



MEMORANDUM

Date: January 7, 2025

To: Honorable Mayor and Commissioners

Via: Todd Stoughton
Interim City Manager

From: Kelli Funkhouser
Special Events Manager

Subject: **FILE ID: 25-3223 Recommendation to Approve the “Florida Keys Latin Festival” on March 22, 2025, from 11:00 a.m. to 8:00 p.m. and March 23, 2025, from 11:00 a.m. to 5:00 p.m. at Bayview Park.**

Introduction

The City Manager’s Office requests the approval of the “Florida Keys Latin Festival” on Saturday, March 22, 2025 & Sunday, March 23, 2025.

Background

The City Manager’s Office has received an application from “ATL Productions and El Siboney” for the 1st Florida Keys Latin Festival on Saturday, March 22, 2025, from 11:00 a.m. to 8:00 p.m. and Sunday, March 23, 2025, from 11:00 a.m. to 5:00 p.m. to authorize the sale and consumption of alcoholic beverages. The Florida Keys Latin Festival is a family-friendly event that was created to celebrate the historic Latin culture in Key West and will showcase Latin culture, food and music. The Festival welcomes everyone to attend in the spirit of " One Human Family" and experience some of the best Latin food in the entire world. The festival will take place at Bayview Park as a fundraiser for the San Carlos Institute preserving the Latin culture. Funds will be used for repairs and maintenance of the facility and preservation of the Museum. 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 "Florida Keys Latin Festival" on Saturday, March 22, 2025, from 11:00 a.m. to 8:00 p.m. and on Sunday, March 23, 2025, from 11:00 a.m. to 5:00 p.m. at Bayview Park.