



Special Event Application

APPLICATION MUST INCLUDE COMPLETED PAPERWORK, SITE MAP, AND NON-REFUNDABLE APPLICATION FEE (\$150) PAYABLE TO THE CITY OF DELRAY BEACH

APPLICATION MUST BE RECEIVED A MINIMUM OF 90 DAYS IN ADVANCE OF EVENT OR A MINIMUM OF 180 DAYS FOR IMPACT EVENT

A. General Information

1. Day & Date of Event: July 4th, 20326
2. Name of Event: Fourth of July Celebration
3. Setup Start Time: 1pm
4. Gates Open Time: 4pm
5. Event Start Time: 4pm
6. Event End Time: 9:30pm
7. Breakdown End Time: 10pm
8. Location of Event: A1A, Delray Beach
9. Event Description: 4th of July Fireworks Celebration with Beer/Liquor/Food Garden
10. Event Purpose and Community Benefits:
We are participating to help create a fun, well-organized community event while providing responsible beverage service in a safe, controlled setting
11. Name of Applicant/Applying Organization: Boston's on the Beach
Address: 40 S.Ocean Blvd
City: Delray Beach State: FL Zip 33483
Phone: 561-278-3364
Phone (Alt):
Fax: Email: info@bostonsonthebeach.c
Web Site: https://www.bostonsonthebeach.com

SUNBIZ # (must submit IRS letter with application for non-profits):	
12. Event Producer Name: Boston's on the beach	Cell Phone: 561-706-9583
13. Authorized Representative: Millie Wilkinson	Cell Phone:
14. Day of Event Phone: 561-706-9583	
15. Email Address: millie.wilkinson@ophotels.c	

B. Event Information

16. Type of Event: (Please check all that apply)		
Festival <input checked="" type="checkbox"/>	Block Party <input checked="" type="checkbox"/>	Public Assembly <input type="checkbox"/>
Walk/Run <input type="checkbox"/>	Concert/Performance <input type="checkbox"/>	Parade/Procession/Motorcade <input type="checkbox"/>
Sporting Event <input type="checkbox"/>	Other (Please List): <input type="checkbox"/>	
17. Estimated Total Attendance: 300 Per Day: 300 Public or Private Event: public		
18. Is this an annual event? yes How many years? 40+ Last Held: july 4th 202		
19. What type of entertainment will take place?		
no live entertainment, just games..like large Jenga and cornhole		

GENERAL EVENT COMPONENTS WHICH MAY REQUIRE A TEMP USE PERMIT/WAIVER

General Event Components which may require a Temporary Permit or Code/LDR waiver (please select all that may apply and add others as needed)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Alcohol (113.02) | <input type="checkbox"/> Live Music/Amplified Music/Sounds (99.03(a)/99.05) |
| <input type="checkbox"/> Animals (101.27/LDR 2.4.6(f)(8)) | <input type="checkbox"/> Merchandise Vendors (118.04/110.15) |
| <input checked="" type="checkbox"/> Cooking on Site/Open Flame (96.04) | <input type="checkbox"/> Offsite Parking (4.6.9(5)(b)) & (2.4.6. (F)(7) (2.4.6.(3)(e)) |
| <input type="checkbox"/> Fireworks (99.05/101.20/96.25) | <input type="checkbox"/> Road Closure (F.S. Chapter 316 & 318) |
| <input type="checkbox"/> Food Trucks (120.01(c)) | <input checked="" type="checkbox"/> Signs & Banners (LDR 4.6.7(F)) |
| <input type="checkbox"/> Fireworks (Will require permit from FD) | |

Amusement Games/Rides/Carnival (including inflatables/climbing walls, etc.) (LDR 2.4.6(f)(1))

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.

Other _____

C. Fees/Parking

20. Will there be an admission fee charged for the event? <input type="checkbox"/> no	Amount:
21. Will there be any additional activity fees charged? <input type="checkbox"/> no	Amount:
22. Parking Plan for attendees, vendors etc. (yes or <input checked="" type="checkbox"/> no)	
23. Use of city metered spaces (yes or <input checked="" type="checkbox"/> no, If yes how many and location)	

