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: Waterfront Playhouse Croquet Fundraiser

Location: Truman Waterfront Park.

Event Date(s): 22 MARCH 2026 Event Hours: 2:00-5:00pm

Set-Up Date: 22MAR26 Set-Up Time: 10am

Break-Down Date: 22MAR26 Break-Down Time: 5pm

Number of Expected Attendees: ~150 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.

Croquet on the Lawn
Food/Bar ← vendors tbd
Tables, tent, Chairs
Additional decor - tbd

EVENT ORGANIZER INFORMATION

Company or Organization Name Waterfront Playhouse

Name Kate Miano - Board President Phone number 305 923 4617

Mailing Address 407 Wall Street

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

Tax ID / EIN# 591966652 Event Website: Waterfrontplayhouse.org

SECONDARY CONTACT INFORMATION

Name SARAH HUNTER Phone number 704 254 6777

Company or Organization Name Waterfront Playhouse - Board Member

Email hunter@hunterglobaladvisory.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: Water Front Playhouse Croquet Fundraiser Event Date: 3-22-26

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: Kate Miano President **Signature:** Kate M

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: Kate Miano president **Signature:** Kate M

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: Kate Miano president **Signature:** Kate M

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: Kate Miano **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: Kate Miano **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: Kate Miano **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: KateMiano **Signature:**

Event Screening Questionnaire

Event Name: Waterfront Playhouse Croquet Fundraiser Event Date: 22 MAR 20

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 1/6/20

Required – Waste/Recycling Plan

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

Event Name: Water Rent Playhouse Croquet Fundraiser Event Date: 30MAR16

WASTE/RECYCLING POINT OF CONTACT

Name SARAH Hunter Phone Number 7042546777

Email hunter@hunterglobaladvisory.com Number of people dedicated to recycling 4

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)

[X] 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)

[X] 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)

[X] 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

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

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

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

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: Waterfront Playhouse Cruise Fundraiser Event Date: 20 MAR 26

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

KM **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

KM **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			
**Modification of rates or parking waivers can only be approved by City Commission.*			**Total**	

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: Waterfront Playhouse Croquet Fundraiser Event Date: 22MAR26

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.

