

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: World's Looooongest Parade on Duval Street
Location: Parade route is Duval at United to Greene to Lazy Way at KW Seaport
Date(s): THURS, APR 24, 2025 Hours of Operation: 8-9PM (muster at 7pm)
Break Down Date: THURS, APR 24, 2025 Number of Expected Attendees: 1000 spectators
Is the Event open to the Public? Yes No

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

*5-6pm Larger Floats & Vehicles begin to line up - (United between Simonson & Whitehead) and Duval (between South & United)
6:30-7:30 PARADE MARCHES & bicycles and smaller vehicles
muster
8pm. Parade begins at United & Duval - goes to Greene
turns right on Greene to Elizabeth to Lazy Way*

EVENT ORGANIZER INFORMATION

Company or Organization Name UCC WHALE Center Inc. - DBA Flagship WOLF Preservation Society
Name Julie McEnroe, Board Member FWPS Phone number 305 923 0443
Mailing Address PO Box 1153
City Key West State FL Zip 33041 Email JulieMcEnroe@hotmail.com
Tax ID / EIN# 31-1779084

SECONDARY CONTACT INFORMATION

Name Dr. Dave Randle, CEO, Pres & Managing Dir. Phone number 727 479 4767
Company or Organization Name WHALE Center Inc. - DBA Flagship WOLF Preservation Society
Email WHALECenter@mac.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: World's Looooongest Parade on Duval

Event Date: THURS, APR 24, 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: Julie McEnroe

Signature: 

2. **Liability Insurance:** Applicant(s) will be required to maintain the following types and amounts of insurance during the Special Event. All insurance coverages must be provided by insurance companies authorized to transact business within the State of Florida and must maintain an A.M. Best rating of A- or better.

Commercial General Liability with minimum limits of \$1,000,000
 Business Automobile Liability with minimum limits of \$1,000,000
 Statutory Workers' Compensation Coverage
 Employers Liability with minimum limits:
 - \$1,000,000 injury by accident
 - \$1,000,000 injury by disease
 - \$1,000,000 Policy Limits – Each Employee

If alcohol beverages will be sold at the event or if the event's attendees will be required to pay an admittance fee and alcoholic beverages will be served, the permittee will be required to maintain Full Liquor Liability coverage with minimum limits to \$1,000,000. Host Liquor Liability coverage will not be acceptable. If the permittee will use the services of a caterer and the caterer will be providing and servicing the alcoholic beverages, the City will honor evidence from the caterer that this requirement is being met.

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

Applicant Printed Name: Julie McEnroe

Signature: 

3. **Indemnification:** The applicant shall indemnify and hold the City to harmless from all losses, claims, damages, liabilities, and expenses which maybe incurred by the City or which may be claimed against the City by any person, firm to the person or property f any person, firm, corporation, or entity which are consequent or arise from the activities of the permit holder activities or which damages/injuries are consequent or arise from permit holders failure to comply with all applicable laws, statutes, ordinances and regulations.

Applicant Printed Name: Julie McEnroe

Signature: 

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

Applicant Printed Name: Julie McEnroe Signature: 

5. **Notifying:** Notice of the city commission's proposed action on an application for a special event permit shall be mailed prior to the meeting at which the matter is to be considered to all property owners and occupants of property located within a 100-foot radius of the proposed special event. Notice of such proposed action also shall be published in a newspaper of general circulation in the city at least five days prior to the date of the city commission decision. The notice shall identify a contact person and phone number for complaints. The applicant shall pay for the newspaper advertisement.

Applicant Printed Name: Julie McEnroe Signature: 

6. **City Services Pricing:** The organizer or sponsor of any special event which requires the provision of additional extraordinary support services by police, fire, and administration or other city department shall pay to the city the cost of such services. A nonrefundable down payment of 10% of all cost, as estimated by the city manager, shall be made to the city either by certified check or credit card at least 10 days prior to the special event.

Applicant Printed Name: Julie McEnroe Signature: 

7. **Payment Terms:** The City Manager is authorized to provide reasonable terms for time and manner of payment. If the event sponsor fails to pay the full costs at the time determined by the City Manager, or if no such deadline is established, then within 30 days after the event the City may impose an interest charge on the amount due at the rate of one and one-half percent (1.5%) per month.

