

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: Southernmost Youth Regatta

Location: Truman Waterfront/Inner Mole

Event Date(s): January 16-18, 2026 Event Hours: 8AM-8PM

Set-Up Date: January 16 Set-Up Time: 6 hours

Break-Down Date: January 18 Break-Down Time: 3 hours

Number of Expected Attendees: 100 Is the Event Open to the Public: Yes No

Event Description: Provide a narrative description of the full scope of the event with as much detail as possible in the box, use additional sheets as needed. For multiple sub events, specify date and time range of each.

Event description attached separately. See SMYR Event Description Ext.

EVENT ORGANIZER INFORMATION

Company or Organization Name Key West Community Sailing Center

Name Ben Hermelin Phone number 3143499929

Mailing Address PO Box 828

City Key West State FL Zip 33041 Email executivedirector@kwcsc.org

Tax ID / EIN# 59-2813351 Event Website: kwcsc.org

SECONDARY CONTACT INFORMATION

Name Piper Blackford Phone number (904) 392-6671

Company or Organization Name Key West Community Sailing Center

Email programdirector@kwcsc.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: Southernmost Youth Regatta Event Date: January 16-18, 2026

- Application Form:** All Applicant(s) must fill out the City of Key West (City) application form provided to you by the Office of the City Manager. All applications are subject to approval at the discretion of the City Manager and/or City Commission and must be in the Office of the City Manager 60 days prior to the event.

Applicant Printed Name: Ben Hermelin Signature: Ben Hermelin

- 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: Ben Hermelin Signature: Ben Hermelin

- 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 of 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: Ben Hermelin Signature: Ben Hermelin

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: Ben Hermelin

Signature: Ben Hermelin

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: Ben Hermelin

Signature: Ben Hermelin

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: Ben Hermelin

Signature: Ben Hermelin

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: Ben Hermelin

Signature: Ben Hermelin

Event Screening Questionnaire

Event Name: Southernmost Youth Regatta

Event Date: January 16-18, 2026

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

VENDOR SALES		
1. Will ANY alcoholic beverage be sold or served?	Yes <input type="checkbox"/> Needs City Commission Approval	No <input checked="" type="checkbox"/>
2. Will ANY food be prepared or served?	Yes <input type="checkbox"/> Complete Supplement C	No <input checked="" type="checkbox"/>
SAFETY IF YES, COMPLETE REQUIRED FORMS		
3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles	Yes <input type="checkbox"/> Complete Supplement C	No <input checked="" type="checkbox"/>
4. Will your event involve ANY of the following tents or structures? Tents, Booths, Canopies or Podiums, Viewing Stands and Bracing, Stages, Risers or Air Support Structures	Yes <input 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"/>
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 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 07/16/2026

Required – Waste/Recycling Plan

In accordance with the Special Events Application a waste/recycling plan is required.

Event Name: Southernmost Youth Regatta

Event Date: January 16-18 2026

WASTE/RECYCLING POINT OF CONTACT

Name Dan Seaton

Phone Number (410) 430-5286

Email vice-commodore@kwscsc.org

Number of people dedicated to recycling 3

There are three components of waste and recycling at an event: Containers/Handling/Disposal

Containers - the receptacles needed in the event area. Options: (check one)

1-Community Services (CS) provides waste/recycling services and invoices Event accordingly. Event will provide a layout of the event location and estimated number of attendees. CS will use that information to determine the number of containers and CS staff needed for set up and support during the event.

2-Dumpster rental: Event will set up a temporary commercial account with Waste Management. Dumpsters can be used in conjunction with CS services- billed separately.

3-Event partners with a business that has containers and an active waste account. Requires approval

Handling -placement of containers, emptying during event, clean up after event (check one)

1-Community Services provides waste/recycling service and invoices Event accordingly.

Disposal-transportation of collected waste materials from the event to the City Transfer Station (check one)

1-Community Services provides services and invoices Event accordingly.

2-Larger events using dumpsters must set up a temporary commercial account with Waste Management (WM) to rent dumpsters. Once filled, WM removes the dumpsters and hauls waste to the transfer station. Event pays all costs associated with the temporary account with WM

3-Partnering with a business. Business must have current Waste Management (WM) account and use regularly scheduled services. Partner business must sign off and accept responsibility for all waste and agree to any overage fees on their monthly invoice. Must be approved.

The City of Key West is committed to increasing the collection of recyclable materials. As the Event Organizer, it is your responsibility to inform your vendors of your waste/recycling plan to insure they are participating.

