



## MEMORANDUM

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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 the “Key West Business Guild 40<sup>th</sup> Anniversary of the Headdress Ball” on Thursday, October 26, 2023, from 8:00 p.m. to 11:00 p.m. at the Truman Waterfront Coffee Butler Amphitheater**

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### **Introduction**

The City Manager’s Office requests the approval of the “Key West Business Guild 40<sup>th</sup> Anniversary of the Key West Headdress Ball” on Thursday, October 26, 2023, from 8:00 p.m. to 11:00 p.m. at the Truman Waterfront Coffee Butler Amphitheater.

### **Background**

The City Manager’s Office has received an application from “the Key West Business Guild” for the 40<sup>th</sup> Anniversary of the Key West Headdress Ball at the Truman Waterfront Coffee Butler Amphitheater on Thursday, October 26, 2023, from 8:00 p.m. to 11:00 p.m. This event takes place every year as part of Fantasy Fest Celebration. This unique competition allows the contestants to go “Head-to-Head” to impress the audience with what they have got from the shoulders up. Prizes are handed out for the first, second and third winners. Historically, there have been approximately seven hundred fifty hundred attendees. There will be no cooking and no generators during the event. 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 "The Key West Business Guild Headdress Ball" on Thursday, October 26, 2023, from 8:00 p.m. to 11:00 p.m.