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: Florida Powerboat Club's 33rd Annual Poker Run

Location: Conch Republic Seafood Company, 631 Greene Street, Key West, FL 33040

Date(s): 11/5/2025 - 11/9/2025 Wed - Sun Hours of Operation: 11:00 am - 11:00 pm

Break Down Date: 11.9.2025 Number of Expected Attendees: 300 per day

Is the Event open to the Public? Yes ■ No ☐

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

A static boat and car display with powerboat and powerboat affiliated vendors.

EVENT ORGANIZER INFORMATION

Company or Organization Name Conch Republic Seafood Company

Name Casey Arnold Phone number 859.285.9811

Mailing Address 631 Greene Street

City Key West State FL Zip 33040 Email conchfarm@outlook.com

Tax ID / EIN# 65-0739763

SECONDARY CONTACT INFORMATION

Name Micky Perez Phone number 305.797.0164

Company or Organization Name Conch Republic Seafood Company

Email micky.crsc@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: Florida Powerboat Club's 33rd Annual Poker Run Event Date: 11/5/25 - 11/9/25

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: Casey H. Arnold **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: Casey H. Arnold **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: Casey H. Arnold **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: Casey H. Arnold **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: Casey H. Arnold **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: Casey H. Arnold **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: Casey H. Arnold **Signature:** _____

Event Screening Questionnaire

Event Name: Florida Powerboat Club's 33rd Annual Poker Run Event Date: 11/5/25 - 11/9/25

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 ☐ 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 YES, 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, Bike 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, Recreation Center or Truman Waterfront?	Yes ☐ Complete Supplement F	No ☒

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 04.17.2025

Required – Recycling Plan

Event Name: Florida Powerboat Club's 33rd Annual Poker Run Event Date: 11/5/25 - 11/9/25

The City of Key West is committed to increasing the collection of recycled materials and needs your help to accomplish this. As the Event Organizer, you need to encourage your vendors to participate in the separation of solid waste and recyclable items by providing the adequate number and type of collection receptacles.

RECYCLING POINT OF CONTACT

Name Micky Pererz Phone Number 305.797.0164

Email micky.crsc@gmail.com Number of people dedicated to recycling 12

INITIALS REQUIRED

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

CA 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.

CA 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.

CA 4. **CONTAMINATION**: I understand that recycle bins with contamination above 15% will result in not being able to earn back all or part of the Recycling Fee.

RECYCLING TIMELINE

Two Weeks (Self filling)

BEFORE EVENT:

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

Due Date (Self filling)

DAY OF EVENT:

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

Due Date (Self filling)

TRASH/RECYCLING REPORT:

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

Required – Event Transportation Planning

Event Name: Florida Powerboat Club's 33rd Annual Poker Run Event Date: 11/5/25 - 11/9/25

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

CA

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

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

CA

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.

- X Encourage Walking
- X Encourage Biking
- ___ Providing Bike Security with Valet
- ___ Include Ride Service with VIP Passes
- ___ Provide Pre-Sale parking only
- ___ Premium parking prices
- X Partner with Transit System/Buses
- X Partner with Transit Friendly Hotels
- X Partner with Restaurants/Bars
- X Partner with Rideshare/Taxi Companies
- X 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	ALL	4	0.00
Mallory Square Parking Lot	$48/day			
Modification of rates or parking waivers can only be approved by City Commission.			**Total**	0.00

Total Parking Cost shall be calculated using this table and accounted for in the Event Fee Schedule. PER CAR LOAD

For more information, contact John Wilkins, Parking Director at (305) 809-3855.