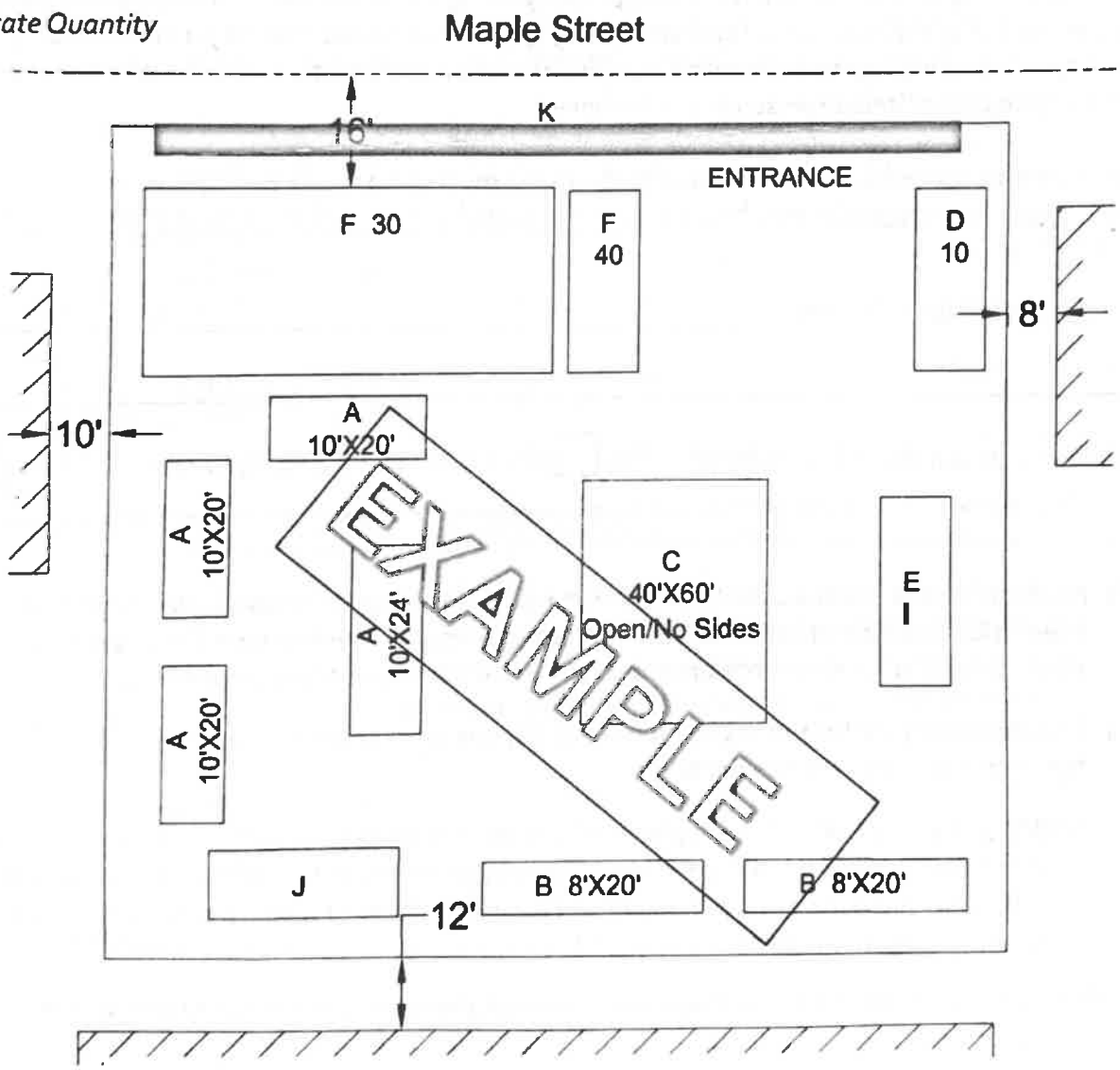
INITIALS REQUIRED

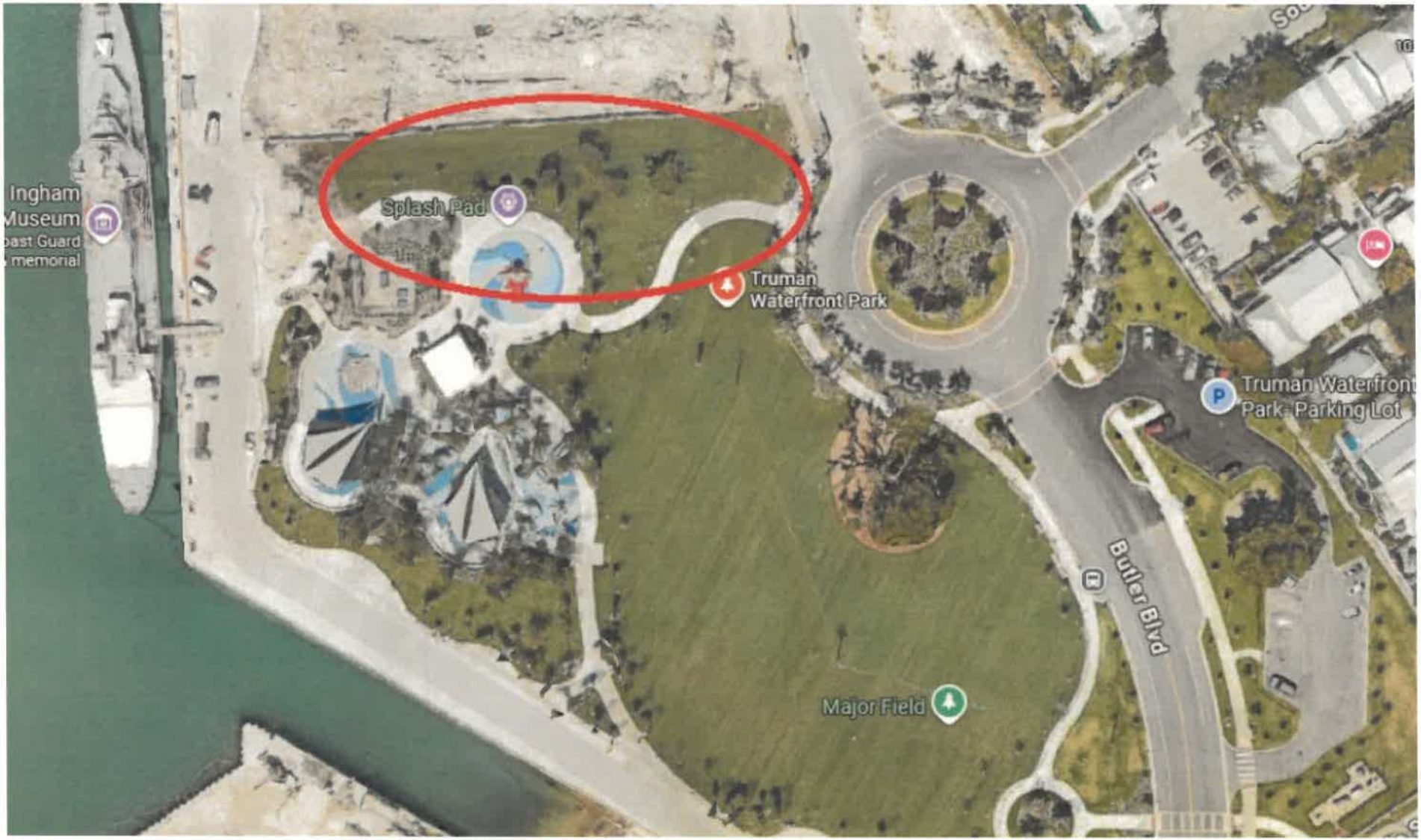
KM Attach Site Map Layout KM Attach Impacted Streets Map

