

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: PARADE ON DUVAL - CR Independence Celebration 2026

Location: Duval (South to Greene) Greene to Elizabeth and ends at Lazy Way

Event Date(s): THURS, APR 23, 2026 Event Hours: 8-9:30PM

Set-Up Date: THURS, APR 23, 2026 Set-Up Time: 6PM

Break-Down Date: THURS, APR 23, 2026 Break-Down Time: N/A

Number of Expected Attendees: 1,500 Is the Event Open to the Public: Yes No

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

Streets close on Duval (South to United) at 6PM and larger floats will be staged on South and United streets off Duval
PARADE - 7:30PM Muster on Duval (between South & United, United to Simonton & United to Whitehead) Ends at Schooner Wharf Bar/Lazy Way

EVENT ORGANIZER INFORMATION

Company or Organization Name UCC WHALE Center DBA Flagship WOLF Preservation Society

Name Julie McEnroe Phone number 786-644-3365

Mailing Address 9 Hilton Haven Road

City Key West State FL Zip 33040 Email JamesGilleran@gmail.com

Tax ID / EIN# 31-1779048 Event Website: ConchRepublic.com

SECONDARY CONTACT INFORMATION

Name James Gilleran Phone number 305-923-0443

Company or Organization Name Conch Republic Independence Celebration, LLC

Email JamesGilleran@gmail.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: PARADE ON DUVAL - CR Independence Celebration 2026 Event Date: THURS, APR 23, 2026

- 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: JulieMcEnroe Signature: _____

Event Screening Questionnaire

Event Name: PARADE ON DUVAL - CR Independence Celebration 2026 Event Date: THURS, APR 23, 2026

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

| VENDOR SALES | | |
|---|---|--|
| 1. Will ANY alcoholic beverage be sold or served? | Yes <input type="checkbox"/> Needs City Commission Approval | No <input checked="" type="checkbox"/> |
| 2. Will ANY food be prepared or served? | Yes <input type="checkbox"/> Complete Supplement C | No <input checked="" type="checkbox"/> |

| SAFETY IF YES, COMPLETE REQUIRED FORMS | | |
|---|---|--|
| 3. Will your event involve ANY of the following? Cooking Onsite, Compressed Gases or Flammable Liquid (used or stored), Fog Machine/Smoke Machine/Bubble Machine, Generators, Open Flame (fire juggling, bonfire, etc.) Pyrotechnics/Special Effects, Lasers, Confetti, Vehicle or Motorcycles | Yes <input checked="" type="checkbox"/> Complete Supplement C | No <input 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 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 FEB 22, 2026

Required – Waste/Recycling Plan

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

Event Name: PARADE ON DUVAL - CR Independence Celebration 2026

Event Date: FRI, APR 23, 2026

WASTE/RECYCLING POINT OF CONTACT

Name GEN Jai Somers

Phone Number 786-644-3365

Email

Number of people dedicated to recycling

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

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

- 1-Community Services (CS) provides waste/recycling services and invoices Event accordingly. Event will provide a layout of the event location and estimated number of attendees. CS will use that information to determine the number of containers and CS staff needed for set up and support during the event.
- 2-Dumpster rental: Event will set up a temporary commercial account with Waste Management. Dumpsters can be used in conjunction with CS services- billed separately.
- 3-Event partners with a business that has containers and an active waste account. Requires approval

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

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

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

- 1-Community Services provides services and invoices Event accordingly.
- 2-Larger events using dumpsters must set up a temporary commercial account with Waste Management (WM) to rent dumpsters. Once filled, WM removes the dumpsters and hauls waste to the transfer station. Event pays all costs associated with the temporary account with WM
- 3-Partnering with a business. Business must have current Waste Management (WM) account and use regularly scheduled services. Partner business must sign off and accept responsibility for all waste and agree to any overage fees on their monthly invoice. Must be approved.

