



City of Delray Beach Special Events Guidebook 2016

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The Special Events Guidebook is provided as an additional tool and resource for event producers as they seek to permit and produce safe and successful events in Delray Beach.

The Guidebook seeks to interpret the Special Events Policy (see Appendix I – pg. 27), and where there may be conflict, the Policy will prevail.

Welcome

Delray Beach is a first-class destination and a diverse, vibrant community situated on the Atlantic Ocean in Palm Beach County, South Florida. A dynamic city with “small town” charm, Delray Beach is 30-45 minutes from West Palm Beach and only an hour north of Miami. A two-time winner of the coveted All-America City award (1993 and 2001), Delray Beach proudly celebrates its art, culture, history and sense of community through a variety of festivals and special events.

We're proud to have been recognized as *Most Fun Small Town in the USA* by Rand McNally, USA Today and the Travel Channel and most recently as one of *America's Happiest Seaside Towns* by Coastal Living Magazine.



Special events, festivals and outdoor programs and celebrations are a long and treasured tradition in Delray Beach, Florida. So if you're thinking of planning a festival, rally, concert, tournament, street party, ceremony, carnival, charity fundraiser, athletic event or other similar event open to the public, this guidebook will serve as a good start to your special event's planning and explain our processes, rules and regulations.

Additionally, we recommend you contact us early in the planning process so we can counsel you individually on your proposed event, the additional permits which may be required and to serve as your 'one-stop shop' for all City resources and services.

We look forward to working with you to create your successful, safe and memorable event for all to enjoy.

Delray Beach Special Events Office

50 NW 1st Avenue, Delray Beach, FL 33444

561-243-7250

specialeventsoffice@mydelraybeach.com

Cover Photo Credits

Top: Downtown Delray Beach, Florida, U.S.A. by Jorge Molina

Second Row Left: Happy Fourth of July! by Zielinski Creative

Center: Delray Beach Fourth of July Celebration by VMA Studios, Aaron Lurie

Right: Fireworks 8 by Nick Gramly

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What Are My Responsibilities As An Event Producer?

- The City of Delray Beach defines event producers (“producers”) as any individual or organization that is responsible for all aspects of an event - advertising, marketing, talent costs, insurance, hold harmless agreement, contracts - along with all the revenues and expenses for the event.
- Producers should review the entire guidebook as well as the special event permit application and other forms. Submission of an application does not guarantee issuance of an event permit. The City may, for any reason, deny or revoke an event permit. This includes, but is not limited to, not adhering to the City’s event policy, guidelines, deadlines and event permit conditions. In addition, a permit can be revoked if a named storm or other government declared state of emergency has been enacted with the potential to have an impact on the City.
- Producers are responsible for submitting in writing, as may be required from other governmental agencies, private property owners, and designated managers of City property including Old School Square (OSS) Complex, for use of their sites for an event. A park rental agreement is required for use of all parks and city facilities located in Delray Beach. Reservations are required for use of these facilities.
- Although producers are responsible to ensure all proper authorizations from others are acquired, as well as pay all fees associated with those authorizations, the City will apply for Florida Department of Transportation (FDOT) or County road permits on behalf of the event producer.
- Producers or their vendors are required to meet deadlines and submit required certificates of insurance, to include liquor liability when applicable, hold harmless agreements, and any required cash bonds or deposits to the City.
- Producers are required to notify residents or business owners in writing who are directly affected by the event and/or street closures 30 days before the event. Proof of the notification shall be submitted to the Special Event Office (SEO) upon distribution to area residents and businesses. The City may follow-up with area residents and business owners to determine the effectiveness of event notification methods.

When Will I Need an Event Permit?

Generally, if you are seeking to produce and/or conduct an outdoor special event - any planned meeting, activity, gathering, or group of persons having a common purpose, design, goal or any other similar event as defined in the Special Event Policy (see Appendix 1 – pg. 27-34) – in the City of Delray Beach an event permit will be necessary except for the following:

- Any organized activities conducted at sites or facilities intended and used for such activities that include but are not limited to: sporting events managed by the City's Parks and Recreation department such as golf, tennis, soccer, softball, baseball and football tournaments conducted on courses or fields intended and used for such activities; wedding services at reception halls or similar facilities; funeral service conducted at funeral homes and cemeteries and regularly programmed religious services. Sporting events produced or supported by outside organizations such as the Palm Beach County Sports Commission or the Delray Beach Sports Destination Committee are not exempt from the standards of this policy.
- An event permit may not be required if an activity is already permitted under a Delray Beach temporary use permit, Delray Beach annual permit for the use of City property, rental agreement, operating agreement, license agreement, or other contractual agreement.
- Any activity by a non-Delray Beach government agency acting within the scope of its function, subject to the provision of reasonable notice to the City Manager and the event does not require city services or a temporary road closure.

In addition to the event permit, producers may need to obtain other related permits. Responses by applicants to the Event Permit Application will help determine what other permits and approvals are needed including those from outside agencies.

While it is ultimately the responsibility of the producer to obtain and submit the proper documentation and applications to the appropriate outside agencies, the Delray Beach Special Events Office will help guide the process.

How Do I Submit an Event Permit Application?

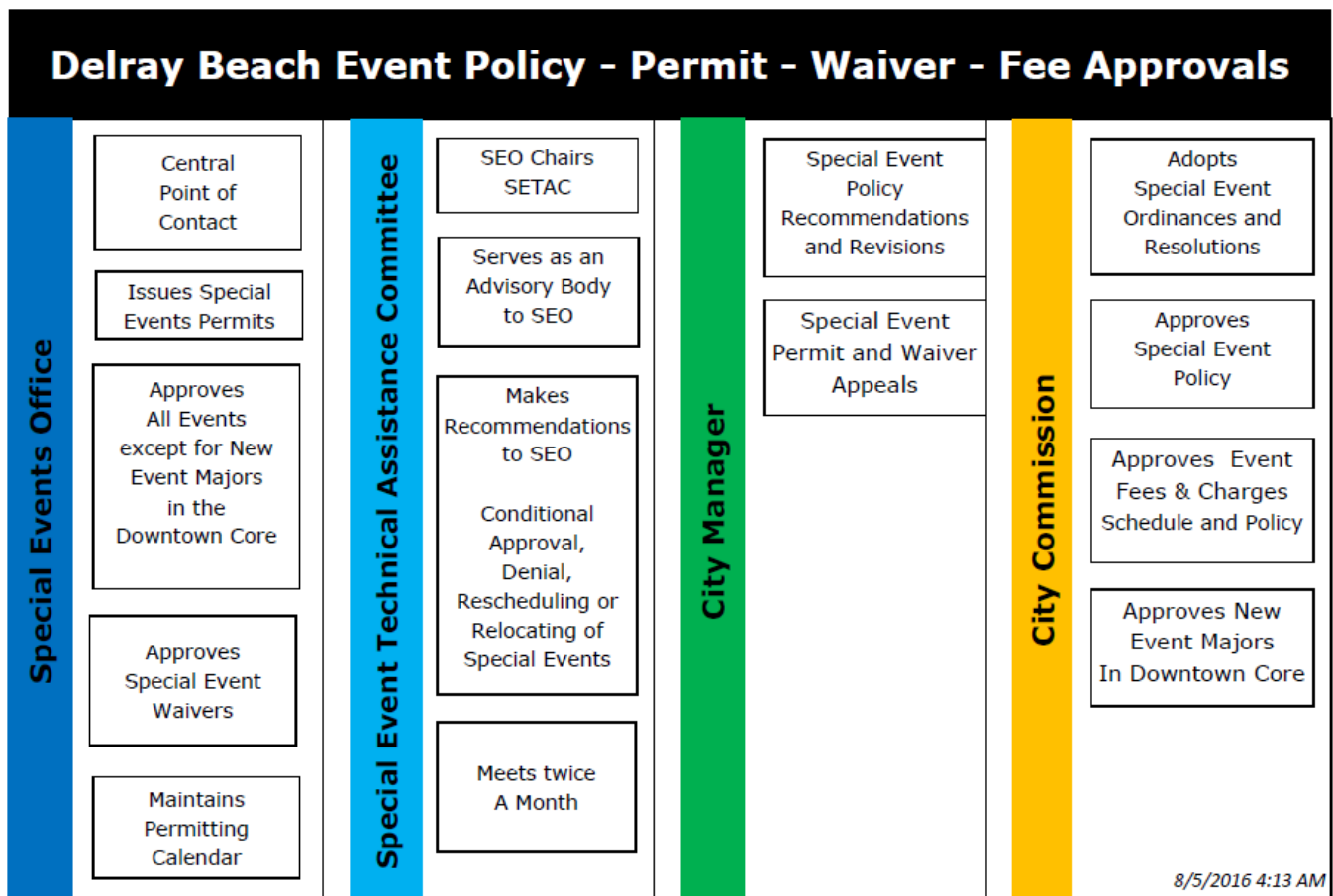
Producers can begin the process by contacting the Special Events Office or by completing and submitting a Special Event Permit Application online at www.mydelraybeach.com.

Who Issues Events Permits and Considers Any Event Waivers?

The City of Delray Beach Special Events Office (SEO) serves as the single point of contact between city departments, producers, and members of the community as it oversees organized events through the coordination of enterprise-wide functions and issues all event permits, except for new major events in the Downtown core which are approved (or denied) by the City Commission on the recommendation of the SEO and City Manager.

Waivers associated with events are requested and considered during the event permit application process.

Additionally, the SEO may consult with the City's Special Events Technical Assistance Committee (SETAC), which includes representatives from City departments and agencies who support and assist Special Events including but not limited to: City Manager's Office, Community Improvement, Economic Development, Emergency Management, Environmental Services, Finance, Fire, Parks and Recreation, Planning-Zoning-Building, Police, Public Works and Risk Management. SETAC meets twice a month to consider new Special Events Permit applications, reviews Operation Plans for upcoming special events and discusses after action reports from prior events.

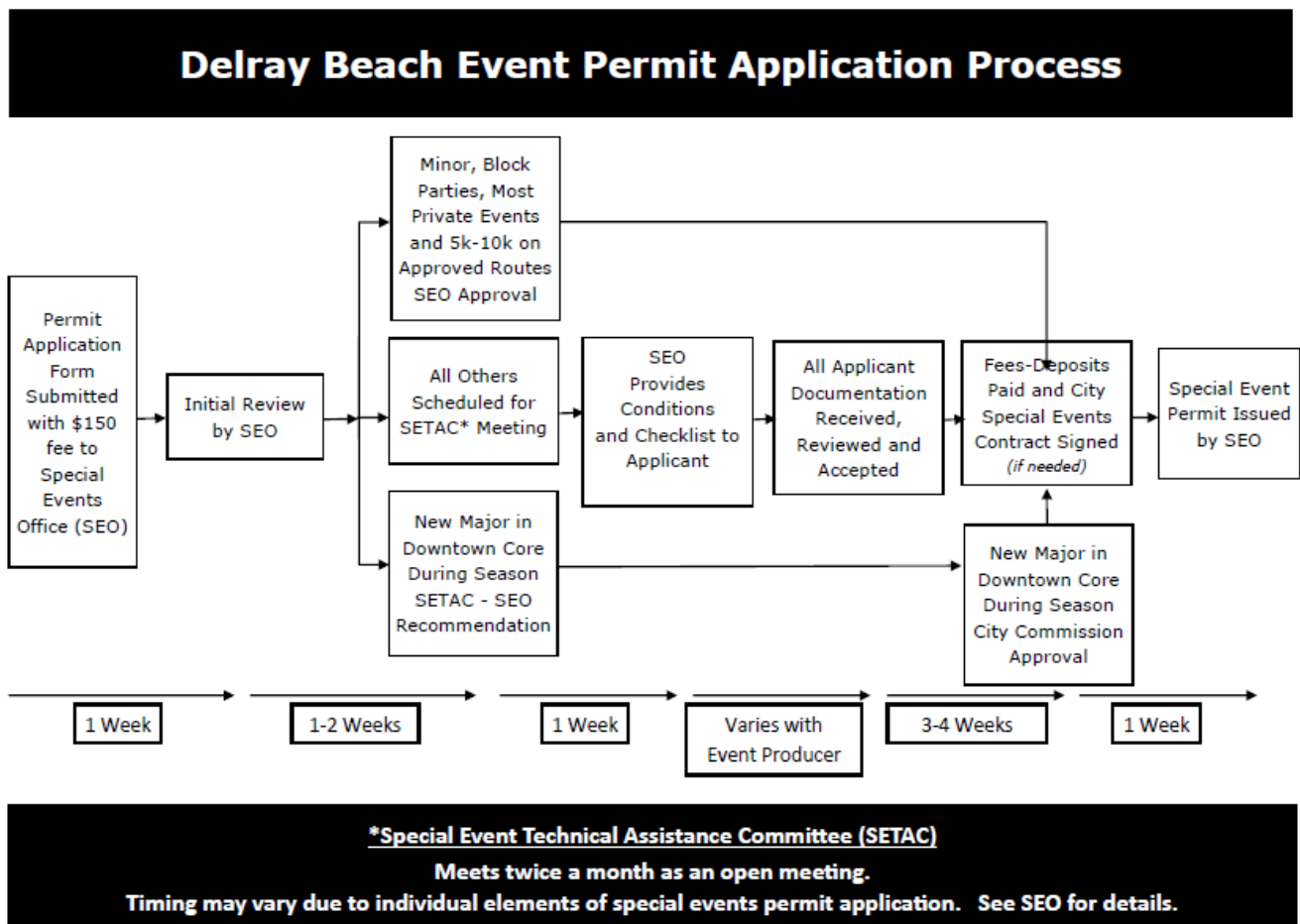


Should I Meet with the SEO Before Application?

Pre-application meetings for all event permit types are welcomed by the SEO and required for larger, more complex events such as Half and Full Marathons, Parades and Major Public Events.

How Long Does the Event Permit Approval Process Take?

To ensure appropriate and timely approvals, event producers are encouraged to apply as early as possible since generally the permitting of events will be handled on a first-come, first-serve basis. For minor events, permits may be issued within 45 days from receipt of application while major events will take longer to be reviewed and evaluated. Once the SEO determines the type of event, the producer will be provided with a schedule of key deadlines and dates to ensure timely consideration of an event permit application.



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Upon receipt of all required forms and documentation, application and permit fees, deposits, special event contracts (if required), an event permit will be issued by the Special Events Office. Additionally, the SEO will stay engaged with the producer to review and monitor status of event operations plans and through all post-event activities.

Will the City “Hold” Event Dates?

The City of Delray Beach will only “hold” event dates when an event permit application has reached an approved or “conditional approval” status.

What Are the Types of Event Permits?

Based on the information submitted on the event permit application, an event permit is categorized as one of the following:

Event Permit Type	Number of Days	City Services Anticipated	Total Attendance	Road Closures**	Duration of Road Closure Impact
Athletic Event (NIMS 1-5*)	Varies	Yes	Varies	Yes Minor and Major	Rolling Closures and/or < 6 hours
Block Party	< than 1 day	No	< than 150	Yes Neighborhood Road Up to 2 blocks	< 6 hours
Parade Event	< than 1 day	Yes	Varies	Varies	< 8 hours
Private Event	Varies	Minimal	Varies	No	N/A
Public Event – Minor (NIMS 4 – 5*)	< than 1 day	No	< than 5,000	No	N/A
Public Event – Intermediate (NIMS 3 – 4*)	1 day or more	Yes	Up to 10,000	Yes Non-Major Road	< 6 hours
Public Event – Major (NIMS 1– 3*)	1 day or more	Yes	> than 10,000	Yes Major Road	> 8 hours

**NIMS = National Incident Management System which may direct the level of City and Public Safety service standards to be planned and deployed for Delray Beach permitted special events.*

*** Road Closures: A listing of Major Roads is available in Appendix 15 – page 65.*

Annual Permit

An annual event permit may be issued for reoccurring events on City-CRA owned properties (i.e. Green Market) or for other continuous, regular programming of City property by others including, but not limited to the Delray Beach Historical Society, Spady Cultural Heritage Museum and Old School Square.

When Should I Submit My Permit Application and What is the Process?

An event permit application and the related non-refundable application fee must be submitted to the Special Events Office in a timely matter and meet the following initial application deadlines. Applications may be submitted up to 24 months in advance of the event's date.

Once the application is received, the SEO will review the application and may consult with the Special Event Technical Assistance Committee (SETAC) to assess and determine the proposed event's impact on the City and the level of City services, staffing and equipment, if any to be provided. Additionally, SEO and SETAC will take into consideration the event permit type and scale of the event, security and safety issues, quality of life impacts, local economic and community benefits, promotional value and level of service demands in its review.

Following the review, the SEO will determine whether an event permit will be approved or denied for all events except for new major events in the Downtown core. New major events in the Downtown core will be approved or denied by the City Commission on recommendation by the City Manager and SEO.

Event Permit Type	Initial Application Deadline (Days Prior to Event Date)
Athletic Event	45 – 180*
Block Party	45
Parade Event	180
Private Event	45
Public Event – Minor	45
Public Event - Intermediate	90
Public Event – Major	180

** Dependent on the size and nature of the athletic event.*

How Will My Event Be Reviewed?

