




MEMORANDUM

Date: June 8, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Maria Ratcliff
Special Event Administrator

Subject: **Recommendation to Approve “Literacy Volunteers of America-Monroe County, Inc. annual Caribbean Street Fair during Hemingway Days on Saturday, July 22, 2023, from 10:00 a.m. to 10:00 p.m. on the 200-400 blocks of Duval Street.**

Introduction

The City Manager’s Office requests the approval of the “Literacy Volunteers of America-Monroe County, Inc for their Annual Caribbean Street Fair during the Hemingway Days on Saturday, July 22, 2023, on the two hundred – four hundred Blocks of Duval Street from 10:00 a.m. to 10:00 p.m.

Background

The City Manager’s Office has received an application from the “Literacy Volunteers of American-Monroe County, Inc.” for the annual Caribbean Street Fair during Hemingway Days Festivities, Saturday, July 22, 2023, from 10:00 a.m. to 10:00 p.m. on the 200, 300 and 400 blocks of Duval Street. This event is in celebration of Ernest Hemingway, and it is an open market featuring arts and crafts as well as food and drinks. The event historically has approximately five thousand visitors in attendance. 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

The City Manager's Office recommends the Mayor & City Commission approve the "Literacy Volunteers of American-Monroe County, Inc. Annual Caribbean Street Fair on the 200-400 blocks of Duval Street on July 22, 2023, from 10:00 a.m. to 10:00 p.m.