MEMORANDUM

Date: September 3, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Kelli Funkhouser
Special Events Manager

Subject: **{File 25-4204} Recommendation to Approve the Annual "Key West Headdress Ball" on Thursday, October 23, 2025, from 8:00 p.m. to 11:00 p.m. (doors open at 6:30 p.m.) at the Truman Waterfront Coffee Butler Amphitheater**

Introduction

The City Manager's Office requests the approval of the Key West Business Guild's Annual "Key West Headdress Ball" on Thursday, October 23, 2025, from 8:00 p.m. to 11:00 p.m. (doors open at 6:30 p.m.) at the Truman Waterfront Coffee Butler Amphitheater.

Background

The City Manager's Office has received an application from the "Key West Business Guild" for the Annual Key West Headdress Ball at the Truman Waterfront Coffee Butler Amphitheater on Thursday, October 23, 2025, from 8:00 p.m. to 11:00 p.m. (doors to open at 6:30 p.m.). This event takes place every year as part of the Fantasy Fest Celebration. This unique competition allows the contestants to go "Head-to-Head" to impress the audience with what they have got from the shoulders up. Prizes for best Headdress Ball are $5,000 first lace, $3,000 second place, and $500 third place. Historically, there have been approximately seven hundred fifty hundred attendees. There will be no cooking and no generators during the event. This is a catered event. The applicant has agreed to abide by City Codes and Ordinances, including providing insurance.

Procurement

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 Matrix. Applicant agrees to pay the $500 rental fee for the Coffee Butler Amphtheater.

Recommendation

The City Manager's Office recommends the Mayor & City Commission approve the Key West Business Guild's Annual "Key West Headdress Ball" on Thursday, October 23, 2025, from 8:00 p.m. to 11:00 p.m.