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: Finnegan's WAKE WAKE

Location: 320 grinnell St

Event Date(s): 15 March 26 Sunday Event Hours: 11 – 11

Set-Up Date: 15 March 26 Set-Up Time: 9am

Break-Down Date: 15 March 26 Break-Down Time: 11pm

Number of Expected Attendees: 500 Is the Event Open to the Public: Yes [X] 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.

Keeping the Finnegan's WAKE St. Patricks Day Party Alive. OUTSIDE STAGE w/MUSIC IRISH FOOD for THE DAY

EVENT ORGANIZER INFORMATION

Company or Organization Name Dive Bar Shirt Club

Name SHIA Manzetti Phone number 305 9236717

Mailing Address 320 grinnell St

City KEY WEST State FL Zip 33040 Email Rover7fl@gmail.com

Tax ID / EIN# 88-2269890 Event Website: Divebarshirtclub Social Media sites

SECONDARY CONTACT INFORMATION

Name Cody Shoemake Phone number 9728964246

Company or Organization Name Dive Bar Shirt club

Email CODY@DIVEbarShirtclub.com

SPECIAL APPROVAL REQUIREMENTS (IF APPLICABLE)

Noise Exemption Required: Yes [X] Complete Supplement A No [ ]

Non-Profit Applicant or Benefit: Yes [ ] Complete Supplement B No [X]

Alcoholic Beverages Sold/Served at Event: Yes [X] 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: Finnegans WAKE WAKE Event Date: 15 March 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: Shia Manzetti **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: Shia Manzetti **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: Shia Manzetti **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: Shea Manzetti **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: Shea Manzetti **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: Shea Manzetti **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: Shea Manzetti **Signature:**

Event Screening Questionnaire

Event Name: Finnegan's WAKE WAKE	Event Date: 15 March 26

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 [X] Needs City Commission Approval	No [ ]
2. Will ANY food be prepared or served?	Yes [X] 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 [X]
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 [X] 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 [X] Complete Supplement E	No [ ]
6. Will your event require a moving street closure (e.g. Race, Bike Rally, Parade)?	Yes [ ] Complete Supplement E	No [X]
7. Will your event require parking restrictions (i.e. clearing cars for parade)?	Yes [X] Complete Supplement E	No [ ]

8. Will your event take place in a City-owned Park, Recreation Center or Truman Waterfront?	Complete Supplement F	
	Yes [ ]	No [X]

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.

[X] By checking "I agree", you agree and acknowledge your electronic signature is valid and bonding in the same force as a handwritten signature. Date 15 DEC 25

Required – Waste/Recycling Plan

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

Event Name: Finnegan's WAKE WAKE Event Date: 15 March 26

WASTE/RECYCLING POINT OF CONTACT

Name Shad Manzetti Phone Number 305 923 6717

Email Rock7fl@gmail.com Number of people dedicated to recycling 3

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

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

☐ 1-Community Services (CS) provides waste/recycling services and invoices Event accordingly. Event will provide a layout of the event location and estimated number of attendees. CS will use that information to determine the number of containers and CS staff needed for set up and support during the event.

☐ 2-Dumpster rental: Event will set up a temporary commercial account with Waste Management. Dumpsters can be used in conjunction with CS services- billed separately.

☒ 3-Event partners with a business that has containers and an active waste account. Requires approval Dive Bar Shirt Club

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

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

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

☐ 1-Community Services provides services and invoices Event accordingly.

☐ 2-Larger events using dumpsters must set up a temporary commercial account with Waste Management (WM) to rent dumpsters. Once filled, WM removes the dumpsters and hauls waste to the transfer station. Event pays all costs associated with the temporary account with WM

☒ 3-Partnering with a business. Business must have current Waste Management (WM) account and use regularly scheduled services. Partner business must sign off and accept responsibility for all waste and agree to any overage fees on their monthly invoice. Must be approved.

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

INITIALS REQUIRED SM

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

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

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: Finnegan's WAKE WAKE Event Date: 15 March 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

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: _____

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	3	1	0
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: Finnegan's WAKE WAKE Event Date: 15 March 26

Using the legend below, please illustrate your event to the best of your ability.
If it is a single site event only one site layout is needed. If the event includes multiple streets, a second map showing the Impacted Streets for the entire area is needed.