INITIALS REQUIRED

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

ACCEPTABLE RECYCLABLES: The primary items will be Aluminum Cans, Plastic Bottles, Cardboard, and Glass Bottles. BH

You must submit your waste/recycling plan at least 30 days prior to the event. BH

NOTE: Any waste not properly handled by the Event will lead the City to withhold all or a portion of deposit BH

Required – Event Transportation Planning

Event Name: Southernmost Youth Regatta

Event Date: January 16-18, 2026

Parking and traffic congestion are consistently a concern of Key West residents. It is the City's goal to involve all event planners in traffic reduction as well as management. For more information consult the Special Events Guide.

INITIALS REQUIRED

BH

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

BH

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			
<i>*Modification of rates or parking waivers can only be approved by City Commission.</i>				Total

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 Youth Regatta Event Date: January 16-18, 2026

Using the legend below, please illustrate your event to the best of your ability.

If it is a single site event only one site layout is needed. If the event includes multiple streets, a second map showing the Impacted Streets for the entire area is needed.

INITIALS REQUIRED

BH Attach Site Map Layout Attach Impacted Streets Map

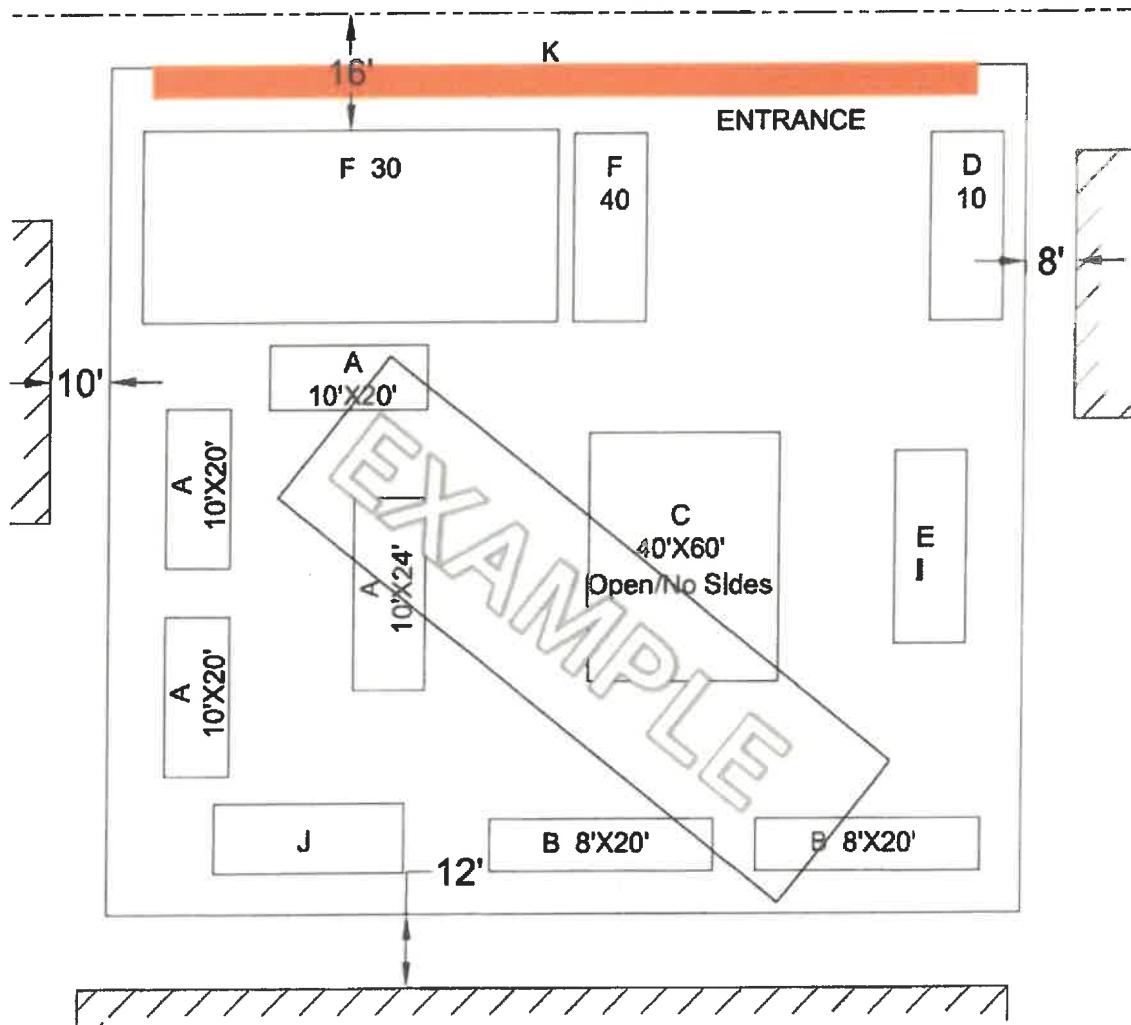
Event Site Map Layout Legend:

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

* Indicate Tent sizes

** Indicate Quantity

Maple Street



Special Event Permit Application

Supplement A - Noise

Event Name:	N/A	Event Date:	
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Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

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

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

- a. *Eighty-five (85) dBA or ninety-four (94) dBC between the hours of 11:00 a.m. and 2:59 a.m.*
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

- 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
- 2. The processing fee for the application is \$93.88, due upon submission of application. Include this fee in the Special Event Fee Schedule.
- 3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

For more information on Noise and Noise Exemptions, consult the Special Event Guide and read the [City Code Section 26-192](#)

Special Event Permit Application

Supplement B – Non-Profit Verification

Event Name: Southernmost Youth Regatta Event Date: January 16-18, 2026

Non-Profit Organization Name Key West Community Sailing Center

Tax ID/EIN # 59-2813351 Representative Ben Hermelin

Purpose of Organization Sharing the love and joys of sailing

Phone 314-349-9929 Email executivedirector@kwcsc.org

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

All proceeds will go towards support the Sailing Center's Youth Sailing Programs and Scholarship Fund

INITIALS REQUIRED

BH 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.

BH 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.

BH 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.

BH 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 12/09/2025

Event Name: N/A

Event Date: _____

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938

Police Department – LT Joseph Tripp (305) 809-1027

More information on Safety requirements can be found in the Special Event Guide.

EVENT ACTIVITIES – Check all that apply to the Special Event

<u>Cooking:</u>	<u>Electrical Power</u>	<u>Other</u>
<input type="checkbox"/> Deep Frying / Open Flame	<input type="checkbox"/> Generator	<input type="checkbox"/> Road Closure
<input type="checkbox"/> Charcoal Grill	<input type="checkbox"/> 110AC / Extension Cords	<input type="checkbox"/> Fog/Smoke Machine
<input type="checkbox"/> Gas Grill	<input 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
	<input type="checkbox"/> Viewing Stands / Bracing	<input type="checkbox"/> Open Flame
<u>Alcohol To be Served By</u>		<input type="checkbox"/> Lasers
<input type="checkbox"/> Existing Licensed Establishment	<input type="checkbox"/> Seating	<input type="checkbox"/> Confetti
<input type="checkbox"/> Commercial Licensed Vendors	<input type="checkbox"/> Air Supported Bounce House	<input type="checkbox"/> Vehicle/Motorcycle Demo
<input type="checkbox"/> Non-profit Licensed Vendors	<input type="checkbox"/> Tents Greater than 200 SF	

INITIALS REQUIRED

- 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.
- 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.
- 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.
- 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.
- 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 Youth Regatta Event Date: January 16-18, 2026

This section will be reviewed by the Key West Fire and Police Departments to determine what safety checks and security needs may be required at the Special Event. The Fee Schedule may be revised based on requirements that may be deemed necessary.

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938
Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout Yes No

TENTS

Total Number of Food/Beverage Vendor Tents: 0

Total Number of Merchandise Vendor Tents: 0

Total: 1

Tent Supplier Name KWCSC Contact Number 314-349-9929

Size & Type of Tents: 10x10 tent used for participant check-in

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?

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: _____ Event Date: _____

STREET CLOSURE INFORMATION

Street(s) to be closed N | A 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 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 _____

Event Name: <u>Southernmost Youth Regatta</u>	Event Date: <u>January 16-18, 2026</u>
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A list of City Properties that are available for event use, their amenities and Use Fees are listed in the Special Event Guide.

Which City Property do you wish to use? Truman Waterfront/Park

Which Area(s) of the City Property do you wish to use? Truman Waterfront/Park

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

INITIALS REQUIRED

BH 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.

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

BH 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.

BH 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.

BH 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.

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

BH 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.

BH 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.

BH 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.

BH 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.

BH 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.

BH 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:

BH 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.

BH 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.