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*




Ingham
Museum
Splash Pad
Truman
Waterfront Park
Truman Waterfront
Park - Parking Lot
Butler Blvd
Major Field

Operator or person who will be operating the equipment.

Failure to return rental property or equipment upon expiration of the rental period, and failure to pay all amounts due (including costs for damage to the property or equipment) are prima facie evidence of intent to defraud, punishable in accordance with Section 812.155, Florida Statutes.

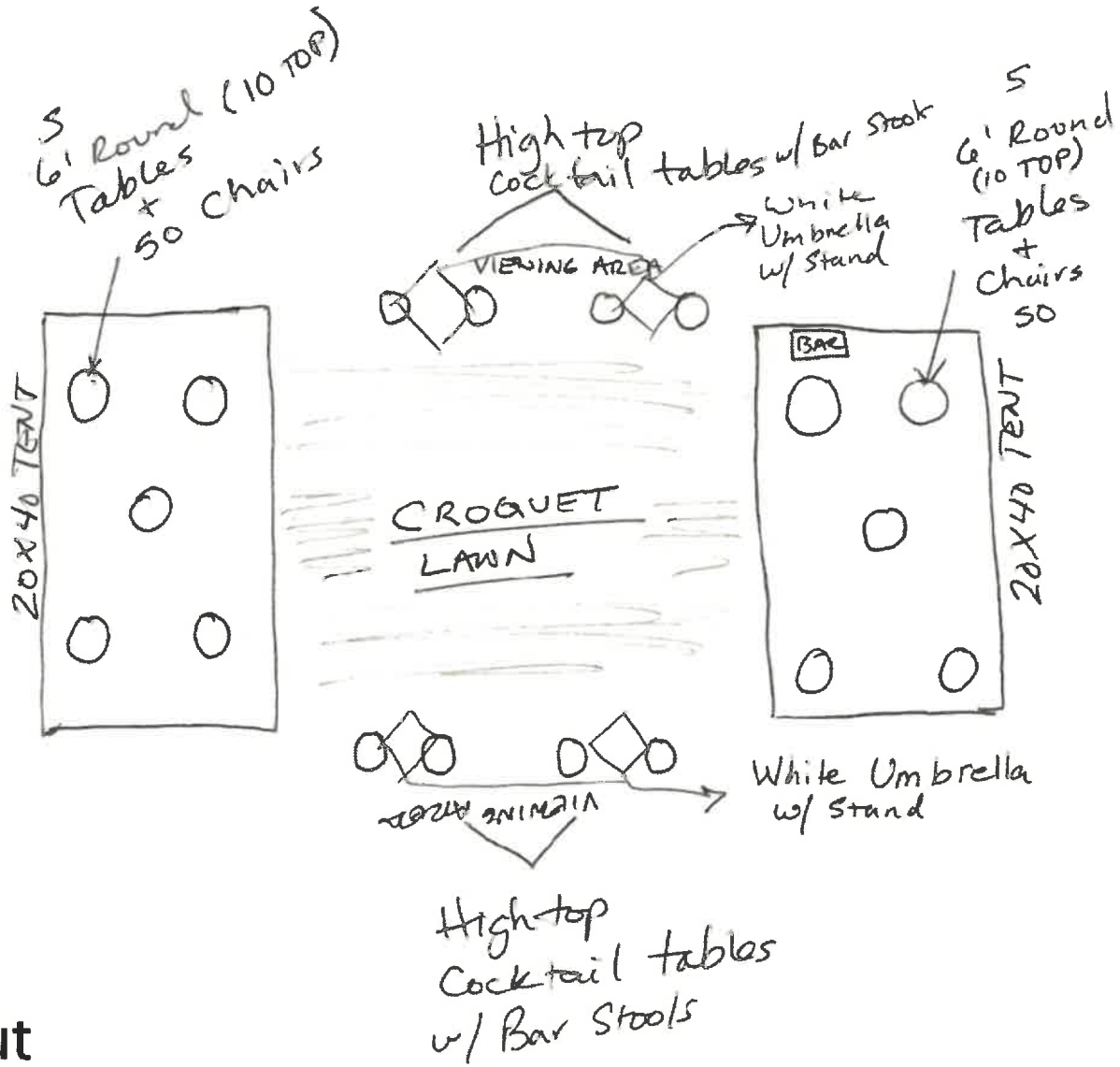
THIS COPY. An invoice will be issued upon RETURN. By signing this you agree to the terms THANK YOU!