Applicant Printed Name: Julie McEnroe Signature: 

Event Screening Questionnaire

Event Name: <u>World's Looooongest Parade on Duval</u>	Event Date: <u>THURS, APR 24, 2025</u>
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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 type="checkbox"/> Complete Supplement D No <input checked="" 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 checked="" type="checkbox"/> Complete Supplement E No <input type="checkbox"/>
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes <input checked="" type="checkbox"/> Complete Supplement E No <input type="checkbox"/>
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes <input checked="" type="checkbox"/> Complete Supplement E No <input type="checkbox"/>
8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Yes <input type="checkbox"/> Complete Supplement F No <input checked="" type="checkbox"/>

The applicant does acknowledge and hereby affirms that any and all information of this application and all of its supplements are accurate to the best of their knowledge. The applicant(s)/permittee agrees to assume full responsibility and liability for and indemnify and hold the City of Key West harmless from and against all liability, claims for damages, and suits for or by reason for an injury to any person or damages to any property of the parties hereto or of the third persons for any and all cause or causes whatsoever or in any way connected with the holding of said event or any act or omission or thing in any manner related to said event and its operation irrespective of negligence, actual or claimed, upon the part of the City their agents or employees.

By checking "I agree", you agree and acknowledge your electronic signature is valid and bonding in the same force as a handwritten signature. Date February 12, 2025

Required – Recycling Plan

Event Name: <u>World's Looooongest Parade on Duval</u>	Event Date: <u>THURS, APR 24, 2025</u>
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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 <u>Julie McEnroe</u>	Phone Number <u>305 923 0443</u>
Email <u>JulieMcEnroe@hotmail.com</u>	Number of people dedicated to recycling <u>1</u>

INITIALS REQUIRED

- JM
1. **NON- ACCEPTABLE WASTE:** No Plastic Bags, plastic cutlery, plastic straws, plastic cups, or polystyrene are allowed at events.
- JM
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.
- JM
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.
- JM
4. **CONTAMINATION:** I understand that recycle bins with contamination above 15% will result in not being able to earn back all or part of the Recycling Fee.

RECYCLING TIMELINE

Two Weeks
(Self filling)

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

Due Date
(Self filling)

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

Due Date
(Self filling)

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

Required – Event Transportation Planning

Event Name: <u>World's Looooongest Parade on Duval St.</u>	Event Date: <u>THURS, APR 24, 2025</u>
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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

JM

Communications: Every event is required to provide communications about modes of transportation that will reduce vehicle traffic. These actions include:

- | | |
|---------------|------------------|
| 1. Website(s) | 3. Ticketholders |
| 2. Email | 4. Social Media |

JM

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"/> Encourage Biking
<input type="checkbox"/> Providing Bike Security with Valet
<input type="checkbox"/> Include Ride Service with VIP Passes
<input type="checkbox"/> Provide Pre-Sale parking only
<input type="checkbox"/> Premium parking prices | <input type="checkbox"/> Partner with Transit System/Buses
<input type="checkbox"/> Partner with Transit Friendly Hotels
<input type="checkbox"/> Partner with Restaurants/Bars
<input type="checkbox"/> Partner with Rideshare/Taxi Companies
<input type="checkbox"/> Implement Shuttles
Other: _____ |
|--|--|

If Event Organizers or Vendors desire to utilize metered parking spaces or lots, payment will need to be made to the City. The following fees apply for events that wish to use or reserve parking areas. All existing parking ordinances apply to special events.

Parking Type	Fees and Rules*	No. of Parking Spots Requested	No. of Days Needed	Total Parking Cost
Residential Permit Spaces	Not allowed			
Unmetered Street Parking	No Cost			
Park N Ride Garage	\$48/day			
Metered Street Parking	\$20/day			
Truman Waterfront Park	\$20/day			
Smathers Beach	\$20/day			
Angela Firehouse Parking Lot	\$20/day			
Simonton Beach Parking Lot	\$20/day			
Ferry Terminal Parking Lot	\$20/day			
Historic Bight Parking Lots	\$48/day			
Mallory Square Parking Lot	\$48/day			
			Total	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: World's Looooongest Parade on Duval Event Date: THURS, APR 24, 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

JM Attach Site Map Layout JM 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 - See Attached

