

# Executive Summary



**To: Patti McLauchlin, City Manager**

**From: Maria Ratcliff, Special Events Administrator**

**Date: October 4, 2022**

**RE: Recommendation to Approve the “Key West Art Center Craft Show” on January 28 & 29, 2023 from 10:00 a.m. to 5:00 p.m.”**

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## **Action:**

Respectfully request the city approve the “Key West Art Center’s Craft Show on Saturday & Sunday, January 28 & 29, 2023 from 10:00 a.m. to 5:00 p.m. on Whitehead Street & Caroline Streets.

## **Background:**

The City Manager’s Office has received an application from “Key West Art Center for their annual Key West Art Center Craft Show on January 28 & 29, 2023 from 10:00 a.m. to 5:00 p.m. on the 200 & 300 blocks of Whitehead Street and the 400 block of Caroline Street to Telegraph Lane. Applicant has agreed to abide by City Codes and Ordinances, including providing insurance and was advised that the approval may be revoked by the Commission or the City Manager, due to exigent circumstances such as the resurgence of COVID-19 in the Community.

## **Financial Impact:**

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 Fee Matrix.

## **Recommendation:**

Request the City Commission approve the “Key West Art Center Craft Show on January 28 & 29, 2023 from 10:00 a.m. to 5:00 p.m.”.