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

INITIALS REQUIRED

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

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

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

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

Required – Event Transportation Planning

| | |
|---|--|
| Event Name: <u>PARADE ON DUVAL - CR Independence Celebration 2026</u> | Event Date: <u>THURS, APR 23, 2026</u> |
|---|--|

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: PARADE ON DUVAL - CR Independence Celebration 2026

Event Date: THURS, APR 23, 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

JM Attach Site Map Layout

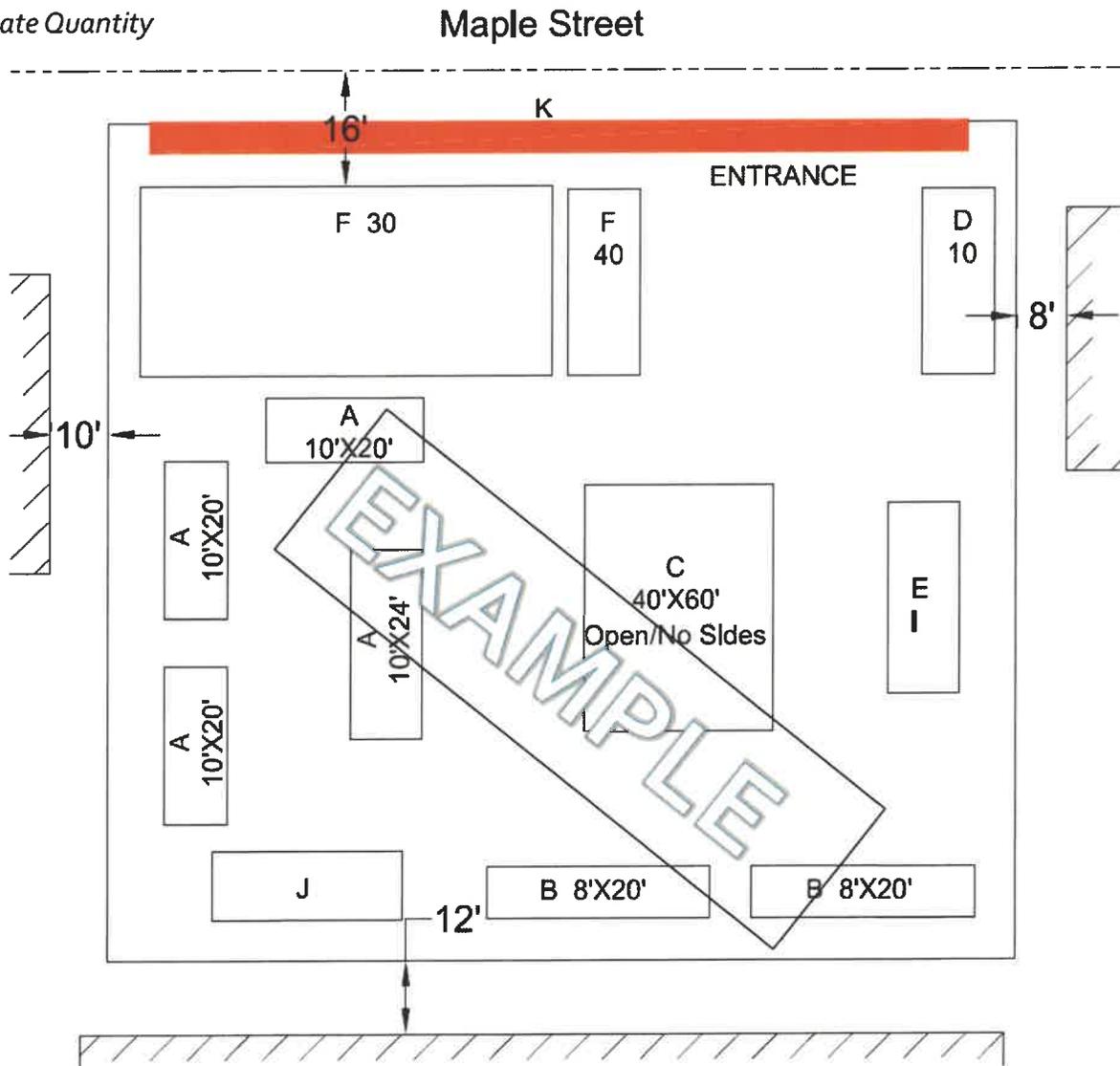
JM Attach Impacted Streets Map

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



Event Name: PARADE ON DUVAL - CR Independence Celebration 2026 Event Date: THURS, APR 23, 2026

