# <u>City of Key West</u> <u>Special Event Permit Application</u>

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: 11th Crooks annual Second Line Parade Location: Hogs Breath (Front a Duval), Duval St., Green Parnot Event Date(s): February 15,2026 Sunday Set-Up Date: February 15, 2026 Set-Up Time: \_\_\_\_ llam Break-Down Date: Pebnuary 15, 2026 Break-Down Time: \_\_\_\_ Number of Expected Attendees: 500 -1,000 Is the Event Open to the Public: Yes Event Description: Provide a detailed narrative of the full scope of the event in the box. Use additional sheets if needed. For events with multiple sub-events, please specify the date and time range for each. A traditional new orleans style "second Line" parade with a Key west twist. Participants honor their loved ones with a parade from Hogs Breath Saloon to the Green parnot with musical tributes to follow. EVENT'ORGANIZER INFORMATION Company or Organization Name Bahama Village Music Program Name Kawana Staffney-Ashe Phone number 305-504-7664 Olivia Street Mailing Address 101 City Key West State FL Zip 33040 Email Kawanabumpkw@gmail.com Event Website: <u>www.Crookssecondlinekw.Com</u> Tax ID / EIN# \_ 30 - 0134445 SECONDARY CONTACT INFORMATION Phone number Name \_\_\_\_\_ Company or Organization Name \_\_\_\_\_ Email SPECIAL APPROVAL REQUIREMENTS (IF, APPLICABLE) Noise Exemption Required: Yes | Complete Supplement A Complete Supplement B Non-Profit Applicant or Benefit: Yes Needs City Commission Approval Alcoholic Beverages Sold/Served at Event: Yes 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.

Event Name: 11-11 Crooks Annual Second Line Event Date

Event Date: February 15, 2020

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: Kawana Staffrey-Ashe 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: Kawana Stating Ashe Signature

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: Kawana Stathey-Ashe Signature:

2

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: Kawana Staffrey-Ashe\_Signature: 9

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: Kawana Sta Any Ashe 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.

A plicant Printed Name: Kawana Stathey-Ashe 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: Kawana Staffney-Aste Signature:

## E

same force as a handwritten signature.

Event Screening Questionnaire		
Event Name: 11th Crooks Annual Second Line	Parade Event Date: February 1	5,2026
The following questions will determine the correct application permit or license may be revoked if there has been misreprese to the nature and location of the activity. If you answer "Yes" t must be submitted with this application.	ntation in the permit or license application with	n respect
VENDOR SALES	(1) 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
Will ANY alcoholic beverage be sold or served?	Yes Needs City Commission Approval	No 📗
2. Will ANY food be prepared or served?	Yes Complete Supplement C	No 🔽
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 Complete Supplement C	No 🔽
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 Complete Supplement D	No 🕡
STREETS & SIDEWALKS IF Y	ES, COMPLETE REQUIRED FORMS	
5. Will your event require a stationary street closure (Block Party, etc.) or block sidewalk?	Yes Complete Supplement E	No 💽
6. Will your event require a moving street closure (e.g. Race, Like Rally, Parade)?	Yes Complete Supplement E	No 🔲
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes Complete Supplement E	No 🔽
8. Will your event take place in a City-owned Park,	Complete Supplement F	
Recreation Center or Truman Waterfront?	Yes	No 🔽
The applicant does acknowledge and hereby affirms that any and all accurate to the best of their knowledge. The applicant(s)/permittee a indemnify and hold the City of Key West harmless from and against a injury to any person or damages to any property of the parties hereto whatsoever or in ary way connected with the holding of said event or	igrees to assume full responsibility and liability for a all liability, claims for damages, and suits for or by re o or of the third persons for any and all cause or caus	nd eason for an es

City of Key West | 1300 White St. Key West, FL 33040 | (305)809-3881

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

Date 9 6 2025

event and its operation irrespective of negligence, actual or claimed, upon the part of the City their agents or employees.

# Required – Recycling Plan

Phielan Event Name: 11th **Event Date:** 

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 adeq at e number and type of collection receptacles.

#### RECYCLING POINT OF CONTACT

Name Kawana Staffrey-Ashe

Phone Number 780-370-0206

Email Kawana by mplw @ gmail.com Number of people dedicated to recycling\_

#### **INITIALS REQUIRED**



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



- 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.
- 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

#### DAY OF EVENT:

Due Date (Self filling)

- Place Recycling/Garbage containers in pairs throughout venue, at approximately every 30 feet throughout the event.
- 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.
- At end of event, remove all signage, and return if borrowed from City. Place all 3. trash/recycling containers pre-arranged pick-up location.

