




MEMORANDUM

Date: July 13, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Maria Ratcliff
Special Event Administrator

Subject: **Recommendation to Approve “Fantasy Fest Market” at the Truman Waterfront Green Fields next to Splash Pad” on Friday, October 27, 2023, from 10:00 a.m. to 8:00 p.m.**

Introduction

The City Manager’s Office requests the approval of the “Fantasy Fest Market” on Friday, October 27, 2023, from 10:00 a.m. to 8:00 p.m. at the Truman Waterfront Grassy Fields by the Splash Pad.

Background

The City Manager’s Office has received an application from “Daily Plan it.” for the Fantasy Fest Market at the Truman Waterfront Green Fields next to Splash Pad on Friday, October 27, 2023, from 10:00 a.m. to 8:00 p.m. This takes place instead of the street fair that has historically taken place on Duval Street. The small vendor event includes various arts & crafts, pre-packaged food and beverage and a small bar by an insured and licensed catering company. There will be no cooking and no generators during the event. A small stage with a live radio remote will be set up during the entire time. The event historically has approximately twenty five hundred 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 "Fantasy Fest Market" on Friday, October 27, 2023, at the Truman Waterfront Green Fields next to the splash pad.