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

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

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

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

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

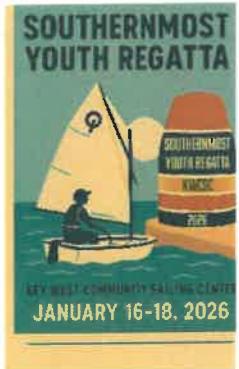
BH 20. Unfettered access to Navy, NOAA and State Park property must be maintained at all time

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

Event Site Map Layout Legend:

- A. Check-in table (10x10 tent)
- B. Sailboat staging area
- C. Additional sailboat staging area
- D. Trailer parking
- E. Toilets





8 December 2025

Dear Ms. Funkhouser,

I believe you are aware that the Key West Community Sailing Center is planning to hold an event in the Truman Waterfront Park from January 16 to January 18, 2026. This letter is a request for the use of city assets to support this event. The following drawing outlines the areas requested.



City Boat Ramp Area

City Paid Parking Area

City Boat Ramp Area: Will be used for launching and retrieving boats and have the following

- Canopies, tables, chairs and trash receptacles
- Portapotties
- Fresh water rinse stations
- Floating docks tied to both seawalls

City Paid Parking Area: Storage of vehicles and boat trailers

We are in need of barricades and trash receptacles and if the City is able to assist with this, it would be greatly appreciated.

Upon completion of this event, KWSC will ensure that the grounds are clean and returned to their pre-event condition

Your help in this matter is greatly appreciated. If you have any questions, please contact me (Birchard Ohlinger: 786 257 7664) or Frank Betz (813 758 7267)

Sincerely,

Southernmost Youth Regatta Organizing committee

Dan Seaton Piper Blackford Frank Betz Birchard Ohlinger



Key West Community Sailing Center

KWCSC Southernmost Youth Regatta

Event Dates:

January 16-18, 2026

Anticipated Number of Participants:

100 (Group A – 40, Group B – 60)

Areas Requested for Use:

parking areas (01/16-18)

Inner Mole (01/17-18), Truman Annex

Tentative Schedule by Group:

A. Group A (Young sailors, 8' dinghies, 3' draft):

01/17

- Launch boats via inner mole boat ramp 11AM
- Sail inside inner mole where secondary race course will be set.
- Return to retrieve boats at inner mole boat ramp ~4PM

01/18

- Launch boats via inner mole boat ramp 11AM
- Sail inside inner mole where secondary race course will be set.
- Return to retrieve boats at inner mole boat ramp ~2PM

B. Group B (Highschool age sailors, ~13' dinghies, ~3' draft):

01/17

- Launch boats via inner mole boat ramp 10AM
- Traverse inner mole and sail around Fort Zachary Taylor where main race course will be set just South of the Fort Zachary Taylor beach.
- Return to retrieve boats at inner mole boat ramp ~5PM

01/18

- Launch boats via inner mole boat ramp 10AM
- Traverse inner mole and sail around Fort Zachary Taylor where main race course will be set just South of the Fort Zachary Taylor beach.
- Return to retrieve boats at inner mole boat ramp ~3PM

Both group A and B will be supervised by at least 2 safety boats, provided by KWCSC, which will also assist in guiding group B out of the inner mole and to their race course.

Commodore: Commodore@KWCSC.org ★ **FB:** [Facebook.com/KWCSC](https://www.facebook.com/KWCSC)

Executive Director: ExecutiveDirector@KWCSC.org ★ **Web:** KWCSC.org

705 Palm Avenue ★ PO. Box 828 ★ Key West, FL 33041-0828 ★ 305-292-5993



Key West Community SAILING CENTER

Southernmost Youth Regatta Outline – January 16-18, 2026.

For over 50 years, the Key West Community Sailing Center (KWCSC) has been a cornerstone of sailing in the Lower Keys. As a trusted nonprofit, KWCSC has introduced generations to the sport. With deep community roots and decades of experience hosting successful events and programs, the Center is uniquely positioned to lead the launch of the Southernmost Youth Regatta—a new opportunity that brings competitive youth sailing to Key West.

This youth-focused event represents more than just another race. It fills a major gap in the Florida Keys, where youth sailors have traditionally lacked access to competitive events close to home. Now, for the first time, junior sailors will have the chance to compete in Key West—an area globally recognized for its pristine waters, steady breezes, and deep maritime heritage.

KWCSC has a proven record of running well-organized, welcoming events, including the Halloween Regatta, 'Round the Island Race, Winter Dinghy Championship, and Sunset Cruise Cup. With experienced staff, knowledgeable volunteers, and a commitment to safety and sportsmanship, the Center is well-equipped to deliver a high-quality youth regatta that draws participants from across the state and country.

The Southernmost Youth Regatta is designed as more than just a race. By attracting families to Key West, it boosts local tourism and adds to the island's vibrant cultural scene. Visitors can enjoy sailing, fishing, diving, and the city's unique charm—making the event memorable both on and off the water.