The City of Delray Beach is interested in attracting and hosting special events that reflect the spirit, character, essence and evolving brand reputation of the community. Events that are family-oriented, focused on touting the arts, culture, education, history, health, sports and wellness are crowd-pleasers. To aid in the review of an Event Permit Application, the SEO has developed a tool (see Appendix 4 – pgs. 43-44) which will be used during the application process.

Are There Any Limitations on Events in Delray Beach?

Events that are family-oriented, focused on touting the arts, culture, education, history, health, sports and wellness are crowd-pleasers for our residents, businesses and visitors. And while the City of Delray Beach is interested in attracting and hosting events that reflect the spirit, character, essence and ever-changing interests of our community, we have established some parameters by which we will issue event permits including, but not limited to the following:

- Only one (1) Major Event may be allowed per month within the Downtown core – (see Downtown core map in Appendix 16 - pg. 83) - during Season (October – May).
- Other than Hometown events and certain minor events, no public events will be allowed to occur simultaneously or concurrently in the Downtown core during Season.
- Athletic events using roads are limited to two per month and no more than 12 closures of A1A will be allowed annually.
- The City reserves the right to further limit events based on available City resources or for other concerns on the general health, safety and welfare of the citizens, businesses and visitors of the City.
- Hometown events shall have priority and preference for booking dates and locations.
- Any event seeking to be held on the campus of Old School Square (OSS) shall be coordinated by the OSS management team as provided for and in the City-OSS Lease and Management Agreement.
- Any event requiring the closure of a road must receive conditional approval by the SEO or City Commission before a road closure permit will be requested.
- Road closures on Atlantic Avenue and Swinton Avenue will be limited.
- Generally, event vendors may not block storefronts unless approved by SEO. All event site plans, except for minor public, private and block party events, must become final and filed with SEO no later than 30 days prior to event date.
- While food trucks may be allowed during events, they may not negatively impact adjacent local businesses.
- All signs and banners must meet City of Delray Beach requirements.
- Amusement rides are prohibited within the Downtown core except as otherwise permitted by Ordinance.

Can an Event Permit be Denied or Revoked?

Yes, submission of an event permit application does not guarantee issuance of a permit. The City may, for any reason, deny or revoke a special event application or permit. This includes, but not limited to, not adhering to the event policy, event guidelines or SEO specified deadlines.

Additionally, an event permit can be revoked if a named storm or other government declared state of emergency has been enacted with the potential to have an impact on the City and for the following reasons:

- a. The application for permit (including any required attachments and submissions) is not fully completed and executed.
- b. The applicant has not tendered the required fees for prior year's events.
- c. The application for permit contains a material falsehood or misrepresentation.
- d. The applicant is legally incompetent to contract or to sue and be sued.
- e. A fully executed application for an event for the same time and place has been received, and a permit has been or will be granted to an applicant authorizing uses or activities which do not reasonably permit multiple occupancy of the particular municipal property or part hereof.
- f. The use or activity intended by the applicant would conflict with previously planned programs organized and conducted by the City of Delray Beach and previously scheduled for the same time and place.
- g. The proposed use or activity intended by the applicant would present an unreasonable danger to the health or safety of the applicant, or other users of the park, of City Employees or of the public.
- h. The producer has not complied or cannot comply with applicable licensure requirements, ordinances or regulations of the City concerning the sale or offering of any goods or services.
- i. The use or activity intended by the applicant is prohibited by law, by the City's Code of Ordinances or by other regulations.
- j. The producer's operational plans for its event cannot be met by available City staffing, services, facilities and equipment.

What City Services Are Available and/or May be Required for Events?

The following services are available and/or required for events. Of course, producers may want to contract directly with third party services and equipment providers when practical and after consulting with the SEO. When third party services and equipment are arranged through the City at the request of the event producer, City administrative fees will be charged.

Security & Safety

a. Delray Beach Police Department

Police or other trained non-sworn personnel may be required at the discretion of the Chief of Police or designee based upon projected attendance numbers, type of event, traffic/pedestrian concerns, geographic location and site layout.

Mandatory police personnel are required for events where alcohol is served or sold by the event producer, event vendor or other businesses within the event foot print.

Event producers may through agreement with the Delray Beach Police Department, add private security to perform approved functions. Please note that all private security teams must be vetted and approved by the Delray Beach Police Department. Under no circumstances may any member of the private security team be permitted to carry a firearm. A company supervisor/manager must be on scene or easily accessible to respond to the venue should issues arise. Uniforms must be professionally worn, consistent amongst all private security personnel and clearly marked "SECURITY".

b. Delray Beach Fire Department

Mandatory staffing may be required as determined by the Fire Chief or designee when the total estimated crowd at any one time in the venue area exceeds 2,500 people. Staffing requirements must take into account venue risks, type of activity, and other safety considerations in addition to the size of the event.

Event public safety plans will be considered/approved by the Police/Fire Departments and their respective Chiefs as a part of the event permit application process. If the Police/Fire Departments determine there is no undue risk to public safety, then Police/Fire staffing of the event may not be necessary.

Event Operations & Site Infrastructure

a. Parks Maintenance

Parks Maintenance staff may provide assistance when requested for event site cleanup and trash collection and disposal. Producers may utilize volunteers and/or private

contractors, with City approval. Parks Maintenance staff are required to set up and take down City stages.

b. Environmental Services

Environmental Services staff will provide oversight of parking plans, transit plans and for Maintenance of Traffic (MOT) planning for the event. Producers may request use of City and County owned surface lots and parking garages for reserved parking in the event permit application.

c. Public Works

Public Works staff will prepare and submit required FDOT and County permits for street closures, install road closure barricades, message boards, and arrow boards, set up portable light towers and generators, and make available a City electrician, when needed.

d. Community Improvement

Community Improvement performs code and site inspections and provides management in the Downtown area.

e. Planning, Zoning, Building

Planning, Zoning, Building provides guidance on City codes and regulations along with permitting and inspecting temporary event structures.

What Are the Fees and Charges Associated with City Services?

All producers will be required to pay for City staffing, services, facilities and equipment associated with their event. The City will provide a cost estimate based on the event application and will then work with the producer on opportunities for cost reduction. Relatively minor changes in event footprint and operating plans can lead to significant reductions in City services and corresponding costs. A representative fee schedule is shown in Appendix 5 - pgs. 45-48. After completion of the event, the City will issue a single invoice reflecting actual usage of City services, plus any charges for site damage and non-compliance fines.

The City may offer discounts for athletic events, for events produced by Delray Beach elementary, middle and high schools, for events that activate areas outside the Downtown core, for events occurring 'off-season' (June – September) or to advance economic development. Charitable, non-profit organizations with 501(c)3 tax status will be eligible for up to a 50% discount from all standard fees except where noted.

Examples of fees and charges for City services include, but are not limited to, City staff costs "on the ground" at the event and direct administrative time associated with the event, land

and/or equipment rental, signage, stage rentals, trash boxes and liners, parking and vehicle towing costs. Equipment rentals include but are not limited to barricades, message boards, arrow boards, tables, chairs, tents, stages, light towers, portable toilets and portable generators.

Special Event Contract

Deposits, fees, charges and payments are governed by the Special Event Contract between the producer and the City (See Appendix 6 – pgs. 49-53). A single invoice for all fees (except the non-refundable permit application fee of \$150), will be issued after completion of each event.

Event Fines and Penalties

Producers will be required to pay for any site damage caused by their event and any site cleanup necessary, plus any fines that may be levied. Producers may also be subject to fines and penalties for non-compliance with event permit and/or with other City codes and regulations.

Does the City Sponsor Events and Who Approves Sponsorships?

Producers may request sponsorship from the City as part of the event permit application process. Sponsorship may include, and is not limited to, co-production of the event, in-kind services, use of facilities, financial contributions and/or discounted event fees and charges.

Event sponsorships valued up to \$50,000 will be approved by the City Manager while sponsorships greater than \$50,000 must be approved by the City Commission.

Other Requirements for Special Events

Insurance

The producer is required to provide liability insurance with coverage and limits that depend upon the size, scope and location of the event. The insurance policy must include coverage for all approved event activities, including those activities provided by third party vendors. The policy must be for the dates of the event, including set-up and breakdown days. Liquor Liability or Host Liquor Liability Insurance are required if alcohol will be sold or consumed at the event.

- a. Minimum liability limits for single day events will require minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The minimum limit for Liquor or Host Liability Insurance is \$1,000,000 each common cause and \$2,000,000 in the aggregate.

- b. The City of Delray Beach is to be named as an additional insured on all insurance coverage. Other additional insured entities may be required, depending on the scope or location of the event.
- c. Generally, a Certificate of Insurance evidencing the required insurance should be delivered to the SEO no later than sixty (60) days prior to the event or as per the event's permit classification requirements.
- d. In the event of any conflict between any provision of this summary document and City Code of Ordinances, the City Code of Ordinances takes precedence.
- e. The Certificate may be mailed, delivered in person, faxed or emailed to the City of Delray Beach.
- f. The Certificate Holder should read:

City of Delray Beach
 100 NW 1st Avenue
 Delray Beach, FL 33444

Event Site Infrastructure

Temporary Structures – Tents, Platforms and Stages

Tents and other membrane structures shall conform to the structural strength, fire safety, means of egress and accessibility requirements to ensure public health, safety and general welfare.

- a. All temporary structures – tents, platforms, stages - must be identified on the event site plan.
- b. Temporary structures (tents, platforms, stages) that cover an area greater than 100 square feet or measure more than 10 x 10, including connecting tents and stages together, shall not be erected, operated or maintained for any purpose without obtaining a permit from the City's Building Official.
- c. A permit application shall be submitted to the Building Department for each installation of a temporary structure, excluding all City stages, including the construction documents. The construction documents shall contain details of the structure (including dimensions) and event date(s), event site plan, information delineating the occupant load and copy of the "Flame Retardant Certificate" for each structure. A separate fee is required.
- d. The City of Delray Beach has a three stages available for rent. The large stage (14' x 36') is erected and manned by City staff while the small stage (16' x 21') and the half small stage (8' x 21') is delivered only and requires no onsite City staff. The producer also has

the option of building their stage or contract with an outside organization to rent or use a stage during the event.

- e. Tents larger than 10' x 10' are required to have a tent permit approved by the Delray Beach Fire/Rescue Department. A separate fee is required.

Food Preparation, Portable-Outdoor Cooking

The Delray Beach Fire Marshal must approve all food vendors and outdoor cooking on the event site.

- a. If cooking onsite with an open-flame, an officially certified (by the Delray Beach Fire/Rescue Department), rechargeable, and up-to-date fire extinguisher must be present in an easily accessible place within each food vendor space.
 - 1. If a propane tank is in use, it must be secure and in an upright position. Additionally, all types of cylinder containers (like helium) must be secure in a safe, upright manner.
 - 2. Proper containment and disposal of cooking waste (including wastewater, grease, etc.) is required. It is the event organizer's responsibility to insure that vendors comply with City, County, State, and Federal containment and disposal regulations and to insure that proper containers for the collection and disposal of cooking waste are available at the event site.
- b. Producers are required to submit a list of all food/beverage vendors that will be at the event site including a Point of Contact per vendor.
- c. The City of Delray Beach requires all food vendors to have a Delray Beach Business Tax Receipt (BTR) or Event Vendor license.

Health and Hygiene

- a. Producer is required to clean-up immediately following the event. Inspection will be made by Code Enforcement to determine if the site has been cleaned and if there is any damage to the site. Failure to adequately clean-up public facilities may result in additional charges/fees. The placement of trash/waste receptacle and the number needed will depend on the event grounds, anticipated attendance and if food/drink is included as part of the event.
- b. Producer must make the event accessible to people with disabilities to the greatest extent possible in compliance with the requirements of the Americans with Disabilities Act (ADA). If the event calls for portable restroom facilities, 5% of the total number of portable restroom units and at least one (1) in each grouping of units must be accessible to persons with disabilities.

- c. The number of restroom facilities required for outdoor events varies by type of event, expected attendance, and event location. See the Special Events Office for a tool to estimate the number of restrooms needed according to the anticipated number of event participants.
- d. The number and location of handwashing stations are integral to providing an event that is safe and prevents the spread of possible illness. Hand washing stations will need to be provided in conjunction with all toilet/restroom facilities.

Event Operations & Activities

Public Safety

Producers will be given expected levels of services for general event security, first aid, traffic, crowd and pedestrian control by the Special Events Office and the Special Events Technical Assistance Committee, based on the information provided in the Events Permit application.

Alcohol Management

- a. A copy of the One/Two/Three Day Permit issued by the Division of Alcoholic Beverages and Tobacco must be submitted to the SEO no later than 30 days in advance of event date.
- b. If a producer is planning to use a licensed caterer or other entity licensed to serve alcohol on multiple premises, a copy of the appropriate license must be submitted with this application to be permitted for alcohol at the event.
- c. See Appendix 10 – pg. 62 or contact the Special Events Office for additional information about Alcohol Sales and Consumption at special events, as defined by the City of Delray Beach.

Entertainment and Attractions

- a. Events that include inflatable attractions must include proper insurance coverage.
- b. It is the event producer's responsibility to verify utility access at proposed location and request utility access during permit process

Noise – Amplified Sound

- a. Per Section 99.03 of the City Code of Ordinances, amplified sound is not allowed between the hours of 11:00 p.m. and 7:00 a.m.
- b. Amplified sound approvals may be more restrictive based on event location.

- c. If a Noise Waiver is required, the request should be indicated on the Event Permit application.

Parking

- a. A parking plan is required for all Major and Intermediate events as well as any event that requires the partial or complete closure of a road. Reference Appendix 12 – pg. 66 for a listing of possible parking spaces/lots/garages to serve your event.
- b. Parking plan must identify approximate number of vendor, volunteer, and anticipated guest vehicles.
- c. All applications must identify the location of vendor parking, volunteer parking, and guest parking. Event producers may request City assistance obtaining parking lot use/licensing agreements from the County and other Government agencies as needed.
- d. Accessible parking must be provided for persons with disabilities. Depending on the location, City designated accessible parking lots must be utilized for accessible parking for the event. Information regarding accessible parking locations should be included as part of the event advertising and clearly marked at the event site. At a minimum, all event personnel and volunteers should be aware of the locations of accessible parking to direct persons with disabilities and handicap tags to the appropriate parking areas.
- e. Reserved Parking: Producers may request use of City owned surface lots for reserved parking. Requests need to be in writing and must be shown on the preliminary site plan included in the event application package. Parking fees will apply to Reserved Parking. See Appendix 12 – pg. 66 for a list of available lots.
- f. Paid Parking: The producer will be charged 100% costs for parking in City owned parking garages, City owned surface lots, on-street parking, and in the County-Owned Facilities. Revenue from said parking will be retained by the City. The use of private lots for event parking shall be permitted.

Road Closures, Transit and Traffic Plans

Any event that requires the closure of a road must be conditionally approved by the SEO prior to making application for road closure permits. For more information, see Appendix 15 and 16 for all details.

- a. A traffic plan is required for all major and Intermediate events as well as any event that requires the partial or complete closure of a road. All plans must be approved by the City before an event permit will be issued.

- b. The Site plan must include the location of all proposed road closures, parking areas, detour routes, transit in and out of the event and any other use within the public ROW.
- c. All road closures will be processed by the City.

Signs and Banners

For purposes of events, signs are defined as any device, structure or fixture using graphics, symbols or written copy designed to advertise, or identify an establishment, product, goods or services. A sign that is not visible from any nearby Public Property or Public Place, including without limitation a Public Right-Of-Way and a Private Right-of-Way that is accessible to the public, is not considered a sign under this policy. A waiver of LDR Section 4.6.7 is required for all temporary Special Event Signs and must be noted on the application form at the time of submission. See Appendix 11 – pgs. 63-65 for additional information.

- a. All signs and banners must meet City of Delray Beach requirements.
- b. A Temporary Sign/Banner Application must be completed and approved by City.
- c. Signs may require approval from the Building Code Department to ensure proper installation and sign construction.
- d. A fee will be assessed for the permit and installation.

Vendor Licenses

The producer must provide a complete vendor listing in a form issued by SEO – Appendix 8 – pg. 58 - and will be required to pay a vendor license for all participating vendors (including food trucks) that do not have a current Delray Beach Business Tax Receipt.

Event vendors are defined as those who are selling food, beverages, merchandise and other items. As such, non-selling event exhibitors or sponsors with information booths are not considered vendors and therefore will not need a vendor license. For pricing information for vendor licenses see Appendix 5 on pg. 47.

