

City Hosted Events - Food/Beverage/Venue Request Form

Department	City Council
Event Description	2025 Annual Public Safety Week
Public Purpose of Event	Public Safety Week is a week-long series of events focused on safety, connection and collaboration by providing education activities regarding safety programs. Local first responders are available for the public to get connected and explore how they can play a role in building a stronger and safer neighborhood.
Event Date	Sept 14 to 20th 2025
Estimated Number of Event Attendees	approx. 500 for the week

BRPO# AC # TBD (Ord. 3163-2025)
BRDI#

Department/Division# 3001

Category	Description	Amount
Food & Beverage	Blue Bowtie, Lattimore Catering, Kona Ice, Cotton Candy Lady, Kai's Ice Cream	\$ 10,028.00
Venue	Amazing Giants, SuperGames	\$ 9,890.00
Amenities	Tshirt Printing	\$ 2,971.80
Mementos	Radio/advertising spots	\$ 1,500.00
Other* (complete list below)		\$ 24,389.80
Total		

Other Expenses			
Description	Amount	Date	Comments
\$ -		Total Other	

Pcard Usage	\$ -
Petty Cash	\$ -

Comments:

Total Encumbrance Request **\$24,389.80**

DEPARTMENT CERTIFICATE



I certify that the City hosted event and related expenditures listed herein serve a public purpose through encouraging public attendance, participation and engagement for the purpose of protecting health and improving lives.

Viti Pistori
Department Director Signature (required)

11/14/25
Date