



Cover Memorandum/Staff Report

File #: 24-730

Agenda Date: 6/13/2024

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Jeff Oris, CEcD, Assistant City Manager
DATE: June 13, 2024

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "LAUGH WITH THE LIBRARY" TO BE HELD ON FEBRUARY 21, 2025, AT OLD SCHOOL SQUARE PAVILION; 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 Laugh With The Library to be held on February 21, 2025; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

The Delray Beach Public Library submitted a Special Event Application on April 17, 2024 to hold Laugh with the Library on February 21, 2025 at Old School Square. This event has taken place for the last 17 years in Delray Beach. Prior to the February 2024 event held at Old School Square this event was held at a private indoor facility. It moved to Old School Square in 2024 and went off with no issues. This event serves as a fundraiser for the Delray Beach Public Library. There will be 400 people in attendance for this dinner and comedy show. This event will be fenced in and will include alcohol.

Special Event Advisory Committee (SETAC):

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

Funding Source/Financial Impact:

Anticipated city costs to the producer are to be determined.

Timing of Request:

The event producer would like to start advertising and selling tickets.