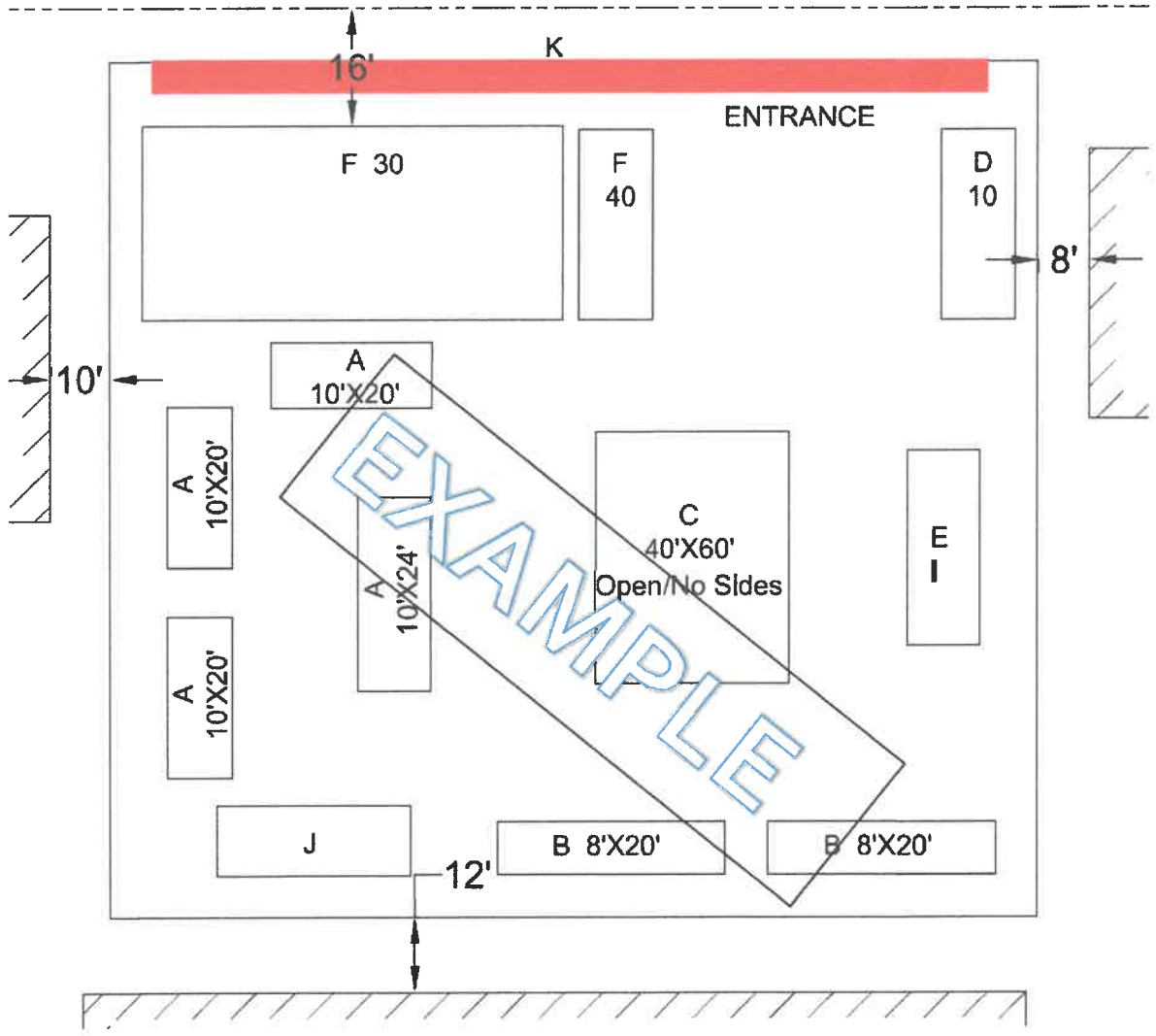


EXHIBIT E

Street Closures & Map

5:30-8:30PM (STAGING FOR LARGER PARADE ENTREES)

SOUTH STREET (South to United)

UNITED STREET (Simonton to White)

8PM PARADE ROLLS DOWN DUVAL

RIGHT TURN ON GREENE (to Elizabeth)

URNS RIGHT ON ELIZABETH TO LAZY WAY

6 Off Duty KWPD officers are scheduled to monitor Parade from United to Lazy Way

2 Off Duty KWFD officers are schedule to monitor Parade from United to Lazy Way

43rd INDEPENDENCE CELEBRATION

APRIL 18-27, 2025

10 Days of FUN-Filled Festivities for All Ages on Land and Sea!

Event Tickets & Complete Schedule Online at ConchRepublic.com



Event Name: World's Looooongest Parade on Duval St. Event Date: THURS, APR 25

Excerpt from City Code Sec. 26-192. - Unreasonably excessive noise prohibited.

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

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

- a. Eighty-five (85) dBA or ninety-four (94) dBC between the hours of 11:00 a.m. and 2:59 a.m. b. Seventy-five (75) dBA or eighty-four (84) dBC between the hours of 3:00 a.m. and 10:59 a.m.*

In any residential or commercial district as defined in this article, a decibel meter shall be used for a complaint of unreasonable noise made at or within 100 feet of the property line of the sound source. The decibel reading shall be made at the location of the complaint. The investigating officer shall issue a citation for unreasonably excessive noise, unless in his judgment a warning is sufficient to cease the violation. There shall be no more than a total of one warning per offending person or establishment.

Events that expect to exceed decibel levels set for their area must get a Noise Exemption from the City Commission. Noise Exemptions cannot be issued for the same location within 60 days of the last noise exemption approval.

Describe the Potential Noise Sources: None - several floats will have musicians, but music won't be too loud

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

INITIALS REQUIRED

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

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

Event Name: World's Looooongest Parade on Duval Event Date: THURS, APR 24, 2025

Non-Profit Organization Name UCC WHALE Center, Inc. - DBA Flagship WOLF Preservation Society

Tax ID/EIN # 31-1779084 Representative Julie McEnroe, Board Member

Purpose of Organization To preserve the City of KW Flagship WOLF & provide youth sail leadership programs

Phone 305 923 0443 Email Info@FlagshipWOLF.com

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?
There are no monies raised from this event - Parade entry is free

INITIALS REQUIRED

JM 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.