The regatta is strategically scheduled the weekend before, and partnered with, the Southernmost Regatta—creating a rare multigenerational opportunity: youth compete first, then parents or older siblings can race the following week. This overlap turns a typical weekend event into a weeklong sailing getaway.

The three-day schedule includes Friday check-in and setup, two full days of racing, and an awards ceremony Sunday evening. With KWCSC's leadership and the support of the community, the Southernmost Youth Regatta is set to become a lasting fixture on the sailing calendar—celebrating youth, sport, and the enduring spirit of the sea that defines Key West.



Birch Ohlinger <kwbirch@gmail.com>

Fwd: Key West Community Sailing Center- Southernmost Youth Regatta Request for Use of Truman Harbor

2 messages

From: **Piper at KWCSC Sailing Center** <programdirector@kwcsc.org>
To: Birch Ohlinger <kwbirch@gmail.com>

Fri, Dec 5, 2025 at 11:53 AM

----- Forwarded message -----

From: **Piper at KWCSC Sailing Center** <programdirector@kwcsc.org>
Date: Thu, Dec 4, 2025 at 2:35 PM
Subject: Fwd: Key West Community Sailing Center- Southernmost Youth Regatta Request for Use of Truman Harbor
To: Birch Ohlinger <FleetOfficer@kwcsc.org>

----- Forwarded message -----

From: **KWC Sailing Center** <executivedirector@kwcsc.org>
Date: Wednesday, November 26, 2025
Subject: Fwd: Key West Community Sailing Center- Southernmost Youth Regatta Request for Use of Truman Harbor
To: Piper at KWCSC Sailing Center <programdirector@kwcsc.org>

Ben Hermelin
Executive Director
314-349-9929
Key West Community Sailing Center – www.kwcsc.org



----- Forwarded message -----

From: **Frank Betz** <keyspbadolphintournament@gmail.com>
Date: Tue, Nov 25, 2025 at 8:35 PM
Subject: Fwd: Key West Community Sailing Center- Southernmost Youth Regatta Request for Use of Truman Harbor
To: Sailing Center KWC <executivedirector@kwcsc.org>

Take a look!!

Begin forwarded message:

From: "Gardner, Christina A CIV USN NAVFAC SE JAX FL (USA)" <christina.a.gardner2.civ@us.navy.mil>
Date: November 25, 2025 at 16:22:02 EST
To: Frank Betz <keyspbadolphintournament@gmail.com>
Cc: "Janvier, Christopher G LT USN (USA)" <christopher.g.janvier.mil@us.navy.mil>, "Brownlee, James A CIV (USA)" <james.a.brownlee.civ@us.navy.mil>, "Baso Silvers, Danette M CIV USN NAS KEY WEST FL (USA)" <danette.m.basosilvers.civ@us.navy.mil>
Subject: Key West Community Sailing Center- Southernmost Youth Regatta Request for Use of Truman Harbor

Good Afternoon Frank-

Great news! With a few follow-on requirements, it is looking like Captain Thompson is going to be able to authorize the Key West Community Sailing Club to conduct the Southernmost Youth Regatta Event in and around the Truman Harbor on 17-18 Jan 2026 (per your attached agenda).

First off, it must be clearly conveyed that NAS Key West's national defense mission always takes priority. To that end, does the Key West Community Sailing Club have a back -up plan?

Second, authorization is contingent upon the provision and installation acknowledgement of acceptability of the following:

1. Written acknowledgement that you understand emergent conditions could require cancellation of authorization at any time
2. A detailed, event specific safety plan that clarifies the definition of a "safety boat" and who is qualified to operate said safety boat(s)
3. A list of any planned sponsors that will have signage on the boats in the harbor (this is to ensure there are no prohibited sponsorships)
4. A hold harmless and liability insurance (or other legal document that our JAG can review for legal sufficiency) that ensures base compensation in the event of property damage
5. An assurance that Key West Sailing Club will collect a hold harmless from each participant and provide them to the installation upon request

Thank you and have a happy Thanksgiving.

V/r-

Christina Gardner, P.E.

NASKW

Community Planning and Liaison Officer

305.293.2633

--
Piper Blackford
Program Director
(904) 392-6671

[Key West Community Sailing Center – www.kwcsc.org](https://www.kwcsc.org)



Daniel Seaton <danielmseaton@outlook.com>

Mon, Dec 8, 2025 at 5:02 PM

To: Russ Vickers <commodore@kwcsc.org>

Cc: Birch Ohlinger <kwbirch@gmail.com>

Hi

We have navy permission to use truman waterfront for our race. Please look at provision #4. Do you have a contact at Chubb to see if we have proper coverage?

