



## MEMORANDUM

---

Date: October 9, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso  
City Manager

From: Kelli Funkhouser  
Special Events Manager

Subject: **[File 25-4451] Recommendation to Approve the “Key West Art & Historical Society Annual Holiday Concert & Bazaar” on Friday, December 12, 2025, from 5:00 p.m. to 8:00 p.m. at the Customs House and Clinton Place**

---

### **Introduction**

The City Manager’s Office requests the approval of the “Key West Art & Historical Society Annual Holiday Concert & Bazaar” on Friday, December 12, 2025, starting at 5:00 p.m. and ending at 8:00 p.m.

### **Background**

The City Manager’s Office has received an application from the “Key West Art & Historical Society” for the Annual Holiday Concert & Bazaar on Friday, December 12, 2025, at the Customs House and Clinton Place. This annual event is a free community concert & bazaar featuring some of Key West’s finest artisans, musicians and choirs, and a holiday light show designed by Key West High School’s Conch 5 Studios, which will be projected on the face of the Custom House and this year they will be utilizing the newly completed Clinton Place for vendor tents. All proceeds benefit the Key West Art & Historical Society’s preservation of their historic properties. The applicant has agreed to abide by City Codes and Ordinances, including providing insurance.

### **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 Art & Historical Society Holiday Concert & Bazaar” on Friday, December 12, 2025, at the Customs House and Clinton Place.