



---

*Chairwoman, Cecilia Hammond • Vice Chair, Rob Karcz, Secretary, Heather Singleton • Treasurer, Melissa Hollingsworth*

---

July 28, 2024

**To:** Baldwin County Commission  
312 Courthouse Square, Suite 12  
Bay Minette, AL 36507

**From:** Kristina Pittman, Executive Director  
North Baldwin Chamber of Commerce  
301 McMeans Ave | PO Box 310  
Bay Minette, AL 36507

December 6<sup>th</sup> & 7<sup>th</sup> will mark the 42nd Anniversary of Bay Minette's Annual Christmas Festival! We appreciate the support the North Baldwin Chamber has received from the Baldwin County Commission in years past and are excited to return the Festival on Courthouse Square.

We would like to formally request the following for this year's festival from the Baldwin County Commission:

- Authorization for the North Baldwin Chamber of Commerce to use the Bay Minette Courthouse grounds to host the Annual Christmas Fest on the Courthouse Square on Friday, December 6<sup>th</sup> and Saturday, December 7<sup>th</sup> (with set-up for the event beginning at 5pm on Thursday, December 5<sup>th</sup>); and
- Authorization for County employees to assist the North Baldwin Chamber of Commerce prior to the event in establishing sources of power/water, mapping the event to assist in general with any questions or issues that may arise prior to or during the event related to county property; and
- Authorization for the Baldwin County Commission Chairperson to sign off on the public notice that will serve as the event permit and road closure notice for the 42nd Annual Christmas Fest.

Enclosed you will find a map of the layout of the 2023 Festival for your reference. The 2024 event will follow a similar layout.

We thank you for your support and partnership in making the Annual Christmas Festival a wonderful and respectfully request your support once again for this time-honored tradition.

Sincerely,

A handwritten signature in black ink that reads "Kristina Pittman".

Kristina Pittman, Executive Director  
North Baldwin Chamber of Commerce