Dan

Sent from my Verizon, Samsung Galaxy smartphone

Get [Outlook for Android](#)

From: Piper at KWCSC Sailing Center <programdirector@kwcsc.org>

Sent: Friday, December 5, 2025 2:07:46 PM

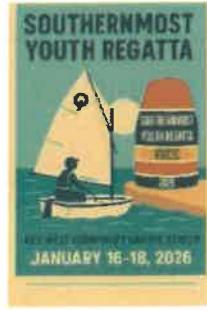
To: Daniel Seaton <danielmseaton@outlook.com>

Subject: Fwd: Key West Community Sailing Center- Southernmost Youth Regatta Request for Use of Truman Harbor

[Quoted text hidden]



Key West Community SAILING CENTER



To: Commanding Officer, Naval Air Station Key West, FL

From: Executive Director, Key West Community Sailing Center

CC: Christina Gardner: christina.a.gardner2civ@us.navy.mil

12/09/2025

Dear Sir,

This letter is a formal request to us the Truman Harbor for the Southernmost Youth Regatta from 16 to 18 January 2026. Per an email from Ms. Christina Gardner several conditions must be met for the event to take place.

1. Written acknowledgement that we understand emergent conditions could require cancellation of authorization at any time. See attachment (1)
2. A detailed event specific safety plan that clarifies the definition of a “safety boat” and who is qualified to operate said safety boat(s). See attachment (2)
3. A list of any planned sponsors that will have signage on the boats in the harbor. See attachment (3)
4. A hold harmless and liability insurance that ensures base compensation in the event of property damage. See attachment (4)
5. That the Key West Sailing Center will collect a signed hold harmless document from each participant and provide them to the installation upon request. See attachment (5)

Your approval of this event is greatly appreciated

Sincerely,

Ben Hermelin



Key West Community SAILING CENTER

To: Commanding Officer, Naval Air Station Key West, FL

From: Executive Director, Key West Community Sailing Center

CC: Christina Gardner: christina.a.gardner2civ@us.navy.mil

12/09/2025

Dear Sir,

This letter is to acknowledge that the use of the Truman Harbor for the Southernmost Youth Regatta from 16 to 18 January is contingent upon no emergent needs of the harbor by the U.S. Government during this period.

In the event the harbor is not available during this period, the event will take place within the Garrison Bight and the Seaplane basin.

The use of your facility is greatly appreciated.

Sincerely,

Ben Hermelin

Ben Hermelin

Executive Director

Attachment (1)



KWCSC: Emergency Card

705 Palm Ave, Key West, FL 33040, (305) 292-5993,
24.562281005489595, -81.7894721356647

Emergency or Life Threatening Injury - Steps

1. **Assess** the situation for potential further hazards or injuries
2. **Render assistance**
3. **Make contact** with coaches or program staff for assistance
4. **Call for Help & Emergency Medical Attention:**
 - **On land emergency:** 9-1-1
 - **On water emergency:** VHF#16
 - **Local US Coast Guard Emergency #:** 305-292-8727
5. **Monitor and administer first-aid** (*First-aid kits available on each coach boat, or inside the Center pavilion*)
6. **Send someone** to meet/direct Emergency vehicles
7. **Transfer** injured to care of Emergency Team
8. **Debrief and inform** key people: Executive Director, Program Director, family of injured, Commodore
9. **Complete an incident report**

Be prepared to tell emergency services:

- **Current location** of injured person
- **Description of boats** (if requesting on-water help)
- **Where you plan to bring injured person ashore** (see image)
- **Age/gender/number** of injured people
- **Type of injury/situation**
- **Your name and call back number**

Emergency Response Pick-Up Location: see image



	Name	Description	Address
A	Inner Mole Boat Ramp	Boat ramp located inside Truman Waterfront Park	37 Quay Rd, Key West, FL 33040
B	Opal Key Marina docks	Inside the Opal Key Marina docks, by the Sunset Key ferry	245 Front St, Key West, FL 33040

Emergency Numbers	Organization's Numbers
911	Executive Director: 314-349-9929
Local Coast Guard: VHF#16, 305-292-8727	Program Director: 904-392-6671
Local Fire: 9-1-1	Commodore: 410-430-5286

Date of most recent revision: 09/10/2025



Key West Community SAILING CENTER

Safety boat Operators:

1. Minimum of 1 safety boat on each race course
2. Boat shall be equipped with a VHF radio and Cell Phone
3. Safety boats shall carry a basic First Aid Kit
4. Drivers shall have passed a Basic Boating Safety Course as approved by the National Association of State Boating Law Administrators and recognized by the U.S. Coast Guard
5. Minimum US Sailing Level 1 Small Boat Instructor certification



Key West Community SAILING CENTER



Potential Sponsor Logos

The
Florida Keys
& Key West
... come as you are.