JM 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.

JM 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.

JM 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 FEB 12, 2025

Event Name: <u>World's Looooongest Parade on Duval</u>	Event Date: <u>THURS, APR 24, 2025</u>
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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

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

- JM **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.
- JM **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.
- JM **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.
- JM **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.
- JM **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.

Event Name: World's Looooongest Parade on Duval Event Date: THURS, APR 24, 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: NONE

Total Number of Merchandise Vendor Tents: NONE

Total: _____

Tent Supplier Name _____ Contact Number _____

Size & Type of 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? NONE

Will structures be erected on any part of a street or sidewalk? Yes No

For each structure, note number of footings, weight and dimensions (L/W/H) below:

Event Name: World's Looooongest Parade on Duval Event Date: THURS, APR 24, 2025

STREET CLOSURE INFORMATION

Street(s) to be closed DUVAL See attached EXHIBIT E Block/Address Number(s) 1400-100 block
Cross-Streets: between South & Greene to Lazy Way and Greene (Duval to Elizabeth)
Closure Date(s) THURS, APR 25, 2025 Time 6PM AM/PM to 9PM AM/PM

INITIALS REQUIRED

JM

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.

JM

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.

JM

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.

JM

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.

JM

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

JM

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 FEB 12, 2025

Event Name: World's Looooongest Parade on Duval Event Date: THURS, APR 24, 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? No city property - other than street closures

Which Area(s) of the City Property do you wish to use? _____

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

INITIALS REQUIRED

JM

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.

JM

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

JM

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.

JM

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.

JM

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.

JM

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

JM

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.

JM

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.

JM

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.

JM

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.

JM

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.

JM

12. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed no later than close of business of the last day of the event. Event Organizer should plan accordingly. City of Key West may impose additional fees for use of City Property beyond usage dates.

INITIALS REQUIRED for Truman Waterfront Property

For Use of Truman Waterfront, the Event Organizer is subject to the following additional provisions:

13. Event Organizer is responsible for obtaining necessary permits required by any other agencies pertaining to this Special Event such as Federal, State, Local, Coast Guard, Navy, Marine Sanctuary, etc. and is responsible for providing proof of permit prior to entering into an agreement with the City of Key West.

14. Event Organizer must take part in pre- and post-activity walk-through inspections with the City of Key West point of contact, or designee.

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

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

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

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

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

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

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

KEY WEST Historic Marker TOUR

THERE IS SO MUCH
GREAT HISTORY TO
SEE & EXPLORE...

ON FOOT

Experience Key West's
unique heritage as you
stroll tree-lined streets
of the Historic District.
This map is your guide!

BY PHONE

Dial 305-507-0300
to hear a free history
of sites on this map.
Just input the site's
number!

ON LINE

Explore 125 Historic
sites at KWHMT.org

FREE PHONE APP

Download from App
Store or Google Play, or
KWHMT.com

GO EXPLORE!

You are in the largest
Historic District of Frame
Buildings in the USA.

FREE MAP!

