

# CITY OF DELRAY BEACH

## Parks and Recreation Department



50 NW 1<sup>ST</sup> AVENUE, DELRAY BEACH, FLORIDA 33444

### SPECIAL EVENT APPLICATION

*Submittal of this application does not guarantee approval for the event.*

APPLICATION MUST INCLUDE COMPLETED PAPERWORK, SITE MAP, AND NON-REFUNDABLE APPLICATION FEE payable to the City of Delray Beach.

APPLICATION MUST BE RECEIVED A MINIMUM OF 90 DAYS IN ADVANCE OF EVENT OR A MINIMUM 180 DAYS FOR EVENT WITH ROAD CLOSURE(S).

#### Applicant Information

Applicant: MUSCLE ON THE BEACH CAR SHOW Website: muscleonthebeach.com  
Organization/Corporation

Address: c/o George Walden 828 NE 1<sup>st</sup> Ct  
Street Address Apartment/Unit #

Delray Beach Florida 33483  
City State Zip  
917.670.6993

Phone: \_\_\_\_\_ Email: info@muscleonthebeach.com

Event Producer: George Walden Cell Phone: 917.670.6993  
First Last

Contract Signer: George Walden Cell Phone: 917.670.6993  
First Last

SUNBIZ # see attached addendum *Please submit IRS non-profit letter with application.*

#### Event Information

Event Name: Muscle on the Beach Car Show

Requested Event Location: Old School Square

Event Description: Classic car show – 60's, 70's,80's muscle cars, trucks and motorcycle

|         | EVENT DATE      | DAY OF WEEK | EVENT START TIME | EVENT END TIME |
|---------|-----------------|-------------|------------------|----------------|
| DAY 1   | March 1st, 2025 | Saturday    | 9am              | 3pm            |
| MMDAY 2 |                 |             |                  |                |
| DAY 3   |                 |             |                  |                |

Event Set-up will begin on: March 1st at 6:00 am

Event Breakdown will be completed by: March 1st, 2025 at 4:30 pm  
Date Time

**Event Details**

Attendance Estimates:

Total Event Attendance: 3,000 Daily Attendance: \_\_\_\_\_ Peak Hourly Attendance: \_\_\_\_\_

Is this an Annual Event?  Yes  No

If yes, # of Years Held: 2 If yes, # of Years Held in Delray Beach: 2 Last Held: March 2<sup>nd</sup>, 2024

Is the event open to the public?  Yes  No

Is there an Admission Fee/Ticket Fee?  Yes  No

If yes, provide fees/ticket prices: Adult/General Admission: \$ \_\_\_\_\_ Senior: \$ \_\_\_\_\_ Child: \$ \_\_\_\_\_

Is fencing to be used (i.e., gated event)?  Yes  No (**6' fencing required for events with alcohol**)

**ROAD CLOSURES**

Will your event require road closures?  Yes  No

If YES, please describe the streets and intersection you are requesting to be closed.

| STREET/INTERSECTION  | CLOSURE                      |  | RE-OPEN OF ROAD               |  |
|--|------------------------------|--|-------------------------------|--|
|  | Date / Time                  |  | Date / Time                   |  |
| <i>Example: SW 9<sup>th</sup> Ave from SW 1<sup>st</sup> St to Atlantic Ave.</i> | <i>Nov 21, 2024 / 7:00am</i> |  | <i>Nov 21, 2024 / 4:00 pm</i> |  |
| NE 2 <sup>nd</sup> Ave Pineapple Grove and at Atlantic – per 2024 event          | March 1, 2025/7am            |  | March 1, 2025/3:00 pm         |  |
|  |                              |  |                               |  |

**Animals**

**Amusement Rides / Bounce Houses / Amusement Games**

*Please note that if approved, Amusement Rides must be inspected on-site after installation by the Florida Department of Agriculture and Consumer Services (FDACS) and a copy of the temporary amusement ride inspection letter must be provided to the City.*