- See next pg for revision of cost

Required – Event Transportation Planning

Event Name: Florida Powerboat Club's 33rd Annual Poker Run Event Date: 11/5 - 11/9

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

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

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

_____ **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.

____ Encourage Walking
____ Encourage Biking
____ Providing Bike Security with Valet
____ Include Ride Service with VIP Passes
____ Provide Pre-Sale parking only
____ Premium parking prices

____ Partner with Transit System/Buses
____ Partner with Transit Friendly Hotels
____ Partner with Restaurants/Bars
____ Partner with Rideshare/Taxi Companies
____ Implement Shuttles
____ Other: _____

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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	55	4	$10,560
Mallory Square Parking Lot	$48/day			
**Modification of rates or parking waivers can only be approved by City Commission.*			**Total**	$10,560

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:	Florida Powerboat Club's 33rd Annual Poker Run	Event Date:	11/5/25 - 11/9/25

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

CA Attach Site Map Layout

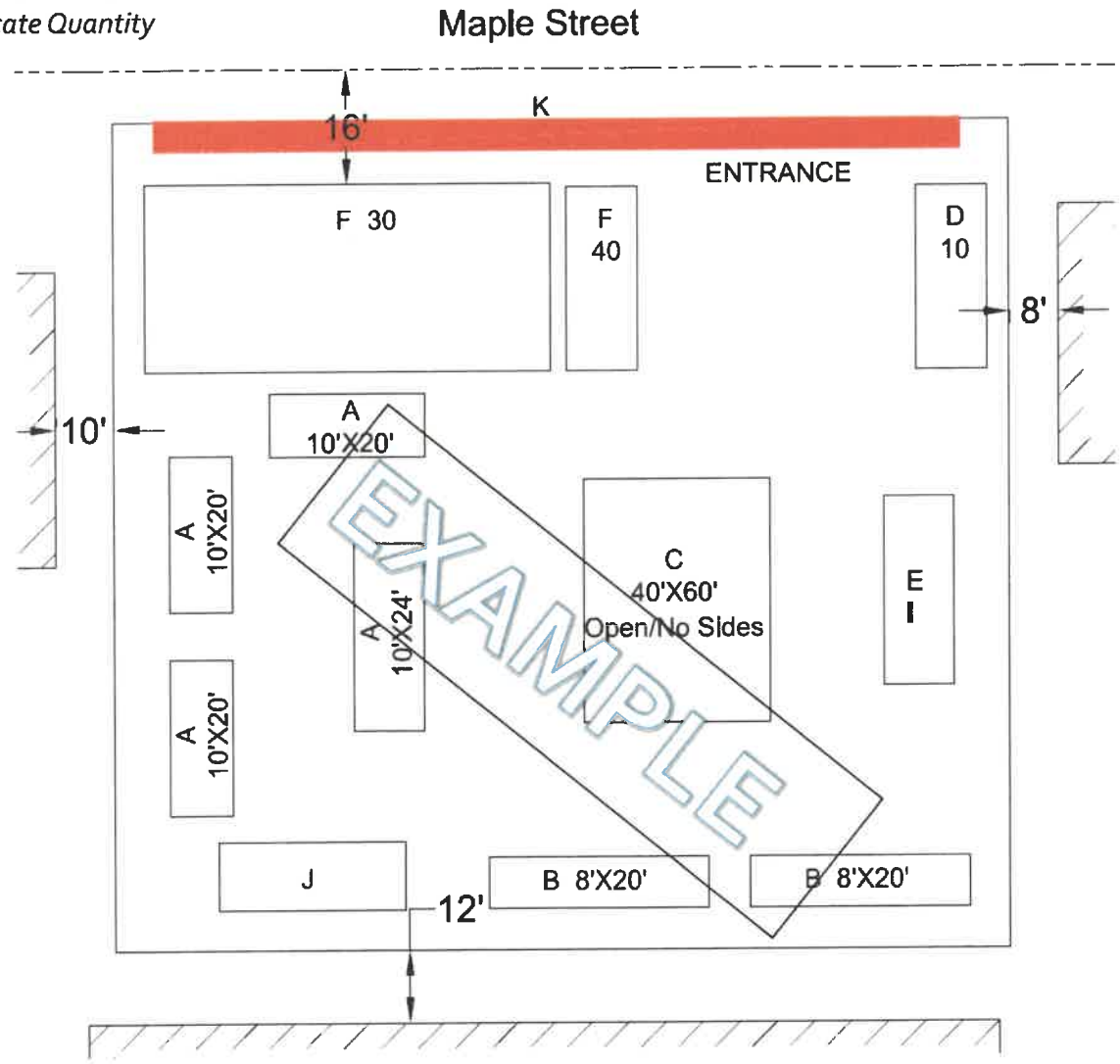
CA Attach Impacted Streets Map

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*



Special Event Permit Application

Supplement A - Noise

Event Name: Florida Powerboat Club's 33rd Annual Poker Run Event Date: 11/5/25-11/9/25

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

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

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

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

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

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

Describe the Potential Noise Sources: Amplified sound from a speaker for awards and announcements.