★ DANGER ★
— CHARTERS —



Attachment (3)



Key West Community SAILING CENTER

A hold harmless and liability insurance that ensures base compensation in the event of property damage

The Center is currently seeking quotes that satisfy the following:

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

The City of Key West and the US Navy will be named as an “Additional Insured” on the permittees commercial general liability policy

**Key West
Community
Sailing Center**



Phone: 305-292-5993

Commodore: commodore@kwcsc.org

Instruction: programdirector@kwcsc.org

Website: <http://keywestsailingcenter.org>

Facebook: <http://www.facebook.com/KWCSC>

Name: _____

Phone: _____ **Email:** _____

Address: _____

City, State, Zip: _____

Emergency Contact Name: _____

Emergency Contact Phone: _____

Event: _____

Liability Waiver

In consideration for Key West Community Sailing Center Inc, hereinafter KWCSC, extending to me the privilege of being a participant, I fully assume all risk and waive all liability, without limitation and to the extent permitted by law, in connection with my participation in any program or activity, including, but not limited to, sailing, kayaking, paddle boarding, swimming, motor boating and or any activity whatsoever that I participate in through and or by the KWCSC. I, my heirs, representatives, executors, or administrators and or my undersigned parent or guardian hereby remise, release, indemnify, acquit and hold harmless and forever discharge KWCSC, the City of Key West, and the US NAVY including both of their directors, employees, agents, instructors, including volunteers, rescue and support personnel, from any and all liabilities, obligations, damages, claims, causes of action, judgments, costs, and charges that I or my heirs, successors and or guardians

may have or that may be incurred by me by any occurrence during my participation therein, whether resulting from acts or omissions of any persons, from the operation or condition of facilities or premises or vessels, or from acts of God or nature. Moreover, nothing herein shall constitute a waiver by the City of Key West and the US NAVY of its sovereign immunity and the limitations set forth in Section 768.28 Florida Statutes. I hereby agree to comply with all rules and regulations of the

Attachment (5)

KWCSC and hereby give my consent for the uncompensated use of my name and or my picture in any media account, water sports program(s), or any other public relations media for the KWCSC, City of Key West, or US NAVY. I also agree to assume liability for any and all damages to property, vessels and equipment, belonging to KWCSC and/or the City of Key West and/or the US NAVY, which is damaged by me, my family or my guests or by any vessel under my control, while participating in any KWCSC activity.

ASSUMPTION OF RISK

I acknowledge that sailing is a participation sport. I know the risks and dangers to myself and/or the KWCSC, City of Key West, or US NAVY property, both from known and unknown anticipated risks, while in, upon or utilizing the equipment and facilities of the KWCSC, City of Key West, or US NAVY or while participating in or assisting in any event connected therewith. I hereby assume any and all risk of loss, damage or injury (including death) to myself and/or KWCSC, City of Key West, or US NAVY property from any cause whatsoever, regardless of whether such loss, damage or injury results from the negligent or deliberate act of another person, volunteer or member.

Responsibility

I completely understand that it is my sole responsibility to check the sea worthiness of the vessel, the weather conditions, and I alone, am the sole person who decides if I am capable of using any vessel in the current and forecast conditions. I agree not to use any vessel, or part of the facility, or equipment that has been designated as unsafe. I agree to be bound by the current General Policies and Procedures, and current Bylaws of the Key West Community Sailing Center, available upon request. This includes our Govern Yourself policy of showing normal courtesy and respect in dealing with other members.

Signature: _____

Date: _____

For participants under 18:

I, _____ (adult's name) hereby affirm that the child listed above has permission to participate in KWCSC activities.

Signature: _____



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

Detail by FEI/EIN Number

Florida Not For Profit Corporation

KEY WEST COMMUNITY SAILING CENTER, INC.