Due Date (Self filling)

#### TRASH/RECYCLING REPORT:

- 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.
- 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

		10 000
Event Name:	1th Crooks Annual Seconaline	Event Date: February 15,200
Parking and traf	fic congestion are consistently a concern of Key W	est residents. It is the City's goal to involve all event
planners in traffi	c reduction as well as management. For more info	rmation consult the Special Events Guide.
INITIALS REQ		(2)
10	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
ID	Opportunities: Large Events are required to e	explore opportunities to help minimize traffic
ICX	congestions and parking issues. Your event w	vill be more successful by encouraging alternate
	transportation or utilize transit friendly altern	atives. Check opportunities you will explore.
	Encourage Walking	Partner with Transit System/Buses
	Encourage Biking	Partner with Transit Friendly Hotels
	Encourage biking	rather with transfer hendly hotels
	Providing Bike Security with Valet	Partner with Restaurants/Bars

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.

Include Ride Service with VIP Passes

\_\_\_\_\_ Provide Pre-Sale parking only

Premium parking prices

Partner with Rideshare/Taxi Companies

Implement Shuttles

Other:

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 ! arking Lot	\$48/day			

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: 1th Chooks Annual Second Line Parade Event Date: February 15, 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**



Attach Site Map Layout

Attach Impacted Streets Map

### Event Site Map Layout Legend:

- A. Food/Bev. Vendor Tents\*
- B. Merchandise Vendor Tents\*
- C. Seating Tents\*
- D. Toilets \*\*
- E. Amplified Music

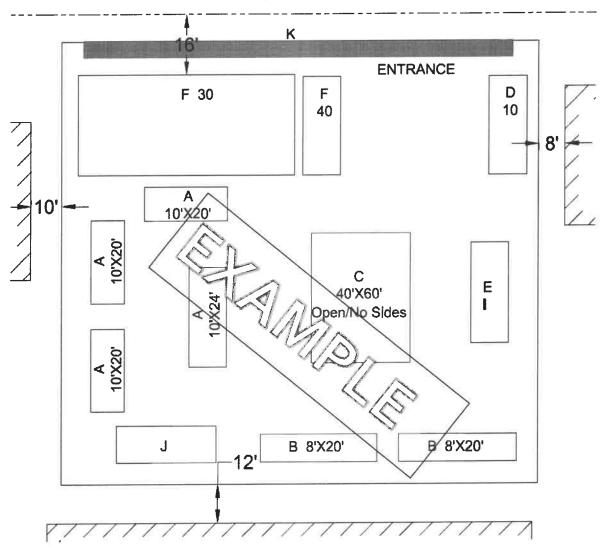
- F. Car Parking\*\*
- G. Bike Parking\*\*
- H. Roads Closed
- I. Stage Area
- J. Bounce House

- K. Podiums
- L. Fire Lane (RED LINE)
- M. Label Street(s)
- N. Other:\_\_\_\_\_
- O. Other:

\* Indicate Tent sizes

#### \*\* Indicate Quantity

## Maple Street





Supplement A - Noise

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Event Name:	IHA CHOOKS	Annual	Secono	UNC	Event Date:	February	15/2020
Event Hame.	HIL OLDER			nmus			

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

<u>Noise limitations</u> - 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. Eight 1-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 Polential Noise Sources:

**Do you wish to apply for a Noise Exemption?** Yes Need City Commission Approval

No 🔽

#### INITIALS REQUIRED



 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 feε 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 <u>City</u> <u>Code Section 26-192</u>

Event Name: 14h Crooks Annual Second Line Parade Event Date: February 15,2026
Non-Profit Organization Name Bahama Village Music Program
Tay ID/FIN # 30-0134445 Representative Kawana Staffney-Ashe
Bymp is in our 24th year of bringing free music education to
Phone 305-504-7664 Email Kawana bymp kw & gmail.com
How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?  To further our mission of free music education.
TO THE THE VALUE OF THE PRODUCTION

## INITIALS REQUIRED



1. Services Waived: The first \$1,000.00 of costs as specified in Section 6-26 (d) of the Code of Ordinances may be waived for any Event Organizer or Sponsor organization which qualifies as a tax-exempt Non-profit organization according to State or Federal law. Acceptance of this waiver by such Event Organizer or Sponsor organization shall render the Special Event a public accommodation subject to Human Rights provision of Section 38-225.



