

Executive Summary



To: Patti McLauchlin, City Manager

From: Maria Ratcliff, Special Events Administrator

Date: September 26, 2022

RE: Recommendation to Approve the “Wesley House Family Services Valentines Gala at the Customs House Museum on Tuesday, February 14, 2023, from 6:30 p.m. to 9:30 p.m.”

Action:

Respectfully request the city approve the “Wesley House Family Services Valentines Gala at the Customs House on Tuesday, February 14, 2023” (Set up to begin at 9:00 a.m.

Background:

The City Manager’s Office has received an application from the “Wesley House Family Services, Inc.” for their Annual Valentines Gala, from 6:30 p.m. to 9:30 p.m. (set up starting at 9:00 a.m. Applicant has requested to use the area in front of the Customs House for the event. Applicant has also agreed to abide by City Codes and Ordinances, including providing insurance and was advised that the approval may be revoked by the Commission or the City Manager, due to exigent circumstances such as the resurgence of COVID-19 in the Community.

Financial Impact:

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 Fee Matrix.

Recommendation:

Request the City Commission approve the “Wesley House Family Services for their annual “Valentines Gala” scheduled for Tuesday, February 14, 2023”.