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

INITIALS REQUIRED

CA 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

CA 2. The processing fee for the application is $93.88, due upon submission of application. Include this fee in the Special Event Fee Schedule.

CA 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

Special Event Permit Application

Supplement B – Non-Profit Verification

Event Name: Florida Powerboat Club's 33rd Annual Poker Run Event Date: 11/5 - 11/9

Non-Profit Organization Name N/A

Tax ID/EIN # _____ Representative _____

Purpose of Organization _____

Phone _____ Email _____

How will the nonprofit proceeds/donations, after payments of direct necessary expenses be used?

_____

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.

____ 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.

____ 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 _____

Supplement C – Food & Safety

Event Name: Florida Powerboat Club's 33rd Annual Poker Run Event Date: 11/5 - 11/9

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

Cooking:

_____ Deep Frying / Open Flame
_____ Charcoal Grill
_____ Gas Grill
_____ Food Warming Only
_____ Catered Food

Alcohol To be Served By

_____ Existing Licensed Establishment
_____ Commercial Licensed Vendors
_____ Non-profit Licensed Vendors

Electrical Power

_____ Generator
_____ 110AC / Extension Cords
_____ DC Power

Structures:

_____ Stages / Risers / Canopies
_____ Viewing Stands / Bracing
_____ Seating
_____ Air Supported Bounce House
_____ Tents Greater than 200 SF

Other

_____ Road Closure
_____ Fog/Smoke Machine
_____ Bubble Machine
_____ Pyrotechnics
_____ Special Effects
_____ Open Flame
_____ Lasers
_____ Confetti
_____ Vehicle/Motorcycle Demo

INITIALS REQUIRED

CA 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.

CA 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.

CA 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.

CA 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.

CA 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.

Special Event Permit Application

Supplement D – Tents & Structures

Event Name: Florida Powerboat Club's 33rd Annual Poker Run Event Date: 11/5/25-11/9/25

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: 2

Total: 2

Tent Supplier Name FOUR STAR RENTALS Contact Number ERIC

Size & Type of Tents: Canopy tent for shade and vendors.

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?

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:

Special Event Permit Application

Supplement F – City Property

Event Name: Florida Powerboat Club's 33rd Annual Poker Run Event Date: 11/5/25-11/9/25

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? Greene Street Paved Lot and adjacent Dirt Lot

Which Area(s) of the City Property do you wish to use? Both Parking Lots

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

INITIALS REQUIRED

CA 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.

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

CA 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.

CA 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.

CA 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.

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

CA 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.

CA 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.

CA 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.

CA 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.

CA

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.

CA

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.