2. **Approval**: Supplement B must be reviewed and approved for Non-profit waivers to be granted. Neither Completion nor Submission of this form guarantees a waiver will be granted.



Monies Received: Within 30 days of the event completion the Event Organizer agrees to submit
to the City Commission a letter from the Non-profit Organization receiving the waiver stating
the amount of monetary donation received from the event.



4. **Accounting**: Within 90 days following the Special Event, the Event Organizer or Sponsor organization will ensure that the Non-profit organization receiving the waiver submits to the City Commission an accounting of expenses and revenues incurred and generated during the event.

## SIGNATURE AND ATTACHMENT REQUIRED

I hereby certify that the above-named Non-profit organization is a bona fide, in good standing, domestic civic, educational, charitable, fraternal, or religious organization under the laws of the State of Florida or with proper tax exemption status with the Internal Revenue Service; that the organization is the actual sponsor of the event described and that all the proceeds from the event, after necessary direct expenses, will be used for civic, educational, charitable or religious purpose.

I further certify that the answers to the above questions are correct and complete to the best of my knowledge and belief. I also understand that any organizations who fraudulently seek exemption shall be subjected to civil and criminal penalties provided for in Florida Statutes.

Provide a copy of your organization letter issued by the I.R.S. or Secretary of State verifying tax exempt status.

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

Date 9825

Supplement C – Food & Safety

Event Name: 11th Crooks Annual Secon **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 ap	ply to the Special Event	
Cooking:	Electrical Power	<u>Other</u>
Deep Frying / Open Flame	Generator	Road Closure
Charcoal Grill Gas Grill Food Warming Only Catered Food	110AC / Extension CordsDC Power Structures:	Fog/Smoke Machine Bubble Machine Pyrotechnics Special Effects
Alcohol To be S rved By	Stages / Risers / Canopies Viewing Stands / Bracing	Open Flame Lasers
Existing Licensed EstablishmentCommercial Licensed VendorsNon-profit Licensed Vendors	Seating Air Supported Bounce House Tents Greater than 200 SF	Confetti Vehicle/Motorcycle Demo

#### 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. existing



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.

# Supplement D – Tents & Structures

Event Name: 1Hh Crooks Annual Second Line Event Date: February 15, 20
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 No
TENTS
Total Number of Food/Beverage Vendor Tents:
Total Number of Merchandise Vendor Tents:
Total:
Tent Supplier Name Contact Number
Size & Type of Tents:
Provide Certificate of Flame Resistance/Retardant for Tent Fabric. Yes \( \bigcap \) No \( \Bigcap \)
Will there be any combustibles or flammable liquids under the tent? Yes No No
Will the sides of the tent be used?  *Exit plans must be indicated on Site Map Layout.
STRUCTURES
What structures will be erected? M
Will structures be erected on any part of a street or sidewalk? Yes No No
For each structure, note number of footings, weight and dimensions (L/W/H) below:

Supplement E – Street Closure

Event Name: 1th Crooks Annual Second Line Parade Event Date: February STREET CLOSURE INFORMATION Street(s) to be closed \_\_\_ DVVal Street Block/Address Number(s) - Duval to Cross-Streets: b :tween Green Street, Front St. Southard Street and Whitehead Closure Date(s) February 15, 2026 Time 1:30pm AM/MM to AM**/**M **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.

Supplement F – City Property

•	
Event Name: 1th Crooks Annual Second Line	Event Date: February 15, 20
A list of City Properties that are available for event use, their ame Event Guide.	nities and Use Fees are listed in the Special
Which City Property do you wish to use?	n/a
Which Area(s) of the City Property do you wish to use?	n/a
Will Utilities be required (Water and/or Electricity)? Yes	No 🗌
INITIALS REQUIRED ,	是是1.2010年的2.2010年的1.2010年,2011年
The City makes no guarantees that the request	ited City Property and Area will be available o







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



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.



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.



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.



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



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.



- 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.
- 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.
- 1). 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.



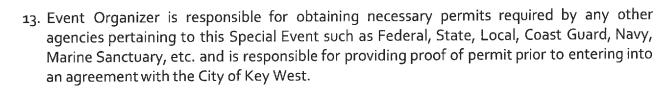


- 11. Event Organizer is responsible for any and all environmental cleanup, restoration, fees, fines, etc. associated with the activity and shall put in place any and all measures to eliminate environmental contamination to the City Property that may be caused by the Event activity.
- 12. All trash (including 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:







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.



