



MEMORANDUM

Date: October 30, 2024

To: Honorable Mayor and Commissioners

Via: Todd Stoughton
Interim City Manager

From: Kelli Funkhouser
Special Event Manager

Subject: **Recommendation to Approve the Key West Art & Craft Festival at the Truman Waterfront on the Quay on Saturday, February 22, 2025 and Sunday, February 23, 2025, from 10:00 a.m. to 5:00 p.m.**

Introduction

The City Manager's Office requests the approval of the "Key West Art & Craft Festival" at the Truman Waterfront Quay Wall, from 10:00 a.m. to 5:00 p.m. on Saturday, February 22 & Sunday, February 23, 2025.

Background

The City Manager's Office has received an application from the Key West Art Center, Inc. for the annual Key West Art & Craft Festival on February 22 & February 23, 2025, from 10:00 a.m. to 5:00 p.m. at the Truman Waterfront Quay. The event is an art & craft show set up like markets held at the Quay. There is estimated that 140 artists will set up tents selling handmade goods. The tents will be set up along the seawall and parkside to allow a large promenade for patrons to walk the show. Additional tents will include the Key West Art Center registration tent, hospitality, artist demo tent and food trucks. The number of expected attendees is approximately 25,000 walking in and out throughout the two-day festival. 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 & Craft Festival" at the Quay on Saturday, February 22 and Sunday, February 23, 2025, from 10:00 a.m. to 5:00 p.m.