GULF OF MEXICO

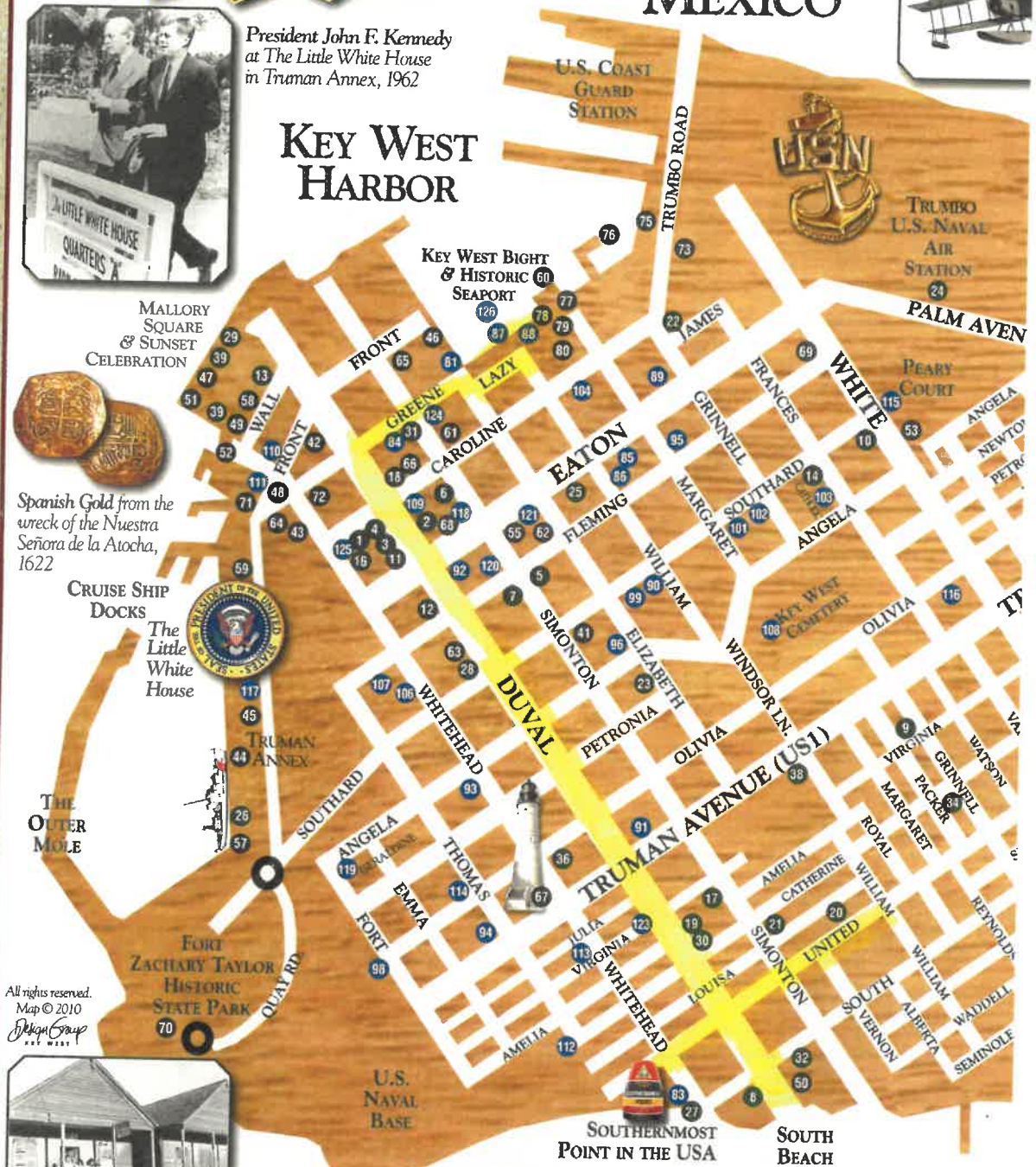


President John F. Kennedy
at The Little White House
in Truman Annex, 1962



Seaplanes del
money and m

KEY WEST HARBOR



MALLORY
SQUARE
& SUNSET
CELEBRATION



Spanish Gold from the
wreck of the Nuestra
Señora de la Atocha,
1622

CRUISE SHIP
DOCKS
The
Little
White
House

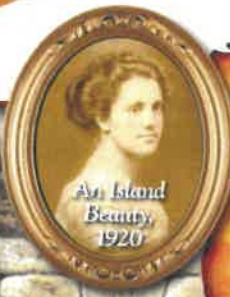
THE
OUTER
MOLE

FORT
ZACHARY TAYLOR
HISTORIC
STATE PARK

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DeKey Group
KEY WEST



Cigar Makers'
Cottages, 1894



Gingerbread Mansion, 1894



Sponsored by the
FLORIDA DEPARTMENT
OF STATE, DIVISION
OF HISTORICAL RESOURCES

HISTORIC SELF WALK

Our map will introduce
fascinating historic sites in
Check Out Our **ONLINE**
FREE HISTORY PHC

Historic Tour Map © 2020 Historic Key West • Isl



USCGC INGHAM
Museum
Coast Guard
Combat Ship
1935-1988
Docked at 26
Truman Waterfront
USCGIngham.org • 305.292.5072

FLAGSHIP WOLF PRESERVATION SOCIETY

FWPS IS AN AFFILIATE OF THE BLUE COMMUNITY PROGRAM. THE BLUE COMMUNITY PROGRAM IS AN AFFILIATE OF THE WAVES OF CHANGE CAMPAIGN.



WHALE CENTER

UCC WHALE CENTER is an educational and interfaith organization. WHALE Center is a not-for-profit 501(c)(3) organization, authorized to operate in Florida, Utah, and New York. Donations are tax deductible, to the fullest extent the law allows. The WHALE Center is a credentialled Civil Society NGO with the United Nations Environment Programme and is a recognized United Nations World Tourism Organization (UNWTO) Affiliate. WHALE Center is also an organization in special consultative status with the U.N. Economic and Social Council since 2019.

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Whether it is assisting organizations and communities to become more sustainable through the Blue Community programs protecting our coastal and marine environments through Waves of Change, international initiatives through Global Healing, protect the oceans such as the Waves of Change campaign, the WHALE Center is making a difference in the world. WHALE Center's scope of programs includes consultation in developing sustainable communities, in Leadership and Cultural Change, Wellness, Environmental Education and Youth Programs.



