

File
24-1238

8/22/24
STRAC
Recommend
Approval

DSMG
9/12
Recommend
Approval

CITY OF DELRAY BEACH

Parks and Recreation Department



50 NW 1st AVENUE, DELRAY BEACH, FLORIDA 33444

APPLICATION FOR SPECIAL EVENT

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

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

Applicant Information

Applicant: Downtown Development Authority _____ Website: Downtowndelraybeach.com
Organization/Corporation

Address: 350 SE 1st Street, _____
Street Address *Apartment/Unit #*
Delray Beach FL 33483
City *State* *Zip*

Phone: 561-234-1077 _____ Email: Dmorien@downtowndelraybeach.com

Event Producer: Laura _____ Simon _____ Cell Phone: 561-573-3672 _____
First *Last*

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

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

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

Event Information

Event Name/Title: 16th Annual Savor The Avenue

Request Event Location: E. ATLANTIC AVE FROM SWINTON TO NE/SE5th AVE

Event Description: *This is a unique culinary and economic development event that showcases the fine dining establishments within the Downtown DDA District in a very unique way along with highlighting Delray Beach's dining scene throughout South Florida, Regionally and now nationally. The goal is to drive awareness as a foodie destination, raise funds for a local charity and increase customers for the downtown community for all businesses. This event is a local and visitor favorite and has become one of the most popular events within Delray Beach providing a social gathering among the local community*

	EVENT DATE	DAY OF WEEK	START TIME	END TIME
DAY 1	March 24, 2025	Monday	5:30	9:30
DAY 2				
DAY 3				

Set-up will begin on: 3/24/25 at 2:00 pm AM / PM
Date *Time*

Breakdown will be completed by 3/24/25 at 11:30 AM / PM
Date *Time*

Rec'd
7/31/24

Event Details

Attendance Estimates:
 Total Event Attendance: _____ Daily Attendance: 6000 Peak Hourly Attendance: 1000

Is this an Annual Event? Yes No

If yes, # of Years Held: 15 If yes, # of Years Held in Delray Beach: 15 Last Held: 2024

Is this event produced in other cities: Yes No

If yes, please list what cities: _____

Is the event open to the public? Yes No

Is there an Admission Fee/Ticket Fee? Yes No

If yes, provide fees/ticket prices: Adult/General Admission: \$150-\$250 Senior: \$ _____ Child: \$ _____

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

ROAD CLOSURES

Will your event require road closures? Yes No

If YES, please describe the streets and intersection you are requesting to be closed.

STREET/INTERSECTION	CLOSURE	RE-OPEN OF ROAD
	Date / Time	Date / Time
E ATLANTIC Ave from Swinton to 5 th Ave	Monday, March 24 th at 2:00pm	Monday, March 24 th at 11:30pm
SE 3 rd Ave from the Alley to Atlantic Ave	Monday, March 24 th at 11:00am	Monday, March 24 th at 11:30pm
SE 4 th Ave from the Alley to Atlantic Ave	Monday, March 24 th at 11:00am	Monday, March 24 th at 11:30pm

GENERAL EVENT COMPONENTS WHICH MAY REQUIRE A TEMP USE PERMIT/WAIVER

General Event Components which may require a Temporary Permit or Code/LDR waiver (please select all that may apply and add others as needed)

- Alcohol (113.02)
- Live Music /Amplified Music / Sounds (99.03(a)/99.05)
- Animals (101.27/LDR 2.4.6(f)(8))
- Merchandise Vendors (118.04/110.15)
- Cooking on Site/Open Flame (96.04)
- Offsite Parking (4.6.9(5)(b) & (2.4.6. (F)(7) (2.4.6.(3)(e))
- Fireworks (99.05/101.20/96.25)
- Road Closure (F.S. Chapter 316 & 318)
- Food Trucks (120.01(c))
- Signs & Banners (LDR 4.6.7(F)
- Amusement Games/Rides/Carnival (including inflatables/climbing walls, etc.) (LDR 2.4.6(f)(1))

Please note that if approved, Amusement Rides must be inspected on-site after installation by the Florida Department of Agriculture and Consumer Services (FDACS) and a copy of the temporary amusement ride inspection letter must be provided to the City.

