



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. Date of Event:	April 5, 2026
2. Name of Event:	Interfaith Easter Sunrise Service
3. Setup Start Time:	5:00 am
4. Gates Open Time:	6:00 am
5. Event Start Time:	6:30 am
6. Event End Time:	7:30 am
7. Teardown End Time:	8:30 am
8. Location of Event:	W. A. & Atlantic Ave
9. Event Description:	Easter Sunrise Service
10. Event Purpose and Community Benefits:	Unity & Peace & Worship

11. Name of Applicant/Applying Organization:	Cason United Methodist		
Address:	342 W Swinton Ave		
City:	DeLray Beach	State:	FL
		Zip:	33444
Phone:	561 276 5302		
Phone (Alt):	Pastor David 561 613 7144 - Sharon 954-353-1406		
Fax:		Email:	pastor@casonumc.org
Web Site:	casonumc.org		sharon@casonumc.org

SUNBIZ # (must submit IRS letter with application for non-profits):	
12. Event Producer Name: Cason United MC	Cell Phone: 561-276-5302
13. Authorized Representative: Sharon Bebout	Cell Phone: 954-383-1400
14. Day of Event Phone: 954-383-1400	
15. Email Address: sbebout@casonumc.org	

B. Event Information

16. Type of Event: (Please circle all that apply)		
Festival	Block Party	Public Assembly
Walk/Run	Concert/Performance	Parade/Procession/Motorcade
Sporting Event	Other (Please List): Easter Service	
17. Estimated Total Attendance: 450 Per Day: 450 Public or Private Event: Public		
18. Is this an annual event? yes How many years? 50+ Last Held: 2005		
19. What type of entertainment will take place? Music, Interfaith Service		

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)

- | | |
|--|--|
| ☐ Alcohol (113.02) | ☒ Live Music/Amplified Music/Sounds (99.03(a)/99.05) |
| ☐ Animals (101.27/LDR 2.4.6(f)(8)) | ☐ Merchandise Vendors (118.04/110.15) |
| ☐ Cooking on Site/Open Flame (96.04) | ☐ Offsite Parking (4.6.9(5)(b)) & (2.4.6. (F)(7) (2.4.6.(3)(e)) |
| ☐ Fireworks (99.05/101.20/96.25) | ☒ Road Closure (F.S. Chapter 316 & 318) |
| ☐ Food Trucks (120.01(c)) | ☐ Signs & Banners (LDR 4.6.7(F)) |
| ☐ 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?	<u>No</u>	Amount:
21. Will there be any additional activity fees charged?	<u>No</u>	Amount:
22. Parking Plan for attendees, vendors etc. (yes or no)	<u>No</u>	
23. Use of City Metered spaces (yes or no, If yes how many and location) <u>Yes. What ever is needed</u>		

D. Vending / Concession

24. What type of vending will be present? (Crafts, Food, Exhibits, Beverage, etc.) <u>None</u>		
25. How many vendors?	Food/Beverage _____	Merchandise _____ Other _____
26. Do you request electrical services for vendors? <u>music equipment & pavilion</u>		
27. Are your vendors using generators? <u>No - Pastoral Participants</u>		
28. Will trash boxes & bags be needed (City will determine number needed): <u>Yes - 50</u>		
29. Will food and/or non-alcoholic beverages be served and/or sold? <u>Yes</u>		
30. Type of Food Vendors (Please Circle): Food Trucks Food Carts Tents Grills or Fire Pits <u>U/C</u>		
31. Type of Cooking to take place (Please Circle): Gas/Compressed Gas Electric Fryers Other <u>N/A</u>		
32. Will alcoholic beverages be served and/or sold? <u>No</u>		
33. What entity will be obtaining the Alcohol License permit? (List below): <u>N/A</u>		
6 ft fencing required for events with alcohol <u>N/A</u>		

E. Restroom Facilities:

34. If port-o-lets are not used, what city restrooms will your event be utilizing? <u>Public in area</u>	
35. How many port-o-lets will you have?	<u>N/A</u>
36. Name the vendor providing the port-o-lets.	<u>N/A</u>

F. Equipment

37. Will the event include tents? No	
38. Please specify the quantity of tents by each size.	
39. Will you be placing banners and/or signs at your event? No	
How many?	Sizes?
Verbiage:	
40. Please list number, size and location of stages/platform:	

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?	Casen & Other Church Participants
42. Will electrical services be needed?	Yes
43. Please list locations and explain: at the Pavilion	

H. Road Closures and Security

44. Will the event require police? No		
45. Will the event require road closures (Major road closures will have to be approved by city commission). Yes		
46. Please describe the roads and intersections you are requesting to be closed:		
Road/Intersection	Date/Time Closed	Date/Time Open
AAA from Atlantic to Miramar	4/5/26 - 5:30 am	4/5/26 7:45 am

I. Site Plans/ Maps

Please attach a detailed site map to include the following: Tent locations, Port-o-let locations, all vendors, stages, and power requirements. Also, please be prepared to include a parking plan. If any area is fenced in include size of fenced in area, size and location of tents, tables, bars etc. within the fenced in area. If there is a barricade or fenced in VIP area within the footprint, same principle applies. Must show all exit locations. For floor seating: include floor plan showing rows and number of chairs in each row, section, aisles and width of aisles. Show chair spacing distance. Please contact Allie Behrman, Special Event Manager, if you have any questions or concerns regarding the site plan. Hand drawn maps will not be accepted as a site map.

J. Insurance Requirements

General Liability Insurance is required for all public events. All General Liability Insurance must be provided by the event applicant, no exceptions. Liquor Liability can be provided by whichever business/organization/non-profit that is providing the alcohol services. The insurance limits are \$1,000,000 per occurrence. The certificate holder must be listed as City of Delray Beach, 100 NW 1st Ave, Delray Beach, FL 33444. The certificate holder (City of Delray Beach) must also be listed as Additional Insured. All vendors coming on to city property are also required to provide a current copy of their General Liability Insurance naming the city as additional insured.

K. Additional Terms

The City reserves the right to revoke any permit granted for an activity which is found to be in violation of any ordinance, law, or condition of approval. Failure of the City to timely invoke this right will act as a waiver to exercise such rights in the future.

L. Processing

All applications must be submitted for review no less than 90 days prior to the date of the event to be held. Applications turned in with less than 90 days processing time will not be processed. Events requiring major road closures or impact events (3,500 people or more) require 180 days processing. .

Marketing/advertising of any kind may not take place until event approval is granted.

To ensure timely processing of your event application, the following must be submitted at time of application. Applications will not be sent for review unless you have included all of the following items with your application:

- ☒ Completed Application
- ☒ Site Map
- ☐ Non-Refundable Application Fee
- ☐ Parking Plan (If necessary)
- ☐ IRS Letter for Non-profit (If applicable)

Sharon H. Bebout
PRINT APPLICANT NAME

[Signature]
APPLICANT SIGNATURE

Jan 23, 2026
DATE

For Office Use Only

Received on _____

Received by _____