Event Site Plan and Other Supporting Materials

A requirement of an Event Permit Application is a detailed event site plan. The site plan must include a north arrow and must accurately reflect the geographical location of the event site and its key elements including, but not limited to, the following:

- Adventure Stations/Climbing Walls
- Car Shows/Displays
- Dumpster Locations
- Emergency/Event Command Center
- Event Entry/Exit locations
- Event Signage Locations
- First Aid Station(s)
- Fencing of the site
- Food Trucks/Food Vendors
- Generator Location(s) and/or source of non-site electricity
- Inflatables
- Location of Alcohol Sales & Consumption
- Lost Child/Parent Location(s)
- Pyrotechnic launch location
- Restrooms/Port-a-lets/Washing Stations
- Rides/Games
- Road Closures/Detours
- Staging/Entertainment
- Temporary Stages
- Ticket Booth (if applicable)
- Volunteer Headquarters/Check-In Location
- Other Vendor and Event-Related Tents
- Other Key Event Elements

Additionally, producers may be requested to provide other supporting materials, plans and/or maps which detail an event's operations and impact on the adjacent areas to the actual event site – i.e. parking plan, transit plan (including detours), road closures.

All event site plans, except for minor public, private and block party events, must become final and filed with the SEO no later than 30 days prior to event date.

Special Event Venues

The following is a list of Delray Beach locations that have been popular in the past. Please note that special events are not limited to these locations and the City encourages the use of new locations.

City Parks & Facilities

The interior of any city building, gazebo, pavilion or park may be rented out for events, birthdays, and family reunions. Contact the Delray Beach Special Events Office prior to submitting your Special Event Permit application. A Special Event Permit may not be required depending on the expected impact of your event.

Delray Beach Golf Club

The picturesque 18-hole Donald Ross designed championship golf course serves as the perfect backdrop to golf, meetings, weddings and special events. Call 561-243-7385 for more information.

Old School Square Campus

Delray Beach's arts and entertainment center is a favored community gathering place and features the Cornell Art Museum, Crest Theatre, The Fieldhouse (formerly known as the Vintage Gymnasium), The Pavilion, The Creative Arts School and Old School Square Park. The Campus is managed by Old School Square, Inc. For reservation information, call 561-243-7922.

Delray Beach Tennis Center

The Delray Beach Tennis Center is a full-service public tennis facility with 14 clay courts, 6 hard courts, and an 8,200 seat stadium located in the heart of Delray Beach, FL. The facility also hosts concerts and special events. Call 561-243-7360 for more information.

Shopping Centers (and similar tenant properties)

Written approval is required from the landowner, Management Company, and/or other controlling entity and must be included in the Special Event Permit application.

Public space within the Downtown Core

This can include public rights-of-way such as Atlantic Avenue, A1A, and other roads or alleys.

Use of City parks and greenways is additionally subject to any existing policies and procedures of the Parks & Recreation.

Post-Event Activities

Producers may be requested to participate in post-event activities with the SEO including finalizing City After Action Reports (see Appendix 17 – pgs. 84-88) for each event, surveying the public about event satisfaction and providing feedback to the City about levels of service. The SEO will provide additional information about these activities during the event permit application process and finalize with the producer before the event permit is issued.

Appendix

Appendix 1: Special Event Policy



CITY OF DELRAY BEACH SPECIAL EVENTS POLICY - DRAFT

September 2016



Purpose

The City of Delray Beach (the City) recognizes that Special Events (events) provide opportunities to promote community welfare and quality of life, to build a sense of community, to enrich cultural opportunities, to draw visitors to Delray Beach, and to contribute to the economy of the community. Therefore, the City is committed to quality events that offer significant cultural and entertainment enrichment for the community at-large, while fitting within the existing capacities of the City's resources and infrastructure.

The purpose and intent of this document is:

- To preserve the City's character while protecting the health, safety and welfare of the citizens, businesses and visitors of this city.
- To ensure the City of Delray Beach will have adequate advance notice of a proposed special event and the cooperation of the Producer(s) to adequately plan City services, such as security, sanitation, parking, and traffic control that may be required for such an event.
- To establish a straightforward and accountable process for event producers enabling the City and other public agencies to manage these events in a cost-effective and well-coordinated way.
- To ensure that the City's infrastructure and facilities including, but not limited to, beaches, parks, and public rights-of-way are protected and conserved by limiting the number and types of events held in these areas.
- To establish procedures to ensure that the City is compensated by event producers for their use of City resources.

Authority

- The City Commission has authorized the City staff to administer this policy through the adoption of Ordinance 28-16.
- In accordance with Section _____, the City Manager has authorized the Special Events Office (SEO) to serve as designee to approve events, except for new major events.
- This Policy is intended to work in concert with all other applicable rules, regulations, laws, and ordinances of the City of Delray Beach and other applicable governmental entities.
- The City reserves the right to amend the document over time, as it deems necessary.

Definitions

The following definitions shall apply to this policy and shall be used in the application of this policy:

SPECIAL EVENT - shall mean an organized or planned gathering of persons having a common purpose, design, or goal, that is to occur on City-owned, City-controlled, or private property that has an overt impact on the services that are regularly provided by the City, such as health, fire and police. Special Events shall include, but are not limited to, festivals, fundraisers, exhibitions,

musical performances, races, parades, and athletic events that:

- (1) Require street closings or detours such that the usual flow of pedestrians or vehicular traffic is inhibited; or
- (2) Utilize City property above normal usage; or
- (3) Are intended to or likely to attract substantial crowds; or
- (4) Are unlike the customary or usual activities generally associated with the property; or
- (5) Require the use of City resources, financial or otherwise, in excess of the City's normal day to day operations; or
- (6) Any additional criteria as deemed by the City Manager.

ATHLETIC EVENT – shall mean participant-oriented, active, group sporting activities, typically governed by a set of rules or customs, that may or may not be competitive in nature, but are pursued for exercise or pleasure, and include such activities as field activities, club sports, 5/10 k runs or races, bicycle races, group bicycle expeditions and such activities that take place on a pre-approved standard route. These events may or may not include a beer garden at the end of the sporting route for the registered participants. Athletic events also include events that are health or wellness oriented, such a beach volleyball tournaments or fitness classes, that occur on City-owned property, City-controlled property, or that overtly impacts the municipality requiring the support of City staff or City resources.

BLOCK PARTY EVENT – shall mean an event organized by either a Homeowner's Association with 51% of the homeowners (generally not open to the public) or by 51% of the businesses on the same block (generally open to the public) which closes a limited number of blocks on a contiguous local street with not more than one lane of traffic in either direction, excluding turn lanes.

DOWNTOWN CORE – shall be considered the same as the City's Clean and Safe District for purposes of this policy – see Exhibit 1 for map.

CITY EVENTS – shall mean events related to Veteran's Day, 100' Christmas Tree, Holiday Lighting Ceremonies, Holiday Parade, First Night, Fourth of July and others that may be designated by the City Commission. The City may at its discretion agree to produce, co-produce and/or sponsor other events.

PARADE EVENT – shall mean any planned movement of persons, vehicles or animals on the streets, sidewalks, right-of-way, path and other public property of the City including parades, motorcades, processions or marches except for road races which are recognized in this policy as an Athletic Event.

PRIVATE EVENT - shall mean any Special Event that is to occur on private property that does not overtly impact the municipality and requires minimal support from the City's resources. These may include but are not limited to grand openings, free food giveaways, onsite radio and television broadcasts and private events on non-residential private parcels that are not part of the normal operation of that lot, site or parcel.

PRODUCER - shall mean any individual or organization that is responsible for all aspects of an

event (advertising, marketing, talent costs, insurance, hold harmless agreement, et al.) and is responsible for all revenue and expenses for that event.

PUBLIC EVENT - shall mean any Special Event occurring on City-owned, City-controlled property or that overtly impacts the municipality requiring support of City resources. These may include but are not limited to festivals, fundraisers, theatrical exhibitions, concerts, musical performances, public shows or entertainment, sporting events, film events, transient amusements, exhibitions or outdoor gatherings.

SPECIAL EVENTS OFFICE - The City of Delray Beach Special Events Office (SEO) serves as the single point of contact between city departments, event producers, and members of the community as it oversees organized events through the coordination of enterprise-wide functions and issues all event permits.

SPECIAL EVENTS TECHNICAL ADVISORY AND ASSISTANCE COMMITTEE (SETAC)
- The SEO serves as the chair of the Special Events Technical Assistance Committee, which will include at minimum, representatives from the following departments and agencies; City Manager's Office, Community Improvement, Economic Development, Emergency Management, Environmental Services, Finance, Fire, Parks and Recreation, Planning-Zoning-Building, Police, Public Works, Risk Management, and any other agency, department or organization necessary to the coordination of and operations for special events. SETAC has three key responsibilities including: 1) as a recommending body to SEO on event permit applications (recommendations may include approval, conditional approval, denial, rescheduling or relocation of an event); 2) for operational support and oversight of permitted events to ensure public safety and operational standards are met and maintained; and 3) for post-event debriefing and evaluation.

Types of Events Permits

Based on the information submitted on the event permit application, events will be classified as one of the following:

Event Permit Type	Number of Days	City Services Anticipated	Total Attendance	Road Closures**	Duration of Road Closure Impact
Athletic Event (NIMS 1-5*)	Varies	Yes	Varies	Yes Minor and Major	Rolling Closures and/or < 6 hours
Block Party	< than 1 day	No	< than 150	Yes Neighborhood Road Up to 2 blocks only	< 6 hours
Parade Event	< than 1 day	Yes	Varies	Varies	< 8 hours
Private Event	Varies	Minimal	Varies	No	N/A
Public Event – Minor	< than 1 day	No	< than 5,000	No	N/A

(NIMS 4 – 5*)					
Public Event – Intermediate (NIMS 3 – 4*)	1 day or more	Yes	Up to 10,000	Yes Non-Major Road	< 6 hours
Public Event – Major (NIMS 1 – 3*)	1 day or more	Yes	> than 10,000	Yes Major Road	> 8 hours

*NIMS = National Incident Management System which may direct the level of City and Public Safety service standards to be planned and deployed for Delray Beach permitted special events.

** Road Closures: A listing of Major Roads is available from SEO or can be found in the Special Events Guidebook.

Annual Permit

An annual event permit may be issued for reoccurring events on City-owned properties (i.e. Green Market) or for other continuous, regular programming of City-owned properties by others including, but not limited to, Delray Beach Historical Society, Spady Cultural Heritage Museum and Old School Square.

Event Permit Application Submittal Deadlines, Considerations and Process

An event permit application and the related non-refundable application fee must be submitted to the Special Events Office in a timely matter and meet the following initial application deadlines. Applications may also be submitted up to 24 months in advance of the event's date.

Once the application is received, the SEO will review the application and may consult with SETAC to assess and determine the proposed event's impact on the City and the level of City services, staffing and equipment, if any are to be provided. Additionally, the SEO and SETAC will take into consideration the kind and scale of the event, security and safety issues, quality of life impacts, local economic and community benefits, promotional value and level of service demands in its review.

Following the review, SEO will determine whether an event permit will be approved or denied for all event types except for new major events. New major events will be approved or denied by the City Manager or designee on recommendation by SEO.

Event Permit Type	Initial Application Deadline (Days Prior to Event Date)
Athletic Event	45 – 180*
Block Party	45
Parade Event	180
Private Event	45
Public Event – Minor	45
Public Event - Intermediate	90
Public Event – Major	180

* Dependent on the size and nature of the athletic event.

Exemptions

The following events or activities may be exempt from the standards of this policy (i.e. may occur without an event permit); such activities are subject to all other applicable procedures, standards, ordinances, and Land Development Regulations (LDRs). Examples of such

exemptions are as follows:

- Any organized activities conducted at sites or facilities intended and used for such activities that include but are not limited to: sporting events managed by the City's Parks and Recreation department such as golf, tennis, soccer, softball, baseball and football tournaments conducted on courses or fields intended and used for such activities; wedding services at reception halls or similar facilities; funeral service conducted at funeral homes and cemeteries and regularly programmed religious services. Sporting events produced or supported by outside organizations such as the Palm Beach County Sports Commission or the Delray Beach Sports Destination Committee are not exempt from the standards of this policy.
- An event permit may not be required if an activity is already permitted under a Delray Beach temporary use permit, Delray Beach annual permit for the use of City property, rental agreement, operating agreement, license agreement, or other contractual agreement.
- Any activity by a non-Delray Beach government agency acting within the scope of its function, subject to the provision of reasonable notice to the City Manager and the event does not require city services or a temporary road closure.

Discrimination

Events held on City property and public rights of way must not discriminate on the basis of race, color, religion, sex, age, national origin, familial status or disability.

General Policies

- All events conducted within the City require the issuance of an event permit by the SEO, unless exempted.
- The SEO shall approve all special events, provided that they meet the requirements of this policy except for new major events in the Downtown core which shall be approved by the City Commission.
- All event logistics, permits, licenses, permissions, agreements and/or inspections are the sole responsibility of the producer.
- Only one (1) Major Event may be allowed per month within the Downtown core during Season (October – May). The City Manager may waive this requirement for major events with low impact or held during off-peak demand times.
- Other than City events and certain minor events, no public events will be allowed to occur simultaneously or concurrently in the Downtown core during Season.
- Athletic events using roads are limited to two per month and no more than 12 closures of A1A will be allowed annually.
- The City reserves the right to further limit events based on available City resources or for public security and safety concerns.
- City events shall have priority and preference for booking dates and at all event locations.
- Any event seeking to be held on the campus of Old School Square (OSS) shall be coordinated by the OSS management team as provided for and in the City-OSS Lease and Management Agreement.
- Any event requiring the closure of a road must receive conditional approval by the SEO or City Manager's Office before a road closure permit will be requested.
- Road closures on Atlantic Avenue and Swinton Avenue will be limited.
- Generally, event vendors may not block storefronts unless approved by the SEO. All event site plans, except for minor public, private and block party events, must become final and

- filed with SEO no later than 30 days prior to event date.
- While food trucks may be allowed during events, they may not negatively impact adjacent local businesses.
- All temporary signs and banners for special events require a waiver of Section 4.6.7 of the Land Development Regulations and must meet City of Delray Beach Special Event Signage requirements as stated in the Special Event Guidebook.
- Amusement rides are prohibited within the Downtown core except as otherwise permitted by Ordinance.

Waivers of City Ordinances for Special Events

Waivers associated with events may be requested through the event permit application process. SEO and/or City Manager or designee shall have the authority to approve (or deny) the waivers as part of the event permit application process. Waivers shall not extend beyond the time period for the event. Such waivers may include, but are not limited to:

1. Noise (Section 99.05)
2. Open Containers of Alcohol in Public Spaces (Section 113.02)
3. Chapter 101. – Parks, Beaches and Recreation. Various Sections depending on the type and kind of event proposed.
4. Animals (CODE Section 101.27) (i.e. for pony rides, exotic animal displays)
5. Sale of Merchandise without a Business Tax Receipt (Section 118.03, Section 118.04)
6. Special Event Signs (Waiver of LDR Section 4.6.7)
7. Temporary Use (including temp parking areas, carnivals/circuses, Horse Drawn Carriage Rides, Ice Skating Rink, Carousel, and Other Related Holiday, Seasonal/Temporary Uses) (Ord. 41-03, Ord. 49-04)
8. Outdoor Retail Display (LDR Section 4.6.6)
9. Temporary Parking Areas (LDR Section 2.4.6 and 4.6.9 (E)(6))

Grounds for Denial/Revocation of Permit

Submission of an application does not guarantee issuance of an event permit. The City may, for any reason, deny or revoke an event permit. This includes, but is not limited to, not adhering to the event policy, event guidelines or SEO specified deadlines. In addition, a permit can be revoked if a named storm or other government declared state of emergency has been enacted with the potential to have an impact on the City.

Appeal Process

Event permit or waiver denials may be appealed in writing to the City Manager within fifteen (15) days of the denial. The City Manager shall consider the appeal and shall render a written decision within a reasonable period of time and will be final.

Insurance Requirements

The Producer is required to provide liability insurance and hold harmless agreements, with coverage and limits that are acceptable to the City as a condition of receiving an event permit. The City of Delray Beach must be named as an additional insured on the policy.

Event staffing – Safety/Security:

Staffing requirements must take into account venues, risks, type of activity, and other safety considerations in addition to the size of the event as determined by the SEO. To ensure the

safety and security of the City, all events and their safety and security plans shall be reviewed by the Delray Beach Police and Fire Departments.

Vendor Licenses

The Producer will be required to pay a vendor license fee for participating vendors that do not have a current Delray Beach Business Tax Receipt (BTR) unless already exempted from obtaining a BTR (formerly known as Occupational License) from Sec. 118.04.

Notification of Event

All Producers are required to notify residents and businesses that are directly affected by the event and/or road closures 30 days before the event. Proof of the notification shall be submitted to the SEO upon distribution to area residents and businesses.

Fees and Charges for City Staffing, Services, Facilities and Equipment

All Producers will be required to pay for City staffing, services, facilities and equipment associated with their event. The City will produce an event fee schedule, provide a cost estimate based on the event application and will then work with the producer on opportunities for cost reduction. The City may discount fees for athletic events, Elementary and Secondary schools located in the City, for events that activate city areas outside the Downtown core, for events which occur in "off-season" (June - September) or to advance economic development. Charitable, non-profit organizations with 501(c)3 tax status will be eligible for an up to 50% discount from all standard fees except where noted.

City Sponsorship of Special Events

As part of the events permit application process, Producers may request sponsorship from the City. Sponsorship may include, and is not limited to, co-production of the event, in-kind services, use of facilities, financial contributions and/or discounted event fees and charges.

