



MEMORANDUM

Date: August 6, 2025

To: Honorable Mayor and Commissioners

Via: Brian L. Barroso
City Manager

From: Kelli Funkhouser
Special Events Manager

Subject: **{File 25-4120} Recommendation to Approve the “Wesley House Holiday Village and BeLighted Bike Ride” on Friday December 5, 2025, from 4:00 p.m. to 10:00 p.m. at the Coffee Butler Amphitheater**

Introduction

The City Manager’s Office requests the approval of the “Wesley House Holiday Village and BeLighted Bike Ride”, on Friday, December 5, 2025, from 4:00 p.m. to 10:00 p.m. 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 5, 2025. The Holiday Village will be from 5:00 p.m. to 9:00 p.m., with the bike ride beginning at 8:00 p.m. and ending at approximately 9:00 p.m. The Holiday Village will stay open until 9:00 p.m. for people who do not participate in the bike ride. The event will feature holiday themed booths by local non-profit organizations, pony rides, carnival rides (like Children’s Day), bounce houses, food, music, and community performances. The annual lighted bike ride will leave from the amphitheater and travel through the streets of Key West. Key West Police Department will lead the parade and block the intersections. Proceeds benefit the programs of Wesley House Family Services.

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 “Wesley House Holiday Village and BeLighted Bike Ride” on Friday, December 5, 2025, from 4:00 p.m. to 10:00 p.m. at Coffee Butler Amphitheater.