




## MEMORANDUM

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**Date:** May 2, 2023

**To:** Honorable Mayor and Commissioners

**Via:** Albert P. Childress  
City Manager 

**From:** Maria Ratchiff  
Special Event Administrator

**Subject:** Recommendation to Approve the “Key West Business Guild for their annual Pride Fest Street Closure on Saturday, June 10-2023, from 7:00 a.m. to 11:00 p.m. and A Pride Fest Parade on Sunday, June 11, 2023, from 5:00 p.m. to 8:30 p.m.

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### Introduction

Respectfully request the city approve “the Key West Business Guild, Inc. Pride Fest Street Fair Saturday, June 10, 2023, and Pride Parade on Sunday, June 11, 2023.

### Background

The City Manager’s Office has received an application from the “Key West Business Guild, Inc.” for the Key West Pride Fest Street Fair, June 10, 2023 on the 600 – 900 block of Duval Street and a Pride Fest Parade on Sunday, June 11, 2023, start at the Truman Waterfront and ending at United Street. 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

Request the City Commission approve the “Key West Pride Fest Street Fair on June 10, 2023 and the Key West Pride Parade on Sunday, June 11, 2023.