

# Special Event Application

APPLICATION MUST INCLUDE COMPLETED PAPERWORK, SITE MAP, AND NON-REFUNDABLE APPLICATION FEE (\$150) PAYBALE TO THE CITY OF DELRAY BEACH

# APPLICATION MUST BE RECEIVED A MINIMUM OF 90 DAYS IN ADVANCE OF EVENT OR A MINIMUM OF 180 DAYS FOR IMPACT EVENT

### A. General Information

1. Date of Event:			
2. Name of Event:			
3. Setup Start Time:			
4. Gates Open Time:			
5. Event Start Time:			
6. Event End Time:			
7. Breakdown End Time:			
8. Location of Event:			
9. Event Description:			
10. Event Purpose and Comr	nunity Benefits:		
11. Name of Applicant/Apply	ing Organization:		
Address:			
City:	State:	Zip:	
Phone:			
Phone (Alt):			
Fax:	Email:		
Web Site:			

12. Event Producer Name:		Cell I	Phone:	
13. Authorized Representative:			Cell I	Phone:
14. Day of Event Phone	<b>e:</b>			
15. Email Address:				
Event Information				
16. Type of Event: (Ple	ase check a	ll that apply)		
Festival	Block F	Party		Public Assembly
Walk/Run	Concert/Per	rformance	Para	de/Procession/Motorcade
Sporting Event	Other (P	lease List):		
17. Estimated Total Att	endance:	Per Day	<i>r</i> ·	Public or Private Event:
18. Is this an annual ev		How many		Last Held:
19. What type of entert	ainment will		, you.o.	Luot Hola.
		take place?		EMP USE PERMIT/WAIVER
GENERAL EVENT COM	IPONENTS Vich may require	take place?  WHICH MAY REQ	UIRE A T	EMP USE PERMIT/WAIVER
GENERAL EVENT COM	IPONENTS Vich may require	take place?  WHICH MAY REC e a Temporary Perr	UIRE A T	EMP USE PERMIT/WAIVER
GENERAL EVENT COM- neral Event Components whi iver (please select all that ma Alcohol (113.02)	IPONENTS Vich may required and a	VHICH MAY REC e a Temporary Perr dd others as neede	UIRE A Tode	EMP USE PERMIT/WAIVER
GENERAL EVENT COM- eneral Event Components whi liver (please select all that ma Alcohol (113.02)	IPONENTS Vich may require ay apply and a	VHICH MAY REQ e a Temporary Perr dd others as neede  Live Music/A	NUIRE A Toda of the control of the c	EMP USE PERMIT/WAIVER  e/LDR  Music/Sounds (99.03(a)/99.05)
GENERAL EVENT COM neral Event Components whi iver (please select all that ma Alcohol (113.02) Animals (101.27/LDR 2.4.6(f)(	IPONENTS Vich may require ay apply and a 8))	take place?  WHICH MAY REC e a Temporary Perr dd others as neede  Live Music/A  Merchandise	NUIRE A Toda of the control of the c	EMP USE PERMIT/WAIVER  e/LDR  Music/Sounds (99.03(a)/99.05)  (118.04/110.15)
GENERAL EVENT COM neral Event Components whi iver (please select all that ma Alcohol (113.02) Animals (101.27/LDR 2.4.6(f)) Cooking on Site/Open Flan	IPONENTS Vich may require ay apply and a 8))	take place?  WHICH MAY REC e a Temporary Perr dd others as neede  Live Music/A  Merchandise	NUIRE A Tonit or Code  Amplified I  Vendors  Ing (4.6.9(	EMP USE PERMIT/WAIVER  P/LDR  Music/Sounds (99.03(a)/99.05)  (118.04/110.15)  5)(b)) & (2.4.6. (F)(7) (2.4.6.(3)(e))  pter 316 & 318)
GENERAL EVENT COM neral Event Components whi iver (please select all that ma Alcohol (113.02) Animals (101.27/LDR 2.4.6(f))( Cooking on Site/Open Flan Fireworks (99.05/101.20/96.2	IPONENTS Vich may require ay apply and as 8)) ne (96.04)	take place?  WHICH MAY REC e a Temporary Perr dd others as neede  Live Music/A  Merchandise  Offsite Parki	NUIRE A Tonit or Code  Amplified I  Vendors  Ing (4.6.9(	EMP USE PERMIT/WAIVER  P/LDR  Music/Sounds (99.03(a)/99.05)  (118.04/110.15)  5)(b)) & (2.4.6. (F)(7) (2.4.6.(3)(e))  pter 316 & 318)
GENERAL EVENT COMpeneral Event Components white aiver (please select all that mail Alcohol (113.02)  Animals (101.27/LDR 2.4.6(f))  Cooking on Site/Open Flant Fireworks (99.05/101.20/96.2) Food Trucks (120.01(c))	IPONENTS Vich may require ay apply and a services (FDA)	take place?  WHICH MAY REC e a Temporary Perr dd others as neede  Live Music/A  Merchandise  Offsite Parki  Road Closur  Signs & Ban  inflatables/climbing	walls, etc.)	EMP USE PERMIT/WAIVER  P/LDR  Music/Sounds (99.03(a)/99.05) (118.04/110.15)  5)(b)) & (2.4.6. (F)(7) (2.4.6.(3)(e))  pter 316 & 318)  4.6.7(F)  (LDR 2.4.6(f)(1))  the Florida