Filing Information

Document Number 729339
FEI/EIN Number 59-2813351
Date Filed 04/11/1974
State FL
Status ACTIVE
Last Event AMENDED AND RESTATED ARTICLES
Event Date Filed 02/13/2015
Event Effective Date NONE

Principal Address

705 PALM AVE
KEY WEST, FL 33040-7031

Changed: 11/12/2012

Mailing Address

PO BOX 828
KEY WEST, FL 33041-0828

Changed: 01/14/2009

Registered Agent Name & Address

ROSE, MARCI L
810 THOMAS STREET
KEY WEST, FL 33040-6896

Name Changed: 02/13/2015

Address Changed: 02/13/2015

Officer/Director Detail

Name & Address

Title VP

Vickers, Russ
PO BOX 828
KEY WEST, FL 33041-0828

Title President

Seaton, Daniel
3635 Seaside drive Unit #110
KEY WEST, FL 33040

Title DIRECTOR

Vickery, Michael
618 Catholic Lane
KEY WEST, FL 33040

Title Director

Wiley, David
1509 George St
Key West, FL 33040

Annual Reports

Report Year	Filed Date
2024	02/20/2024
2024	08/08/2024
2025	02/07/2025

Document Images

02/07/2025 -- ANNUAL REPORT	View image in PDF format
08/08/2024 -- AMENDED ANNUAL REPORT	View image in PDF format
02/20/2024 -- ANNUAL REPORT	View image in PDF format
02/23/2023 -- ANNUAL REPORT	View image in PDF format
03/07/2022 -- ANNUAL REPORT	View image in PDF format
02/04/2021 -- ANNUAL REPORT	View image in PDF format
01/15/2020 -- ANNUAL REPORT	View image in PDF format
04/01/2019 -- ANNUAL REPORT	View image in PDF format
01/14/2018 -- ANNUAL REPORT	View image in PDF format
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03/13/2016 -- AMENDED ANNUAL REPORT	View image in PDF format
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07/17/2014 -- AMENDED ANNUAL REPORT	View image in PDF format
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Special Event Permit Application

Department Approvals

Event Name: <u>Southernmost Youth Regatta</u>	Event Date: <u>1/16/26 – 1/18/26</u>
---	--------------------------------------

Department	Signature / Restrictions / Conditions
Special Events Manager	<i>Kelli Funkhouser</i>
Code Compliance	Chris Counsellor
Engineering	<i>Doug Bradshaw</i>
Fire Department	Dereck Berger emailed Conditional Memo
KW DOT	
Parking	
Police Department	
Port & Marine Services	SMCSC must ensure they get final approval for the small number of items required by US Navy – Steve McAlearney
Property Management	<i>Paulette</i> I second Steve's remarks
Community Services	Marcus Davila
Utilities	<i>Keely Kessler</i>
Risk Management	COI to be approved upon receipt
Other	Navy approval letter received and attached



THE CITY OF KEY WEST

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

To: Ben Hermelin (Key West Community Sailing Center)

From: Lieutenant Dereck Berger

Date: 12/18/2025

Reference: Southernmost Youth Regatta

This office reviewed the special event application for the Southernmost Youth Regatta to be held at Truman Waterfront/ Inner Mole on January 16-18, 2026, from 8am-8pm.

Based on the application the following conditions apply:

- **All road closures need to allow an open lane minimum of 12 ft. wide open for emergency vehicle access.**

There are no concerns at this time.

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

Dereck Berger

Lieutenant/ Inspector

Key West Fire Department

1600 N. Roosevelt Blvd

Key West, Fl. 33040

Office 305-809-3917

Dereck.berger@cityofkeywest-fl.gov

RECEIVED
KEY WEST FIRE DEPARTMENT



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



DEPARTMENT OF THE NAVY
NAVAL AIR STATION KEY WEST
PO BOX 9001
KEY WEST FLORIDA 33040-9001

11000
Ser N00/578
December 23, 2025

Mr. Ben Hermelin
Attn: Mr. Frank Betz
Key West Community Sailing Center
705 Palm Ave
Key West, FL 33040

Dear Mr. Hermelin:

SUBJECT: SOUTHERNMOST YOUTH REGATTA REQUEST

Naval Air Station Key West received and reviewed the Key West Community Sailing Center's letter, associated attachments, and schedule requesting access to Truman Harbor during its Southernmost Youth Regatta in January 2026.

During the limited hours on the dates requested, there are currently no operational and/or training conflicts. Provided no emergent situations arise, access is granted to Truman Harbor for this youth community event. Please ensure coordination with the City of Key West for ramp access.

If you have any questions or require additional information, please contact Ms. Christina Gardner, Community Planning Liaison Officer. She can be reached by phone: (305) 293-2165 or e-mail: christina.a.gardner2.civ@us.navy.mil.

Sincerely,



COLIN J. THOMPSON
Captain, U.S. Navy
Commanding Officer