




## MEMORANDUM

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**Date:** May 2, 2023

**To:** Honorable Mayor and Commissioners

**Via:** Albert P. Childress  
City Manager

**From:** Maria Ratcliff   
Special Event Administrator

**Subject:** Recommendation to Approve the "Key West Sunsets Basketball, Inc to conduct a Coed Softball Tournament as a fundraiser at Wickers Field on Saturday, June 10, 2023, from 8:00 a.m. to 8:00 p.m.

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### Introduction

Respectfully request the city approve "the Key West Sunsets Coed Softball Tournament at Wicker Field on Saturday, June 10, 2023, from 8:00 a.m. to 8:00 p.m. at Wickers Field.

### Background

The City Manager's Office has received an application from the "Key West Sunsets Basketball, Inc.." for the Key West Sunsets Coed Softball Tournament at Wickers Field. 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.

### Recommendation

Request the City Commission approve the "Key West Sunsets Basketball, Inc. Coed Softball Tournament at Wickers Field on Saturday, June 10, 2023, starting at 8:00 a.m. and ending at 8:00 p.m.