Rsv.Taken: 01/09/2026

WE CHARGE FOR ALL TIME OUT

Any account that's past due (beyond 30 days) will be charged at discounted rentals being invoiced at the full daily rate.

FSR Please Remit to: 5216 US Hwy 1, Key West, FL 33040



Draft Layout

Special Event Permit Application N/A Supplement A - Noise

Event Name: _____ Event Date: _____

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

KM 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

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

KM 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: Waterfront Playhouse Croquet Fundraiser Event Date: 2020 Date

Non-Profit Organization Name Waterfront Playhouse

Tax ID/EIN # 591966652 Representative Kate Miano

Purpose of Organization Live theater / local culture

Phone 3059234617 Email kwqueenkate@gmail.com

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

Christopher Elwell Legacy Fund.

INITIALS REQUIRED

KM 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.

KM 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.

KM 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.

KM 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 1/6/20

Special Event Permit Application

Supplement C – Food & Safety

Event Name: Waterfront Playhouse Croquet Fundraiser Event Date: 23MAR26

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

X Catered Food

Alcohol To be Served By

X Existing Licensed Establishment

_____ Commercial Licensed Vendors

X Non-profit Licensed Vendors

Electrical Power

_____ Generator

_____ 110AC / Extension Cords

_____ DC Power

Structures:

_____ Stages / Risers / Canopies

_____ Viewing Stands / Bracing

X 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

KM 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.

KM 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.

KM 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.

KM 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.

KM 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: WATERFRONT Playhouse Croquet Fundraiser Event Date: 22 MAR 20

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

Please contact the following City representatives before completing your application:

Fire Department and EMS – Chief Alan Averette (305) 809-3938
Police Department – LT Joseph Tripp (305) 809-1027

Provide copy of Event Site Map/Layout Yes ☐ No ☐

TENTS

Total Number of Food/Beverage Vendor Tents: 1

Total Number of Merchandise Vendor Tents: Ø

Total: 1

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:

N/A

N/A → N/A

Special Event Permit Application · Supplement E – Street Closure

Event Name: _____ Event Date: _____

STREET CLOSURE INFORMATION

Street(s) to be closed _____ Block/Address Number(s) _____

Cross-Streets: between _____ and _____

Closure Date(s) _____ Time _____ AM/PM to _____ AM/PM

INITIALS REQUIRED

KM 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.

