday, February 10, 2025 7:45 AM  
**To:** Kelli Funkhouser  
**Subject:** RE: Southernmost Half Marathon 10/12/25

Kelli,

There is a high probability that the Southernmost Point will be closed. Seawall construction will be happening and preparation for revitalization of the Plaza will be close to starting. I would suggest the applicant choose an alternate route around that area for contingency.

David

David


David Allen, P.E.  
Engineering Director  
City of Key West  
(305) 809-3828  
[www.cityofkeywest-fl.gov](http://www.cityofkeywest-fl.gov)



**From:** Kelli Funkhouser <kelli.funkhouser@cityofkeywest-fl.gov>  
**Sent:** Friday, February 7, 2025 10:53 AM  
**To:** Jim J. Young <jjyoung@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 Revoredo <nrevoredo@cityofkeywest-fl.gov>; Alexandre J. Gaufilllet <agauffillet@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 <mtturner@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:** Southernmost Half Marathon 10/12/25

Good morning,

Please review the attached application for **Southernmost Half Marathon on 10/12/25**. This will be on the March 4, 2025 Commission agenda. The applicant will be sending insurance and County approval once received.

The approval form can be found in One Drive here:  [Southernmost Half Marathon 10-12-25 Approvals.docx](#)

*Please type your name to approve and any additional notes as needed.*

If you have any concerns or issues, please let me know.

Thank you,

Kelli

Kelli Funkhouser

**Special Events Manager**

City of Key West

3420 Northside Drive

Office: 305.809.3881

[kelli.funkhouser@cityofkeywest-fl.gov](mailto:kelli.funkhouser@cityofkeywest-fl.gov)



## Kelli Funkhouser

---

**From:** Gary Moreira  
**Sent:** Friday, February 7, 2025 4:37 PM  
**To:** Kelli Funkhouser  
**Subject:** RE: Southernmost Half Marathon 10/12/25

Kelli, also okay here.

Best Regards,

Gary Moreira  
Sr. Property Manager  
City of Key West  
Gary.Moreira@cityofkeywest-fl.gov  
(305) 809-3700 Main  
(305) 809-3783 Direct

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

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Thank you,

Kelli

Kelli Funkhouser

**Special Events Manager**

City of Key West

3420 Northside Drive

Office: 305.809.3881

[kelli.funkhouser@cityofkeywest-fl.gov](mailto:kelli.funkhouser@cityofkeywest-fl.gov)



## Kelli Funkhouser

---

**From:** Matt Willman  
**Sent:** Saturday, February 8, 2025 6:34 PM  
**To:** Kelli Funkhouser  
**Cc:** Jenny Metz; Keely Kessler  
**Subject:** RE: Southernmost Half Marathon 10/12/25

Kelly,

Organizer needs a WM receptacle/account or \$500 waste fee to Utilities.

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:** Friday, February 7, 2025 10:53 AM  
**To:** Jim J. Young <jjyoung@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 Revoreda <nrevoreda@cityofkeywest-fl.gov>; Alexandre J. Gaufilllet <agaufillet@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>  
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*Please type your name to approve and any additional notes as needed.*

If you have any concerns or issues, please let me know.

Thank you,

Kelli

Kelli Funkhouser

**Special Events Manager**

City of Key West

3420 Northside Drive

Office: 305.809.3881

[kelli.funkhouser@cityofkeywest-fl.gov](mailto:kelli.funkhouser@cityofkeywest-fl.gov)





## THE CITY OF KEY WEST

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

To: Robert Childers (rob@integritymultisports.com)

From: Lieutenant Dereck Berger

Date: 2/12/25

Reference: Southernmost Half Marathon

This office reviewed the special event application for the Southernmost Half Marathon to be held at Higgs Beach on October 11 2025. from 7:30-11:30am.

The following conditions apply:

- **Road closures need to allow one lane open for emergency vehicle.**
  - Closing and/or altering of roads and traffic for the event that may hinder the response of emergency vehicles.
  - High volume of runners participating in a competitive endurance 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 Requested 1 additional EMS Rescue Unit.
- **Event organizer is responsible for (2) EMS rescue Gator & (1) EMS Rescue Unit @ \$70.00 an hour per person (6 KWFD Personnel). They will be present for the entire event to monitor all participants of this competitive endurance event.**
- **It is the responsibility of the applicant to contact us if there are any cancelations or changes prior to the events date.**

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 305-809-3935

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

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

326E LS3M W3X