Event sponsorships valued up to \$50,000 will be approved by the City Manager while sponsorships greater than \$50,000 must be approved by the City Commission.

Special Event Contract

Deposits, fees, charges and payments are governed by the Special Event Contract between the Producer and the City.

Event Fines and Penalties

Any producer found in violation of the approved permit will be fined \$250 per day until the violation is corrected. The producer may also receive separate fines from the City for specific violations or citations.

In addition, the producer shall be held financially responsible for any and all costs to repair or replace any damaged City property caused by the event. The City may perform inspections, including before, during and after the event to ensure the protection of City property.

Special Events Guidebook

The City will produce a Special Events Guidebook which will serve as an additional tool for event producers as they seek to permit and produce safe and successful events in Delray Beach. The guidebook interprets the Special Events Policy, and where there may be conflict, the policy

prevails.

Annual Review

The City will review the Special Events Policy annually as well as its event fees, charges, guidebook and additionally policies relating to events.

Effective Date

This policy is effective for all events occurring on and after October 1, 2016.

Appendix 2: Special Event Permit Application



CITY OF DELRAY BEACH Special Event Permit Application



Thank you for considering Delray Beach for your special event. Events conducted within the City require the issuance of an event permit by the City's Special Events Office (SEO), unless exempted.

Based on the information submitted on the event permit application, your event will be classified as one of the following:

Event Permit Type	Number of Days	City Services Anticipated	Total Attendance	Road Closures**	Duration of Road Closure Impact
Athletic Event (NIMS 1-5*)	Varies	Yes	Varies	Yes Minor and Major	Rolling Closures and/or < 6 hours
Block Party	< than 1 day	No	< than 150	Yes Neighborhood Road Up to 2 blocks only	< 6 hours
Parade Event	< than 1 day	Yes	Varies	Varies	< 8 hours
Private Event	Varies	Minimal	Varies	No	N/A
Public Event – Minor (NIMS 4 – 5*)	< than 1 day	No	< than 5,000	No	N/A
Public Event – Intermediate (NIMS 3 – 4*)	1 day or more	Yes	Up to 10,000	Yes Non-Major Road	< 6 hours
Public Event – Major (NIMS 1– 3*)	1 day or more	Yes	> than 10,000	Yes Major Road	> 8 hours

*NIMS = National Incident Management System which may direct the level of City and Public Safety service standards to be planned and deployed for Delray Beach permitted special events.

** Road Closures: A listing of Major Roads can be found in the Special Events Guidebook.

Once you have submitted a complete application with the non-refundable application fee of \$150 for all event types, except block parties, SEO will begin the review process.



CITY OF DELRAY BEACH

Special Event Permit Application



Event Application-Permit #: _____	Date Application Received: _____
Date Application Fee Received: _____	Date Permit Fee Received: _____
Conditional Approval Date: _____	\$ Amount of Permit Fee Received: \$ _____
Date Special Event Permit Issued: _____	SEO Signature: _____

Event Name/Title: _____

Event Date(s) (if multiple days, list all dates): _____

Rain Date(s) (if multiple days, list all date(s)): _____

Event Permit Type: ☐ **Athletic Event** ☐ **Block Party Event** ☐ **Parade Event** ☐ **Private Event**
 ☐ **Public Event – Minor** ☐ **Public Event – Intermediate** ☐ **Public Event – Major**

Event Location: _____
 (List venue name _____
 and address) _____

Location Type: ☐ Public Property ☐ Public Right-of-Way ☐ Private Property ☐ Unknown

Event Permit Applicant:

Contact Name: _____ Title: _____

Organization: _____

FEI/EIN Number(required): _____

Type of Organization: ☐ Charitable Non-Profit ☐ Not-for-Profit ☐ For Profit ☐ Government ☐ School

Address: _____

Daytime Telephone Number: _____ Cell Number: _____

E-mail Address: _____

Event Producer (if not the same as Event Permit Applicant):

Organization: _____

FEI/EIN Number(required): _____

Type of Organization: ☐ Charitable Non-Profit ☐ Not-for-Profit ☐ For Profit ☐ Government ☐ School

Address: _____

Daytime Telephone Number: _____ Cell Number: _____

E-mail Address: _____

Event Day Contact(s):

Contact Name: _____ Cell Number: _____

Contact Name: _____ Cell Number: _____

EVENT INFORMATION:**Is this an Annual Event?**

☐ Yes ☐ No If yes, # of Years Held _____ If yes, # of Years Held in Delray Beach _____

Is there a prior year Event After Action Report?

☐ Yes (attach copy) ☐ No

Is there a prior year Event Attendee Satisfaction Survey?

☐ Yes (attach copy) ☐ No

Is there a prior year Event Economic Impact Survey?

☐ Yes (attach copy) ☐ No

Is the event open to the public? ☐ Yes ☐ No

Is there an Admission Fee? ☐ Yes ☐ No If yes, provide fee range: \$ _____ to \$ _____

Is fencing proposed to be used (i.e. gated event)? ☐ Yes ☐ No

Attendance Estimates:

Total Event Attendance: _____ Daily attendance: _____ Peak Hourly attendance: _____

Previous Year's Attendance (if applicable):

Total Event Attendance: _____ Daily attendance: _____ Peak Hourly attendance: _____

General Event Components (please select all that apply and add others as needed)

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Other Performances | <input type="checkbox"/> Amplified Music / Sounds | <input type="checkbox"/> Stages |
| <input type="checkbox"/> Amusement Rides | <input type="checkbox"/> Amusement Games | <input type="checkbox"/> Fireworks/Pyrotechnics | <input type="checkbox"/> Animals |
| <input type="checkbox"/> Inflatables | <input type="checkbox"/> Adventure-Climbing Walls | <input type="checkbox"/> Vehicle Displays | <input type="checkbox"/> Road Closure |
| <input type="checkbox"/> Cooking on Site | <input type="checkbox"/> Food Trucks | <input type="checkbox"/> Merchandise Vendors | <input type="checkbox"/> Signs & Banners |
| <input type="checkbox"/> Alcohol | <input type="checkbox"/> Portable Tents | <input type="checkbox"/> Portable Toilets | <input type="checkbox"/> Offsite Parking |
| <input type="checkbox"/> Radio-TV Remotes | <input type="checkbox"/> Satellite Dishes | | |
| <input type="checkbox"/> Other _____ | | | |

Event Description – Please provide a description of the event and details about each of the above event components selected including numbers, sizes, timing and location of activities relative to the proposed site plan (add separate pages if needed). _____

Event Set-up, Break-down and Operating Hours (if multiple days, list operating hours for each day).**Setup:**

Date: _____ Start Time: _____ End Time: _____

Breakdown:

Date: _____ Start Time: _____ End Time: _____

Operating Hours:

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

Date: _____ Start Time: _____ End Time: _____

EVENT INFORMATION:

General Event Budget: Total Revenues: \$ _____ **Total Expenses:** \$ _____ (Please be advised an event's detailed event budget may be requested during the permit application process along with the prior year's information if it is an annual event.)

Event Purpose and Community Benefits: Describe the purpose of the event, how the event may meet local community needs and/or provides community benefits such as the number of local hotel stays, dollar increase of business for local restaurants and merchants, fundraising amounts for local charities / organizations and other benefits.

Target Audience: Describe the target audience for the event (i.e. families, young adults, athletes, boomers, seniors etc.) and what primary markets you expect to attract attendees (Delray Beach only , South Palm Beach County, Palm Beach County, South Florida, State-wide, National, International).

Marketing & Publicity: Describe your overall Marketing/Publicity Strategy to attract attendees, participants, sponsors and vendors (i.e. TV, radio, posters, flyers, web sites, social media other) and general media exposure you expect (local, regional national or international). If an annual event, please include media impressions or media values from prior year.

Delray Beach Local Business / Merchant / Restaurant Engagement Plan? ☐ Yes ☐ No If yes, please explain how the event will have local businesses engage with the event.

Additional Events or Activities: Are you aware of any other events or activities planned to support or enhance your primary event? ☐ Yes ☐ No If yes, please explain.

Detailed Event Operations, Infrastructure & Site Requirements

Please attach a clear and detailed map depicting your event's site, set-up and impact on surrounding areas including routes, start/finish lines, stages, portable toilets, tables, tents, vendors, activities, first aid stations, emergency access points and other relevant data to ensure SEO properly classifies your event and can determine appropriate levels of service from the City of Delray Beach and its partners.

Tents: ☐ Yes ☐ No If yes, how many total tents? _____ If yes, what sizes and amounts of each will be used onsite (i.e. 10 x 10, 10 x 20, 20 x 20)? Please provide a full list. *(Additional tent permits and fire inspections may be needed.)*

Onsite Cooking: Please specify method: *(Fire Marshal inspections are required and will be scheduled)*

_____ Gas/Compressed Gas

_____ Electric

_____ Fryers

Name of grease removal contractor: _____

Date & time of pickup: _____

_____ Other, please specify: _____

Food and Beverage Vendors: If yes, number of vendors anticipated at event: _____

(Health Department approval required along with City Business Tax Receipt or Vendor License. Full list will be required prior to event.)

Food Trucks: If yes, number of food trucks _____

(Location of trucks should be included on event's clear and detailed site map and food trucks should be in vendor count and listing.)

Merchandise Vendors: If yes, number of vendors anticipated at the event: _____

(City Business Tax Receipt or Vendor License required. Full list required prior to event.)

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)*

Stages: If yes, number of stages: _____ *(An additional stage permit may be required.)*

Requesting Rental and Use of City Stages: ☐ Yes ☐ No If yes, which stage?

☐ Large stage (14' x 36') ☐ Small stage (16' x 21') ☐ Half small stage (8' x 21')

Live Performances and DJ 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.

Fireworks / Pyrotechnics: ☐ Yes ☐ No

(If yes, an additional permit will be required from the Fire Marshal.)

Detailed Event Operations, Infrastructure & Site Requirements – (continued)

Portable Toilets: ☐ Yes ☐ No If yes, how many? _____ Who is providing? _____

Use of Onsite Restrooms during event: ☐ Yes ☐ No

Facility Maintenance Company: _____

Security and Safety Plan for Attendees: ☐ Yes ☐ No If yes, please provide copy of plan.

Trash Removal Plan: ☐ Yes ☐ No If yes, please provide copy of plan and list vendor(s) to be used.

Parking Plan for Attendees: ☐ Yes ☐ No If yes, please indicate locations with addresses to be used for Attendees, Vendors, Sponsors, and Organizers.

Requesting Use of City Owned-Metered Parking Spaces: ☐ Yes ☐ No If yes, indicated how many and locations. _____

(City fees and charges may be incurred with this request).

Are Valet Parking Services being Used? ☐ Yes ☐ No If yes, please indicate the name of the service provider: _____

Road Closures Requested: ☐ Yes ☐ No ☐ Partial Road Closure ☐ Full Road Closure

If yes, please indicated roads to be used and timeframes associated with the closures.

Barricades Required: ☐ Yes ☐ No If yes, please indicate if service to be provided by City or vendor.

☐ City of Delray Beach (see fees and charges) ☐ Other _____

Types of Event Signage:

<input type="checkbox"/> Advertising Flags	<input type="checkbox"/> A-Frames	<input type="checkbox"/> Banners	<input type="checkbox"/> Changeable Copy
<input type="checkbox"/> Directional	<input type="checkbox"/> Inflatables	<input type="checkbox"/> Informational	<input type="checkbox"/> Pole Banners
<input type="checkbox"/> Regulatory	<input type="checkbox"/> Wayfinding	<input type="checkbox"/> Parking	<input type="checkbox"/> Temporary Traffic

Event Waivers Required – Requested

- | | |
|---|--|
| • Noise (Section 99.05) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Open Containers of Alcohol in Public Spaces (Section 113.02) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Chapter 101 – Parks, Beaches and Recreation (Various sections) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Animals (CODE Section 101.27) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Sale of Merchandise without a Business Tax Receipt (Section 118.04) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Special Event Signs (Waiver of LDR Section 4.6.7) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Temporary Use (including temp parking areas, carnivals/circuses, Horse Drawn Carriage Rides, Ice Skating Rink, Carousel, and Other Related Holiday, Seasonal/Temporary Uses | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Outdoor Retail Display (LDR Section 4.6.6) | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| • Temporary Parking Areas (LDR Section 2.4.6 and 4.6.9 (E)(6)) | <input type="checkbox"/> Yes <input type="checkbox"/> No |

Event References and ADA Compliance

Have you produced an event previously in Delray Beach? ☐ Yes ☐ No

If no, please provide references from 3 prior events that you have produced to the event permit application with the name of event, date of event, key contact name, phone number and email address.

I am prepared and willing to grant all reasonable requests for accommodations for this event.

_____ (Please initial here)

ADA Contact Name: _____ Cell Phone: _____

Event Permit Application Signature

I certify that I have read the City of Delray Beach Special Events Policy and Guidebook 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.

Print Name - Applicant

Signature

Date

Please remember to:

- 1) Complete all Application sections (include N/A or not applicable if appropriate), sign and date your application.
- 2) Provide a preliminary event site plan.
- 3) Provide three (3) references from a prior event (only if applicant is a new producer in Delray Beach)
- 4) Submit your Application and the \$150 non-refundable Application Fee by Checks made payable to the City of Delray Beach or by major Credit Cards (MasterCard, Visa, Discover or American Express).

Submit completed application to:

City of Delray Beach Special Events Office
100 NW 1st Avenue
Delray Beach, FL 33444

Questions? Call (561) 243-7011 or Email Donna Beldowicz at beldowicz@mydelraybeach.com

Appendix 3: Event Permit Checklist

Depending on the type of event permit, scale and intensity of your event, the following items may be required for issuance of a City of Delray Beach event permit. The Special Events Office will notice you which items are required and the deadlines for each.

Documents - Fees - Payments Required	Days Due Before Event Day	Submittal Date	Notes
501(c)3 Non-Profit Organization Documentation	With application		
Alcohol Liability Insurance	60		
Alcohol Liquor Extension Permit	60		
Alcohol Permit	30		
Amusement Rides State License & Inspection	Day of		
Authorization Letter from Private Property Owners	30		
Banner Permit	90		
City Services Deposit	30		
Entertainment List (Performers, DJs)	30		
Event Permit Fee	Upon issuance		\$150, \$300, \$500
Event Permit Application Fee - \$150	With application		
Event References	With application		
Event Timeline	60		
General Liability Insurance Certificate	60		
Health Department Approval	Day of		
Hold Harmless Agreements	60		
Insurance Certificate	60		
Noise Permit	With application		
Other permits	30		
Parking Plan	With application		
Producer/Vendor/Exhibitor Business Licenses	Day of		Vendor License due with application
Rental Agreement for Event Site	90		
Safety & Security Plan	90		
Site Plan	With application		Revisions due 30 days prior
State Road Permit	90		
Traffic Modification	90		
Traffic Plan	90		
Vendor List	30		
Waiver Requests	With application		

Appendix 4: Event Permit Application Review Form

This tool will be used as SEO and SETAC reviews and discusses event permit applications.

Special Event Permit Application #					
Name of Event					
Type of Event	<input type="checkbox"/> Athletic	<input type="checkbox"/> Block Party	<input type="checkbox"/> Parade	<input type="checkbox"/> Private	<input type="checkbox"/> Public
Date(s) of Event				<input type="checkbox"/> Season	<input type="checkbox"/> Non Season
Location of Event:				<input type="checkbox"/> Downtown Core	<input type="checkbox"/> Outside Downtown Core
Number of Total Event Days					
Estimated Total Attendance					
SETAC Department and Date of Overview					
In Good Standing with City <i>(all prior debts paid and in compliance with other City obligations-requirements)</i>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
3 Event References (if needed)				<input type="checkbox"/> Yes	<input type="checkbox"/> No
Criteria	Yes or No	Positive	Neutral	Negative	Unclear
Event Applicant - Producer (SEO)					
Prior Year After Action Report					
Prior Year Event Satisfaction Survey					
Prior Year Event Economic Impact Report					
Kind of Event (All Departments)					
Location of the Event					
Nature of the Location / Venue					
Attendee Demographic Profile					
Activity - Noise Levels					
Fundraiser for Charitable Cause					
Local Delray Beach 501c3 Charities Involved					
Conflict or Interference with Another Event / Permit Holder					
Pre-Established Annual Event (at least 5 consecutive years)					
Family-Community Oriented					
Arts, Culture, Education, History, Health, Sports, Wellness					
Security and Safety (Police, Fire, EMS)					
Level of Public Risks, if any					
Policing Impact					
Security Impact					
Emergency Services Impact					
Prior Public Safety and Security Record					
Quality of Life (P&Z, Community Improvement)					
Compatible to "Neighborhood"					
Complements Ambience and Aesthetics of Area					
Residential Access to Area					
Business Access to Area					

Event Permit Application Review Form – Page 2

Criteria	Yes or No	Positive	Neutral	Negative	Unclear
Other Service Demands (All Others)					
Density of Event					
Intensity of Event					
Period of Enhanced Activities in the Area					
Crowd Control Impact					
Parking Impact					
Traffic Impact (interference levels in contiguous areas)					
Road Closure Impact					
Availability of City Services					
Local Economic and Community Benefits (Economic Development)					
Delray Beach Hotels					
Delray Beach Restaurants					
Delray Beach Merchants					
Delray Beach Recreation / Entertainment Centers					
Attracts Attendees Outside of the Palm Beach County					
Local Business Engagement-Activation Plan					
Economic Impact Survey					
Value of Ancillary Events					
Promotional Value (Economic Development)					
High Profile Event with Good Name Recognition & Reputation					
Positive Publicity Impact					
Regional Exposure					
National Exposure					
International Exposure					
Other (CMO)					
City Sponsorship Requested					
Questions - Issues - Comments (All Departments)					

Appendix 5: City of Delray Beach Event Fees and Charges

Each application will be analyzed and considered on all dates submitted including rain dates. If additional dates are submitted and required, a resubmission fee equal to the application fee may be charged. Additionally, late fees equal to the application fee will be charged for applications received after the initial application deadlines for each event type. Late fees may also be charged for each occurrence of other documents submitted past the established deadlines.