KM 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.

KM 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.

KM 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.

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

KM 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 _____

Special Event Permit Application — Supplement F – City Property

Event Name: Waterfront Playhouse Croquet Fundraiser — Event Date: 22 MAR 20

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? Waterfront Park

Which Area(s) of the City Property do you wish to use? grass area

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

INITIALS REQUIRED

KM 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.

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

KM 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.

KM 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.

KM 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.

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

KM 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.

KM 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.

KM 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.

KM 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.

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

12. All trash (including waste oil) and equipment including portable toilets and trailers shall be removed no later than close of business of the last day of the event. Event Organizer should plan accordingly. City of Key West may impose additional fees for use of City Property beyond usage dates.

INITIALS REQUIRED for Truman Waterfront Property

For Use of Truman Waterfront, the Event Organizer is subject to the following additional provisions:

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.

Detail by FEI/EIN Number

Florida Not For Profit Corporation
KEY WEST PLAYERS, INC.

Filing Information

Document Number	755880
FEI/EIN Number	59-1966652
Date Filed	01/14/1981
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	07/01/2005
Event Effective Date	NONE

Principal Address

407 WALL ST
WATERFRONT PLAYHOUSE
KEY WEST, FL 33040

Changed: 06/20/2018

Mailing Address

P.O. BOX 724
KEY WEST, FL 33041

Changed: 04/26/2006

Registered Agent Name & Address

Scott, Lena
1107 Key Plaza
414
Key West, FL 33040

Name Changed: 01/18/2024

Address Changed: 01/18/2024

Officer/Director Detail

Name & Address

Title PRESIDENT

Miano, Kathryn Nancy
P.O. BOX 724
KEY WEST, FL 33041

Title DIRECTOR

KAUFMAN, STUART
P.O. BOX 724
KEY WEST, FL 33041

Title DIRECTOR

Frechette, Robert
P.O. BOX 724
KEY WEST, FL 33041

Title DIRECTOR

Frechette, Lynda
P.O. BOX 724
KEY WEST, FL 33041

Title VP

MALONEY, TIMOTHY
PO BOX 724
KEY WEST, FL 33041

Title TREASURER

MENDITCH, FRANK
PO BOX 724
KEY WEST, FL 33041

Title DIRECTOR

D'ANGELIS, DAMIAN
PO BOX 724
KEY WEST, FL 33041

Title DIRECTOR

BENNER, MIKE
407 WALL ST
WATERFRONT PLAYHOUSE
KEY WEST, FL 33040

Title SECRETARY

WISE, STEPHANIE
407 WALL ST
WATERFRONT PLAYHOUSE

KEY WEST, FL 33040

Title DIRECTOR

TRIPPI, JOE
407 WALL ST
KEY WEST, FL 33041

Title Director

KATE, REGAN
407 WALL ST
WATERFRONT PLAYHOUSE
KEY WEST, FL 33040

Annual Reports

Report Year	Filed Date
2024	01/18/2024
2025	06/17/2025
2025	11/20/2025

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03/16/1995 -- ANNUAL REPORT	View image in PDF format

Special Event Permit Application

Department Approvals

Event Name: Waterfront Playhouse Croquet Fundraiser Event Date: 3/22/2026

Department	Signature / Restrictions / Conditions
Special Events Manager	Kelli Funkhouser
Code Compliance	Chris Counsellor
Engineering	Doug Bradshaw
Fire Department	Dereck Berger emailed Conditional Memo
KW DOT	
Parking	
Police Department	JT
Port & Marine Services	Steve McAlearney
Property Management	
Community Services	Marcus Davila
Utilities	Keely Kessler
Risk Management	COI to be approved upon receipt
Other	

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

To: Katie Miano (kwqueenkate@gmail.com)

From: Lieutenant Dereck Berger

Date: 1/16/26

Reference: Waterfront Playhouse Croquet Fundraiser

This office reviewed the special event application for the Waterfront Playhouse Croquet Fundraiser to be held at Truman Waterfront Park on March 22, 2026 from 2:00-5:00pm.

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
Office 305-809-3917
Dereck.berger@cityofkeywest-fl.gov

KEY WEST FIRE