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

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

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 \$98.57, 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: PARADE ON DUVAL - CR Independence Celebration 2026 Event Date: THURS, APR 23, 2026

Non-Profit Organization Name UCC WHALE CENTER DBA Flagship WOLF Preservation Society

Tax ID/EIN # 727 479 4767 Representative Dr. Dave Randle, Pres.

Purpose of Organization Preserve Flagship WOLF so she may again offer Youth Sail Training programs

Phone 727 479 4767 Email DaveRandle@mac.com

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?
No monies raised - 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 22, 2026

| | |
|---|---------------------------------|
| Event Name: <u>PARADE ON DUVAL - CR Independence Celebration 2026</u> | Event Date: <u>APR 23, 2026</u> |
|---|---------------------------------|

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>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 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 checked="" type="checkbox"/> Vehicle/Motorcycle Demo</p> |
|---|--|---|

Alcohol To be Served By

Existing Licensed Establishment

Commercial Licensed Vendors

Non-profit Licensed Vendors

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: PARADE ON DUVAL - CR Independence Celebration 2026 Event Date: APR 23, 2026

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

Please contact the following City representatives before completing your application:

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

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

Provide copy of Event Site Map/Layout Yes No

TENTS

Total Number of Food/Beverage Vendor Tents: 0

Total Number of Merchandise Vendor Tents: 0

Total: 0

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: PARADE ON DUVAL - CR Independence Celebration 2026 Event Date: APR 23, 2026

STREET CLOSURE INFORMATION

Street(s) to be closed DUVAL Block/Address Number(s) 1400-100
Cross-Streets: between SOUTH and FOOT OF DUVAL
Closure Date(s) THURS, APR 23, 2026 Time 6:30PM AM/PM to 9:30PM 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 22, 2026

Event Name: PARADE ON DUVAL - CR Independence Celebration 2026 Event Date: APR 23, 2026

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? DUVAL TO GREENE TO LAZY WAY

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.

EXHIBIT E

Street Closures & Map

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

SOUTH STREET (South to United)

UNITED STREET (Simonton to ~~White~~ *Whitehead*)

