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: Duval Mile Run

Location: Duval Pocket Park down Duval St to Greene St

Event Date(s): October 11, 2025 Saturday

Event Hours: 5 pm-7 pm race begins @ 6 pm

Set-Up Date: October 11 2025

Set-Up Time: 5 pm

Break-Down Date: October 11 2025

Break-Down Time: 7 pm

Number of Expected Attendees: 200

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.

This is a 1 mile run starting at Duval Pocket Park and ending right before Greene St. (map attached of course). Course setup starts at 5 pm, race starts at 6 pm, event breakdown and complete by 7 pm. A rolling street closure will be used for the course as needed by traffic enforcement with the exception of requesting a street closure on Duval Street for 35 minutes between Caroline Street and Greene St where the finish line will be set up.

EVENT ORGANIZER INFORMATION

Company or Organization Name The Basilica School of St. Mary

Name Robert Wright

Phone number 619-961-3017

Mailing Address 700 Truman Ave

City Key West State FL Zip 33040 Email president@basilicaschool.com

Tax ID / EIN# 92-4027092

Event Website: https://runsignup.com/Race/FL/KeyWest/DuvalMile

SECONDARY CONTACT INFORMATION

Name Tonya Henson

Phone number 619-961-3017

Company or Organization Name Key West Southernmost Runners Club

Email southernmostrunners@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: Duval Mile Run Event Date: Oct 11, 2025

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: Tonya Henson **Signature:** Tonya Henson

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: Tonya Henson **Signature:** Tonya Henson

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: Tonya Henson **Signature:** Tonya Henson

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: Tonya Henson **Signature:** Tonya Henson

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: Tonya Henson **Signature:** Tonya Henson

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: Tonya Henson **Signature:** Tonya Henson

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: Tonya Henson **Signature:** Tonya Henson

Event Screening Questionnaire

Event Name: Duval Mile Event Date: Oct 11 2025

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 [x]	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 Aug 4, 2025

Required – Recycling Plan

Event Name: Duval Mile Event Date: Oct 11, 2025

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 Tonya Henson Phone Number 619-961-3017

Email southernmostrunners@gmail.com Number of people dedicated to recycling 4

INITIALS REQUIRED

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

th 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.

th 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.

th 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: Duval Mile Event Date: Oct 11, 2025

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

th **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

th **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
- ____ Partner with Transit System/Buses
- ____ Partner with Transit Friendly Hotels
- ____ Partner with Restaurants/Bars
- ____ Partner with Rideshare/Taxi Companies
- ____ 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	