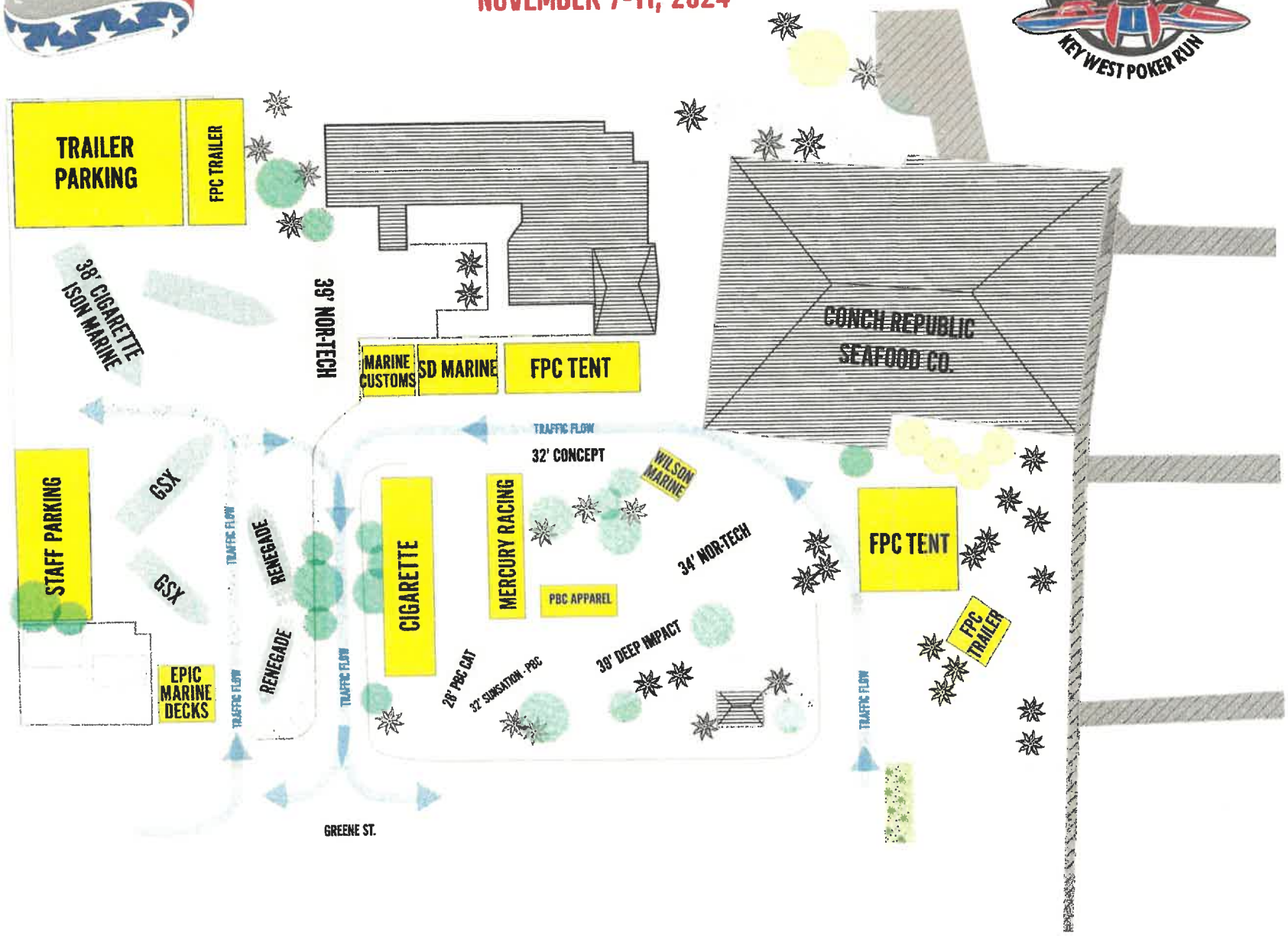
18. Event Organizer may not stay overnight on Truman Waterfront without prior approval from the City of Key West.

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.

FLORIDA POWERBOAT CLUB
KEY WEST POKER RUN VILLAGE
NOVEMBER 7-11, 2024



Special Event Permit Application

Department Approvals

Event Name: **Florida Powerboat Club's 33rd Annual Poker Run** Event Date: **11/5/2025 – 11/9/2025**

Department	Signature / Restrictions / Conditions
Special Events Manager	Kelli Funkhouser
Code Compliance	Sophia Doctoche
Engineering	David Allen see comments in my email to you, Kelli
Fire Department	Conditional Memo received from Dereck Berger
KW DOT	
Parking	
Police Department	JT
Port & Marine Services	Just like to point out that interpretation of their lease regarding requirement to follow special event application varies. City will lose about $8K in revenue for the two lots over the busy powerboat weekend. - SPM
Property Management	
Community Services	
Utilities	M Willman
Other:	

Kelli Funkhouser

From: David Allen
Sent: Monday, April 28, 2025 1:40 PM
To: Kelli Funkhouser
Subject: RE: Florida Powerboat Club's 33rd Annual Poker Run Village 11.5.25 - 11.9.25

Kelli,

I have approved but wanted you to keep in mind that we are in the final design for construction on Greene and Elizabeth. We do not have a firm schedule, but it could interfere a bit with this event. The area everything is set up is fine, but the parking and access may change on the streets. Shouldn't close the event but could disrupt flow.