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



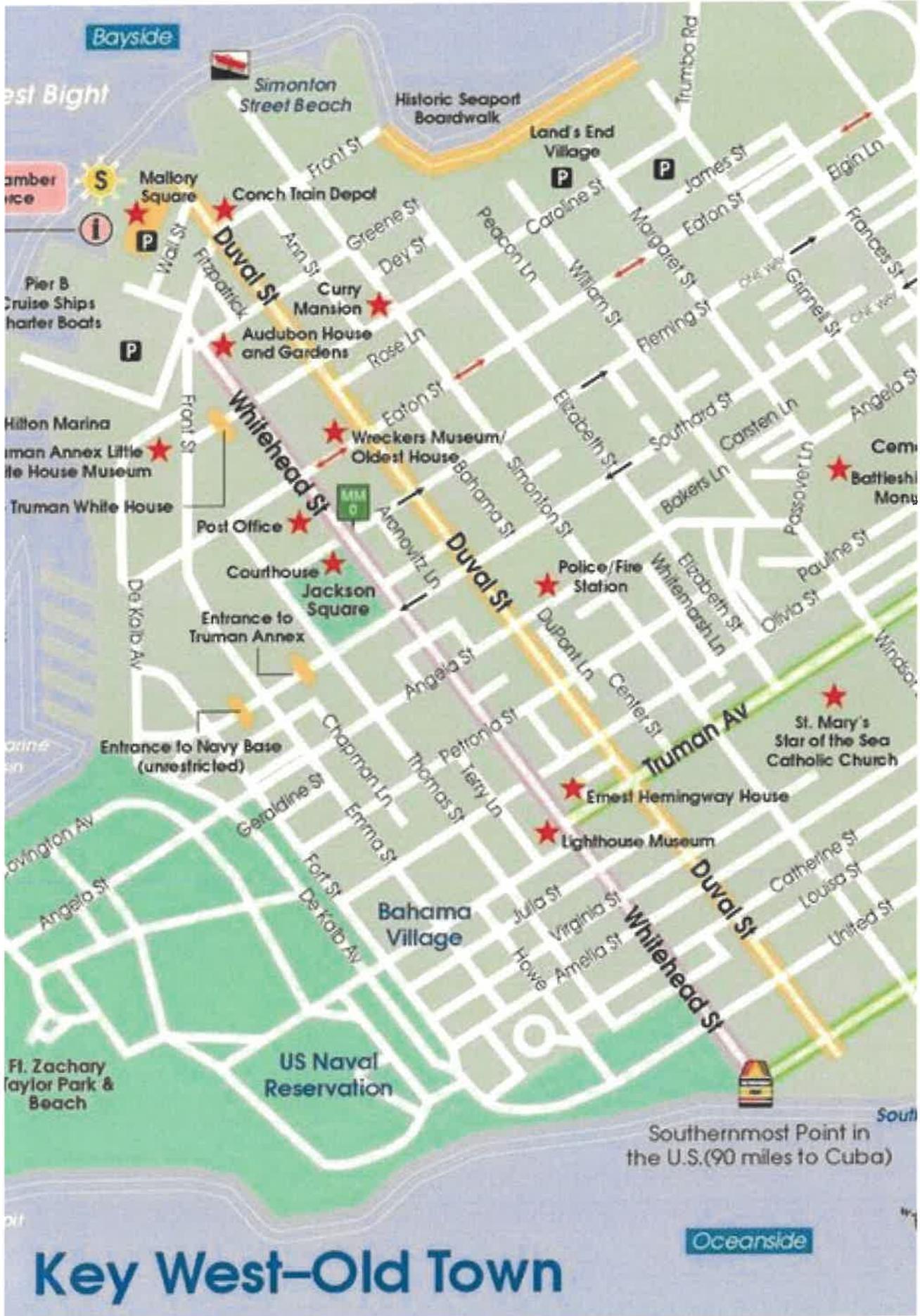
43rd INDEPENDENCE CELEBRATION

APRIL 17-27~~8~~, 202~~8~~6

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

Event Tickets & Complete Schedule Online at ConchRepublic.com

City of Key West Special Event Permit Application
World's Looongest Parade on Duval
THURS, APR 23, 2026



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

DEPARTMENT OF THE TREASURY

Date: JUN 15 2001

UCC WHALE CENTER INC
C/O REV DR DAVID W RANDLE
9844 GLENDOWER WAY
SANDY, UT 84092

Employer Identification Number:
31-1779048
DLN:
17053087036041
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)(ii).

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 or 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 511 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.)

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

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
Director, Exempt Organizations

2025 FOREIGN NOT FOR PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# F0600003208

Entity Name: UCC WHALE CENTER INC.

