



## Cover Memorandum/Staff Report

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**File #:** 25-126

**Agenda Date:** 2/13/2025

**Item #:**

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**TO:** Development Services Management Group  
**FROM:** Allie Behrman, CPRP, Special Event Manager  
**THROUGH:** Jeff Oris, CEcD, Assistant City Manager  
**DATE:** February 13, 2025

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "COCOPLUM NATURE SCHOOL TASTING EVENT & SILENT AUCTION FUNDRAISER" TO BE HELD ON APRIL 26, 2025 AT ARTS WAREHOUSE; AND TO AUTHORIZE THE SPECIAL EVENTS MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE SPECIAL EVENT PERMIT.

**Recommended Action:**

Special Events Technical Advisory Committee (SETAC) recommends the Development Services Management Group (DSMG) make a motion to approve the special event known as Cocoplum Nature School Tasting Event & Silent Auction Fundraiser to be held on April 26, 2025; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

**Background:**

Cocoplum Nature School submitted a Special Event Application on January 13, 2025 for the event Tasting Event & Silent Auction Fundraiser to be held at the Arts Warehouse on April 26, 2025. This event is the annual fundraiser for the Cocoplum Nature School located here in Delray Beach. This event directly benefits the school and the children and families it serves. This event will include a tasting dinner, alcohol, live music, and a silent auction. The food will all be prepared off site and brought over to Arts Warehouse and kept warm before serving. The event will take place indoors at the Arts Warehouse. This event is expecting 120 people and will take place from 6:00 pm - 9:00 pm. This event is coming before you for approval due to the fact they will need a temporary liquor license and will need an approval letter from the city to get that.

**Special Event Technical Advisory Committee (SETAC):**

SETAC recommends DSMG approve the event.  
No special conditions are recommended by SETAC

**Funding Source/Financial Impact:**

Cocoplum Nature School is a 501(c)(3) non-profit and will receive a 50% discount in any soft costs.

**Timing of Request:**

The event is approaching and the producer needs to apply for temporary liquor license and would like to start selling tickets.

