




MEMORANDUM

Date: September 14, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress 
City Manager

From: Maria Ratcliff
Special Event Administrator

Subject: **Recommendation to Approve "Pet Masquerade" at the Truman Waterfront Coffee Butler Amphitheater on Wednesday, October 25, 2023, from 5:00 p.m. to 9:00 p.m.**

Introduction

The City Manager's Office requests the approval of the "Pet Masquerade" on Wednesday, October 25, 2023, from 5:00 p.m. to 9:00 p.m. at the Coffee Butler Amphitheater.

Background

The City Manager's Office has received an application from "Quepasa KW, Inc." for a Pet Masquerade on Wednesday, October 25, 2023, at Truman Waterfront Coffee Butler Amphitheater from 5:00 p.m. to 9:00 p.m. The event is part of Fantasy Fest, and it consists of a costume contest with animals. The Pet Masquerade is a fundraiser and all money raised will be donated to the Lower Keys Friends of Animals. The expected number of attendees is 1000. 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 "Pet Masquerade" on Wednesday, October 25, 2023, from 5:00 p.m. to 9:00 p.m.