INITIALS REQUIRED

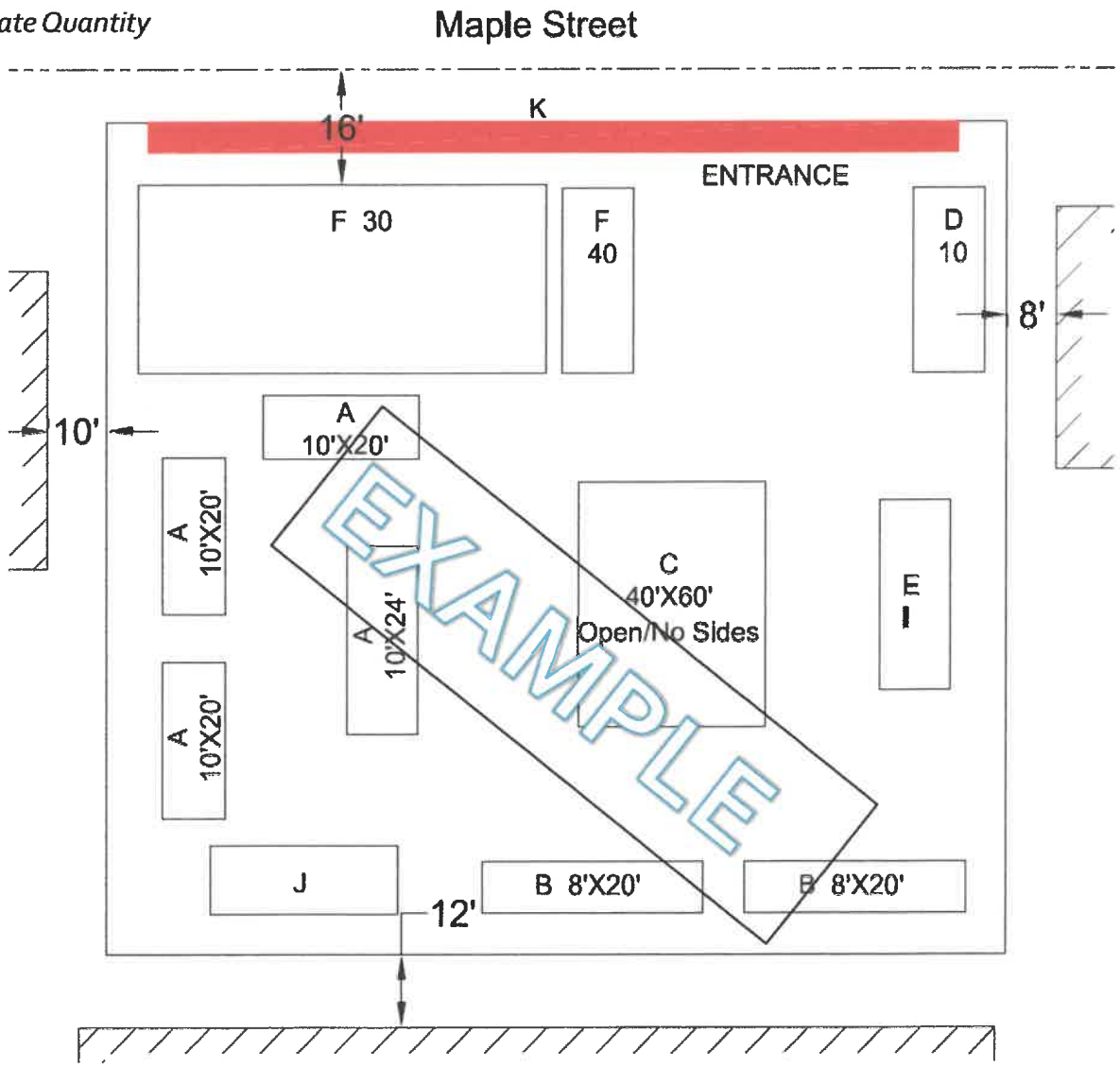
_____ Attach Site Map Layout _____ Attach Impacted Streets Map

Event Site Map Layout Legend:

