



APPLICATION FOR SPECIAL EVENT

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

Please make sure that you fill out this application completely. **Do not forget to include a check for \$150.00 (non-refundable application fee) payable to the City of Delray Beach.**

Applicant Information

Applicant: Greater Delray Beach Chamber of Commerce Website: DelrayAffair.com
Organization/Corporation

Address: 140 NE 1st Street
Street Address Apartment/Unit #

Delray Beach, FL 33444
City State Zip

Phone: 561-274-4663 Email: nancy@festivalmanagementgroup.com

Event Producer: Nancy Stewart-Franczak Cell Phone: 561-703-7028
First Last

Type of Event (**check event type and circle organization type**):

- Commercial (For-Profit/Non-Profit) Community (For-Profit/Non-Profit) Athletic (For-Profit/Non-Profit)

SUNBIZ # 721601 *Please submit IRS non-profit letter with application.*

Event Information

Event Name/Title: 62nd Annual Delray Affair

Request Event Location: Central Business District (NW 2nd Ave-front of Tennis Center to SE 5th Avenue)

Event Description: Fine Arts & Crafts Festival; 62nd annual; signature Delray Beach event & main fund-raiser for Chamber of Commerce

	EVENT DATE	DAY OF WEEK	START TIME	END TIME
DAY 1	April 12, 2024	Friday	10:00 am	6:00 pm
DAY 2	April 13, 2024	Saturday	10:00 am	6:00 pm
DAY 3	April 14, 2024	Sunday	10:00 am	5:00 pm

Set-up will begin on: Thurs, April 11th (OSS) 9:00 am/7:00 pm
Friday, April 12th (Atl Ave) at 2:00 am/9:00 am AM / PM

Breakdown will be completed by: Sunday, April 14th at by 8:00 pm AM / PM

Event Details

Attendance Estimates:

Total Event Attendance: 110,000 Daily Attendance: _____ Peak Hourly Attendance: 2:00 pm

Is this an Annual Event? Yes No

If yes, # of Years Held: 61 If yes, # of Years Held in Delray Beach: 61 Last Held: 2023

Is this event produced in other cities: Yes No

If yes, please list what cities: _____

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

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>EVENT BOUNDARIES (CBD from NW 2nd Ave east to SE 5th Avenue)</i>	<i>April 12, 2024: Street closure to begin @ midnight; vendor load-in @ 2:00am</i>	<i>April 14, 2024 / 8:00pm</i>
-Atlantic Ave from NW 2nd Ave (eastbound to Swinton) -Atlantic Ave from NW 2nd Ave (west side of Tennis Center) east to SE 5th Ave -Swinton Ave from Atl Ave, north to NE 1st Street	/	/
-NE 1st Ave north of Atl Ave (not including alley behind Tramonti's) -NE 2nd Ave from Atl Ave north to east/west alley -SE 2nd Ave from Atl Ave south (just past Worthing Park)	/	/

-Alley bypass road between Johnnie Brown's & RR tracks and SE 3rd Ave from Atl Ave south to alley
-NE 4th Ave from Atl Ave north to east/west alley
-SE 4th Ave from Atl Ave south to east/west alley

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"/> Animals (101.27/LDR 2.4.6(f)(8))
<input checked="" type="checkbox"/> Cooking on Site/Open Flame (96.04)
<input type="checkbox"/> Fireworks (99.05/101.20/96.25)
<input type="checkbox"/> Food Trucks (120.01(c))
<input type="checkbox"/> Amusement Games/Rides/Carnival (including inflatables/climbing walls, etc.) (LDR 2.4.6(f)(1)) | <input type="checkbox"/> Live Music /Amplified Music / Sounds (99.03(a)/99.05)
<input checked="" type="checkbox"/> Merchandise Vendors (118.04/110.15)
<input checked="" type="checkbox"/> Offsite Parking (4.6.9(5)(b)) & (2.4.6. (F)(7) (2.4.6.(3)(e))
<input checked="" type="checkbox"/> Road Closure (F.S. Chapter 316 & 318)
<input checked="" type="checkbox"/> Signs & Banners (LDR 4.6.7(F)) |
|--|---|

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 _____

Tents: Yes No If yes, how many total tents? 400-500 Size of tents: 10X10 & 10X20

Please note that a tent permit is required for any tent that is over 10'x10'. Tent Permits are available through the City of Delray Beach Building Department and may take up to 30 days to process.

Consumption/Sale of Alcoholic Beverages: Yes No

If yes, what entity is obtaining the Alcohol License permit? List below. (Copy of License and Alcohol 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.) Greater Delray Beach Chamber of Commerce

Onsite Cooking: Yes No

Please specify method: (Fire Marshal inspections are required)

Gas/Compressed Gas

Electric

Fryers

➤ Name of grease removal contractor: Express Portable Services Date & time of pickup at end of event: Sunday, April 14th by 9pm

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: Yes No If yes, number of vendors anticipated at event: 20 to 25 + 15 Food Carts

(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.)

Live Performances & Music: 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. _____

Merchandise Vendors: Yes No If yes, number of vendors anticipated at the event: 400 - 500

(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.)

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

If yes, number of platforms: 1 (An additional stage permit may be required for anything over 30")

Portable Toilets: Yes No

If yes, how many? _____ Vendor providing service? Express Portable Services (Note locations on submitted site map)

15 regular, 3 ADA, 3 Handwashing Stations

Use of Onsite City Restrooms during event: Yes No

If yes, location of requested restrooms & times being used: OSS and OSS Parking Garage Restrooms (we staff with Police Explorers)
(Please note that an additional cost may be incurred for use of City Restrooms which require an attendant.)

Roadway Signage/Pole Banners: Yes No (City fees and charges will be incurred with this request).

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

Access to City Power: Yes No If yes, where:

Intersection of 3rd & Atlantic in front of Lion Fish, 2nd & Atlantic, 4th & Atlantic & 2nd & Atlantic - OSS lawn

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.

The Delray Affair is the primary fund-raiser for the Delray Beach Chamber of Commerce. The event has a huge economic impact on the community while benefiting local businesses and hotels (including restaurants, merchants, grocery stores, drug stores, gas stations, pharmacies, etc.) by visitors that are drawn to the event and to downtown

EVENT SITE MAP, PARKING PLAN, & SUSTAINABLE PRACTICES

- 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)
Offsite at County lot/Tri-Rail with shuttle, & requesting portion of Library surface lot, Courthouse parking garage & OSS Parking Garage

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.)

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

Trash Removal Plan to be determined by the City based on each event.

NSF (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.

APPLICATION CHECK LIST & DEADLINES

To ensure timely processing of your event application, the following must be submitted at time of application. Please ensure that you have included all the following items with your application:

- Completed Application
- Site Map
- Non-Refundable \$150.00 Applicable Fee
- Detailed COVID-19 Safety Plan

Event Permit Type	Deadline to Submit Application <i>(days prior to event date)</i>	SEO/SETAC Processing Time <i>(days prior to event date)</i>	Approval Authority
Commercial Event (For-Profit/Non-Profit)	90	60	City Commission with SEO and SETAC recommendation
Community Event (For-Profit/Non-Profit)	90	60	
Athletic Event (For-Profit/Non-Profit)	45	30	SEO with SETAC recommendation

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.

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

Signature: Nancy Stewart Franczak Date: 5/03/23