**Vehicles WE EXPECT 145-150 AUTOMOBILES/EXHIBITORS**

Other \_\_\_\_\_

**Tents:**  Yes  No If yes, how many total tents? 10 plus Size of tents: 10x10

*Please note that a tent permit is required for any tent that is over 10'x20'. Tent Permits are available through the City of Delray Beach Building Department and may take up to 30 days to process.*

**Alcoholic Beverages/Food (including consumption, sale, sampling, giveaway):**  Yes  No

If yes, what entity is obtaining the Alcohol License permit? List below. *(Copy of Liquor License and Liquor Liability Insurance required 30 days prior to event. License holder must provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.)* \_\_\_\_\_

**(6' fencing required for events with alcohol) WINE, MUSCLE VODKA AND OR OTHER ALCOHOL MAY BE DISPLAYED AND OFFERED AS RAFFLES AT THE SHOW. ALL RAFFLE WINNERS ARE NOTIFIED THE DAY AFTER THE SHOW AND PICK UP THEIR RAFFLE PRIZES AT A DESIGNATED LOCATION AND NOT ON CITY OWNED OR OPERATED PROPERTY**

**Onsite Cooking:**  Yes  No

Please specify method: *(Fire Marshal inspections are required at additional fee.)*

- \_\_\_\_\_ Gas/Compressed Gas
- \_\_\_\_\_ Electric
- \_\_\_\_\_ Fryers

➤ Name of grease removal contractor: \_\_\_\_\_ Date & time of pickup at end of event: \_\_\_\_\_

**Fireworks / Pyrotechnics:**  Yes  No

If yes, specify exact location on the site map of the pyrotechnics will be set-up and fall zone. *(City Commission approval is required.)*

**Food and Beverage Vendors (pre-packaged food/package beverages):**  Yes  No If yes, number of vendors anticipated at event: \_\_\_\_\_

*(Health Department approval required along with City Business Tax Receipt or Vendor License. Full list will be required prior to event. Each vendor must provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.)*

**Food Trucks:**  Yes  No If yes, number of food trucks \_\_\_\_\_

*(Food trucks must have current Florida and Health Department permits and inspections and provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured. Fire Marshal inspections are required at additional fee.)*

**Performances / Music / Sounds:**  Yes  No

If yes, applicant agrees all entertainment will be family-friendly and contain no obscenities. List of all performers and DJs required before event permit is issued. \_\_\_\_\_ DJ NIKKO NATION

**Merchandise Vendors and Exhibitors:**  Yes  No If yes, number of vendors anticipated at the event: \_\_\_\_\_

*(City Business Tax Receipt or Vendor License required. Each vendor must provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.) We expect exhibitors of various services. Approx. # 20*

**Performance Platform (30" high or less):**  Yes  No

If yes, number of platforms: 4- 4"x4" 18" high *(An additional stage permit may be required for anything over 30") Depending on size, a building permit may be required. Please inquire regarding this requirement.*

**Portable Toilets:**  Yes  No

If yes, how many? \_\_\_\_\_ Vendor providing service? \_\_\_\_\_ *(Note locations on site map)*

**Use of Onsite City Restrooms during event:**  Yes  No

If yes, location of requested restrooms & times being used: March 9<sup>th</sup> – 7am-4pm  
*(Please note that an additional cost will be incurred for use of City Restrooms.)*

**Trash Boxes & Bags:**  Yes  No If yes, the City will determine number needed / staffing.

*(Additional cost will occur for trash boxes and staffing.)* Trash Removal Plan to be determined by the City based on each event.

**Access to City Power:**  Yes  No If yes, where: Where available and at public lighting

**EVENT PURPOSE & COMMUNITY BENEFITS**

**Event Purpose and Community/Public Benefits:** Describe the purpose of the event, how the event may meet local community needs, provide community benefits/promote community welfare, stimulate broad economic or cultural activities within a neighborhood or the Central Business District, and/or help build a sense of community.