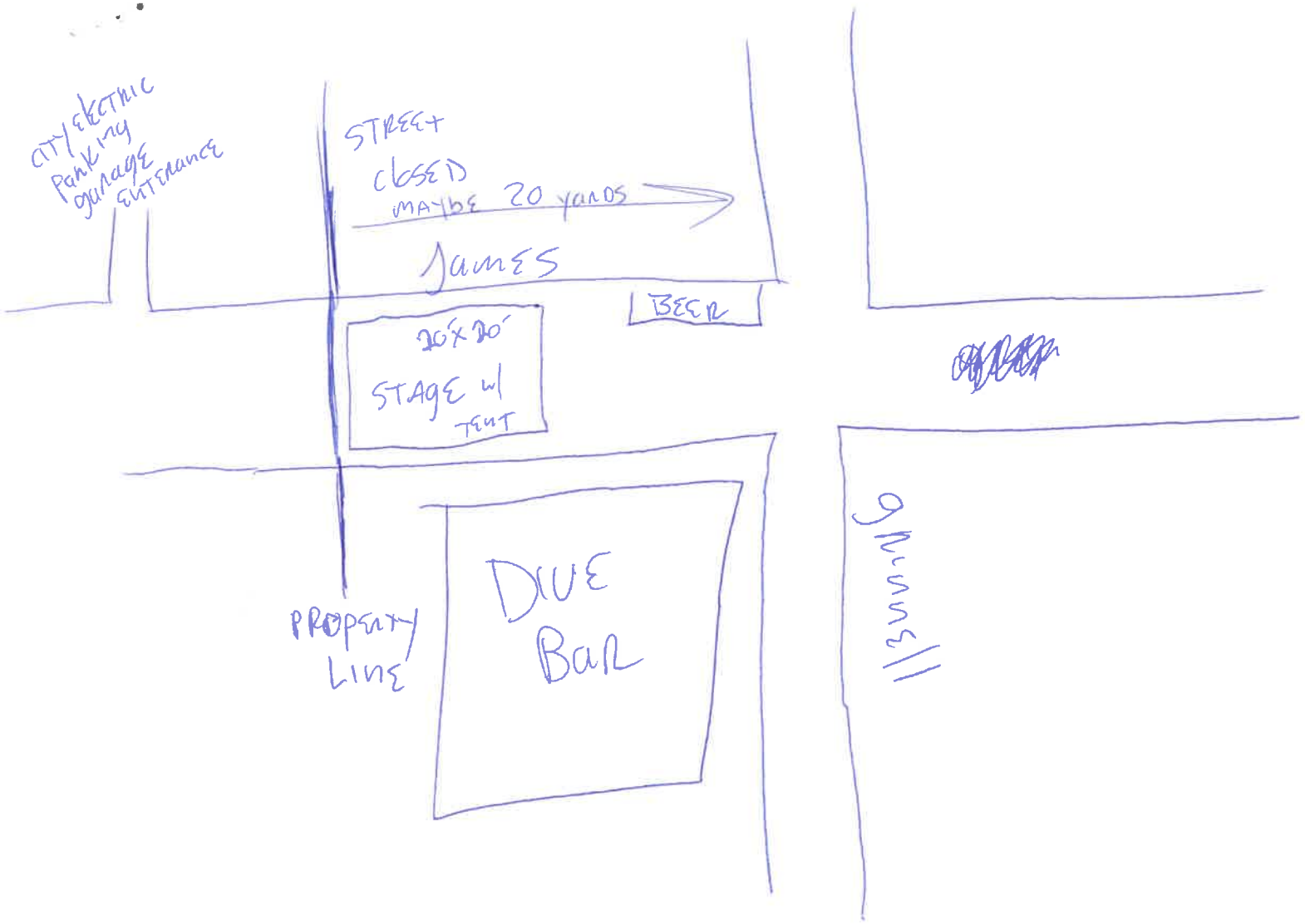
A. Food/Bev. Vendor Tents*	F. Car Parking**	K. Podiums
B. Merchandise Vendor Tents*	G. Bike Parking**	L. Fire Lane (RED LINE)
C. Seating Tents*	H. Roads Closed	M. Label Street(s)
D. Toilets **	I. Stage Area	N. Other: _____
E. Amplified Music	J. Bounce House	O. Other: _____

* *Indicate Tent sizes*

** *Indicate Quantity*



Untitled Map
Write a description for your map.
Legend
320 Grinnell St
The Dive Bar Shirt Club
KWE Supply
Parking AA
300 Grinnell St Garage
James St
STAGE
322
320 Grinnell St
The Dive Bar Shirt Cl...
City of Key West Old Town Garage...
Public Parking
Grinnell St
Google Earth
Data SIO, NOAA, U.S. Navy, NGA, GEBCO
100 ft


CITY ELECTRIC
Parking
Garage
Entrance
STREET
closed
maybe 20 yards
James
BEER
20'x20'
STAGE w/
TENT
PROPERTY
LINE
DUE
Bar
Grant