	<u>Application¹</u>	<u>Event Permit Fees</u>
<u>Athletic Events</u>		
5K / 10K	\$150	\$150
Half-Marathon	\$150	\$500
Marathon	\$150	\$500
Other	\$150	\$150 - \$500
<u>Block Parties</u>		
Residential	\$150	\$150
Non-residential	\$150	\$150 - \$300
<u>Parades</u>	\$150	\$150 - \$500
<u>Public Events</u>		
Minor	\$150	\$150
Intermediate	\$150	\$300
Major	\$150	\$500
<u>Private Events</u>	\$150	\$150 - \$500

Security Deposits

Security Deposit of 50% of estimated total costs will be required upon execution of contract and in no case later than 60 days prior to the event. The City may require additional deposit and/or performance bonds for certain events.

A security deposits is generally non-refundable and will be applied to the total cost of the event. Additionally, if incurred, fines and penalties will be deducted from available security deposit funds, otherwise included with event's final invoice.

¹ Application fee is non-refundable and will be applied to the Event Permit fees.

Appendix 5: City of Delray Beach Event Fees and Charges – Page 2

SECURITY, SAFETY AND GENERAL STAFFING SERVICE AND VEHICLE FEES

Beginning October 1, 2016, Full Cost estimates and invoicing for existing Delray Beach events will be phased in over a 3-year period and based on the anticipated incremental increase in costs for City services – i.e. one-third (1/3) first year, two-thirds (2/3) second year, and Full Cost in the third year and thereafter. All new events will be charged “full cost” effective 10/1/16.

Example: Last Year Existing ABC Event City Costs:	\$5,000	
This Year Existing ABC Event Full Cost City:	\$5,999	Y-O-Y Increase: \$999
This Year (Year 1) City Costs Full-Cost Phase In:	\$5,333	
Year 2 City Costs Full-Cost Phase In:	\$5,666	
Year 3 City Costs Full-Cost:	\$5,999	

	<u>Hourly per Employee/Type²</u>	<u>Hourly per Vehicle Rate³</u>
▪ Fire	\$58 - \$ 86	\$ 26 - \$ 85
▪ Police (CSO, Officer, Supervisor)	\$57 - \$ 103	\$ 20 - \$ 25
▪ Clean and Safe	\$26 - \$ 52	NA
▪ Parks and Recreation Maintenance	\$27 - \$ 66	NA
▪ Public Works	\$32 - \$ 57	NA
▪ Specialty Vehicles/Equipment	-	Charged at actual cost

EVENT SITE INFRASTRUCTURE, OPERATIONS EQUIPMENT RENTAL⁴ AND PERMIT FEES

▪ Barricades:	\$4.81 / each	
▪ City Facility Park Rental Fees:	Per existing Rate Schedule	
▪ Lighting Trees – Towers:	\$250 / event	
▪ Light Pole Banners: ⁵	\$ 50 / each	plus Administrative Fee
▪ Road Closures:		
○ Traffic Cones	\$0.40 / each	
○ Road Closed Signs	\$2.50 / each	
▪ Signage:		
○ Arrow Board	\$ 44 / each	
○ Message Board	\$100 / each	
▪ Stage Rental Fees:		
○ Large Stage	\$530 / each	plus on-site staffing
○ Small Stage	\$265 / each	- no on-site staffing required
○ Half-Small Stage	\$265 / each	- no on-site staffing required
▪ Trash Receptacles Boxes:	\$4 / each	
▪ Water Temporary Use:	Per existing Rate Schedule	
▪ All Other Related Event Equipment:	Actual costs or per existing Rate Schedule	

² Generally each position will be charged at the full estimated cost of the rank average rate.

³ Vehicle rate will be charged hourly for duration of event as per agreement. All Vehicle and Equipment charges are for vehicles and equipment exclusively assigned to and in operation for the duration of the event.

⁴ All equipment rentals to be charged at actual cost and/or existing rate schedule.

⁵ Light pole banners require SEO approval prior to any installation and may be limited to place making signage only.

Appendix 5: City of Delray Beach Event Fees and Charges – Page 3

If Third Party Services and Equipment are needed to be procured by the City for an event's use such as barricades and placement, towing and traffic management equipment, the services and equipment will be invoiced at actual costs plus City administrative fees.

OTHER CITY PERMIT INSPECTIONS AND SERVICE FEES

Please contact Special Events Office for details.

▪ Alcohol Liquor License Review/Extension Letter:	\$100
▪ City Traffic Pattern Modification Application Processing Fee	\$100
▪ Electric Permit	As per existing fee schedule
▪ Fence Permit (required for alcohol related events)	As per existing fee schedule
▪ Fireworks / Pyrotechnic Devices and Special Effects Permit	\$250
▪ Food/Beverages (Non-Alcohol)/Merchandise City BTR License	\$172 ⁶
▪ Generator Permit	As per existing fee schedule
▪ Noise Permit Waiver	\$100
▪ Portable Restroom Inspections	As per existing fee schedule
▪ Sign Permit / Inspections	As per existing fee schedule
▪ Stage Permit / Inspections (for free standing stages)	As per existing fee schedule
▪ Tent Permit/ Inspections (for tents larger than 10 x 10)	As per existing fee schedule

RESERVED EVENT PARKING FEES

Daily Fee - \$21.60 / space (> 4 hours)

Half Day Fee - \$10.80 / space (4 hours or less)

VENDOR LICENSE FEES (based on Vendor List and/or site layout)

▪ 1 Vendor	\$50	▪ 26 - 50 Vendors	\$450
▪ 2 - 10 Vendors	\$150	▪ 51+ Vendors	\$650
▪ 11 - 25 Vendors	\$250		

CITY FINES AND PENALTIES

Permit Violation

\$250 / per Violation

Any producer found in violation of the approved permit will be fined \$250 per day until the violation is corrected. The producer may also receive separate fines from the Community Improvement office for specific violations or citations.

CITY FEE DISCOUNTS

Varies

The City may discount fees for athletic events, Elementary and Secondary schools located in the City, for events that activate city areas outside the Downtown core, for events which occur in "off-season" (June - September) or to advance economic development. Charitable, non-profit organizations with 501(c)3 tax status will be eligible for an up to 50% discount from all standard fees except where noted.

⁶ All vendors selling food, beverages, merchandise at events must have a Delray Beach Business Tax Receipt (BTR) or Vendor License.

Appendix 5: City of Delray Beach Event Fees and Charges – Page 4

OUTSIDE AGENCIES

Please contact Special Events Office for individual entity's requirements and schedule of fees.

- Division of Alcoholic Beverages & Tobacco - Alcohol Permit (1/2/3-day permits or Special Sales)
- Palm Beach County Road Closure Temporary Closing Permit
- Palm Beach County Health Department Food Handling Permit
- State Food Handling and Food Vending Permit
- State Road Closure Temporary Closing / General Use Permit

Appendix 6: City Contract for Events

AUTHORIZATION FOR SPECIAL EVENT

THIS AGREEMENT AUTHORIZING A SPECIAL EVENT, is entered into this ____ day of _____, 2016 by and between the **CITY OF DELRAY BEACH, FLORIDA**, a Florida municipal corporation (hereinafter referred to as “City”) and **PRODUCER**, a ____ corporation conducting business in the State of Florida, with an address of _____, Florida ____ (hereinafter referred to as “PRODUCER”) (the “City” and “PRODUCER” are collectively referred to as “Parties”).

1. **Facilities.** City hereby grants to PRODUCER and PRODUCER hereby accepts from City permission to occupy and use that portion of the City of Delray Beach (hereinafter referred to as “Facilities”), under the following terms.

2. **Use.** The Facilities will be used only for the (name and description of event):

3. **Time Period.** The Facilities shall be occupied and used by PRODUCER for the period beginning _____ and ending at _____ including Move In, Setup and/or Rehearsal Time.

4. **Fees and Payment.** PRODUCER shall pay to CITY those fees as described in an invoice issued by the City after completion of the event.

5. **City Personnel, services and equipment.** CITY will provide such City personnel, services and equipment as described in Addendum A to this agreement.

6. **Deposit; default.** PRODUCER shall upon execution of this Agreement, pay to CITY a non-refundable deposit via cashier's or certified check in the amount of _____, and CITY shall deposit such check and retain it until the expiration of the license period for security as follows:

(a) In the event PRODUCER terminates this Agreement without giving written notice of such termination not less than **Thirty (30)** days in advance of the commencement of the time period, PRODUCER agrees that CITY shall have the right to retain said security deposit in full.

(b) In the event PRODUCER shall not have paid the fees described in section 4, and all other amounts due pursuant to the provisions of this Agreement on or before thirty (30) calendar days of the end of the time period, or in the event of any other default or breach of this Agreement by PRODUCER, or in the event

of any damage to the premises or the assertion of a claim for damages against CITY, arising out of or in connection with PRODUCER's performance under this Agreement, PRODUCER agrees that CITY shall have the right to apply said security deposit to such unpaid amounts, default, breach, damages or claims.

7. Indemnification. PRODUCER, shall at all times hereafter indemnify, hold harmless, and at the City Attorney's option, defend or pay for an attorney selected by the City Attorney to defend the City, its officers, agents, servants, and employees from and against any and all causes of action, demands, claims, losses, liabilities and expenditures of any kind, including attorney fees, court costs, and expenses, caused or alleged to be caused by any intentional, negligent, or reckless act of, or omission of, PRODUCER, its employees, agents, servants, or officers, or accruing, resulting from, or related to the subject matter of this agreement including, without limitation, any and all claims, losses, liabilities, expenditures, demands, or causes of action of any nature whatsoever resulting from injuries or damages occurring within or without the premises sustained by any person or property. In the event any lawsuit or other proceeding is brought against the City by reason of any such claim, cause of action, or demand, PRODUCER shall, upon written notice from the City, resist and defend such lawsuit or proceeding by counsel satisfactory to the City or, at the City's option, pay for an attorney selected by the City Attorney to defend the City. The obligations of this section shall survive the expiration or earlier termination of this agreement. If PRODUCER, its agents, employees, or contractor's damages or causes the destruction of any real or personal property at the premises, PRODUCER shall compensate the City for such damage or destruction within 10 days of receiving notification from the City. Nothing contained herein is intended nor shall be construed to waive the City's rights and immunities under the common law or Section 768.28, Florida Statutes, as amended from time to time.

8. Insurance. PRODUCER shall provide certificates of insurance to the City evidencing its insurance coverage and naming the CITY as an additional insured. Other additional insureds may be required at the sole discretion of the City's Director of Parks and Recreation. If PRODUCER fails to provide the certificate of insurance in a form acceptable to the CITY, the CITY may immediately terminate this Agreement. PRODUCER is required to provide liability insurance with coverage and limits that depend upon the size, scope and location of the event. The policy must be in effect for the dates of the event, including set-up and breakdown days. Liquor Liability or Host Liquor Liability Endorsements are required if alcohol will be sold or consumed at the event. Minimum liability limits for single day events will require minimum limits of \$1,000,000 per occurrence and \$2,000,000 in the aggregate. The minimum limit for Liquor or Host Liability Insurance is \$1,000,000 each common cause and \$2,000,000 in the aggregate.

9. Governing laws; venue. This agreement shall be governed by the laws of the State of Florida. Any proceeding initiated to enforce the provisions of this agreement shall be brought in the State or Federal courts located in Palm Beach County, Florida.

10. Binding Effect. All of the terms and provisions of this agreement shall be binding upon, inure to the benefit of, and be enforceable by the parties hereto and their respective heirs, successors, legal representatives, and permitted assigns.

11. Entire Agreement. This agreement shall constitute the entire agreement of the Parties with respect to the subject matter of it. All prior understandings and agreements between the Parties with respect to such matters are merged into this agreement, which alone fully and completely expresses their understanding.

12. Amendments. This agreement may not be amended, modified, altered, or changed in any respect, except by a further agreement in writing duly executed by each of the Parties hereto.

13. Third Parties. Nothing in this agreement, whether express or implied, is intended to confer any rights or remedies under or by reason of this agreement upon any person other than the Parties hereto and their respective heirs, successors, legal representatives, and permitted assigns, nor is anything in this agreement intended to relieve or discharge the obligation or liability of any third persons to any party to this agreement, nor shall any provision thereof give any third person any right of subrogation or action over or against any party to this agreement.

14. Assignment. This agreement may not be assigned by either party unless first obtaining written permission from the other party.

15. Inspector General. PRODUCER is aware that the Inspector General of Palm Beach County has the authority to investigate and audit matters relating to the negotiation and performance of this agreement and may demand and obtain records and testimony from PRODUCER and its subcontractors and lower tier subcontractors. PRODUCER understands and agrees that in addition to all other remedies and consequences provided by law, the failure of PRODUCER or its subcontractor or lower tier subcontractors to fully cooperate with the Inspector General when requested may be deemed by City to be a material breach of this agreement justifying its termination.

16. Public Records. PRODUCER shall comply with all public records laws in accordance with Chapter 119, Fla. Stat.

16.1 IF THE PRODUCER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE LICENSEE'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT CITY OF DELRAY BEACH, CITY CLERK, 100 N.W. 1ST AVENUE, DELRAY BEACH, FLORIDA,(561)243-7050 EMAIL:publicrecordsrequest@mydelraybeach.com.

16.2 In accordance with state law, PRODUCER agrees to:

-
- a) Keep and maintain all records that ordinarily and necessarily would be required by City.
 - b) Provide the public with access to public records on the same terms and conditions that the City would provide for the records and at a cost that does not exceed the costs provided in Chapter 119, Fla. Stat. or as otherwise provided by law.
 - c) Ensure that public records that are exempt or confidential and exempt from public records disclosure are not disclosed except as authorized by law.
 - d) Meet all requirements for retaining public records and transfer, at no cost, to City all records in possession of the PRODUCER at the termination of the Agreement and destroy any public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to City in a format that is compatible with the information technology systems of City. All records shall be transferred to the City prior to final payment being made to the PRODUCER.
 - e) If PRODUCER does not comply with this section, City shall enforce the provisions in accordance with this agreement and may unilaterally cancel this agreement in accordance with state law.
-

17. Force Majeure. City shall not be responsible for its failure to make the premises available or to provide the facilities and services described herein, where such performance is rendered impossible and impractical due to strikes, walk-outs, acts of God, inability to obtain labor, materials or services, government restriction (other than City), enemy action, civil commotion, fire, unavoidable casualty, utility disruptions or blackouts, or similar causes or any other causes beyond the control of City.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement the day and year first written above.

ATTEST:

CITY OF DELRAY BEACH, FLORIDA,

By: _____
City Clerk

By: _____
Special Events Administrator, Special Events Office

Approved as to Form:

By: _____
City Attorney

WITNESSES:

PRODUCER

 (print or type name)

By: _____

 (print or type name, title of officer or agent)

 (print or type name)

(SEAL)

STATE OF _____

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 2016 by
 _____ (name of officer or agent, title of officer or agent) of
 PRODUCER, a _____ corporation. He/She is personally known to me or has produced
 _____ (type of identification) as identification and did (did not) take an oath.

