



## MEMORANDUM

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Date: April 18, 2023

To: Honorable Mayor and Commissioners

Via: Albert P. Childress  
City Manager

From: Maria Ratcliff  
Special Events Administrator

Subject: **Recommendation to Approve the "Rotary Club of Key West, Florida, Inc for their Annual Kickball Tournament at the Clayton Sterling Complex".**

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### **Introduction**

The Rotary Club of Key West, Florida, Inc requests the approval by the city to conduct the Annual Kickball Tournament on Sunday, May 7, 2023 at the Clayton Sterling Complex from 8:00 a.m. to 8:00 p.m.

### **Background**

The City Manager's Office has received an application from the "Rotary Club of Key West, Florida, Inc. for their annual Kickball Tournament fundraiser. The event will be held at the Clayton Sterling Complex on Sunday, May 7, 2023, between the hours of 8:00 a.m. to 8:00 p.m. Applicant has agreed to abide by the City Codes and Ordinances, including providing insurance with the exception of serving beer during the event.

### **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**

Recommend the City Commission approve the "Rotary Club of Key West, Florida, Inc to conduct the "Annual Kickball Tournament on May 7, 2023, from 8:00 a.m. to 8:00 p.m. at the Clayton Sterling Complex".