Supplement B – Non-Profit Verification

Event Name: _____ Event Date: _____

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 15 DEC 25

Special Event Permit Application

Supplement A - Noise

Event Name: Finnegan's WAKE WAKE Event Date: 15 March 24

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: Live Music

Do you wish to apply for a Noise Exemption? Yes [X] 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 C – Food & Safety

Event Name: Finnegan's WAKE WAKE Event Date: 15 March 26

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

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

Electrical Power

_____ Generator

_____ 110AC / Extension Cords
_____ DC Power

Structures:

X Stages / Risers / Canopies
_____ Viewing Stands / Bracing

_____ Seating
_____ Air Supported Bounce House
_____ Tents Greater than 200 SF

Other

X 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.

Special Event Permit Application

Supplement D – Tents & Structures

Event Name: Finnegan's WAKE WAKE Event Date: 15 March 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: 1

Total Number of Merchandise Vendor Tents: 0

Total: 1

Tent Supplier Name IT'S OURS Contact Number _____

Size & Type of Tents: 1 Pop-up TENT 10x10

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? STage

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:

I Don't Know 20'x20'

Special Event Permit Application

Supplement E – Street Closure

Event Name: Finnegan's WAKE WAKE Event Date: 15 March 26

STREET CLOSURE INFORMATION

Street(s) to be closed James ST Block/Address Number(s) 320 Grinnell

Cross-Streets: between [redacted] JUST YOUR PROPERTY line APPX 20 yards and

Closure Date(s) 15 March 25 Time 9:00 AM AM/PM to 11:00 pm AM/PM

INITIALS REQUIRED

1. **Non-Profit Inclusion:** Applicant(s) who are businesses or private persons who wish to close a City street must make an application jointly with a Non-profit organization. When an Event Organizer proposes a Special Event that will cause the closing of a city street or other public right-of-way, the Event Organizer must donate at least 25% of the Event Organizer's gross revenues or $1000.00, whichever is greater, to at least one Non-profit organization. The Event Organizer must designate the Non-profit organization(s) on the application for the event. Each named Non-profit organization must provide the City Manager with a letter of agreement with the Event Organizer.
2. **Consent:** The Event Organizer must have neighboring businesses sign a petition of no objection to the street closure. A template consent form can be found in the Special Events Guide.
3. **ADA Restrooms**: Whenever the Event Organizer of a Special Event provides temporary bathroom facilities within the public right-of-way, at least five percent of those facilities or one of those facilities, whichever is the greater number, shall be accessible to persons with physical disability.
4. **Insurance:** Typical insurance policies may not provide coverage for accidents that may occur off private property and in the City Right-of-way. Events taking place within City Right-of-Way require insurance in the amount of $1M – liability and $2M – aggregate.
5. **Public access:** Pedestrians must be allowed access to the closed area free of charge.
6. **Emergency Access:** The closed street/roadway will immediately be available for emergency vehicles and vehicles within the close block.

SIGNATURE REQUIRED

We the undersigned, agree to save and hold harmless, the City of Key West from all cost and damage to any person and/or property which is caused by any activity, condition, or event arising out of temporary use of the above street for the purpose of this Special Event.

☒ By checking "I agree", you agree and acknowledge your electronic signature is valid and bonding in the same force as a handwritten signature. Date 15 DEC 25

Special Event Permit Application

Department Approvals

Event Name: Finnegan's Wake Wake Event Date: 3/15/2026

Department	Signature / Restrictions / Conditions
Special Events Manager	Kelli Funkhouser
Code Compliance	Chris Counsellor
Engineering	Doug Bradshaw
Fire Department	Dereck Berger emailed approval
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

KEY WEST FIRE

To: Dive Bar Shirt Club (Cody@divebarshirtclub.com)

From: Lieutenant Dereck Berger

Date: 1/5/2026

Reference: Finnegan's Wake Wake

This office reviewed the special event application for the Finnegan's Wake Wake to be held at 320 Grinnell St. on March 15, 2026. 11am-11pm.

The following conditions apply:

- Any cooking that takes place on city property needs to have a Life Safety Inspection.
- Attached are the vendor regulations for special events.
- **Fire Hydrants shall not be blocked.**
- **Event organizer is responsible for EMS rescue Gator personnel (2) @ $75.00 an hour per person. They will be present for the entire event to conduct a Fire Safety Watch & and respond to any medical calls for the event.**
- **Please note that an additional hour will be billed to cover the inspection and setup of equipment for your event.**
- **The applicant is responsible for informing us of any event cancellations or changes no later than 24 hours prior to the scheduled time. Failure to provide timely notification may result in billing for the full amount.**

If I can be of any further assistance, please contact me.