 Signature of Notary Public-State of _____

Appendix 7: City Park Rental Forms



City of Delray Beach Parks and Recreation Department *Pavilion Permit*



Applicant Name: _____ **Phone:** (daytime) _____ (cell) _____

Address: _____
(Street) _____ (City, State, Zip)

Email Address: _____

PAVILION REQUESTED:

- | | | |
|---|---|--|
| <input type="checkbox"/> Atlantic Dunes (\$110/2hrs.;\$200/4hrs.) | <input type="checkbox"/> Lakeview Park #1-3 (\$50/4hrs.;\$90/day) | <input type="checkbox"/> Veterans Park Gazebo (\$110/2hrs.; \$200/4hrs) |
| <input type="checkbox"/> Barwick Park (\$50/4hrs.;\$90/day) | <input type="checkbox"/> Mike Machek Boy Scout Park (\$50/4hrs.;\$90/day) | <input type="checkbox"/> Veterans Park Pavilion (\$40/2 hrs.) |
| <input type="checkbox"/> Bexley Trail Community Park #1-4 (\$50/4hrs.;\$90/day) | <input type="checkbox"/> Orchard View Park #1-6 (\$50/4hrs.; \$90/day) | <input type="checkbox"/> Libby Wesley* (Formerly SW 5th Avenue Park)-No charge |
| <input type="checkbox"/> Catherine Strong Sport Pavilion (\$50/4hrs.;\$90/day) | <input type="checkbox"/> Pine Grove Park (\$50/4hrs.;\$90/day) | <input type="checkbox"/> Worthing Park* - No charge |
| <input type="checkbox"/> Catherine Strong Splash Pavilion (\$50/4hrs.;\$90/day) | <input type="checkbox"/> Pompey Park #1-2 (\$50/4hrs.;\$90/day) | |
| <input type="checkbox"/> Eagle Park (\$50/4hrs.;\$90/day) | <input type="checkbox"/> Pompey Pool Canopy (\$50/4hrs.; \$90/day) | |

Pavilion # (if applicable) _____

Date Requested: _____ Time From: _____ Am/pm To: _____ Am/pm

Type of Activity: _____ Number Attending: _____

Your Rental Fee is: \$ _____ Plus 6% sales tax _____

**Libby Wesley and Worthing Park are open parks. Reserving the area reserved does not prohibit public from accessing the park.*

PARK RULES AND REGULATIONS:

- 1.) All park rentals must comply with City Code Sec. 101. Exemptions to specific codes within Sec. 101 may be requested at the time of application.
- 2.) All parks open at 8:00 AM and close at dusk. Pool hours are posted at the pool.
- 3.) No dogs, pony rides, bounce houses, golfing, slip and slides, tents larger than 10'x10', etc. allowed in park.
- 4.) Alcoholic beverages are prohibited at all City parks and facilities. Glass containers are prohibited on the pool deck.
- 5.) No motorized vehicles in park beyond parking area.
- 6.) No open burning fires, except in grills. Grills are prohibited on the pool deck.
- 7.) All music or amplified noise must comply with City Code Sec. 99.03
- 8.) Area must be left in the same condition as when you arrived.
- 9.) Only the pavilion can be reserved; the rest of the park/pool is open to the general public at all times.
- 10.) All rental fees must be paid at application time (at least 2 business days prior to rental date) to reserve the requested pavilion.
- 11.) Tax exempt organizations must show proof of exempt status at time of application in order to not pay taxes on the rental fee.
- 12.) Refund requests, for cancellations only, will be accepted in writing a minimum of 48 hours in advance of original rental date.
- 13.) Pompey Park Pavilions cannot be reserved Monday - Friday from 2 to 6 pm.
- 14.) Veterans Park Gazebo rentals are limited to 2 hours due to a 2 hour parking limit in the public parking lot Monday - Saturday.
- 15.) Catherine Strong Pavilion rental times are between 10am-2pm or 3-6pm.
- 16.) Pool rules and regulations apply to all guests using the pool canopy. See posted sign for rules on pool deck.
- 17.) A certificate of insurance and/or additional security may be required for some events or activities.
- 18.) A special event application may be required for some events or activities.

Waiver

NOTICE: This permit contains a release indemnity and waiver of liability and when signed is a contract with legal consequences. Please read it carefully before signing your name.

TO CITY OF DELRAY BEACH: In consideration of the opportunities afforded to me and/or my group by this Permit, I, the undersigned participant, freely agree to and make the following contractual representations and agreements:

I, the undersigned, do hereby knowingly, freely, and voluntarily assume all risk and liability for any damage or injury that may occur as a result of my and/or my group's use of the park gazebo and /or pavilion rental identified herein during the time period I and/or my group are using same and further agree to release, waive, discharge, and covenant not to sue the City of Delray Beach, its officers, agents, employees, and volunteers (all for the purposes herein referred to as "Releasees") from any and all liability or claims that may be sustained by me directly or indirectly in connection with, or arising out of, my or my group's use of the park gazebo and /or pavilion rental as described herein, whether caused in whole or in part by the negligence of the City of Delray Beach or the Releasees.

I further agree to indemnify and hold the City of Delray Beach, its officers, employees, and agents harmless from and against any claim, demand, or cause of action or whatsoever kind or nature, including attorney's fees, costs, and expenses, resulting from losses sustained by third parties arising out of actions or alleged actions in connection with this Permit.

I agree that I have read this form, fully understand its terms, and understand that I, or anyone who may claim to have rights on my behalf, have given up substantial rights by signing it and have signed it freely and without any inducement or assurance of any nature and intend it to be a complete and unconditional release of any and all liability to the greatest extent allowed by law and agree that, if any portion of this contract is held to be invalid, the balance notwithstanding shall continue in full legal force and effect.

At various times, the City of Delray Beach videotapes & photographs events to be submitted to the local media, and other publications. By participating in the City of Delray Beach Parks Gazebo and Pavilion Rentals, I/we hereby authorize the City of Delray Beach to reproduce, copy, exhibit, publish, broadcast or distribute any and all such tapes or photographs.

NOTICE: This document is deemed a public record under the laws of the State of Florida and can be inspected by anyone, including vendors and caterers, who may solicit business from this record.

Signature

Date



=====

OFFICE USE ONLY: Fee Paid: _____ **Rec Trac #:** _____ **Date:** _____



APPROVED BY EXECUTIVE ASSISTANT: _____ **Date:** _____

DISTRIBUTION: Parks Division () ; Park Rangers () ; Police Department-Mike Moschette () ; File ()

For VP ONLY: Assistant City Manager () ; Veterans Park () **For ADP ONLY:** Ocean Rescue ()

City of Delray Beach
Parks and Recreation Department
Old School Square Park

Applicant Name: _____ **Phone:** (daytime) _____ (cell) _____
Address: _____
(Street) (City, State, Zip)
Email Address: _____

For purposes of defining the park space, Old School Square Park is divided into 3 sections, as indicated on the attached map between light poles in the park. This is an open park and the area reserved does not prohibit the public from accessing the reserved area. Park hours are 8 a.m. – 10 p.m. unless authorized by a special event permit and approval.

Area 1 – NE 1st Ave. (Closest to OSS Pavilion) Area 2 – Middle Section Area 3 – NE 2nd Ave.

REQUEST:

Area Requested: _____
Date Requested: _____ **Time: From:** _____ am/pm **To:** _____ am/pm
Type of Activity: _____
Estimated Attendance: _____ **Age Group:** _____

Facilities Needed : ☐ Restrooms ☐ Lights ☐ Electric ☐ Water hook-up

Is organization non-profit? (If yes, please attach copy of IRS tax exempt certificate) Yes _____ No _____
Will there be fees charged? Yes _____ No _____ If yes, what are they? _____
Comments: _____

PARK RULES AND REGULATIONS

- 1.) All rental fees must be paid at application time (at least 2 business days prior to the event).
- 2.) Alcoholic beverages are prohibited at all City parks and facilities unless waived by the City Manager per code.
- 3.) No motorized vehicles are allowed in the park beyond the parking area unless authorized for the event set-up.
- 4.) The area must be left in the same condition as when you arrived.
- 5.) In order to receive a refund, a 48 hour notice is required. The cancellation and refund request must be put in writing.
- 6.) No pony rides, golfing, grills, open fires, silly string or anything that leaves debris behind will be allowed in the park.
- 7.) Tents without stakes (held down by sandbags) may be allowed with the approval from the Parks and Rec Department.
- 8.) A **certificate of insurance** or special event application may be required for some events or activities.
- 9.) This is an open public park. The general public cannot be prohibited from accessing the reserved area (unless fenced off by permit for a special event). Please be sure you have your copy of this permit on-site.

RENTAL FEES:

All fields will require a \$100.00 refundable security deposit.

	<u>Non- Profit</u>	<u>Profit</u>
One area rental	\$110.00 / 4 hours \$200.00 / all Day	\$220.00 / 4 hours \$400.00 / day
Two Area Rentals	\$220.00 / 4 hours \$400.00 / all Day	\$440.00 / 4 hours \$800.00 / day
Entire Park	\$330.00 / 4 hours \$600.00 / all Day	\$660.00 / 4 hours \$1,000.00 / day
Water hook-up	Minimum \$20.00 / or actual usage, whichever is greater	
Electric	\$20.00 Flat fee	

Sales Tax 6% _____
 Your Rental Fee is: _____
 + Refundable Deposit _____

Revised 10/7/2015

RELEASE WAIVER

I, the undersigned, intending to be legally bound, do hereby for myself, family, guardians, charge/charges, heirs, executors and administrators, waive and release any and all rights and claims for damages, which I/we may have against the City of Delray Beach, their representatives, successors and employees for any injuries which I/we may suffer in connection with my/our use of this facility. At various times the City of Delray Beach videotapes and photographs events to be submitted to the local media. By using this facility, I/we hereby authorize the City of Delray Beach to reproduce, copy, exhibit, publish, broadcast, or distribute any and all such tapes or photographs. I have read the above and understand the rules and regulations of the City of Delray Beach that have been made available to me.

Applicant Signature

Date

OFFICE USE ONLY:

Approved by Executive Assistant: _____ **Date:** _____

Deposit Paid: _____ **Rec Trac #:** _____ **Date:** _____

DISTRIBUTION: Customer () ; Park Rangers () ; Old School Square () ; Assistant City Manager () ;

Police Department-Mike Moschette () ; Parks Maintenance () ; Building Maintenance ()

Balance Paid: _____ **Rec Trac #:** _____ **Date:** _____

DISTRIBUTION: Customer () ; Park Rangers () ; Old School Square () ; Assistant City Manager () ;

Police Department-Mike Moschette () ; Parks Maintenance () ; Building Maintenance ()

Vendor Licensing List

[illegible][illegible]

Appendix 9: Food Vendor/Outdoor Cooking Requirements

City of Delray Beach Requirements for Food Vendor and Outdoor Cooking

These requirements are based on local, State, and federal fire and health regulations. The Fire Marshal must approve all food vendors and outdoor cooking on the event site.

- If cooking is being done with an open-flame, an officially certified (by the Delray Beach Fire/Rescue Department), rechargeable, and up-to-date fire extinguisher must be present within each food vendor space. That is, each food vendor must have their own fire extinguisher in an easily accessible place.
 - If a propane tank is in use, it must be secured in an upright position. The tank may be secured by bungee cord or rope in a fixed upright position, or it may be placed in a milk crate or similar box with a flat bottom to prevent tipping. Additionally, all types of fuel in cylinder containers (like helium) must be secured in this manner.
 - No open-flame cooking may occur under any tent.
 - Proper containment and disposal of cooking waste (that is wastewater, grease, etc.) must be adhered to. It is the event producers responsibility to insure that vendors comply to local, State, and Federal containment and disposal regulations. It is the responsibility of the event organizer to insure that proper containers for the collection and disposal of cooking grease are available at the event site.
- Contact the Fire Marshal with questions about outdoor cooking
- The Health Department and the State of Florida issue permits and certificates regarding proper food handling and food vending at events.
- Event producers are required to submit a list of all vendors that will be at the event site including a Point of Contact per vendor. (Appendix 8)



Delray Beach Fire-Rescue Department

561-243-7400 fax 561-243-7408

Requirements for Temporary Vendors at Special Events

All temporary vendors who cook, use LP Gas, use internal combustion generators/equipment, or use an open flame device, shall meet the following requirements when conducting within the City of Delray Beach:

Requirements for cooking vendors:

- Provide a 2-A:10-B:C or larger fire extinguisher with a current inspection tag
- Vendors with deep fat fryers shall provide, **in addition to the above requirement**, a Class K fire extinguisher with current inspection tag
- All fabric used in the construction of a booth, tent or display shall show evidence of being flame retardant
- Food Trucks- Where a suppression system is required, the system must in good working order with a current inspection tag.

Requirements for vendors using internal combustion engines:

- Generators and other internal combustion power sources shall be separated by a minimum of 5 feet from booth or display and protected from contact by fencing or enclosure
- Storage of fuel shall be only in listed self-closing cans
- Safety cans shall be kept only in secure areas away from the general public
- Refueling shall be conducted only when equipment is not in use

Requirements for vendors using liquefied petroleum gas:

- LPG containers shall not be larger than D.O.T. 100 lb. (23 gallon) capacity
- LPG containers shall be set upon a firm foundation and firmly secured in place (secured to a street sign, pillar or support of the booth, milk crate or a fabricated stand)
- LPG containers shall be secured at least 6 feet from cooking appliance
- LPG containers shall be secured outside of booths, displays or tents that are enclosed on more than two side
- LPG containers shall have connecting piping or hose to allow flexibility
Connector/hose/piping shall not show signs of cracking or chafing
- LPG containers shall be positioned so that the pressure relief valve is directed away from any source of ignition, should it operate

***Before opening for business, the Fire Department conducts an inspection. When the above requirements are met, a tag of approval is issued for the length of the event**



Delray Beach Fire-Rescue Department

561-243-7400 fax 561-243-7408

Food and Concession Vehicles

All requirements for food and concession vehicles shall be in accordance with Florida Fire Prevention Code, NFPA 1, Chapters 50 and 69, and NFPA 96

- All cooking equipment that produces grease-laden vapors shall be protected by a fire-extinguishing hood system.
- The hood suppression system must have current service tag (updated every 6 months) and must be in operable condition.
- Each vehicle must have at least one fire extinguisher with a minimum 3A-40BC rating and must have the current tag (serviced yearly.)
- Each vehicle with a fryer must also have a Class K extinguisher with a current tag (serviced yearly.)
- All electrical appliances, fixtures, equipment or wiring shall be installed and maintained in accordance with NFPA 70, National Electric Code.
- Portable generators shall be operated in accordance with the manufacturer's specifications, instructions and safety precautions.
- Gas for generators shall be stored in approved safety cans.
- Each operator must have a spray bottle with a water/soap solution that can be sprayed on hose connections to check for leaks. Bubbles growing on the hose or at the connections indicate that there is a leak. Every time the vehicle is moved, all hoses and connections must be checked for leaks.
- LP gas cylinders must be properly stored (using tie-downs or milk crates,) or mounted securely to the vehicle.

Appendix 10: Sale/Serving of Alcohol Information

City of Delray Beach Requirements for Events with Alcohol

- Event Producer must indicate on the Special Event Application if they are choosing to serve/sell alcohol (and what kind) at the event.
- Event Producer is responsible for obtaining Liquor Liability Insurance with minimum limits of \$1,000,000 each common cause and in aggregate. Certificate of said insurance must be submitted no later than sixty (60) days before the event date. The certificate of insurance shall indicate that: The City is an additional insured; the certificate holder is the City of Delray Beach; the type of event to be held; the date of the event; and the limits of liability.
- To serve or sell alcohol at the Event, the Event Producer must submit a copy of the applicable liquor license (annual or temporary) that will allow alcohol to be served or sold at the event.
- If the event is being organized by a Non-Profit Organization, said organization has the option to apply for a one/two/three-day permit or special sales license from the Department of Business and Professional Regulation Division of Alcoholic Beverages and Tobacco.
- A temporary 6' foot tall chain link fencing totally encompassing the footprint where alcohol is being sold or consumed is required.
- Uniformed, unarmed, private security at all egress points is necessary to enforce the containment of alcoholic beverages.
- Signage on the interior of all egress points is required – “No alcoholic beverages beyond this point.”
- Ample trash containers that are regularly emptied are required at all egress points.
- More information can be found here: <http://www.myfloridalicense.com/dbpr/abt/index.html> or by calling the local office at (850) 494-5970.

Appendix 11: Special Event Signage

Special Event Signs, including banners, may be approved by the Special Events Office and Chief Building Official pursuant to this Appendix. Proposed signs, including but not limited to types, locations and manner of fastening, must be identified on the site plan and/or the sign plan. A waiver of LDR Section 4.6.7 is required for all temporary Event Signs and must be noted on the application form at the time of submission.

DEFINITIONS:

A Frame: A sign not secured or attached to the ground or surface upon which it is located, but supported by its own frame and most often forming the cross-sectional shape of an A.

Banner: A temporary sign of lightweight fabric or similar material that is mounted to a pole or a building. Promotional banners include those used to announce open houses or grand openings, or to advertise special events. Ornamental banners use images or colors of a decorative nature.

Changeable-Copy Sign: A sign or portion thereof on which the copy or symbols change either automatically through electrical or electronic means (for example, time and temperature units), or manually through placement of letters or symbols on a panel mounted in or on a track system.

Directional Sign: Signs designed to provide direction to pedestrian and vehicular traffic.

Freestanding Sign: A sign that is not attached to a building.

Interior Signs: Signs that are located inside a building, venue, or other facility that are intended to be visible only to those within the facility, venue, or building.

Logo: A design or symbol that represents a product, identity, or service.

Mobile Sign: A portable sign mounted on a trailer.

Off-Premise Sign: A sign directing attention to a specific business, product, service, entertainment event or activity, or other commercial activity that is not sold, produced, manufactured, furnished, or conducted at the property upon which the sign is located.

On-Premise Sign: A sign whose message and design relates to a business, profession, product, service, event, or other commercial activity sold, offered, or conducted on the same property where the sign is located.

