

# Executive Summary



**To:** Patti McLauchlin, City Manager

**From:** Maria Ratcliff, Special Events Administrator

**Date:** March 1, 2023

**RE:** Recommendation to Approve the “Cornish Memorial AME Zion, Inc.” “1<sup>st</sup> Annual Jazz in the Keys Festival at the Key West Truman Waterfront Coffee Butler Amphitheater” on Saturday, June 3, 2023 from noon to 10:00 p.m.

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## **Action:**

Respectfully request the city approve the “Cornish Memorial AME Zion, Inc. 1<sup>st</sup> Annual Jazz in the Keys Festival as a fundraiser at the Coffee Butler Amphitheater on Saturday, June 3, 2023, from noon to 10:00 p.m.”

## **Background:**

The City Manager’s Office has received an application from the “Cornish Memorial A.M.E. Zion, Inc.” to conduct the 1<sup>st</sup> Annual Jazz in the Keys Festival as a fundraiser for the Church on Saturday, June 3, 2023, from noon to 10:00 p.m. The Applicant will work with the City of Key West to make sure they have the right containers for trash & recycling.

## **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 “Cornish Memorial AME Zion, Inc. 1<sup>st</sup> Annual Jazz Festival at the Truman Waterfront Coffee Butler Amphitheater on June 3, 2023 from noon to 10:00 p.m.