David

David Allen, P.E.
Engineering Director
City of Key West
(305) 809-3828
www.cityofkeywest-fl.gov

From: Kelli Funkhouser <kelli.funkhouser@cityofkeywest-fl.gov>
Sent: Monday, April 28, 2025 10:09 AM
To: Sophia Doctoche <sdoctoche@cityofkeywest-fl.gov>; Amanda Shouldice <amanda.shouldice@cityofkeywest-fl.gov>; David Allen <david.allen@cityofkeywest-fl.gov>; Dereck Berger <dereck.berger@cityofkeywest-fl.gov>; Jason Barroso <jbarroso@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Sean Brandenburg <sbrandenburg@cityofkeywest-fl.gov>; Bradley Lariz <blariz@cityofkeywest-fl.gov>; Randall Smith <rsmith@cityofkeywest-fl.gov>; Jason Castillo <jcastillo@cityofkeywest-fl.gov>; Nick Revoredo <nrevoredo@cityofkeywest-fl.gov>; Karen Olson <kolson@cityofkeywest-fl.gov>; Steven P. McAlearney <smcalearney@cityofkeywest-fl.gov>; Gary Moreira <gary.moreira@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Trenton Richardson <trenton.richardson@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>; Paul W. Cassidy <pcassidy@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>; Laura Estevez <lestevez@cityofkeywest-fl.gov>; Matt Willman <mwillman@cityofkeywest-fl.gov>; Keely Kessler <keely.kessler@cityofkeywest-fl.gov>
Cc: Brian L. Barroso <brian.barroso@cityofkeywest-fl.gov>; Todd C. Stoughton <tstoughton@cityofkeywest-fl.gov>; Rod Delostrinos <rdelostrinos@cityofkeywest-fl.gov>; Alyson Crean <acrean@cityofkeywest-fl.gov>; Dorian E. Patton <dpatton@cityofkeywest-fl.gov>
Subject: Florida Powerboat Club's 33rd Annual Poker Run Village 11.5.25 - 11.9.25

Please review the application for the **Florida Powerboat Club's 33rd Annual Poker Run Village** on **11/5/25 – 11/9/25**. This will be on the June 4 City Commission agenda.

You can sign the approval form here: Poker Run Village - Approvals.docx

If you have any concerns or issues, please add them to the form and/or let me know.

Thank you,

Kelli

Kelli Funkhouser
Special Events Manager
City of Key West
3420 Northside Drive
Office: 305.809.3881
kelli.funkhouser@cityofkeywest-fl.gov

THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3933

KEY WEST FIRE

To: Conch Republic Seafood Company (conchfarm@outlook.com)

From: Lieutenant Dereck Berger

Date: 5/1/25

Reference: Florida Powerboat Club's 33rd Annual Poker Run

This office reviewed the special event application for the Florida Powerboat Club's 33rd Annual Poker Run to be held at 631 Greene St. on November 5-9, 2025, from 11am-11pm.

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

Kelli Funkhouser

From: Matt Willman
Sent: Monday, April 28, 2025 11:22 AM
To: Kelli Funkhouser
Cc: Jenny Metz; Keely Kessler
Subject: RE: Florida Powerboat Club's 33rd Annual Poker Run Village 11.5.25 - 11.9.25

WM Acct required.

Matt Willman
Utilities Director
City of Key West
1300 White St
Key West FL 33040
1.305.809.3721

