MEMORANDUM

Date: September 3, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Kelli Funkhouser
Special Events Manager

Subject: **{File 25-4158} Recommendation to Approve the "Key West Art & Craft Festival" at the Truman Waterfront Quay Wall on Saturday, February 21, 2026, and Sunday, February 22, 2026, from 10:00 a.m. to 5:00 p.m.**

Introduction

The City Manager's Office requests the approval of the "Key West Art & Craft Festival" at the Truman Waterfront Quay Wall, from 10:00 a.m. to 5:00 p.m. on Saturday, February 21, 2026 & Sunday, February 22, 2026.

Background

The City Manager's Office has received an application from the Key West Art Center, Inc. for the annual Key West Art & Craft Festival on Saturday, February 21, 2026 & Sunday, February 22, 2026, from 10:00 a.m. to 5:00 p.m. at the Truman Waterfront Quay Wall. Set up will begin on Friday, February 20, 2026, with breakdown starting after 5:00 p.m. on Sunday, February 22, 2026. This event is a juried fine Arts & Craft show, with white tents lining both sides of the quay allowing for a large promenade for patrons, with the benches being accessible for resting spots. Over 110 artists will set up selling only high-quality handmade artwork. Additional tents will include the Key West Art Center registration tent, 2 hospitality tents, 2 food trucks at the end and possibly an artist demo tent. The number of expected attendees is approximately 25,000 walking in and out throughout the two-day festival. The applicant has agreed to abide by City Codes and Ordinances, including providing insurance. Proceeds benefit the Key West Art Center operations and upkeep of an 1800's historic city owned building at 301 Front Street.

Procurement

All service costs (Police/Fire/Community Services) are covered by the applicant, based on the Special Event Matrix. However, applicant is requesting the estimated $5,600 for the 2-day parking fees be waived, based on the attached Parking Addendums.

Parking Director John Wilkins discussed the parking fees with the Applicant and recommends waiving the fees this year as this is the first year that charging for parking was discussed. Next year John will revisit charging for parking with the Applicant.

Recommendation

The City Manager's Office recommends the Mayor & City Commission approve the "Key West Art & Craft Festival" at the Truman Waterfront Quay Wall on Saturday, February 21, 2026, and Sunday, February 22, 2026, from 10:00 a.m. to 5:00 p.m. and waive the parking fees for this year.