

RESOLUTION NO. 26-164

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, APPROVING THE ESTABLISHMENT OF A FEE SCHEDULE FOR SPECIAL EVENTS AND PAVILION RENTALS, CONTINGENT UPON FINAL ADOPTION OF THE ENABLING ORDINANCE ON SECOND READING; AUTHORIZING THE CITY MANAGER OR DESIGNEE TO EXECUTE ANY OTHER NECESSARY RELATED DOCUMENTS AND ADVICE AND CONSENT OF THE CITY ATTORNEY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the City of Key West currently does not charge an application fee for special events held within the City, resulting in the City bearing the full administrative cost of processing, reviewing, and coordinating special event applications without any corresponding cost recovery from applicants; and

WHEREAS, the City currently does not charge for the use of City-owned property, including pavilions, parks, public rights-of-way, and other facilities utilized in connection with special events and private gatherings, resulting in the public subsidization of for-profit and private activities conducted on City property; and

WHEREAS, the City has identified the need to generate additional municipal revenue through mechanisms other than increasing ad valorem taxes or other tax-based assessments, and the establishment of reasonable cost-recovery fees for special events and the use of City property represents a fiscally responsible approach to funding the

services and resources expended by the City in connection with such activities; and

WHEREAS, the proposed fee schedule establishes an application fee for special events, per-day event fees for for-profit events, and pavilion rental fees, and is designed to ensure that organizers who benefit from the use of City resources and property contribute to the cost of those services in an equitable manner; and

WHEREAS, there is no net cost to the City associated with this Resolution, as the fee schedule is intended to generate revenue that offsets existing administrative and operational expenditures; and

WHEREAS, City staff recommends approval of the fee schedule for special events and pavilion rentals, attached and incorporated herein as Exhibit A; and

WHEREAS, the establishment of this fee schedule, aligns with the Strategic Plan Priority 2 - Financial Stability, by diversifying revenue sources and promoting long-term fiscal sustainability without imposing new tax burdens on City residents; and

WHEREAS, the implementation of this fee schedule is contingent upon the final adoption on second reading of the amendments to

Chapter 6, Article II - Special Events, the enabling ordinance amending the City's Code of Ordinances to authorize the collection of such fees, and this Resolution shall have no force or effect unless and until said ordinance is finally adopted at second reading during the same meeting at which this Resolution is considered.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF KEY WEST, FLORIDA, AS FOLLOWS:

Section 1: The City Commission hereby approves the fee schedule for Special Events and Pavilion Rentals attached and incorporated in Exhibit A, contingent upon the final adoption of the enabling ordinance on second reading. In the event the enabling ordinance fails to achieve final adoption on second reading, this Resolution shall be deemed null and void and of no further force or effect.

Section 2: The City Manager is hereby authorized to execute any necessary related documents, administrative actions, budget transfers and/or adjustments necessary for implementation, subject to the advice and consent of the City Attorney.

Section 3: That this Resolution shall go into effect

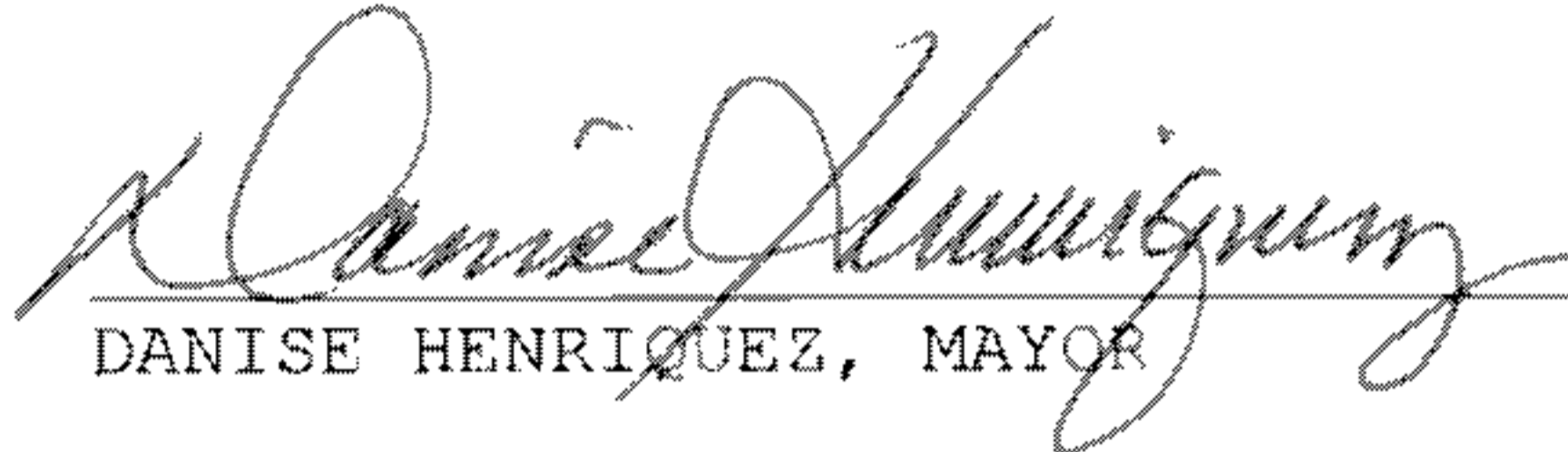
immediately upon its passage and adoption and authentication by the signature of the Presiding Officer and the Clerk of the Commission.