From: Kelli Funkhouser <kelli.funkhouser@cityofkeywest-fl.gov>
Sent: Monday, April 28, 2025 10:09 AM
To: Sophia Doctoche <sdoctoche@cityofkeywest-fl.gov>; Amanda Shouldice <amanda.shouldice@cityofkeywest-fl.gov>; David Allen <david.allen@cityofkeywest-fl.gov>; Dereck Berger <dereck.berger@cityofkeywest-fl.gov>; Jason Barroso <jbarroso@cityofkeywest-fl.gov>; Alan Averette <aaverett@cityofkeywest-fl.gov>; Rogelio Hernandez <rhernandez@cityofkeywest-fl.gov>; John Wilkins <jwilkins@cityofkeywest-fl.gov>; Joseph Tripp <jtripp@cityofkeywest-fl.gov>; Sean Brandenburg <sbrandenburg@cityofkeywest-fl.gov>; Bradley Lariz <blariz@cityofkeywest-fl.gov>; Randall Smith <rsmith@cityofkeywest-fl.gov>; Jason Castillo <jcastillo@cityofkeywest-fl.gov>; Nick Revoredo <nrevoredo@cityofkeywest-fl.gov>; Karen Olson <kolson@cityofkeywest-fl.gov>; Steven P. McAlearney <smcalearney@cityofkeywest-fl.gov>; Gary Moreira <gary.moreira@cityofkeywest-fl.gov>; Marcus A. Davila <madavila@cityofkeywest-fl.gov>; Michael J. Turner <mturner@cityofkeywest-fl.gov>; Ralph Major <rmajor@cityofkeywest-fl.gov>; Trenton Richardson <trenton.richardson@cityofkeywest-fl.gov>; Richard Sarver <rsarver@cityofkeywest-fl.gov>; Paul W. Cassidy <pcassidy@cityofkeywest-fl.gov>; Oscar Ladino <oladino@cityofkeywest-fl.gov>; Laura Estevez <lestevez@cityofkeywest-fl.gov>; Matt Willman <mwillman@cityofkeywest-fl.gov>; Keely Kessler <keely.kessler@cityofkeywest-fl.gov>
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Subject: Florida Powerboat Club's 33rd Annual Poker Run Village 11.5.25 - 11.9.25

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If you have any concerns or issues, please add them to the form and/or let me know.

Thank you,

Kelli

Kelli Funkhouser
Special Events Manager
City of Key West
3420 Northside Drive
Office: 305.809.3881
kelli.funkhouser@cityofkeywest-fl.gov

THE CITY OF KEY WEST

P.O. BOX 1409
KEY WEST, FL 33041-1409

RELEASE AND INDEMNIFICATION
Conch Republic Seafood Company
Florida Powerboat Club's 33rd Annual Poker Run Village
Wednesday, November 5, 2025 – Sunday, November 9, 2025
631 Greene Street Paved Parking Lot & Adjacent Gravel Parking Lot

I **Casey Arnold** being authorized to act on behalf of and legally bind **Conch Republic Seafood Company** doing business as the legal entity or association on whose behalf this application is made, do hereby release the City of Key West, its officers, agents and employees from any and all liability for damages arising out of, or related to the activities for which application for leave to use City property has been submitted; and do hereby further agree, on behalf of said entity or association to indemnify, and hold harmless the City of Key West, its officers, agents, and employees from and against any and all damages to personnel or property of the City, and against all claims for damages or injuries to other persons or property of any nature whatsoever, and for defense costs, including attorneys' fees at both trial and appellate levels, arising from the actions or omissions of the person(s) or legal entity(ies) on whose behalf the application is submitted, including, but not limited to, the sale and dispensing of alcoholic beverages, or otherwise arising from the actions of their members, licensees, customers, guests, invitees, or participants in the related activities permitted. The foregoing Release and Indemnification agreement does not apply to those claims for damages or injuries which result from the negligent actions or omissions of the City of Key West, its officers, agents, and employees.

Signature of Witness

Mack Desmond
Print Name

5.8.2025
Date

Signature of Applicant

Casey H. Arnold
Print Name

5.8.2025
Date

Key to the Caribbean – Average yearly temperature 77° F.