Portable Sign: A sign not permanently attached to the ground or a building, and easily removable using ordinary hand tools.

Public Sign: A sign placed under the authority of duly authorized government officials, including traffic signs, legal notices, public safety signs, or signs placed by such authorized official for the public health, safety, welfare, convenience, wayfinding or instruction.

Temporary Sign - Temporary signs are any signs not intended for permanent installation. Generally, these signs are intended to be used for a limited period of time for purposes such as announcing special events or sales, announcing the sale or rental of property, supporting political candidates or positions, emergency messages or presenting other miscellaneous or incidental information or instructions.

Wayfinding: A public sign that is used to direct a person to a specific location. For special events, these signs may contain any event logo or trademark but no additional information about the event other than direction.

SIGN REGULATIONS:

1. Signage may be located within three zones: the public right-of-way, on a property (public or private) where it is visible from a right-of-way or neighboring property, and on a property (public or private) where it is only visible to the interior of the subject property.
2. Only public signs may be located within the City rights-of-way. As a result, special event signs may only be allowed within the City rights-of-way under the following circumstances: the special event is City-produced; the special event is City-sponsored; or attendance anticipated for the special event is determined, in the City's sole judgment, to be of sufficient size to warrant wayfinding or informational signs for traffic safety purposes.
3. Signs located on a property and only visible from the interior of the property shall not count against the aggregate amount of permissible signage and shall only be evaluated for public health and safety and compliance with other applicable laws.
4. Notice of the event may be posted 14 days prior to the event and must be removed no later than 2 days after the event.
5. Signs are not permitted within clear sight triangles, and shall not be located in such a way as to conceal or obstruct intersection visibility, other signs, sidewalks, active crosswalks, or building entrances.
6. All vendor signs or signs that contain the name or logo of a vendor must be located so that they are visible from within the Event site only.
7. All Special Event signs must comply with the following chart:

Allowable Signage				
Type	Regulation	Location		
		ROW	On-Premise	Interior to Site only
Banners	Maximum 30 SF; must be secured with grommets and fastened securely against a permanent fixture i.e. wall, fence or to poles., may not be fastened to trees or landscape fixtures; shall not conceal or obstruct other signs, buildings or sight visibility for motorists, bicyclists or pedestrians.	N/A	Yes	Yes
Pole Banners	Must be attached properly to the arms of the pole. May only be installed by City Staff at these locations <ul style="list-style-type: none"> • NE 1st Avenue and E. Atlantic • Pineapple & E. Atlantic • Swinton & E. Atlantic • NE 5th Avenue & W. Atlantic • NE 6th Avenue & E. Atlantic 	Yes	N/A	N/A
Advertising Flags & Wind Signs	Maximum of 10 ft. in height.	N/A	N/A	Yes
A-Frames	Max of 3 ft. height and 6 SF in area.	N/A	Yes	Yes
Inflatables	Must be fastened and secured.	N/A	N/A	Yes
Informational Signs	No limit.	N/A	Yes	Yes
Directional Signs	5 ft. in height/ 4 SF in area.	Yes	Yes	Yes
Wayfinding Signs	In ROW, 3 ft. in height/ 4 SF in area; ON-SITE 5 ft. in height 4 SF. Off premise signs may only be installed by City Staff unless delegated.	Yes	Yes	Yes
Public Signs, including Variable Message Boards	May only be placed by City Staff or governmental authority.	Yes	Yes	N/A
Changeable copy signs	Allowable on public property as a Public Sign.	Yes	YES	YES

Appendix 12: Parking Facilities

All parking spaces requested by the producer for their volunteers, sponsors, vendors and staff will be billed to the producer at a flat rate. Reselling any prepaid parking spaces for profit is prohibited and will result in immediate revocation of your permit and you will be prohibited from purchasing parking spaces for future events. Additionally, exclusive use of parking spaces is not guaranteed. Producers are strongly encouraged to make their requests as early as possible to secure spaces.

City of Delray Beach & Palm Beach County Parking Lots

NAME	OWNER	NUMBER OF SPACES
City Hall Parking Lot	City	141
City Attorney Grass Lot	City	60
Old School Square Garage	City	500
Old School Square Valet	City	30
Gleason Street Lot	City	39
Atlantic Dunes Park	City	121
Anchor Park Lot	City	82
Sandoway Lot	City	136
Marriott/Orange Grove Lot	City	30
Library Surface Lot	Palm Beach County	162
Courthouse Parking Garage	Palm Beach County	371
South County Administrative Center Campus	Palm Beach County	800

Appendix 13: Emergency Medical Operations and Fire Safety

The Delray Beach Fire/Rescue Department has the final authority to determine medical service requirements at special events within the city. The Florida Fire Prevention Code, NFPA 1 states:

10.15.2 The AHJ shall be permitted to regulate all outdoor events such as carnivals and fairs as it pertains to access for emergency vehicles; access to fire protection equipment; placement of stands, concession booths, and exhibits; and the control of hazardous conditions dangerous to life and property.

10.15.3 Life Safety Evaluation. The AHJ shall be permitted to order a life safety evaluation in accordance with this subsection.

10.15.3.1* Where a life safety evaluation is required by other provisions of the Code, it shall comply with the following:

- (1) The life safety evaluation shall be performed by persons acceptable to the AHJ.
- (2) The life safety evaluation shall include a written assessment of safety measures for conditions listed in 10.15.3.2.
- (3) The life safety evaluation shall be approved annually by the AHJ and shall be updated for special or unusual conditions.

10.15.3.2 Life safety evaluations shall include an assessment of the following conditions and related appropriate safety measures:

- (1) Nature of the events and the participants and attendees
- (2) Access and egress movement, including crowd density problems
- (3) Medical emergencies
- (4) Fire hazards
- (5) Permanent and temporary structural systems
- (6) Severe weather conditions
- (7) Earthquakes
- (8) Civil or other disturbances
- (9) Hazardous materials incidents within and near the facility
- (10) Relationships among facility management, event participants, emergency response agencies, and others having a role in the events accommodated in the facility [101:12.4.1.2]

10.15.3.3* Life safety evaluations shall include assessments of both building systems and management features upon which reliance is placed for the safety of facility occupants, and such assessments shall consider scenarios appropriate to the facility. [101:12.4.1.3]

10.15.4 Standby Fire Personnel. Where required by the AHJ, standby fire personnel shall be provided and comply with 1.7.15.

Appendix 14: Road Closures

The public roads on the following chart are classified as MAJOR ROADS and all other roads are classified as minor roads for the purpose of Special Events. This table also identifies the jurisdictional ownership of the public road (State, County, or City.) Any State or County road will require a permit from those agencies. The City will complete and submit the permit application for all State and County road closures related to Special Events once the event has been Conditionally Approved and the event date reserved. In addition, if there is a named storm or other government declared state of emergency has been enacted with the potential to have an impact on the City Hurricane Evacuation Routes, producers may be requested to be cleared of all obstructions related to the special event a minimum of three days before projected landfall of such named storm or during the state of emergency.

STREET NAME	LIMITS	CLASSIFICATION	JURISDICTION
U.S. 1, Federal Highway (5th & 6th Avenues)	South City Limit to Linton Boulevard	Minor Arterial	State
	Linton Boulevard to S.E. 10 th St.	Minor Arterial	State
	S.E. 10 th Street to approximately Bond Way.	Minor Arterial	State
	Bond Way to North City Limit	Minor Arterial	State
I-95		Principal Arterial	State
Atlantic Avenue <u>DESIGNATED EVACUATION ROUTE</u>	Military Trail to I-95	Principal Arterial	State
	I-95 to Swinton Avenue	Minor Arterial	State
	Swinton Avenue to S.E. / N.E. 5th Avenue	Minor Arterial	City
	Federal Highway to A-1-A (East 5th Avenue)	Collector	State
A-1-A (Ocean Boulevard) <u>DESIGNATED EVACUATION ROUTE</u>	City Limits	Collector	State
Congress Avenue	City Limits	Principal Arterial	County
Military Trail	City Limits	Principal Arterial	County
Linton Boulevard <u>DESIGNATED EVACUATION ROUTE</u>	West City Limits to Federal Hwy.	Minor Arterial	County
	Federal Highway to A-1-A	Collector	County
Dixie Highway	Linton Boulevard to South City Limit	Collector	County
Lake Ida Road	Military Trail to Congress Avenue and Congress Avenue to Swinton Avenue	Collector	County
Gulf Stream Boulevard	Seacrest Boulevard to Federal Highway	Collector	County

Road Closures (Continued)

In the event of a named storm, severe weather, or other emergency, the Chief of Police or designee shall have the authority to require that the Right of Way (ROW) be cleared immediately and opened for vehicular traffic. All evaluation routes may be requested to be cleared for up to three (3) days before the anticipated date/time of impact of a named storm.

If the event will take place during the week and will have an impact on school bus routes, the City will notify Palm Beach County School District in writing no less than ninety (90) to one-hundred-eighty (180) days prior to the event.

A traffic control plan must be submitted for all events that involve the disruption of the normal flow of traffic. This included lane closures (including parking lanes) as well as full road closures.

Appendix 14.1 – Temporary Traffic Control Plan (TTCP) Checklist

City of Delray Beach



TEMPORARY TRAFFIC CONTROL PLAN (TTCP) CHECKLIST

No temporary traffic control may be implemented on any public streets with the City of Delray Beach without City approval. This checklist is provided to assist developers, contractors, and special event applicants in developing acceptable Temporary Traffic Control Plans (TTCP's) for encroachments onto the City right-of-way. Please refer to the Florida Manual of Uniform Traffic Control Devices (MUTCD), Part 6: Temporary Traffic Control, for basic information on preparing TTCP's and typical TTCP examples

(<http://www.dot.state.fl.us/trafficoperations/Operations/MUTCD.shtm>).

The City shall inspect any proposed traffic detour routes to insure adequate horizontal and vertical clearances are maintained from obstructions (e.g., poles and overhanging tree limbs). **Any closure on a State or County road must be approved by those agencies before a permit can be issued.**

LANE CLOSURES

- ☐ The lane closure(s) must be limited in duration and area as practicable.
- ☐ Times and dates of closure must be stated on the approved application.

ROAD CLOSURES

- ☐ Full road closures must be approved by the City Engineer and may only be used when no other types of temporary traffic control are feasible for the work involved.
- ☐ Detour routes and notification plans must be submitted to City at least three weeks in advance.
- ☐ The road closure(s) must be limited in duration and area as practicable.
- ☐ Times and dates of closure must be stated on the approved TTCP.
- ☐ All Event Organizers are required to notify all property owners and residents that are directly affected by the event street closures at least two (2) weeks before the event. Proof of notification must be submitted to the Special Events Office prior to the event.

TRAFFIC CONTROL DEVICES

- ☐ All traffic control signs and devices shown on the TTCP must include any applicable MUTCD sign number, dimension and description.
- ☐ A Flashing Arrow Sign/Board (FAS) must be used for all lane closures on the following streets: (Include size, panel display and exact location on the TTCP).
 - Atlantic Avenue
 - Federal Highway
 - State Route A1A
 - Linton Blvd
 - Congress Ave
 - Military Trail

- ☐ Show locations of all flaggers, channelizing devices, warning lights, flag trees, and portable barriers on the TTCP. All devices must comply with Florida MUTCD.
- ☐ ALL Flaggers must have formal training in proper flagging operations.

TRAFFIC SIGNAL OPERATION AND EQUIPMENT

- ☐ Include location of all traffic signals and traffic signal detection devices within the traffic control area.
- ☐ If special signal timing is required in the TTCP, specify all changes and their effects. This includes changing signal operations to flashing red, recall or fixed time.

PEDESTRIAN/BICYCLE SAFETY

- ☐ A safe, ADA compliant pedestrian route must be maintained in, through and or around the area
- ☐ Bicyclists must have a safe route to ride through and/or around the area.
- ☐ Show all pedestrian/bicycle entries, detours, paths and exits on the TTCP.
- ☐ Clearly show description and location of all traffic control devices, including fences and barricades, within the pedestrian's/bicyclists safe route to walk/ride on the TTCP.

PARKING

- ☐ Adequate parking must be identified by the applicant for the anticipated attendance.
- ☐ City approved parking restrictions must be clearly posted a minimum of 48 hours before the event. Their implementation will be at the expense of the contractor/developer.
- ☐ Parking restrictions must be limited in time as practicable. Restrictions may only be used when there are no other types of traffic control feasible for the work involved, or when parking demand can be reasonably accommodated.

Please contact the City of Delray Beach Environmental Serviced Division at 561-243-7295 for any questions related to TTCP's, including closures, detours, traffic signal operations, and temporary parking restrictions.

Once the TTCP is approved it must be available for inspection on-site at all times. City may require field changes to the TTCP to maintain public safety or due to weather or other changes in conditions.

Appendix 15: Outside Agencies

There are several outside agencies that may have authority over some aspect of your event in Delray Beach. While the Special Events Office will be the coordinator of these services on your behalf, you should be knowledgeable of these aspects of your event.

Florida Department of Transportation: All permits for the use of Florida Department of Transportation Right-Of-Way must be applied for through the City. See Appendix 14 – pg. 68 for a list of State roads.



Palm Beach County: All permits for the use of Palm Beach County Right-Of-Way must be applied for through the City. See Appendix 14 – pg. 68 for a list of County roads.

Appendix 15.1 – State Road Closure Information

In accordance with F.S. 337.406 of the Florida State statutes, prior to temporary use of a State right-of-way that includes partial (closing a lane or parking area with the ROW) and/or full closure for a special event, the City must determine whether a temporary closing of the road is necessary for the event. Once it is determined that the road closure is necessary, the applicant must apply for such approval from the Florida Department of Transportation (FDOT). This request must be provided to the FDOT no less the 30 days prior to the event. If the event requires the complete closure of the state road a Temporary Closing of State Road Permit is required. If the event is limiting or restricting the flow of traffic or placing any traffic control device (ie. cones, barrels, signs, or message board) on the state road a General Use Permit is required. Temporary closing of State Road Permit, Form 850-040-65, and General Use Permit has been incorporated below for your use, if required.

The following must be included with the request:

- A) A map showing the route of the event, marked map indicating the temporary detours to be utilized by the public; and showing the placement of appropriate signs; stationing of any officers or flagmen; and locations of barricades and cones necessary to detour the traffic in a safe and efficient manner; (Maintenance of Traffic, MOT, certified by an engineer)
- B) Written approval from the United States Coast Guard if the proposed route of the special event involves any movable bridge or waterway access closure.
- C) Closing of the state road shall not be for the purpose of conducting commercial activities, except when conducted in conjunction with a special event and approved in writing by the local governmental entity.
- D) A certified copy of an excerpt from the minutes of a duly scheduled meeting, or duly executed resolution, of the governmental authority authorizing the special event. The governmental authority may, by resolution, designate a position within that body (Mayor, City Manager, etc.) to authorize and sign for the body. (Attached)

Definitions:

- A) "Special Event" means an art festival, parade, charity drive, fair, fund drive, race, run, motorcade, or similar activities of local interest.
- B) "Temporary Closing" means the stopping, detouring, or otherwise restricting traffic flow of one or more vehicle traffic lanes of a state road for a **cumulative period of fifteen minutes or more.**

Exceptions:

Special events and filming that do not require prior written approval include the following: (Temporary Closing)

- A) A motorcade when no traffic lanes are closed and law enforcement personnel

- control traffic at each intersection;
- B) A run, walk-a-thon, or bicycle event accompanied by a police escort and when there is no detour of traffic;
 - C) Broadcast news, or other filming, that does not require a temporary closure, obeys traffic regulations, and does not impair vehicular or pedestrian traffic.

All state permits require a Maintenance of Traffic (MOT) from a certified engineer be submitted.



District 4 Road Closure Event Notice

To enter information click on 'Enable Editing' button or go to View tab and click 'Edit'

Event Title:	Click here to enter text.
Recurring (Y/N):	Choose an item.
Date of Event:	(Month/Day/Year)
Start Time:	(Start Time)
End Time:	(End Time)
City:	(City)
County:	(County)
Event Route:	(Identify closed roads)
Detour Route:	(List of roads on detour)

Rule 14-65.0035(1)(c), F.A.C.

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

TEMPORARY CLOSING OF STATE ROAD PERMIT850-040-65
MAINTENANCE
12/11

Date: _____

Permit No. _____

Governmental Entity

Approving Local Government _____ Contact Person _____

Address _____

Telephone _____ Email _____

Organization Requesting Special Event

Name of Organization _____ Contact Person _____

Address _____

Telephone _____ Email _____

Description of Special Event

Event Title _____ Date of Event _____

Start Time _____ End Time _____

Event Route (attach map) _____

Detour Route (attach map) _____

Law Enforcement Agency Responsible for Traffic Control

Name of Agency _____

US Coast Guard Approval for Controlling Movable BridgeNot Applicable ☐Copy of USCG Approval Letter Attached ☐

Bridge Location _____

The Permittee will assume all risk of and indemnify, defend and save harmless the State of Florida and the FDOT from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Permittee shall be responsible to maintain the portion of the state road it occupies for the duration of this event, free of litter and providing a safe environment to the public.