Other Vehicle Displays

Tents: Yes No If yes, how many total tents? 3 Size of tents: 20x30

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

Consumption/Sale of Alcoholic Beverages: Yes No
If yes, what entity is obtaining the Alcohol License permit? List below. (Copy of License and Alcohol Liability Insurance required 30 days prior to event. License holder must provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.) Downtown Development Authority

Onsite Cooking: Yes No
Please specify method: (Fire Marshal inspections are required)
 Gas/Compressed Gas
 Electric
 Fryers

Name of grease removal contractor: Restaurants responsible for own grease removal
Date & time of pickup at end of event: None

Fireworks / Pyrotechnics: Yes No
If yes, specify exact location on the site map of the pyrotechnics will be set-up and fall zone. (City Commission approval is required.)

Food and Beverage Vendors: Yes No If yes, number of vendors anticipated at event: _____
(Health Department approval required along with City Business Tax Receipt or Vendor License. Full list will be required prior to event. Each vendor must provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.)

Food Trucks: Yes No If yes, number of food trucks _____
(Food trucks must have current Florida and Health Department permits and inspections and provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.)

Live Performances & Music: Yes No
If yes, applicant agrees all entertainment will be family-friendly and contain no obscenities. List of all performers and DJs required before event permit is issued. _

Merchandise Vendors: Yes No If yes, number of vendors anticipated at the event: 6-8
(City Business Tax Receipt or Vendor License required. Each vendor must provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.)

Performance Platform (30" high or less): Yes No
If yes, number of platforms: _____ (An additional stage permit may be required for anything over 30")

Portable Toilets: Yes No
If yes, how many? 1 Vendor providing service? JDP Waste (Location: SE 3rd between Suntrust Building and Delray Beach Market on West Side of the Street)

Use of Onsite City Restrooms during event: Yes No
If yes, location of requested restrooms & times being used: _____
(Please note that an additional cost may be incurred for use of City Restrooms which require an attendant.)

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

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

Access to City Power: Yes No If yes, where: City poles along Atlantic Avenue need

EVENT PURPOSE & COMMUNITY BENEFITS

Event Purpose and Community/Public Benefits: Describe the purpose of the event, how the event may meet local community needs, provide community benefits/promote community welfare, stimulate broad economic or cultural activities within a neighborhood or the Central Business District, and/or help build a sense of community.

This is a unique culinary and economic development event that showcases the fine dining establishments within the Downtown DDA District in a very unique way along with highlighting Delray Beach's dining scene throughout South Florida, Regionally and now nationally. The goal is to drive awareness as a foodie destination, raise funds for a local charity and increase customers for the downtown community for all businesses. This event is a local and visitor favorite and has become one of the most popular events within Delray Beach providing a social gathering among the local community. The event

EVENT SITE MAP, PARKING PLAN, & SUSTAINABLE PRACTICES

- Please attach a **clear and detailed map** depicting your event site set-up and include start/finish lines, stages, performance platforms, portable toilets, tents, vendors, food trucks, activities, first aid stations, emergency access points, etc. Also include:

Parking Plan for Attendees, Vendors, etc.: Yes No (If yes, please indicate locations on site map)

Use of City Owned-Metered Parking Spaces: Yes No
 If yes, indicated how many and locations. (City fees and charges will be incurred with this request.)
 Atlantic Avenue from Swinton Ave to SE/NE 5th Avenue

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

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

(Please initial here) Per City of Delray Beach Ordinance 10-19, plastic straws are banned. Single-use plastics, including Styrofoam, are discouraged. This includes plastic cups, plates, and utensils. Please address locations for recycling and composting.

APPLICATION CHECK LIST & DEADLINES

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

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

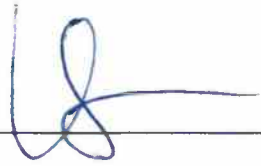
Event Permit Type	Deadline to Submit Application (days prior to event date)	SEO/SETAC Processing Time (days prior to event date)	Approval Authority
Commercial Event (For-Profit/Non-Profit)	90	60	City Commission with SEO and SETAC recommendation
Community Event (For-Profit/Non-Profit)	90	60	SEO with SETAC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

Signature

I certify that I have read the City of Delray Beach Special Events Policy and Guide and the answers provided above are true to the best of my knowledge and intentions. I also understand I may be asked for additional information relating to this application. Additionally, I agree to conform to all City, State, Federal laws and regulations. I also accept responsibility for the general cleaning and removal of trash, recycling, and all other items from the premises and agree to be accountable for any damage to the event site. Finally, I understand that all necessary fees, insurance, outside permits, and other requirements must be submitted before the issuance of the final event permit.

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

Signature:



A handwritten signature in blue ink, consisting of a large loop followed by a horizontal line extending to the right, all written over a horizontal baseline.

Date:

7/31/24