

# 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.)**

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## **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.