Passed and adopted by the City Commission at a meeting held this 4th day of June, 2026.

Authenticated by the Presiding Officer and Clerk of the Commission on 4th day of June, 2026.

Filed with the Clerk on June 4, 2026.

Mayor Danise Henriquez	<u>Yes</u>
Vice Mayor Donald "Donie" Lee	<u>Yes</u>
Commissioner Lissette Carey	<u>Yes</u>
Commissioner Aaron Castillo	<u>Yes</u>
Commissioner Monica Haskell	<u>Yes</u>
Commissioner Sam Kaufman	<u>Yes</u>
Commissioner Greg Veliz	<u>Yes</u>


DANISE HENRIQUEZ, MAYOR

ATTEST:


KERI O'BRIEN, CITY CLERK

Exhibit A

Application fee

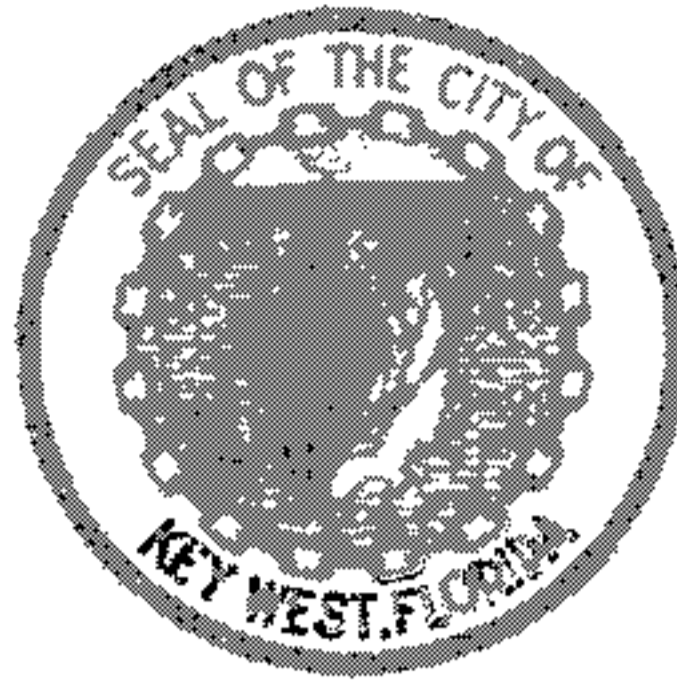
Item	Detail	Fee
Application fee	Per application	\$200
Application fee (local)	Per application	\$150

Per-day event fees

Category	Attendance tier	Standard fee (per day)	Local fee (per day)
For-profit event	0–249 attendees	\$500	\$250
For-profit event	250–500 attendees	\$1,000	\$500
For-profit event	500+ attendees	\$1,500	\$1,000
Street closure	Per block, per day (does not include any payment for paid parking spaces)	\$200	\$200

Pavilion Rental

Attendance tier	Standard fee
0–50 attendees	\$50
51–100 attendees	\$100
100+ attendees	\$100 flat rate, plus \$1.00 per person base on available space
200+ attendees	To be Determined by City Manager or designee



MEMORANDUM

Date: June 4, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Michael Turner, Assistant City Manager

Subject: **Establishing Fees for Special Events and Pavilion Rentals (File ID: 26-5489)**

Introduction

Establishing a fee schedule for special events and pavilion rentals.

Background

The City of Key West has not had a fee schedule for special events and pavilion rentals. The fees established by this resolution can be broken down into 3 categories: Application fees for special events, per-day event fees for events that are for profit, and pavilion rental fees.

Application Fees - This is an administrative fee to cover staff time for processing applications. The application fee would apply to any application for a special event in the City. Most non-profit events do not end up paying fees for events due to the \$1,000 waiver so this would ensure that all events at least cover staffs time for processing.

Item	Detail	Fee
Application fee	Per application	\$200
Application fee (local)	Per application	\$150

Per-day Event Fees - These fees would be for an event in the City that is FOR PROFIT. The fees are broken down by how many expected attendees, and a per block fee for road closures.

Category	Attendance tier	Standard fee (per day)	Local fee (per day)
For-profit event	0–249 attendees	\$500	\$250
For-profit event	250–500 attendees	\$1,000	\$500
For-profit event	500+ attendees	\$1,500	\$1,000
Street closure	Per block, per day (does not include any payment for paid parking spaces)	\$200	\$200

Pavilion Rental Fees - These fees would be for pavilion rentals based on the expected number of attendees. The City began getting calls immediately following the conveyance of Higgs beach for rentals of the pavilions. The City has mirrored what the County is doing for the rentals of pavilions. A hold harmless agreement would be signed along with the rental fee. Pavilions can still be used by the public for free on a first come first serve basis but if a person or entity wanted to ensure the time was reserved they would need to rent the pavilion for that time.

Attendance tier	Standard fee
0–50 attendees	\$50
51–100 attendees	\$100
100+ attendees	\$100 flat rate, plus \$1.00 per person base on available space
200+ attendees	To be Determined by City Manager or designee

Procurement

There would not be a cost associated with establishing the fee schedule. There will be revenue the City will receive from the fees charged.

Recommendation

The City Manager’s Office recommends the Mayor and Commission approve the establishment of fees for special events and pavilion rentals. This resolution aligns with strategic plan 2- Financial Stability.