Waves of Change campaign is a program administered by the WHALE Center, a 501(c)(3) not-for-profit organization. All donations are eligible to be fully tax-deductible, to the fullest extent the law allows. Your donation on your credit card will show up as a charge to the WHALE Center. We very much appreciate your support.

The Waves of Change campaign is endorsed by the International Ocean Institute. Dr. Noel Brown, President & CEO of Friends of the United Nations serves as the campaign's Director General and Dr. David W. Rendle, President & CEO of the WHALE Center serves as the campaign's Managing Director. Administration of the program is through the WHALE Center.



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The oceans are under increasing threats from pollution, overfishing, impacts of climate change including coral bleaching, ocean acidification, and increased storm intensity.

The Waves of Change campaign is responding to these issues with ocean clean-up programs, improving ocean literacy, supporting ocean champions, ecosystems restoration, and programs to adapt & mitigate the impacts of climate change.

For more info on UCC WHALE CENTER, visit WHALECENTER.NET, or contact: Dr. David W. Rendle, Ex. Dir., WHALE Center, Phone (727) 388-6675, Email: WavesOfChange@me.com.

FWPS PROMOTES POSITIVE CHANGE THROUGH EDUCATION, PARTICIPATION, MODELING, AND SERVICE. SHOWING THE WAY TO A BETTER WORLD.

• FLAGSHIPWOLF.COM • INFO@FLAGSHIPWOLF.COM • 305.296.9653



INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 15 2001

Employer Identification Number:
31-1779048
EIN:
170530870365041
Contact Person:
ELIZABETH WAGNER (ID# 31380)
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990 Required:
Yes
Addendum Applies:
Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(i).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Grantors and contributors may rely on this determination unless the Internal Revenue Service publishes notice to the contrary. However, if you lose your section 509(a)(2) status, a grantor or contributor may not rely on this determination if he or she was in part responsible for, or was aware of, the act or failure to act, or the substantial or material change on the

Letter 947 (DO/CG)

UCC WHALE CENTER INC

part of the organization that resulted in your loss of such status, or if he or she acquired knowledge that the Internal Revenue Service had given notice that you would no longer be classified as a section 509(a)(2) organization.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.

Contribution deductions are allowable to donors only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

You are required to make your annual information return, Form 990 or Form 990-EZ, available for public inspection for three years after the later of the due date of the return or the date the return is filed. You are also required to make available for public inspection your exemption application, any supporting documents, and your exemption letter. Copies of these documents are also required to be provided to any individual upon written or in person request without charge other than reasonable fees for copying and postage. You may fulfill this requirement by placing these documents on the Internet. Penalties may be imposed for failure to comply with these requirements. Additional information is available in Publication 557, Tax-Exempt Status for Your Organization, or you may call our toll free number shown above.

Letter 947 (DO/CG)

UCC WHALE CENTER INC

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 513 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are expended only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), there should be evidence that the funds will remain dedicated to the required purposes and that they will be used for those purposes by the recipient.

If distributions are made to individuals, case histories regarding the recipients should be kept showing names, addresses, purposes of awards, manner of selection, relationship (if any) to members, officers, trustees or donors of funds to you, so that any and all distributions made to individuals can be substantiated upon request by the Internal Revenue Service. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

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If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,
Steven T. Miller

Steven T. Miller
Director, Exempt Organizations

Letter 947 (DO/CG)

FLAGSHIP WOLF PRESERVATION SOCIETY

FWPS IS AFFILIATED WITH THE WOLF CENTER FOR THE STUDY AND PROTECTION OF THE BOTTLE-NOSED MAINE WOLF.



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FWPS Promotes Positive Change Through Education, Fundraising, Media, and Storytelling, and More.
 • WWW.WOLF.COM • INFO@FLAGSHIPWOLF.COM • 305.296.9653

IN PARTNERSHIP WITH



INTERNAL REVENUE SERVICE
 P. O. BOX 2508
 CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JUN 15 2001

Employer Identification Number:
 31-1779048
 DIRM
 17053087036041
 Contact Person:
 ELIZABETH WAGNER ID# J1380
 Contact Telephone Number:
 (877) 829-5500
 Accounting Period Ending:
 December 31
 Form 990 Required:
 Yes
 Addendum Applies:
 Yes

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(i).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

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Letter 947 (D/C)

UCC WHALE CENTER INC

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Letter 947 (D/C)

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If distributions are made to individuals, case histories regarding the recipients should be kept showing names, addresses, purposes of awards, manner of selection, relationship (if any) to members, officers, trustees or donors of funds to you, so that any and all distributions made to individuals can be substantiated upon request by the Internal Revenue Service. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

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Sincerely yours,

Steven T. Maller
 Director, Exempt Organizations

Letter 947 (D/C)



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Search by Street Address](#) /

Detail by Street Address

Foreign Not For Profit Corporation
UCC WHALE CENTER INC.

