




MEMORANDUM

Date: September 14, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Gary Moreira
Senior Property Manager

Subject: **Revocable License Agreement for the Operation of the Key West Artisan Market at Sonny McCoy Indigenous Park**

Introduction

This is a request to approve a revocable license agreement between the City of Key West and Jill Snodgrass for the operation of the Key West Artisan Market at Sonny McCoy Indigenous Park, 1801 White Street, Key West, Florida 33040

Background

Jill Snodgrass is the sole proprietor of Daily Plan-it which is a full-service special event company specializing in outdoor festivals and vendor services. They have been in business since 1989 and operating in the Florida Keys since 2014. They designed and developed the Key West Farmers Market now operating at the Truman Waterfront. The Key West Artisan Market has been successfully hosted at Higgs Beach and the restaurant store for nearly a decade, and Jill Snodgrass has hosted the Artisan Market at Indigenous Park since 2020.

Pursuant to Section 2-939 of the Code of Ordinances the City may enter into a revocable license agreement for the use of city property which may be unilaterally terminated by the City with or without cause. The proposed terms of the revocable license agreement are as follows:

Procurement

Demised Premises: The area to be used by Licensee is shown on Exhibit A.

- Term:** October 22, 2023 through April 14, 2024 between the hours of 7:00 AM until 4:00 PM. Licensee is requesting an option for an operating hours variance on October 22nd only, to coincide with the Zombie Bike Ride. (3:00 PM to 7:00 PM). See Exhibit B.
- Use Fee:** \$300.00 per week which will include trash receptacles and removal of stored trash after each event.
- Miscellaneous:** Revocable License Holder must arrange for one Fire Inspector to be present for the entire event to conduct a Fire Safety Watch due to vendors cooking on City property. This will be arranged directly with the Fire Marshall's office.
- Insurance/Indemnification:** The licensee will indemnify the City to the fullest extent permitted by law and will keep insurance in the limits prescribed, in full force and effect at all times, naming the City as an additional insured.
- Financial:** Community Services confirms use fee covers city expenses.

Recommendation

Request the City Commission approve the license agreement with Daily Plan-It to manage and operate the local Artisan market at Sonny McCoy Indigenous Park.

Exhibits:
Revocable License Agreement
Exhibit A
Exhibit B