




MEMORANDUM

Date: May 16, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Maria Ratcliff
Special Event's Administrator

Subject: **Recommendation to Approve the “Key West Cultural Preservation Society,” Inc, for their fundraiser at Mallory Square during Sunset Celebration on May 26, 27 & 28, 2023 from 6:00 p.m. to 9:30 p.m.**

Introduction

The City Manager’s Office request the city approve the “Key West Cultural Preservation Society, Inc.” for their Fundraiser at Mallory Square during their nightly Sunset Celebration.

Background

The City Manager’s Office has received an application from “Key West Cultural Preservation Society, Inc.” for a “Fundraiser during the Sunset Celebration at Mallory Square” on May 26, 27, & 28, 2023 from 6:00 p.m. to 9:30 p.m. This event is in addition to the regular sunset celebration that is scheduled every night at Mallory Square. This event is a fundraiser for the Key West Cultural Preservation Society. 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 Resolution for the “Key West Cultural Preservation Society, Inc.” sunset celebration fundraiser at Mallory Square on Friday, May 26, 2023, Saturday, May 27, 2023, and Sunday, May 28, 2023, from 6:00 p.m. to 9:30 p.m.