Dereck Berger
Lieutenant/ Inspector

THE CITY OF KEY WEST

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

Key West Fire Department
Office 305-809-3917
Dereck.berger@cityofkeywest-fl.gov

KEY WEST FIRE

Key to the Caribbean – average yearly temperature 77 ° Fahrenheit.

Key West Fire Department

Office of the Fire Marshal

Jason Barroso, Fire Marshal
Tim Anson, Capt. / Fire Inspector
Tommy Bouchard, Capt. / Fire Inspector
Dereck Berger, Lt. / Fire Inspector
Michael Anderson, Lt./ Fire Inspector

1600 N. Roosevelt Blvd.
Key West, FL 33040
Phone: (305) 809-3933

Fax: (305) 293-8399

Food Booth and Vendor Regulations

Vendor Booth Construction and Location

1. Each vendor booth shall have at least one exit way, minimum 3 feet wide by 6' height (booth frame shall not intersect exit path).
2. A 60-inch clearance shall be maintained between the cooking surface and any combustible canopy.
3. All hydrants must maintain 5' clearance on each side to allow fire department access.
4. **Each vendor shall stay within their assigned area, equipment and supplies shall not be staged outside their allotted space. ie: sidewalks, exit ways.**

Butane or Propane equipment:

1. Shut-off valves must be provided at each fuel source.
2. Tanks must be protected from damage and secured in an upright position and must be located at least 5 feet apart from each other.
3. No storage of extra butane or propane tanks in booth.
4. Tanks not in use must be turned **OFF**.
5. Unused fuel cylinders shall be stored in a secured position. Unused cylinders must be located 50 feet away from all combustibles.

All compressed gas bottles, flammable or non-flammable shall be properly secured to prevent accidental tipping over.

Electrical Power:

1. Generators shall be placed in locations approved by the Fire Marshal's Office for "special events" use.
2. Refueling of generators is prohibited during event hours. No extra fuel shall be stored during event hours.
3. During approved refueling times, no smoking or open flames are allowed within 25 feet.
4. Extension cords shall be of grounded type and approved for exterior use. Extension cords shall be placed so as not to create a hazard.

Charcoal Cooking:

1. Charcoal cooking must be located in areas away from public access.
2. Charcoal cooking must be 10 feet away from combustible structures and parked vehicles.
3. Coals shall be disposed in metal containers

Deep Fat Frying/Flambé/Open Flame Cooking:

1. Deep fat frying is defined as any cooking operation or process whereby the product floats or is submerged in hot oil during the cooking process.
2. The cook area must not be accessible by the general public.
3. Deep fat frying equipment must be equipped with a temperature regulating device.
4. Separation must be maintained with a minimum of 3 feet clearance between deep fat frying and flambé or open flame cooking.

Fire Extinguishers:

1. Each cooking booth must be equipped with a fire extinguisher with a minimum rating of **3A:40B:C**. (dry chemical extinguisher)
2. For vendor booths, the maximum travel distance to a fire extinguisher with a minimum rating of **3A:40B:C** must not exceed 75 feet.
3. Fire extinguishers must be serviced annually and be tagged accordingly.
4. Each generator must be provided with a fire extinguisher with a minimum 40B:C rating. The extinguisher shall be located near the generator and accessible at all times.
5. Each cooking booth that is using deep fat fryers must have a **6 Liter Type K** (wet chemical fire extinguisher).

Miscellaneous:

Fire Hydrants – Fire Hydrants must not be obstructed at any time for any reason.

Streets – Parking is limited, therefore, do not leave your vehicle parked where it will block the street in such a manner as to prevent other vehicles from passing.

The above regulations are not inclusive of other general fire safety provisions that may be imposed upon inspection.

Any booth not in compliance will be immediately closed.

Fire Safety Tips

1. Know where the nearest fire extinguisher is located and how to use it.
2. **DO NOT** leave cooking operations unattended.
3. **DO NOT** wear loose fitting clothing while cooking.
4. Remove trash accumulation regularly.
5. Keep combustibles away from heat sources.
6. Do not spray lighter fluid on briquettes that have been previously ignited.
7. In case of emergency, **DIAL 9-1-1**.