

CITY OF CHIPLEY

STAFF REPORT

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

MEETING DATE

Tuesday, September 8, 2026

PREPARED BY

Patrice Tanner, City Administrator

SUMMARY

The Christmas Fest of Chipley will hold the Holiday Festival on Friday, December 11, 2026 from 4:00 p.m. – 8:00 p.m. at the Farmer's Market & Downtown area. The parade will start at 5:30 p.m. using the standard parade route. There will be additional road closures to include:

1. 5th 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 5th Street.
3. South Railroad Avenue from the City parking lot on 5th Street behind the New Life Fellowship's fellowship hall.
4. 8th Street from Hwy 90 to Church Avenue.
5. North & South Railroad Avenue from 8th Street to 5th Street.
6. 7th Street from Hwy 90 to Church Avenue – AFTER PARADE DETOUR ENDS.

Vendor set-up will begin at 2:00 p.m. and will be occurring at the Chipley Farmer's Market Complex, North & South Railroad Avenue and 5th Street.

Special Event Insurance will be submitted prior to the event.

RECOMMENDATION

City Staff recommend approval of the Special Event Application – Christmas Fest of Chipley, Inc.

ATTACHMENTS

1. Special Event Application