D. Vending / Concession

24. What type of vending will be present? (Crafts, Food, Exhibits, Beverage, etc.)	
25. How many vendors? 1	Food/Beverage <input checked="" type="checkbox"/> Merchandise _____ Other _____
26. Do you request electrical services for vendors?	<input checked="" type="checkbox"/> yes
27. Are your vendors using generators?	<input type="checkbox"/> no
28. Will trash boxes & bags be needed (City will determine number needed):	<input checked="" type="checkbox"/> yes
29. Will food and/or non-alcoholic beverages be served and/or sold?	<input checked="" type="checkbox"/> yes
30. Type of Food Vendors (Please Circle): Food Trucks Food Carts <input checked="" type="checkbox"/> Tents <input checked="" type="checkbox"/> Grills or Fire Pits	
31. Type of cooking to take place (Please Circle): <input checked="" type="checkbox"/> Gas/Compressed Gas <input type="checkbox"/> Gas <input type="checkbox"/> Electric Fryers Other	
32. Will alcoholic beverages be served and/or sold?	<input checked="" type="checkbox"/> yes
33. What entity will be obtaining the Alcohol License permit? (List below):	
Boston's on the Beach	
6 ft fencing required for events with alcohol	

E. Restroom Facilities:

34. If port-o-lets are not used, what city restrooms will your event be utilizing?
public on the corner of Atlantic and A1A along with our facilities on property
35. How many port-o-lets will you have? n/a
36. Name the vendor providing the port-o-lets. n/a

F. Equipment

37. Will the event include tents? yes		
38. Please specify the quantity of tents by each size.		
(4) 10 x 10		
39. Will you be placing banners and/or signs at your event? yes		
How many? 4-5		Sizes? (2) 3x5 (4) 2x3
Verbiage: happy 4th with food and beverage items listed		
40. Please list number, size and location of stages/platform: n/a		

Note: Any tent (or grouping of tents) larger than 900 square feet, including vendor tents, must obtain a permit from the City of Delray Beach. Any tent permit issued is limited to the duration of the setup and breakdown times indicated on this event application NO EQUIPMENT INCLUDING TENTS MAY BE STAKED INTO THE GROUND.

G. Sound and Lighting

41. Who will provide your audio and lighting? n/a
42. Will electrical services be needed? n/a
43. Please list locations and explain: n/a

H. Road Closures and Security

44. Will the event require police? yes - city providing		
45. Will the event require road closures (Major road closures will have to be approved by City Commission). yes - street already closing		
46. Please describe the roads and intersections you are requesting to be closed:		
Road/Intersection	Date/Time Closed	Date/Time Open

Special Event Application Information

Please carefully read and initial all the information below regarding the Special Event Application. Incomplete Applications will not be accepted.

mw All applications must include paperwork, completed site map and non-refundable application fee.

mw Applications must be received a minimum of 90 days in advance of the event or a minimum of 180 days for an impact event.

mw Amusement rides must be inspected onsite 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.

mw Tents of 900 sq feet or greater require a tent permit. Tent permits are available through the City of Delray Beach Building Department and may take up to 30 days to process. Be advised there is a fee for tent permits. Tent duration is limited to setup and break down time indicated on application.

mw Serving alcoholic beverages requires a Liquor License and Liquor Liability Insurance and is required 30 days prior to the event. License holders must provide a Certificate of Insurance listing the City of Delray Beach as Certificate holder and Additional Insured.

mw All events with alcohol are required to have 6' fencing.

mw Fire Marshal inspections are required for all that include, but not limited to, road closures, cooking on site, fenced in events.. The Delray Beach Fire Marshal reserves the right to add an inspector as deemed necessary.

mw City Commission approval is required for all fireworks and pyrotechnics. A site map must be included including the fallout zone with your application.

mw City Commission approval is required for all impact and major road closure events. An impact event is an event that has 3500 people in attendance on any given day.

mw A full list of food and beverage vendors will be required prior to the event. Each vendor must provide a Certificate of insurance listing the City of Delray Beach as Certificate Holder and as additional insured.

mw Each food vendor must sign and return the DBFR Fire Inspections Requirement Form. All vendors cooking under tents must submit proof that tents are fire retardant.

mw Food Trucks must have current Florida and Health Department permits and inspections. And provide Certificate of Insurance listing the City of Delray Beach as the Certificate Holder and as Additional Insured. Fire Marshal inspections are required.

mw Applicant agrees all entertainment will be family friendly and contain no obscenities. A list of all performers and DJs is required before an event permit is issued.

mw All merchandise vendors and exhibitors must provide a city business tax receipt or vendor license. Each vendor must provide a Certificate of Insurance listing the City of Delray Beach as the Certificate holder and as additional insured.

mw Stages must be 30" high or less. An additional stage permit may be required for anything over 30". Depending on the size, a building permit may be required.