Signatures of Authorization

Event Coordinator _____ Signature _____ Date _____

Law Enforcement
Name/Title _____ Signature _____ Date _____Government Official
Name/Title _____ Signature _____ Date _____**FDOT Special Conditions**

FDOT Authorization

Name/Title _____ Signature _____ Date _____

F.A.C. Rule 14-20.010

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION

GENERAL USE PERMIT850-040-05
MAINTENANCE
05/08
Page 1 of 2

Date: _____ Permit No.: _____

Name of Applicant or Authorized Agent: _____

Entity (if applicable): _____

(If entity, furnish contact information for responsible representative)

Address: _____ Zip Code: _____

City/State: _____ Telephone No.: _____

Email Address: _____

Activity / Project Site

County: _____ State Road: _____ Section: _____

From Mile Post: _____ to Mile Post: _____

Construction Proposed or Underway: Yes ☐ No ☐ FM Project No.: _____

Name of Municipality if Work is within Limits: _____

Description of Work Activity: _____

General Provisions

1. Attach any pertinent plans or drawings.
2. Attach notification letters sent to any Utilities both aerial and underground that will be potentially impacted.
3. The designated FDOT Engineer shall be notified 48 hours prior to beginning of work.
Contact _____ at (____) _____.
4. All work, materials and equipment shall be subject to inspection and approval by FDOT. Applicants certification of work at completion is required.
5. The permittee shall be responsible to place and display safety devices and proper maintenance of traffic in accordance with the latest version of the Department's Design Standards, index series 600, or an alternative plan signed and sealed by a professional Engineer and attached with the permit.
6. All FDOT property shall be restored to its original condition. Any damage to FDOT property as a result of this work shall be repaired and restored in a manner acceptable to the FDOT at the sole expense of the permittee.

	Special Provisions	

	Conditions	
<p>1. In the event the permittee fails to meet any of the requirements of this permit by the FDOT, the permitted activity must cease until brought into compliance. If compliance can not be met, then the permit will be rendered void and said work shall be removed from the right of way at no cost to the FDOT.</p> <p>2. Work shall commence within _____ days of permit approval. Work shall be completed by _____. (Date)</p> <p>3. The rights and privileges herein set out are granted only to the extent of the State's right, title and interest in the land to be entered upon and used by the permittee, and the permittee will, at all times, and to the extent permitted by law, assume all risk of and indemnify, defend and save harmless the State of Florida and the FDOT from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise or attempted exercises by said permittee of the aforesaid rights and privileges.</p>		

	Applicant	
<p>I hereby agree to comply with all terms and conditions set forth and described in this permit.</p>		
Printed or Typed Name and Title	Signature	Date

	FDOT	
<p>Approved By: _____</p> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Print Designated Engineer Signature Date </div> <div style="display: flex; justify-content: space-between; margin-top: 10px;"> _____ </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> Title </div>		

Appendix 15.2 – County Road Closure Information

**PALM BEACH COUNTY
DEPARTMENT OF ENGINEERING & PUBLIC WORKS
TRAFFIC DIVISION**

TO:	Traffic Division Personnel	PPM NUMBER:	ETO-612
FROM:	Director, Traffic Division	REVIEWED DATE:	10/20/2014
		REVISED DATE:	10/20/2014
		EFFECTIVE DATE:	01/28/1993
SUBJECT:	Special Events		

CONTACT POSITIONS: Director
Construction Coordinator

PURPOSE: To establish a procedure to ensure safe movement of vehicles, bicycles, and pedestrians during special events using County rights-of-way.

POLICY: Activities which are not related to normal vehicular travel in the County rights-of-way must be reviewed and approved by the Traffic Division to use County rights-of-way. A Special Events Permit from the Traffic Division shall be required when a special event will necessitate the closure of County rights-of-ways and will impact the traveling public on County roads. The Special Events Permit Application for the type of event shall be filled out by the applicant/organization.

PROCEDURE:

A person, organization, or agency (Applicant) wishing to hold a special event that requires a temporary road closure for more than 24 hours (i.e. SunFest, Artigras), a temporary road closure for less than 24 hours (i.e. marathons, walks, parades), and a temporary minor road closure for less than 12 hours (i.e. block party) is required to submit a Special Event Permit Application (copies attached of each type of temporary road closure).

The Special Events Permit Application will be submitted by the Applicant to the Traffic Division and shall be reviewed by a Committee formed by the Traffic Division and/or Engineering Administration to review parades, walks, marathons, festivals).

The requesting person, organization, or agency is required to contact the applicable police and fire rescue departments having jurisdiction over the subject roads, and provide confirmation as part of the Permit Application.

Permit applications shall be received by the Traffic Division as follows; a minimum of ninety (90) days in advance of a temporary road closure for more than 24 hours, a minimum of thirty (30) working days in advance of a temporary road closure for less than 24 hours, and a minimum of ten (10) working days in advance of temporary minor road closure for less than 12 hours.

A Special Event for the temporary closure for more than 24 hours shall require general liability insurance in an amount not less than \$1,000,000 and shall name Palm Beach County as both certificate holder and

additional insured.

Attachments: Special Event Application for:
Temporary Road Closure for More Than 24 Hours,
Temporary Road Closure for Less Than 24 Hours
Temporary Minor Road Closure for Less Than 12 Hours

APPROVALS:

Division Director:

Dan Vanden

Date:

10/21/17

Department Director:

Tim McConnell

Date:

12/16/14

N:\TRAFFIC\PPM'S\ETO\612.docx



PALM BEACH COUNTY ENGINEERING AND PUBLIC WORKS DEPARTMENT
 TRAFFIC DIVISION
 2300 North Jog Road
 West Palm Beach, Florida 33411-2750
 (561)684-4030

Special Event Application for Temporary Minor Road Closure *Less Than 12 Hours*

(Block Party)

(Submit 10 days prior to event)

Applicant Information

Applicant Name _____ Email _____
 Applicant Address _____ Telephone _____
 Anticipated Attendance _____

Description of Special Event

Event Title _____ Event Location _____
 Date of Event _____ Event Hours _____

Law Enforcement Agency Responsible for Traffic Control (If applicable)

Name of Agency _____ Telephone _____
 Contact Name _____ Email _____

Provide/confirm the following:

- ___ Event Location/Detour Route (attach map)
- ___ Maintenance of Traffic Plan (attach map)
- ___ Notification to the applicable police department having jurisdiction over the subject roadway(s)
- ___ Notification to the applicable fire rescue department having jurisdiction over event location

The Applicant shall protect, defend, reimburse, indemnify and hold the Palm Beach County Board of County Commissioners, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, costs, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance due to the acts or omissions of the Applicant.

The Applicant will assume all risk of and indemnify, defend and save harmless the Palm Beach County Board of County Commissioners from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Applicant shall be responsible for maintaining the portion of the County road it occupies for the duration of this event and providing a safe environment to the public.

Signature of Applicant _____ Date _____

Approved by Traffic Division: _____ Date: _____



PALM BEACH COUNTY ENGINEERING AND PUBLIC WORKS DEPARTMENT
 TRAFFIC DIVISION
 2300 North Jog Road
 West Palm Beach, Florida 33411-2750
 (561)684-4030

Special Event Application for Temporary Road Closure *Less Than 24 Hours*

(Parade, Walk, Marathon)

(Submit 30 days prior to event)

Applicant Information

Applicant Name _____ Email _____
 Applicant Address _____ Telephone _____
 Anticipated Attendance _____

Description of Special Event

Event Title _____ Event Location _____
 Date of Event _____ Event Hours _____

Law Enforcement Agency Responsible for Traffic Control (If applicable)

Name of Agency _____ Telephone _____
 Contact Name _____ Email _____

Provide/confirm the following:

- ___ Event Location/Detour Route (attach map)
- ___ Maintenance of Traffic Plan (attach map)
- ___ Notification to the applicable police department having jurisdiction over the subject roadway(s)
- ___ Notification to the applicable fire rescue department having jurisdiction over event location

The Applicant shall protect, defend, reimburse, indemnify and hold the Palm Beach County Board of County Commissioners, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, costs, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance due to the acts or omissions of the Applicant.

The Applicant will assume all risk of and indemnify, defend and save harmless the Palm Beach County Board of County Commissioners from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Applicant shall be responsible for maintaining the portion of the County road it occupies for the duration of this event and providing a safe environment to the public. The Applicant shall provide general insurance in an amount not less than \$1,000,000 and shall name Palm Beach County as both certificate holder and additional insured.

Signature of Applicant _____ Date _____

Approved by Traffic Division: _____ Date: _____



PALM BEACH COUNTY ENGINEERING AND PUBLIC WORKS DEPARTMENT
 TRAFFIC DIVISION
 2300 North Jog Road
 West Palm Beach, Florida 33411-2750
 (561)684-4030

Special Event Application for Temporary Road Closure *More Than 24 Hours*
(Festival)

(Submit 90 days prior to event)

Applicant Information

Applicant Name _____ Email _____
 Applicant Address _____ Telephone _____
 Anticipated Attendance _____

Description of Special Event

Event Title _____ Event Location _____
 Date of Event _____ Event Hours _____

Law Enforcement Agency Responsible for Traffic Control (If applicable)

Name of Agency _____ Telephone _____
 Contact Name _____ Email _____

Provide/confirm the following:

- ___ Event Location/Detour Route (attach map)
- ___ Maintenance of Traffic Plan (attach map)
- ___ Notification to the applicable police department having jurisdiction over the subject roadway(s)
- ___ Notification to the applicable fire rescue department having jurisdiction over event location

The Applicant shall protect, defend, reimburse, indemnify and hold the Palm Beach County Board of County Commissioners, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, costs, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance due to the acts or omissions of the Applicant.

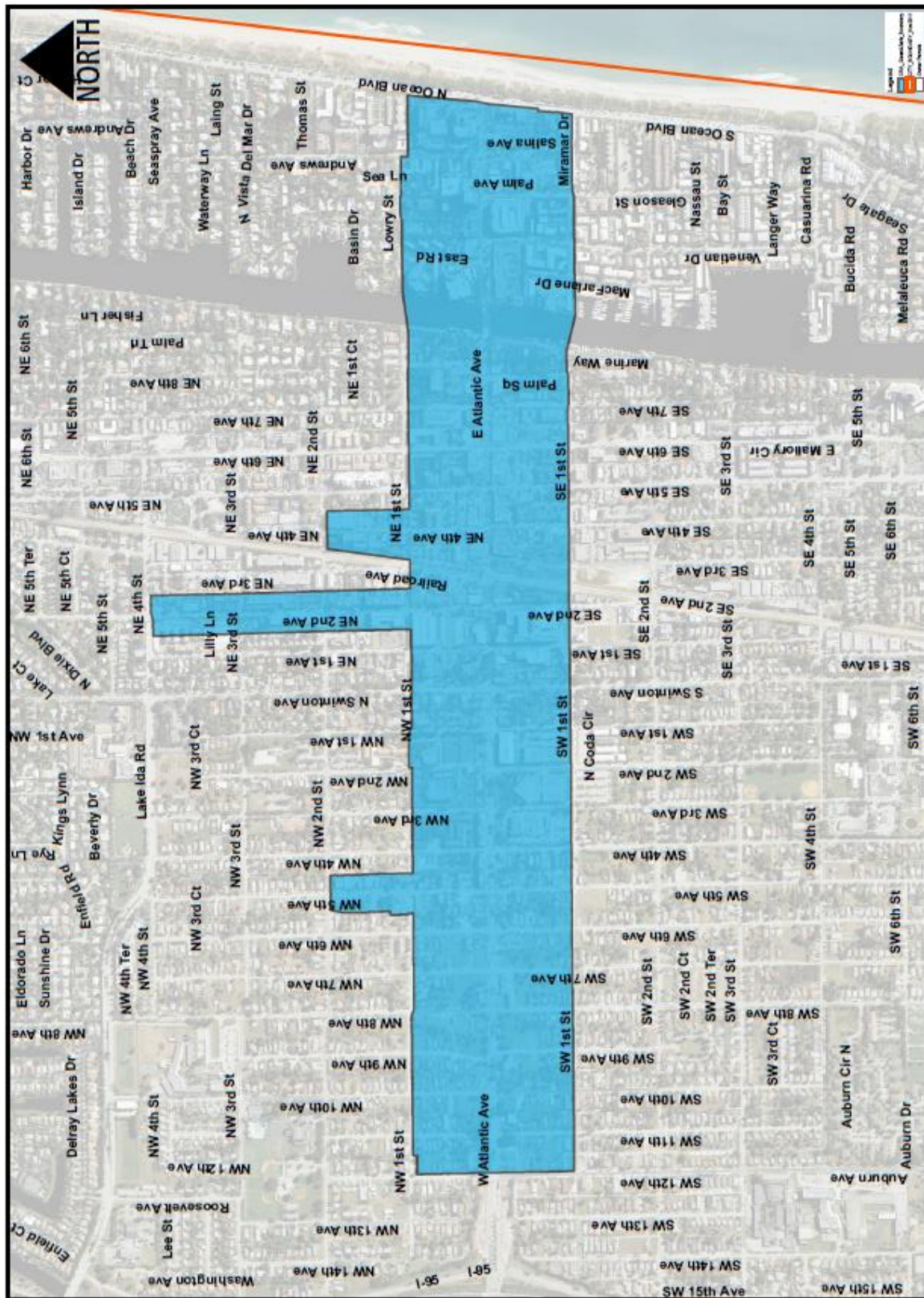
The Applicant will assume all risk of and indemnify, defend and save harmless the Palm Beach County Board of County Commissioners from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Applicant shall be responsible for maintaining the portion of the County road it occupies for the duration of this event and providing a safe environment to the public. The Applicant shall provide general insurance in an amount not less than \$1,000,000 and shall name Palm Beach County as both certificate holder and additional insured.

Signature of Applicant _____ Date _____

Approved by Traffic Division: _____ Date: _____

Appendix 16: Downtown Core Map



SPECIAL EVENT AREA MAP

Downtown Core area in blue



Appendix 17: City After Action Report

[Event
Name –
After
Action
Report

[Pick the date]

[Year]

[Author of the AAR]
Report Completed: [Date]

[Department
/Building
Name]



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EXPLANATION OF TERMS

Examples:

AAR	After Action Report
CAD	Computer Aided Dispatch
ESD	Environmental Service Department
PW	Public Works
EOC	Emergency Operations Center
DBFR	Delray Beach Fire Rescue
DBPD	Delray Beach Police Department
DEM	Division of Emergency Management
PBC EOC	Palm Beach County Emergency Operations Center
DEP	(Florida) Department of Environmental Protection
PBC FR	Palm Beach County Fire Rescue
PBSO	Palm Beach Sheriff's Office
EOD	Explosive Ordinance Disposal
HAZMAT	Hazardous Materials
ICP	Incident Command Post
MCP	Mobile Command Post
ICS	Incident Command System
IC	Incident Commander
PIO	Public Information Officer
SOFR	Safety Officer
LOFR	Liaison Officer
OSC	Operations Safety Officer
LSC	Logistics Section Chief
PSC	Planning Section Chief
FSC	Finance Section Chief
NIMS	National Incident Management System

INTRODUCTION

Include brief synopsis of event here.

Sequence of events:

Include detailed sequence of events here, if available.

AFTER ACTION REPORT OVERVIEW

This report is a compilation of information from the different departments and staff who participated in the operations of _____ event.

The recommendations in this AAR should be viewed with considerable attention to the needs for a safe city. In some cases, departments may determine that the benefits of implementation are insufficient to outweigh cost. In other cases, departments may identify alternative solutions that are more effective. However, each department should review the recommendations and determine the most appropriate action and time needed for implementation.

The issues addressed in this AAR are being requested to be reviewed and thoroughly examined for the appropriation of needed resources to ensure the functions of incident response, stabilization and notification are efficient and effective.

Event Location: *[Insert address of event location here]*

Duration: *[Insert event dates/times]*

Event Producer: *[Insert Sponsor here, if applicable]*

Total City Services Funding Expended: *[Insert total of City fees and charges]*

Type of Event:

- ☐ Athletic Event
- ☐ Block Party – Residential Event
- ☐ Block Party – Nonresidential Event
- ☐ Parade Event
- ☐ Private Event

☐ Public Event - Minor

☐ Public Event - Intermediate

☐ Public Event - Major

☐ Other: _____

Participating Organizations:

[Insert organizations here]

STRENGTHS

List strengths here.

AREAS OF IMPROVEMENT

List Areas of Improvement here.

RECOMMENDATIONS

List Recommendations here.

CONCLUSION AND NEXT STEPS

Insert Conclusion here.

IMPROVEMENT PLANNING MATRIX

IMPROVEMENT PLANNING MATRIX

<u>Area of Improvement</u>	<u>Improvement Action</u>	<u>Responsible Party/Areas</u>	<u>Targeted Completion Date</u>	<u>Status</u>
1)				
2)				
3)				
4)				
5)				
6)				
7)				
8)				
9)				
10)				
11)				
12)				
13)				
14)				
15)				
16)				
17)				
18)				

List and attach any supporting documentation (EAP's, IAP's, permits, MOU's etc.):