



MEMORANDUM

Date: July 13, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress
City Manager *APC*

From: Maria Ratchiff
Special Event Administrator

Subject: **Recommendation to Approve “Florida Keys Society for the Prevention of Cruelty to Animals – Royal Coronation Ball for King and Queen of Fantasy Fest” on Friday, October 20, 2023, from 6:00 p.m. to 9:30 p.m. at the Truman Waterfront Coffee Butler Amphitheater**

Introduction

The City Manager’s Office requests the approval of the “Florida Keys SPCA – Royal Coronation of King and Queen of Fantasy Fest” on Friday, October 20, 2023, from 6:00 p.m. to 9:30 p.m. at the Truman Waterfront Coffee Butler Amphitheater.

Background

The City Manager’s Office has received an application from “the Florida Keys SPCA” for the Royal Coronation of the King and Queen of Fantasy Fest at the Truman Waterfront Coffee Butler Amphitheater on Friday, October 20, 2023, from 6:00 p.m. to 9:30 p.m. This takes place every year to start the Fantasy Fest Festivities. The event consists of on-stage performances, dinner and raising funds for the Florida Keys SPCA. At the Conclusion of the event, the King and Queen will be crowned. Historically, there have been approximately five hundred in attendance. There will be no cooking and no generators during the event as this is a catered event. 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 "Florida Keys SPCA" – Royal Coronation Ball for King & Queen of Fantasy Fest" on Friday, October 20, 2023, from 6:00 p.m. to 9:30 p.m.