




MEMORANDUM

Date: March 14, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Maria Ratcliff
Special Event Administrator

Subject: **24-5581 Recommendation to Approve the “KW Songwriters LLC. DBA Key West Songwriters Festival” for a concert on the 200 block of Duval Street on Saturday, May 4, 2024, from 7:00 p.m. to 10:00 p.m.**

Introduction

The City Manager’s Office requests the approval of the “Key West Songwriters Festival”, on Saturday, May 4, 2024, starting at 7:00 p.m. and ending at 10:00 p.m. on the 200 block of Duval Street. Set up times will be at 6:00 a.m. and tear down at midnight.

Background

The City Manager’s Office has received an application from “KW Songwriters, LLC for the annual Key West Songwriters Festival. The Event is a free concert with big name country stars coming down for the festivities. Proceeds from this event will be distributed to Michelles Foundation Scholarship Foundation at the Michelle Keegan Halpern Center for Learning.

Procurement

There will be no additional expenses to the city as all service costs (Police/Fire/Community Services) are covered by the applicant, based on the Special Event Matrix.

Recommendation

The City Manager's Office recommends the Mayor & City Commission approve the "Key West Songwriters Festival" on Saturday, May 4, 2024, on the 200 block of Duval Street from 7:00 p.m. to 10:00 p.m.