



MEMORANDUM

Date: September 14, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Maria Ratcliff
Special Event Administrator

Subject: **Recommendation to Approve the “ Wesley House Family Services Holiday Village and Belighted Bike Ride” on Friday, December 1, 2023, from Starting at 4:00 p.m. to 10:00 p.m. at the Truman Waterfront Coffee Butler Amphitheater**

Introduction

The City Manager’s Office requests the approval of the “Wesley’s House Family Services Holiday Village & Belighted Bike Ride” on Friday, December 1, 2023, from 4:00 p.m. to 10:00 p.m. at the Truman Waterfront Coffee Butler Amphitheater.

Background

The City Manager’s Office has received an application from “the Wesley House Family Services” for the Annual Holiday Village on Friday, December 1, 2023 starting at 4:00 p.m. to 8:00 p.m. and the Belighted Bike Ride starting at 8:00 p.m. from the Truman Waterfront Coffee Butler Amphitheater. The Wesley House Family Services will host a family friendly Holiday Village ‘Pre-Party’ to our annual lighted Bike Ride. The Holiday Village will feature holiday themed booths by local businesses and organizations, pony rides, carnival rides, bounce houses, food, music and bike contest. The Bike ride will take the same route as Fantasy Fest Parade starting at the Amphitheater to Whitehead Street, to Front Street, turning on Duval Street heading down the length of Duval street and returning to the Amphitheater. 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 "The Wesley House Family Services Holiday Village & Belighted Bike Ride" on Friday, December 1, 2023, from 4:00 p.m. to 10:00 p.m.