THE CITY OF KEY WEST
Post Office Box 1409 Key West, FL 33041-1409 (305) 809-3888

SPECIAL EVENT
(Exemption from Noise Ordinance)

Noise Exemption Application

The following application is for a
Special Event Permit pursuant to Section 6-86
of the Code of Ordinances
A copy of each application is on file at the City Clerks Office for
public inspection and will be heard at the Commission meeting of
Wednesday, September 3, 2025

Florida Powerboat Club's 33rd Annual Poker Run Village
Noise Exemption
Wednesday, November 5, 2025 – Sunday, November 9, 2025
631 Greene Street Paved Parking Lot and Adjacent Gravel Parking Lot
11:00 a.m.- 11:00 p.m.
Contact: Casey Arnold 859-285-9811

Dear Neighbors,

This is to notify you that **Conch Republic Seafood Company** has applied to the Key West City Commission for a Special Event Permit under Section 6-86 of the City's Noise Control Ordinance. The application is for a **"Florida Powerboat Club's 33rd Annual Poker Run Village"** to take place on **Wednesday, November 5 through Sunday, November 9, 2025** from **11:00 a.m. to 11:00 p.m.** at the **631 Green Street Paved Lot and adjacent Gravel Lot** which is located within 100 feet of your property. A hearing on the application will take place at the following:

City Commission Meeting
Wednesday, September 3, 2025
at 9:00 A.M.
City Hall
1300 White Street

ADA Assistance directions on agenda. Any questions, please contact Kelli Funkhouser, Special Events Manager at 305-809-3881.

Dear Neighbors,

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121 SIMONTON KW LLC
14631 Safe Landing Ct
Fort Myers, FL 33908

2729 CAVANAGH COURT LLC
595 El Cerrito Ave
Hillsborough, CA 94010

616 GREEN STREET LLC
616 Greene St
Key West, FL 33040

BILLS BRUCE
151 Simonton St
Key West, FL 33040

BOLTE JOHN M FAMILY TRUST
10/7/2008
C/O BOLTE NANCY K TRUSTEE
PO Box 43799
Philadelphia, PA 19106

BYRD COOKIE COMPANY OF
KEY WEST LLC
6700 Waters Ave
Savannah, GA 31406

CASTRO CHERYL A
9202 Marovelli Forest Dr
Lorton, VA 22079

CITY OF KEY WEST
PO BOX 1409
KEY WEST, FL 33041

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PO BOX 1409
KEY WEST, FL 33041

DDG HARBORWALK LLC
2900 Riviera Dr
Key West, FL 33040

DOHERTY CHRIS
12109 Stonelake Ranch Blvd
Thonotosassa, FL 33592

FAMILY PORTFOLIO SERIES KW
LLC
850 New Burton Rd Ste 201
Dover, DE 19904

FOD MARINA 1 LLC
7009 Shrimp Rd
Ste 4
Key West, FL 33040

GREEN BRYAN
141 Simonton St
Unit 203
Key West, FL 33040

HENSON DEBORAH A
5551 2nd Ave
Key West, FL 33040

KEY WEST FISH ON LLC
500 Westover Dr
10791
Sanford, NC 27330

KEY WEST HAND PRINT FABRICS
LTD
201 Front St Ste 310
Key West, FL 33040

MCCORMICK DENVER AND
LINDA LIVING TRUST 11/08/2018
129 Simonton St
Key West, FL 33040

MURPHY AMY
3890 Waterford Ct
Beachwood, OH 44122

OLD TOWN VILLAS AT KEY WEST
HOA INC
336 Duval St
Key West, FL 33040

PORTER LEMAN M REVOCABLE
TRUST 3/23/2011
500 International Pkwy
Lake Mary, FL 32746

QUIRK JR GENE OLIVER
7894 Vincent Rd
Denham Springs, LA 70726

ROGOZIENSKI FRANK E FAMILY
TRUST 6/30/1979
2530 Del Lago Dr
Fort Lauderdale, FL 33316

SCHIAVONE DANIEL M
157 Simonton St
Key West, FL 33040

SELLITTO ROBERT LORE
119 Simonton St
Key West, FL 33040

SMITH CHRISTOPHER D
REVOCABLE FAMILY TRUST
2/21/2008
131 Simonton St
Key West, FL 33040

VIGEN REAL ESTATE HOLDINGS LLLP
663 Vineyard Dr
Grand Forks, ND 58201

WANAMAKER GEOFFREY C
25950 Sotterley Rd
Hollywood, MD 20636

WANG ANN
137 Simonton St
Key West, FL 33040