Current Principal Place of Business:

3792 SOUTH MILLCREEK RD
SALT LAKE CITY, UT 84109

FILED
Mar 09, 2025
Secretary of State
1406169678CC

Current Mailing Address:

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

FEI Number: 31-1779048

Certificate of Status Desired: Yes

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
Name ZUNGUZE, SABINA
Address P.O. BOX 513
City-State-Zip: DESTIN FL 32540

Title PRESIDENT
Name RANDLE, DAVID W DR.
Address 4115 34TH WAY S
#196
City-State-Zip: ST PETERSBURG FL 33711

Title TREASURER
Name RANDLE, JESSE W
Address 71 THREE RIVERS DR
City-State-Zip: KINGSTON MA 02364

Title DIRECTOR
Name HALTER, REESE PHD
Address P.O. BOX 4292
City-State-Zip: ARCATA CA 95518

Title DIRECTOR, EMERITUS
Name SCHONEBERG, ANDY PHD
Address 3792 S MILLCREEK RD
City-State-Zip: SALT LAKE CITY UT 84109

Title DIRECTOR, EMERITUS
Name BROWN, NOEL J DR
Address 429 EAST 52ND STREET
28 H
City-State-Zip: NEW YORK NY 10022

Title DIRECTOR, EMERITUS
Name LANE, PHIL JR
Address 15948 GOGGS
BRITISH COLUMBIA, CANADA V4B2N6
City-State-Zip: WHITE ROCK BC

Title DIRECTOR
Name FARROW, JUSTIN
Address 5738 MILMAR DRIVE N
City-State-Zip: JACKSONVILLE FL 32207

Continues on page 2

I hereby certify that the information indicated 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 like empowered.

SIGNATURE: DAVID W RANDLE

PRESIDENT & CEO

03/09/2025

Electronic Signature of Signing Officer/Director Detail

Date

Officer/Director Detail Continued :

Title DIRECTOR
Name REBECCA, TOBIAS
Address 1458 BLACKWOOD STREET
#202
City-State-Zip: WHITE ROCK BRITISH COLUMBIA V4B3V4

Title CHAIRMAN
Name BERMAN, RICHARD
Address 231 PGA BLVD
SUITE 104-275
City-State-Zip: PALM BEACH GARDENS FL 33418

Title SECRETARY
Name LUCAS, CHRISTOPHER ALLEN
Address 1090 WOODSIDE DRIVE
City-State-Zip: CHARLESTON SC 29412

Title DIRECTOR
Name LONG LONG, XIA
Address 777 UN PLAZA
SUITE 3F
City-State-Zip: NEW YORK NY 10027



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

Detail by FEI/EIN Number

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
71 Three Rivers Dr
Kingston, MA 02364

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 |
|--------------------|-------------------|
| 2023 | 03/04/2023 |
| 2024 | 04/30/2024 |
| 2025 | 03/09/2025 |

Document Images

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| 01/18/2008 -- ANNUAL REPORT | View image in PDF format |
| 04/26/2007 -- ANNUAL REPORT | View image in PDF format |

Special Event Permit Application

Department Approvals

| | |
|------------------------------------|------------------------------|
| Event Name: <u>Parade on Duval</u> | Event Date: <u>4/23/2026</u> |
|------------------------------------|------------------------------|

| Department | Signature / Restrictions / Conditions |
|------------------------|---|
| Special Events Manager | <i>Kelli Funkhouser</i> |
| Code Compliance | Chris Counsellor |
| Engineering | <i>Doug Bradshaw</i> |
| Fire Department | Dereck Berger emailed KWFD Conditional Memo |
| KW DOT | |
| Parking | |
| Police Department | Alex Gaufillet |
| Port & Marine Services | Steve McAlearney |
| Property Management | |
| Community Services | Gregory Veliz Jr |
| Utilities | |
| Risk Management | COI to be approved upon receipt |
| 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

From: Lieutenant Dereck Berger

Date: 3/10/26

Reference: Parade on Duval

This office reviewed the special event application for the Parade on Duval St to be held on united and going down Duval St. on 4/23/26 From 5:30pm-9:30pm.

The following conditions apply:

- **Event organizer is responsible for EMS rescue Gator personnel @ \$75.00 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.**
- **Please note that an additional hour will be billed to cover the inspection and setup of equipment for your event.**
- 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

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