

Executive Summary



To: Patti McLauchlin, City Manager

From: Maria Ratcliff, Special Events Administrator

Date: August 23, 2022

RE: Recommendation to Approve "The City of Key West Holiday Parade 2022"

Action:

Respectfully request the City Commission approve "The City of Key West Holiday Parade on Saturday, December 3, 2022, from 7:00 p.m. to 10:00 p.m. (Set up starting at 3:30 p.m.)

Background:

The City Manager's Office has received an application for the Holiday Parade. Applicant has agreed to abide by City Codes and Ordinances, including providing insurance and was advised that the approval may be revoked by the Commission or the City Manager, due to exigent circumstances such as the resurgence of COVID-19 in the Community.

Financial Impact:

There will be no additional expenses to the city as all service will be waived since the city is the sponsor of the event.

Recommendation:

Request the City Commission approve the "The Annual Holiday Party on Saturday, December 3, 2022, starting at 7:00 p.m. and ending at approximately 10:00 p.m.