Filing Information

Document Number F06000003208
FEI/EIN Number 31-1779048
Date Filed 05/01/2006
State UT
Status ACTIVE
Last Event REINSTATEMENT
Event Date Filed 08/05/2014

Principal Address

3792 South Millcreek Rd
SALT LAKE CITY, UT 84109

Changed: 04/07/2022

Mailing Address

4115 34TH Way S
#196
St. Petersburg, FL 33711

Changed: 04/07/2022

Registered Agent Name & Address

DAVID, RANDLE
4115 34th Way S
#196
ST. PETERSBURG, FL 33711

Name Changed: 08/05/2014

Address Changed: 04/07/2022

Officer/Director Detail

Name & Address

Title Chairman

ZUNGUZE, SABINA
P.O. Box 513
Destin, FL 32540

Title President

RANDLE, DAVID W, Dr.
4115 34TH Way S
#196
St. Petersburg, FL 33711

Title Treasurer

Randle, Jesse W
28 Mercer Street
Apt 2
Boston, MA 02127

Title Director

HALTER, REESE, Phd
P.O. BOX 4292
Arcata, CA 95518

Title Director, Emeritus

SCHONEBERG, ANDY, Phd
3792 S MILLCREEK RD.
SALT LAKE CITY, UT 84109

Title Director, Emeritus

Brown, Noel J, Dr.
429 East 52nd Street
28 H
New York, NY 10022

Title Director, Emeritus

Lane, Phil, Jr.
15948 Goggs
British Columbia, Canada V4B2N6
White Rock, BC

Title Director

Farrow, Justin
5738 Milmar Drive N
Jacksonville, FL 32207

Title Director

Rebecca, Tobias
1458 Blackwood Street
#202
White Rock, British Columbia V4B3V4 CA

Title Chairman

Berman, Richard
231 PGA Blvd
Suite 104-275
Palm Beach Gardens, FL 33418

Title Secretary

Lucas, Christopher Allen
1090 Woodside Drive
Charleston, SC 29412

Title Director

Long Long, Xia
777 UN Plaza
Suite 3F
New York, NY 10027

Annual Reports

Report Year	Filed Date
2022	04/07/2022
2023	03/04/2023
2024	04/30/2024

Document Images

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01/24/2018 -- ANNUAL REPORT	View image in PDF format
01/03/2017 -- ANNUAL REPORT	View image in PDF format
01/04/2016 -- ANNUAL REPORT	View image in PDF format
01/11/2015 -- ANNUAL REPORT	View image in PDF format
08/05/2014 -- REINSTATEMENT	View image in PDF format
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01/18/2008 -- ANNUAL REPORT	View image in PDF format
04/26/2007 -- ANNUAL REPORT	View image in PDF format
05/01/2006 -- Foreign Non-Profit	View image in PDF format



Florida Department of State | Division of Corporations

2024 FOREIGN NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# F06000003208

Entity Name: UCC WHALE CENTER INC.

Current Principal Place of Business:

3792 SOUTH MILLCREEK RD
SALT LAKE CITY, UT 84109

FILED
Apr 30, 2024
Secretary of State
4024159876CC



Current Mailing Address:

4115 34TH WAY S
#196
ST. PETERSBURG, FL 33711 US

FEI Number: 31-1779048

Certificate of Status Desired: No

Name and Address of Current Registered Agent:

DAVID RANDLE
4115 34TH WAY S
#196
ST. PETERSBURG FL 33711 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both in the State of Florida

SIGNATURE:

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title	CHAIRMAN	Title	PRESIDENT
Name	ZUNGUZE, SABINA	Name	RANDLE, DAVID W DR.
Address	P O, BOX 513	Address	4115 34TH WAY S #196
City State Zip	DESTIN FL 32540	City State Zip	ST PETERSBURG FL 33711
Title	TREASURER	Title	DIRECTOR
Name	RANDLE, JESSE W	Name	HALTER, REESE PHD
Address	28 MERCER STREET APT 2	Address	P.O. BOX 4292
City-State-Zip:	BOSTON MA 02127	City-State-Zip:	ARCATA CA 95518
Title	DIRECTOR, EMERITUS	Title	DIRECTOR, EMERITUS
Name	SCHONEBERG, ANDY PHD	Name	BROWN, NOEL J DR
Address	3792 S MILLCREEK RD.	Address	429 EAST 52ND STREET 28 H
City State Zip:	SALT LAKE CITY UT 84109	City-State-Zip	NEW YORK NY 10022
Title	DIRECTOR, EMERITUS	Title	DIRECTOR
Name	LANE, PHIL JR.	Name	FARROW, JUSTIN
Address	15948 GOGGS BRITISH COLUMBIA, CANADA V4B2N6	Address	5738 MILMAR DRIVE N
City-State-Zip:	WHITE ROCK OC	City State Zip	JACKSONVILLE, FL 32207

Continues on page 2

I hereby certify that the information provided on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath, that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 617, Florida Statutes, and that my name appears above or on an attachment with all other lists enclosed.