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C.	Fees/Parking

20. Will there be an admission fee charged for the event?	Amount:
21. Will there be any additional activity fees charged?	Amount:
22. Parking Plan for attendees, vendors etc. (yes or no) yes	
23. Use of city metered spaces (yes or no, If yes how many and location	n)

## <u>D.</u> <u>Vending / Concession</u>

24. What type of vending will be present? (Crafts, Food, Exhibits, Beverage, etc.)
25. How many vendors? Food/Beverage Merchandise Other
26. Do you request electrical services for vendors?
27. Are your vendors using generators?
28. Will trash boxes & bags be needed (City will determine number needed): yes
29. Will food and/or non-alcoholic beverages be served and/or sold?
30. Type of Food Vendors (Please Circle): Food Trucks Food Carts Tents Grills or Fire Pits
31. Type of cooking to take place (Please Circle): Gas/Compressed Gas Electric Fryers
Other
32. Will alcoholic beverages be served and/or sold?
33. What entity will be obtaining the Alcohol License permit? (List below):
6 ft fencing required for events with alcohol

# E. Restroom Facilities:

34. If port-o-lets are not used, what city restrooms will your event be utilizing?	
35. How many port-o-lets will you have?	
36. Name the vendor providing the port-o-lets.	

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37. Will the event include tents?		
38. Please specify the quantity of tents by eac	h size.	
39. Will you be placing banners and/or signs a	t your event?	
How many?	Sizes?	
Verbiage:		
40. Please list number, size and location of sta	iges/platform:	

Note: Any tent (or grouping of tents) larger than 900 square feet, including vendor tents, must obtain a permit from the City of Delray Beach. Any tent permit issued is limited to the duration of the setup and breakdown times indicated on this event application NO EQUIPMENT INCLUDING TENTS MAY BE STAKED INTO THE GROUND.

### G. Sound and Lighting

41. Who will provide your audio and lighting?
42. Will electrical services be needed?
43. Please list locations and explain:

## H. Road Closures and Security

44. Will the event require police?		
45. Will the event require road closures (Major road closures will have to be approved by		
City Commission).		
46. Please describe the roads and i	ntersections you are requ	esting to be closed:
Road/Intersection	Date/Time Closed	Date/Time Open

#### I. Site Plans/ Maps

Please attach a detailed site map to include the following: Locations of tents, Port-o-let, vendors (all types), stages, and where power will be required. If any area of the event is fenced in, please include and show the following on the site map: size of fenced in area, size and location of tents, tables, bars, entrances and exits including width, standing only or will seating be permitted (identify if fixed seating or festival lawn chair seating). If there is a barricade or fenced in VIP area within the footprint, same principle applies. For fixed floor seating: include floor plan showing rows and number of chairs in each row, section, aisles and width of aisles. Show chair spacing distance. Parking: Parking plan should include location of available parking and staffing details. Please contact Allie Behrman, Special Event Manager, if you have any questions or concerns regarding the site plan. Hand drawn maps will not be accepted as a site map.

#### J. Insurance Requirements

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

#### K. Additional Terms

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

#### L. Processing

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

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

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

Completed Application Site Map Non-Refundable Application Parking Plan (If necessal IRS Letter for Non-profit	ry)	
PRINT APPLICANT NAME Steven Michael APPLICANT SIGNATURE		_
For Office Use Only		
Received on		
Received by		

#### Special Event Application Information

Please carefully read and initial all the information below regarding the Supplications will not be accepted.	Special Event Application. Incomplete
All applications must include paperwork, completed site m	ap and non-refundable application fee.
Applications must be received a minimum of 90 days in adv	vance of the event or a minimum of 180
Amusement rides must be inspected onsite after installation Agriculture and Consumer Services (FDACS) and a copy of the temporal must be provided to the city.	•
Tents of 900 sq feet or greater require a tent permit. Tent per Delray Beach Building Department and may take up to 30 days to prepermits. Tent duration is limited to setup and break down time indicates.	ocess. Be advised there is a fee for tent
Serving alcoholic beverages requires a Liquor License and Liquor License and Liquor to the event. License holders must provide a Certificate of as Certificate holder and Additional Insured.	
All events with alcohol are required to have 6' fencing.	
Fire Marshal inspections are required for all that include, busite, fenced in events The Delray Beach Fire Marshal reserves the necessary.	_
City Commission approval is required for all fireworks and p including the fallout zone with your application.	pyrotechnics. A site map must be included
City Commission approval is required for all impact and maj an event that has 3500 people in attendance on any given day.	jor road closure events. An impact event is
A full list of food and beverage vendors will be required price a Certificate of insurance listing the City of Delray Beach as Certificate	•
Each food vendor must sign and return the DBFR Fire Inspectooking under tents must submit proof that tents are fire retardant	-
Food Trucks must have current Florida and Health Department Certificate of Insurance listing the City of Delray Beach as the Certific Fire Marshal inspections are required.	
Applicant agrees all entertainment will be family friendly an performers and DJs is required before an event permit is issued.	nd contain no obscenities. A list of all
All merchandise vendors and exhibitors must provide a city Each vendor must provide a Certificate of Insurance listing the City of and as additional insured.	-
Stages must be 30" high or less. An additional stage permit Depending on the size, a building permit may be required.	may be required for anything over 30".