



MEMORANDUM

Date: August 6, 2026

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso, City Manager

CC: Marcus Davila, Director of Community Services

From: Kelli Funkhouser, Special Events Manager

Subject: **File ID: 26-5670 - Special Event Permit for “Key West Art & Craft Festival” on Saturday, February 20, 2027, and Sunday, February 21, 2027, at the Truman Waterfront Park Quay Wall**

Introduction

The City Manager’s Office requests the approval of the “Key West Art & Craft Festival” on Saturday, February 20, 2027, and Sunday, February 21, 2027, from 10:00 a.m. to 5:00 p.m. at the Truman Waterfront Park Quay Wall.

Background

The City Manager’s Office has received an application from Key West Art Center, Inc. for the “Key West Art & Craft Festival” on Saturday, February 20, 2027, and Sunday, February 21, 2027, from 10:00 a.m. to 5:00 p.m. both days.

The Key West Art & Craft Festival is a juried fine art show, in its 62nd year, with white tents lining both sides of the Quay wall allowing for a large promenade for patrons while keeping the existing benches accessible for rest spots. Over 100 artists are juried in, with only high-quality handmade fine art & craft. Additional tents include the registration tent and 2 hospitality tents adjacent to the food trucks at either end of the Quay, to rest and enjoy the food truck offerings.

Proceeds are used for the operations, maintenance and upkeep of the 1800’s historic city owned building at 301 Front Street, where the Key West Art Center has been located since 1960. 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 Fee Schedule. However, applicant is requesting the estimated \$5,600 for the 2-day parking fees be waived, based on the attached Parking Addendums.

Last year Parking Director John Wilkins discussed the parking fees with the Applicant and recommended waiving the fees as it was the first year that charging for parking had been discussed. He noted that charging for parking fees would be revisited this year with the Applicant.

The Applicant is requesting a waiver for the parking fees this year. As a non-profit, the Key West Art & Craft Festival provides a significant cushion for the Key West Art Center's finances and ability to maintain their historic building. They note that non-profits squeak by financially and they are no exception. Costs continue to rise across the board, and it adds more stress to the event's financial viability. Most of the artists are from out of town and struggle to pay for lodging and an additional increase is significant for them and for the event.

Recommendation

The City Manager's Office recommends the Mayor & City Commission approve the "Key West Art & Craft Festival" on Saturday, February 20, 2027, and Sunday, February 21, 2027, from 10:00 a.m. to 5:00 p.m. at the Truman Waterfront Park Quay Wall and waive the parking fees for this year.