**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:	Duval Mile	Event Date:	Oct 11, 2025

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

th _____ Attach Site Map Layout

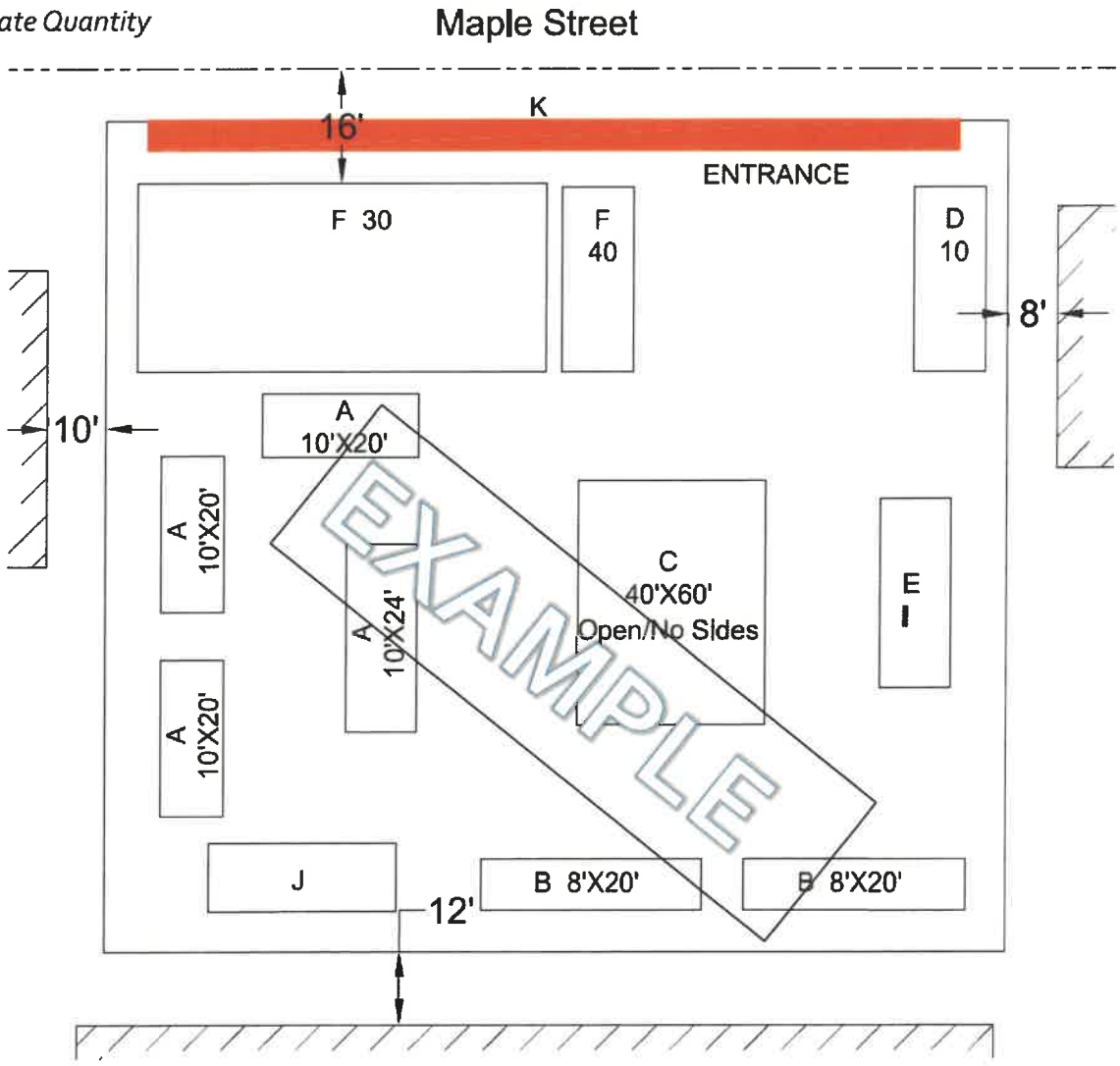
th _____ Attach Impacted Streets Map

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: Duval Mile Event Date: Oct 11, 2025

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: _____

_____

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

INITIALS REQUIRED

____ 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

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

____ 3. Notice of the City Commission's proposed action on a Noise Exemption shall be published in a newspaper of general circulation at least five days prior to the date of the Commission meeting, as well as mailed to all property owners and occupants located within a 100-foot radius of the proposed event. The applicant is required to pay for the newspaper advertisement.

For more information on Noise and Noise Exemptions, consult the Special Event Guide and read the City Code Section 26-192

Special Event Permit Application

Supplement B – Non-Profit Verification

Event Name: Duval Mile Event Date: Oct 11, 2025

Non-Profit Organization Name St. Mary Star of the Sea Basilica Catholic School

Tax ID/EIN # 59-6015970 Representative Mr. Robert Wright

Purpose of Organization Proceeds for Tuition Assistance Fund.

Phone 305-294-1031 Email president@basilicaschool.com

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

Proceeds for tuition assistance fund.

INITIALS REQUIRED

th 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.

th 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.

th 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.

th 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 Aug 4, 2025

Event Name: Duval Mile Event Date: Oct 11, 2025

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

____ 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.

____ 2. **Cooking Safety:** If cooking, a KWFD Fire Watch must be provided and fire extinguisher(s) with a minimum rating of 3A40BC shall be provided near cooking equipment.

____ 3. **Sidewalks:** Structures must not interfere with pedestrian movement on the sidewalk. The Special Event Site Plan must show a minimum setback of six (6) feet from the property lines.

____ 4. **Special Event Site Map**: Indicate where structures, tents, stages, cooking equipment, etc. will be located. The layout must also identify distances to the nearest buildings and property line. If seating will be provided, show seating/chair arrangement.

____ 5. **Cooking Oil:** Cooking oil must be disposed of properly. Vendors found dumping cooking oil improperly will result in forfeiture of a portion of the Event deposit.