SIGNATURE: DAVID RANDLE

PRESIDENT & CEO

04/30/2024

Electronic Signature of Signing Officer/Director Detail

Date

Officer/Director Detail Continued :

Title	DIRECTOR	Title	CHAIRMAN
Name	REBECCA TOBIAS	Name	BERMAN, RICHARD
Address	1458 BLACKWOOD STREET #202	Address	231 PGA BLVD SUITE 104 275
City State Zip:	WHITE ROCK, BRITISH COLUMBIA V4B3V4	City State Zip:	PALM BEACH GARDENS FL 33418
Title	SECRETARY	Title	DIRECTOR
Name	LUCAS, CHRISTOPHER ALLEN	Name	LONG LONG, XIA
Address	1090 WOODSIDE DRIVE	Address	777 UN PLAZA SUITE 3F
City State Zip:	CHARLESTON SC 29412	City State Zip:	NEW YORK NY 10027



Special Event Permit Application

Department Approvals

Event Name: <u>World's Looooongest Parade on Duval Street</u>	Event Date: <u>4/24/25</u>
---	----------------------------

Department	Signature/Restrictions / Conditions
Special Events Manager	<i>Kelli Funkhouser</i>
Code Compliance	Jim Young
Engineering	David Allen
Fire Department	Dereck Berger emailed Conditional Memo
KW DOT	
Parking	
Police Department	Ofc. Gaufillet
Port & Marine Services	Steve McAlearney
Property Management	<i>[Signature]</i>
Public Works	
Utilities	
Other:	



K.
W.
F.
D.

THE CITY OF KEY WEST

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

To: Julie McEnroe (juliemcenroe@hotmail.com)

From: Lieutenant Dereck Berger

Date: 2/26/25

Reference: World's Longest Parade on Duval St

This office reviewed the special event application for the World's Longest Parade on Duval St to be held on united and going down Duval St. on 4/26/25 From 5pm-9pm.

The following conditions apply:

- **Event organizer is responsible for EMS rescue Gator personnel @ \$70.00 an hour per person (2). They will be present for the entire event to conduct a Fire Safety Watch & and respond to any medical calls for the event.**
- **Event coordinator is responsible for keeping one side open for emergency vehicle access inside the Duval pocket park.**
- Attached are the float regulations.
- **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 305-809-3917

Dereck.berger@cityofkeywest-fl.gov

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

326E L53M W3X



Key West Fire Department
Float Requirements

The Key West Fire Department will be conducting safety inspections on all floats participating in any parade. The inspections will begin prior to parade start time. Inspection time will be coordinated by the Fire Marshal's Office and the event organizer. It is extremely important that all floats arrive at the inspection area at the time specified by the organizer, and each float has someone familiar with the operations of the float to demonstrate all safety equipment. Each float will require one member of the team to stay with the float while in the staging area. All floats not having an inspection will not be allowed to participate in the parade.

All floats must be inspected before the parade begins.

Float Inspection

1. Sponsor's name and name of responsible party for each entry
2. One responsible person must remain with the float from registration to "step-off"
3. All fire safety precautions listed must remain with the float for the entire event
4. Floats may not leave the staging area after inspection until "step-off"
5. **Entries must be inspected no later than 5:00 PM**

Prohibited Items

1. Water Cannons, Squirt guns, Sprayers
2. Smoke Generators or Excessive Smoke
3. Any device that projects materials toward the crowd
4. Fireworks, Pyrotechnics, or flammables of any type
5. Firearms, actual or simulated
6. Fuel for filling generators; refueling generators after "step-off" is prohibited

Safety Precautions Required

1. Two working portable fire extinguishers with a rating of not less than 3A40BC to be located one at the front and one at the rear of the float with participants aware of the location and operation
2. Generators must be in good working order with adequate ventilation and distance between heated exhaust and flammable materials such as bunting, fabric, and papier mache
3. Lighting devices must be properly wired and have adequate distance from flammable materials such as bunting, fabric, and papier mache
4. Floats must be structurally sound for riders as well as spectators. Any float deemed dangerous will require repair prior to passing inspection
5. **No open flames of any type**
6. **Maximum float height – 13'6"**

Remember when designing the float to allow for tight turns along the route. The tow vehicle should be in good working order and powerful enough to tow the float without breaking down. **The driver is responsible for the safety of all riders and the spectators around the float.**

Jason Barroso, Fire Marshal
Key West Fire Department
1600 N. Roosevelt Boulevard
Key West, Florida 33040
305-809-3933 Office
305-292-8284 Fax
jbarroso@cityofkeywest-fl.gov
Serving the Southernmost City