**SEE ATTACHED EXHIBIT STATING EVENT PURPOSE AND COMMUNITY PUBLIC BENEFITS IN ADDITION TO BELOW COMMENTS.**

**THE EVENT IS IN SUPPORT OF SANDOWAY DISCOVERY CENTER and raises needed funds for this facility. Event proceeds to Sandoway in 2024 were in excess of \$45,000 a 3X increase over 2023. The show collaborates with the Green Market and supports local businesses having a World Wide following and attracting visitors to Delray Beach from all over the world. Muscle on the Beach Car Show has become a must see experience.**

**EVENT SITE MAP, PARKING PLAN, & SUSTAINABLE PRACTICES**

**SITE MAP:**

Please attach a clear and detailed map depicting your event site set-up and include start/finish lines, stages, performance platforms, portable toilets, tents, vendors, food trucks, activities, first aid stations, emergency access points, etc. Also include:

**Parking Plan for Attendees, Vendors, etc.:**  Yes  No (If yes, please indicate locations on site map)

**REQUEST PARKING IN THE GARAGE ADJACENT TO OLD SCHOOL SQUARE. SIX SPACES BLOCKED OFF ON THE SOUTH SIDE OF THE GARAGE. REQUEST DESIGNATED PARKING FOR 10 TRAILERS AT CITY HALL AS IN 2023 AND 2024 AND TO BE SEPARATE FROM ANY OTHER PARKING. 2025 HAD TRAILERS BLOCKED BY PRIVATE PASSENGER VEHICLES.**

**Use of City Owned-Metered Parking Spaces:**  Yes  No

If yes, indicated how many and locations. (City fees and charges will be incurred with this request.)

**NOT APPLICABLE**

**REQUEST USE OF PARKING IN THE GARAGE ADJACENT TO OSS AND TRAILER PARKING IN CITY HALL PARKING LOT (MAX TRAILER 8-9)**

**Offsite Parking**  Yes  No

If yes, do you have permission from property owner for usage of parking? (Please provide documentation.)

Location(s): **\_NOT APPLICABLE /SEE ABOVE WITH RESPECT TO OSS GARAGE AND CITY HALL**

**Are Valet Parking Services being Used?**  Yes  No (If yes, indicate Valet location on site map and indicate the name of the service provider.)

**GW (Please initial here) Per City of Delray Beach Ordinance 10-19, plastic straws are banned. Single-use plastics, including Styrofoam, are discouraged. This includes plastic cups, plates, and utensils. Please address locations for recycling and composting.**

**GW (Please initial here) ADA Compliance: I am prepared and willing to grant all reasonable requests for accommodation for this event.**

## APPLICATION CHECK LIST & DEADLINES

To ensure timely processing of your event application, the following must be submitted at time

| Event Type   | Deadline to Submit Application (days prior to event date) | Application Fee | Approval Authority                            |
|--|---|-----------------|---|
| Impact Special Event   | 180 Days  | \$300           | City Commission with SEO/SETAC Recommendation |
| Special Event/Athletic Special Event   | 90 Days   | \$150           | SEO with SETAC Recommendation                 |
| Special Event/Athletic Special Event Produced by Non-Profit Entity or Dependent Special District of the City | 90 Days   | \$50            | SEO with SETAC Recommendation                 |

of application. Please ensure that you have included all the following items with your application:

- Completed Application
- Site Map
- Non-Refundable Application Fee

**The Special Events Application will not be accepted if not received by the appropriate deadline and without the items listed above.**

### Signature

I certify that I have read the City of Delray Beach Special Events Policy and Guide and the answers provided above are true to the best of my knowledge and intentions. I also understand I may be asked for additional information relating to this application. Additionally, I agree to conform to all City, State, Federal laws, and regulations. I also accept responsibility for the general cleaning and removal of trash, recycling, and all other items from the premises and agree to be accountable for any damage to the event site. Finally, I understand that all necessary fees, insurance, outside permits, and other requirements must be submitted before the issuance of the final event permit.

Signature: George Walden Date: 4/3/24