



## MEMORANDUM

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Date: July 1, 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 26-5487 - Recommendation to Approve the Annual “Key West Headdress Ball” on Thursday, October 22, 2026, from 6:30 p.m. to 11:00 p.m. (setup at 8:00 a.m.) at the Truman Waterfront Coffee Butler Amphitheater**

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### **Introduction**

The City Manager's Office requests the approval of the Key West Business Guild's Annual “Key West Headdress Ball” on Thursday, October 22, 2026, from 6:30 p.m. to 11:00 p.m. at the Truman Waterfront Coffee Butler Amphitheater.

### **Background**

The City Manager's Office has received an application from the Key West Business Guild for the Annual Key West Headdress Ball, to be held at the Truman Waterfront Coffee Butler Amphitheater on Thursday, October 22, 2026, from 6:30 p.m. to 11:00 p.m. Setup will begin at 8:00 a.m., doors will open at 6:30 p.m., the show will begin at 8:00 p.m., and the event will end at 11:00 p.m.

The Headdress Ball is an annual event held as part of the Fantasy Fest celebration in Key West. This unique competition features contestants going "head-to-head" to impress the audience with their elaborate and creative designs showcased from the shoulders up. Prize awards include \$5,000 for first place, \$2,500 for second place, and \$1,000 for third place.

Historically, the event has attracted approximately 750 attendees. There will be no cooking or generators utilized during the event, as food service will be provided through catering. The applicant has agreed to abide by City Codes and Ordinances, including providing insurance.

The applicant is requesting approval for the sale and consumption of alcoholic beverages within the enclosed area.

**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. Applicant agrees to pay the \$500 rental fee for the Coffee Butler Amphitheater.

**Recommendation**

The City Manager's Office recommends the Mayor & City Commission approve the Key West Business Guild's Annual "Key West Headdress Ball" on Thursday, October 22, 2026, from 6:30 p.m. to 11:00 p.m. at the Coffee Butler Amphitheater.