Department of State / Division of Corporations / Search Records / Search by FEI/EIN Number /

## **Detail by FEI/EIN Number**

Florida Not For Profit Corporation BAHAMA VILLAGE MUSIC PROGRAM, INC.

Filing Information

Document Number N02000003190

**FEI/EIN Number** 30-0134445

**Date Filed** 04/25/2002

State FL

Status ACTIVE

Last Event AMENDMENT

Event Date Filed 06/13/2023

Event Effective Date NONE

**Principal Address** 

103 OLIVIA STREET KEY WEST, FL 33040

Changed: 08/23/2012

**Mailing Address** 

103 OLIVIA STREET KEY WEST, FL 33040

Changed: 08/23/2012

Registered Agent Name & Address

Anderson, Derrick, Sr. 2007 Staples Ave Key West, FL 33040

Name Changed: 01/18/2023

Address Changed: 01/18/2023

Officer/Director Detail
Name & Address

Title VP

Baeder, Larry 3655 Seaside Dr #224 Key West, FL 33040

Title Bookkeeper

Stansbury, Tara 103 OLIVIA STREET KEY WEST, FL 33040

Title President

Anderson, Derrick, Sr. 2007 Staples Ave Key West, FL 33040

Title Executive Director

Staffney, Kawana 103 OLIVIA STREET KEY WEST, FL 33040

#### Annual Reports

Report Year	Filed Date
2023	01/18/2023
2024	02/08/2024
2025	02/18/2025

#### **Document Images**

02/18/2025 ANNUAL REPORT	View image in PDF format
02/08/2024 ANNUAL REPORT	View image in PDF format
06/13/2023 Amendment	View image in PDF format
01/18/2023 ANNUAL REPORT	View image in PDF format
09/14/2022 AMENDED ANNUAL REPORT	View image in PDF format
09/06/2022 AMENDED ANNUAL REPORT	View image in PDF format
03/07/2022 ANNUAL REPORT	View image in PDF format
01/12/2021 ANNUAL REPORT	View image in PDF format
01/15/2020 - ANNUAL REPORT	View image in PDF format
10/11/2019 REINSTATEMENT	View image in PDF format
04/26/2018 ANNUAL REPORT	View image in PDF format
01/12/2017 ANNUAL REPORT	View image in PDF format
03/04/2016 ANNUAL REPORT	View image in PDF format
01/09/2015 ANNUAL REPORT	View image in PDF format
03/18/2014 ANNUAL REPORT	View image in PDF format
04/29/2013 ANNUAL REPORT	View image in PDF format
08/23/2012 ANNUAL REPORT	View image in PDF format
02/23/2012 ANNUAL REPORT	View image in PDF format
04/22/2011 ANNUAL REPORT	View image in PDF format

05/04/2010 ANNUAL REPORT	View image in PDF format
05/14/2009 ANNUAL REPORT	View image in PDF format
05/19/2008 ANNUAL REPORT	View image in PDF format
04/26/2007 ANNUAL REPORT	View image in PDF format
04/25/2006 ANNUAL REPORT	View image in PDF format
04/19/2005 ANNUAL REPORT	View image in PDF format
04/29/2004 ANNUAL REPORT	View image in PDF format
03/01/2004 Reg. Agent Change	View image in PDF format
10/07/2003 REINSTATEMENT	View image in PDF format
12/12/2002 Amendment	View image in PDF format
04/25/2002 Domestic Non-Profit	View image in PDF format

Event Name: 11th Crooks Annual Second Line Parade Event Date: 2/15/2026

Department	Signature / Restrictions / Conditions
Special Events Manager	Kellí Funkhouser
Code Compliance	Chris Counsellor
Engineering	Doug Bradshaw
Fire Department	Dereck Berger emailed approval
KW DOT	
Parking	
Police Department	Alex Gaufillet
Port & Marine Services	Steve McAlearney
Property Management	Rayar-
Community Services	Marcus Davíla
Utilities	Keely Kessler
Risk Management	COI will be approved upon receipt
Other	







## THE CITY OF KEY WEST

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

To: Kawana Staffney-Ashe

From: Lieutenant Dereck Berger

Date: 10/7/2025

Reference: 11th Crooks Annual Second Line Parade

This office reviewed the special event application for the 11<sup>th</sup> Annual Crooks Second Line Parade to be held at Hog's Breath on Feb. 15, 2026, 12PM-6PM.

Based on the application the following conditions apply:

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



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