



**Meeting Name:** Town Council Meeting  
**Meeting Date:** September 27, 2023  
**Prepared By:** C. Copeland-Rodriguez, Town Clerk  
**Item Title:** 2023 Proposed Council/Employee Holiday Party

**DISCUSSION:**

For many years the Town has hosted a Holiday Party for the Town Council and Staff. Per the Town’s Public Purpose Policy, Resolution No. 2013-13, any annual appreciation/holiday event must be approved by the Town Council if the cost exceeds \$500.

The original budget for 2022 was \$4,500, actual expenses totaled \$4,717.60.

Staff reached out to several venues/caterers and received the following options:  
*(All costs are based off of 60 people.)*

**DATE/VENUE/CATERING OPTION(S):**

- 1) **Proposed Date:** Thursday, December 14<sup>th</sup> from 6PM-9PM

**Venue:** Loggerhead Marinelifelife Center.....\$2,000 (*\$1,000 Rental Fee + \$1,000 Refundable Security Deposit*)

*\*Please note that LMC only allows their approved list of caterers which now consists of only two (2): Sandy James & Laura Ashley. Laura Ashley was not available as she was booked.*

**Caterer:** SandyJames Productions.....\$8,150.22 (*Food, Beverages, Setup, Equipment*)

**Total Cost:** .....**\$9,150.22** (*Excludes the Refundable Security Deposit*)

- 2) **Proposed Date:** Thursday, December 14<sup>th</sup> from 6PM-9PM

**Venue:** Eastpointe Country Club.....**Total Cost: \$5,453.40**  
*(Venue, Valet, Food, and Service.)*

3) **Proposed Date:** Wednesday, December 6<sup>th</sup> from 6PM-9PM

**Venue:** Abacoa Country Club.....**Total Cost: \$5,772**

*(Food Only, does not include Bartender Service Fee, Venue Cost, or Attendant Fee)*

**RECOMMENDATION:**

Staff recommends Town Council consider a motion to approve an appreciation holiday party for Town Council and Staff at Eastpointe Country Club, on Thursday, December 14<sup>th</sup> from 6PM-9PM, at a cost not to exceed \$6,000; and authorize the Town Manager to execute the contract.