




MEMORANDUM

Date: April 11, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Maria Ratcliff
Special Event Administrator

Subject: **24-5716 Recommendation to Approve the "The Rotary Club of Key West, Florida, Inc. "Rotary Family Day" on Saturday, April 27, 2024, from Noon to 3:00 p.m. at the Key West Truman Waterfront Green Fields.**

Introduction

The City Manager's Office requests the approval of the "Rotary Family Day", at the Key West Truman Waterfront Green Fields on Saturday, April 27, 2024, from Noon to 3:00 p.m.

Background

The City Manager's Office has received an application from the "Rotary Club of Key West, Florida, Inc. for a "Rotary Family Day" at the Key West Truman Waterfront green fields. This will be a gathering of all four (4) lower keys rotary clubs to celebrate all the good work they do for our communities all year. The event will consist of a few Rotary tents to provide some shade over catered food. They will be providing water, soda, and beer/seltzer. The event will have activities and field games.

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

The City Manager's Office recommends the Mayor & City Commission approve the "Rotary Family Day" on Saturday April 27, 2024, from Noon to 3:00 p.m.