Supplement D – Tents & Structures

Event Name: Duval Mile Event Date: Oct 11 2025

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? No

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 E – Street Closure

Event Name: Duval Mile Event Date: Oct 11 2025

STREET CLOSURE INFORMATION

Street(s) to be closed Duval Street Block/Address Number(s) 200 block

Cross-Streets: between Caroline and Greene

Closure Date(s) Oct 11, 2025 Time 5:55 pm AM/PM to 6:30 pm AM/PM

INITIALS REQUIRED

th 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.

th 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.

th 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.

th 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.

th 5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.

th 6. **Emergency Access:** The closed street/roadway will immediately be available for emergency vehicles and vehicles within the close block.

SIGNATURE REQUIRED

Tonya Henson

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 Aug 4, 2025

Special Event Permit Application

Supplement F – City Property

Event Name:	Duval Mile	Event Date:	Oct 11, 2025

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 Mile Pocket Park - we will block off portion for visitor line @ buoy

Which Area(s) of the City Property do you wish to use? The entrance as start line.

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

INITIALS REQUIRED

th 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.

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

th 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.

th 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.

th 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.

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

th 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.

th 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.

th 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.

th 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.

th

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.

th

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.

Mel Fisher Maritime Museum
Key West - Sunset Key Ferry for Latitudes
Top rated
Truman Little White House
Key West Cemetery
The Palms Hotel
The Hemingway Home and Museum
Rose Ln
Eaton St
Whitehead St
Duval St
Simonton St
Bahama St
William St
Margaret St
Elizabeth St
Angela St
Pine St
Olivia St
Pauline St
Frances St
White St
Newton St
Petronia St
Florida St
Pearl St
Virginia St
Eliza St
Catherine
Varela St
Watson St
Grinnell St
Packer St
Johnson Ln
Galveston Ln
Windsor Ln
Amelia St
Louisa St
United St
Seminary St
Royal St
Von Phister St
Reynolds St
Waddell Ave
Seminole St
Alberta St
Vernon Ave
South St
Southard St
Emma St
Porter Ln
Thomas St
Weech Way
Butler BMd
Truman Ave
Julia St
Howe St
Fort St
Angela St
0.60 mi
0.80 mi
Measure distance
Click on the map to add to your path
Total distance: 1.00 mi (1.62 km)
The Reach Gazebo

Detail by Entity Name

Florida Not For Profit Corporation
ST. MARY STAR OF THE SEA BASILICA CATHOLIC PARISH IN KEY WEST, INC.

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Annual Reports

Report Year	Filed Date
2025	01/15/2025

Document Images

01/15/2025 -- ANNUAL REPORT	View image in PDF format
01/03/2024 -- Domestic Non-Profit	View image in PDF format

THE CITY OF KEY WEST

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

RELEASE AND INDEMNIFICATION
Key West Southernmost Runners Club
Duval Mile Run
Saturday, October 4, 2025
Duval Street

I **Tonya Henson** being authorized to act on behalf of and legally bind **Key West Southernmost Runners Club** 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	Signature of Applicant
Chris Hinkle	Tonya Henson
Print Name	Print Name
Aug 11, 2025	Aug 8, 2026
Date	Date

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

Special Event Permit Application

Department Approvals

Event Name: Duval Mile Run Event Date: 10/11/2025

Department	Signature / Restrictions / Conditions
Special Events Manager	Kelli Funkhouser
Code Compliance	Chris Councellor
Engineering	Doug Bradshaw
Fire Department	Dereck Berger emailed Conditional Memo
KW DOT	
Parking	
Police Department	A. GAUFILLET
Port & Marine Services	Steve McAlearney
Property Management	
Community Services	Marcus Davila
Utilities	M Willman
Risk Management	Applicant will provide COI once approved
Other	

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

To: Duval Mile Run (president@basilicaschool.com)

From: Lieutenant Dereck Berger

Date: 8/12/25

Reference: Duval Mile Run

This office reviewed the special event application for the Duval Mile Run to be held at Duval St. on October 11, 2025, from 5-7pm.

Based on the application the following conditions apply:

- **All road closures need to allow an open lane minimum of 12 ft. wide open for emergency vehicle access.**

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

KEY WEST FIRE