



MEMORANDUM

Date: July 1, 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.

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. For purposes of the Per-Day Event Fees, to qualify as a “non-profit” organization, or if all proceeds

from the event will go to a registered 501(c)(3) non-profit organization, documentation of 501(c)(3) status must be submitted with the application and subsequent donations to the 501(c)(3) verified. Simply stating in your application all proceeds will go to a charity/non-profit organization does not meet the necessary requirements for non-profit designation for purposes of the Per-Day Event Fees.

A non-profit, or if all proceeds raised from the event are being donated to a non-profit, a \$1,000 waiver towards City services will be applied. *All other events* are to be considered For-Profit and the organizer/applicant responsible for paying special event and City service 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 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.