

Executive Summary



To: Patti McLauchlin, City Manager

From: Maria Ratcliff, Special Events Administrator

Date: March 14, 2023

RE: Recommendation to Approve the “Key West Songwriters, LLC Free Concert during the Key West Songwriters Festival on the 200 Block of Duval Street” Saturday, May 6, 2023, from 7:00 p.m. to 10:00 p.m. (Set up 6:00 a.m.)

Action:

Respectfully request the city approve the “The Key West Songwriters Festival for a free concert on the 200 block of Duval Street, Saturday, May 6, 2023, from 7:00 p.m. to 10:00 p.m.

Background:

The City Manager’s Office has received an application from the “Key West Songwriters Festival, LLC” for the Key West Songwriters free street concert on Saturday, May 6, 2023 from 7:00 p.m. to 10:00 p.m. Applicant has agreed to abide by City Codes and Ordinances, including providing insurance.

Financial Impact:

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 Fee Matrix.

Recommendation:

Request the City Commission approve the “Key West Songwriters Festival for a free street concert on Saturday, May 6, 2023 from 7:00 p.m. to 10:00 p.m. on the 200 block of Duval Street.