




MEMORANDUM

Date: May 9, 2024

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager 

From: Maria Ratcliff
Special Event Administrator

Subject: **24-5804 Recommendation to Approve the “Wesley House Holiday Village and Belighted Bike Ride” on Friday December 6, 2024.**

Introduction

The City Manager’s Office requests the approval of the “Wesley House Holiday Village and Belighted Bike Ride”, on Friday, December 6, 2024, starting at 4:00 p.m. and ending at 10:00 p.m. This event will take place at the Coffee Butler Amphitheater.

Background

The City Manager’s Office has received an application from “Wesley House Family Services, Inc.” for the “Wesley House Holiday Village and Belighted Bike Ride at Coffee Butler Amphitheater on Friday, December 6, 2024. The event will feature holiday themed booths by local businesses and organizations, pony rides, carnival rides, bounce houses, food, music, and bike contest. The annual lighted bike ride will leave from the amphitheater and travel on Southard, Whitehead, and Duval Streets. Key West Police Department will lead the parade and block the intersections.

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 and City Commission approve the "Wesley House Holiday Village and Belighted Bike Ride" on Friday, December 6, 2024, at Coffee Butler Amphitheater.