

# Executive Summary



**To: Patti McLauchlin, City Manager**

**From: Maria Ratcliff, Special Events Administrator**

**Date: December 30, 2021**

**RE: Recommendation to Approve the "Key West Business Guild Headdress Ball"**

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## **Action:**

Respectfully request the City Commission approve "The Headdress Ball"

## **Background:**

The City Manager's Office has received an application from "the Key West Business Guild for their "Headdress Ball at Truman Waterfront Coffee Butler Amphitheater, on Saturday, February 26, 2022, from 6:30 p.m. to 11:30 p.m. 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 costs (Police/Fire/Community Services) are covered by the applicant, based on the Special Event Fee Matrix.

## **Recommendation:**

Request the City Commission approve the " Key West Business Guild Headdress Ball".