

# **CITY OF CHIPLEY**

## **STAFF REPORT**

**SUBJECT:** Special Event Application – Christmas Fest of Chipley, Inc.

### **MEETING DATE**

Monday, November 10, 2025

### **PREPARED BY**

Patrice Tanner, City Administrator

### **SUMMARY**

The Christmas Fest of Chipley will hold the Holiday Festival on Thursday, December 18, 2025 from 3:00 p.m. – 9:00 p.m. at the Farmer's Market & Downtown area. The parade will start at 5:30 p.m. using the new parade route. There will be additional road closures to include:

1. 5<sup>th</sup> Street from the four-way stop on Church Avenue to Hwy 90, including the business alley behind New Life Fellowship that leads to the City parking lot on the corner of Hwy 77 & Hwy 90.
2. One way side street running parallel to old AT&T building and 5<sup>th</sup> Street.
3. South Railroad Avenue from the City parking lot on 5<sup>th</sup> Street behind the New Life Fellowship's fellowship hall.
4. 8<sup>th</sup> Street from Hwy 90 to Church Avenue.
5. North & South Railroad Avenue from 8<sup>th</sup> Street to 5<sup>th</sup> Street.
6. 7<sup>th</sup> Street from Hwy 90 to Church Avenue – AFTER PARADE DETOUR ENDS.

Vendor set-up will begin at 1:00 p.m. and will be occurring at the Chipley Farmer's Market Complex, North & South Railroad Avenue and 5<sup>th</sup> Street.

Special Event Insurance will be submitted prior to the event.

### **RECOMMENDATION**

City Staff recommend approval of the Special Event Application.

### **ATTACHMENTS**

1. Special Event Application
2. Parade Route