

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. Day & Date of Event:	April 9-11, 2027		
2. Name of Event:	Delray Affair		
3. Setup Start Time:	Thursday, April 8, 2027 @ 7am & Friday, April 9, 2027 @ 2am		
4. Gates Open Time:	Friday, April 10, 2027 @ 10am		
5. Event Start Time:	Friday, April 9, 2027 @ 10am		
6. Event End Time:	Sunday, April 11, 2027 @ 5pm		
7. Breakdown End Time:	Sunday, April 11, 2027 @ 8pm		
8. Location of Event:	Central Business District - W/E Atlantic Ave from NW 2 nd Ave to NE 6 th Ave and 1 blk n/s.		
9. Event Description:	<i>Fine art & craft show; 65th Annual; signature Delray Beach event and main fundraiser for the Greater Chamber of Commerce</i>		
10. Event Purpose and Community Benefits:	Delray Affair is the largest fundraiser for the Greater Chamber of Commerce. It generates significant economic impact by drawing thousands of visitors to downtown Delray Beach, directly benefiting essential businesses throughout the city.		
11. Name of Applicant/Applying Organization:	Greater Delray Beach Chamber of Commerce		
Address:	140 NE 1 st Street		
City:	Delray Beach	State:	FL Zip: 33444
Phone:	561-274-4663		
Phone (Alt):	561-703-7028		
Fax:	Email: jennifer@festivalmanagementgroup.com		

Web Site: www.DelrayAffair.com	
SUNBIZ # (must submit IRS letter with application for non-profits): 721601	
12. Event Producer Name: Festival Management Group, Inc.	Cell Phone: 561-703-7028
13. Authorized Representative: Jennifer Costello	Cell Phone: 561-703-7028
14. Day of Event Phone: 561-703-7028	
15. Email Address: jennifer@festivalmanagementgroup.com	

B. Event Information

16. Type of Event: (Please circle all that apply)		
<input checked="" type="radio"/> Festival	<input type="radio"/> Block Party	<input type="radio"/> Public Assembly
<input type="radio"/> Walk/Run	<input type="radio"/> Concert/Performance	<input type="radio"/> Parade/Procession/Motorcade
<input type="radio"/> Sporting Event	<input checked="" type="radio"/> Other (Please List): Art & Craft Show	
17. Estimated Total Attendance: 110,000 Per Day: 45,000 Public or Private Event: Public		
18. Is this an annual event? Yes	How many years? 65	Last Held: 2026
19. What type of entertainment will take place? Students from Space of Mind will have an acoustic set on Friday only. 10 am to 4pm.		

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)

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

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

Other _____

C. Fees/Parking

20. Will there be an admission fee charged for the event? No	Amount:
21. Will there be any additional activity fees charged? No	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) Yes, metered spaces along E. Atlantic Avenue and 1 block N and S within the footprint	

D. Vending / Concession

24. What type of vending will be present? (Crafts, Food, Exhibits, Beverage, etc.)
25. How many vendors? <u>539</u> Food/Beverage <u>21</u> Merchandise <u>463</u> Other <u>55</u>
26. Do you request electrical services for vendors? No
27. Are your vendors using generators? Yes
28. Will trash boxes & bags be needed (City will determine number needed): No
29. Will food and/or non-alcoholic beverages be served and/or sold? Yes
30. Type of Food Vendors (Please Circle): Food Trucks <u>Food Carts</u> Tents Grills or Fire Pits
31. Type of cooking to take place (Please Circle): <u>Gas/Compressed</u> Gas Electric <u>Fryers</u> Other
32. Will alcoholic beverages be served and/or sold? No
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? OSS Concession restroom facilities
35. How many port-o-lets will you have? 15 Regular, 3 ADA and 3 handwashing stations
36. Name the vendor providing the port-o-lets. Express Portable Services

F. Equipment

37. Will the event include tents? Yes		
38. Please specify the quantity of tents by each size. 500 – 10x10; 12 – 10x20		
39. Will you be placing banners and/or signs at your event? Yes		
How many? 15		Sizes? 3x8, 2x4
Verbiage: Informational, directional		
40. Please list number, size and location of stages/platform: N/A		

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? N/A
42. Will electrical services be needed? No
43. Please list locations and explain: N/A

H. Road Closures and Security

44. Will the event require police? Yes		
45. Will the event require road closures (Major Road closures will have to be approved by City Commission). Yes		
46. Please describe the roads and intersections you are requesting to be closed:		
Road/Intersection	Date/Time Closed	Date/Time Open
Please see attached supplement		

I. Site Plans/ Maps

Please attach a detailed site map to include the following: Tent locations, 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 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 Events Manager, if you have any questions or concerns regarding the site plan. Hand drawn maps will not be accepted as a site map.

J. Insurance Requirements

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

K. Additional Terms

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

L. Processing

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

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

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

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

Jennifer Costello
PRINT APPLICANT NAME

APPLICANT SIGNATURE

DATE

04.29.2024

For Office Use Only

Received on _____

Received by _____

Special Event Application Information

Please carefully read and initial all the information below regarding the Special Event Application. Incomplete Applications will not be accepted.

JEC___ All applications must include paperwork, completed site map and non-refundable application fee.

JEC___ Applications must be received a minimum of 90 days in advance of the event or a minimum of 180 days for an impact event.

JEC___ Amusement rides must be inspected onsite 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.

JEC___ Tents of 900 sq feet or greater require a tent permit. Tent permits are available through the City of Delray Beach Building Department and may take up to 30 days to process. Be advised there is a fee for tent permits. Tent duration is limited to setup and break down time indicated on application.

JEC___ Serving alcoholic beverages requires a Liquor License and Liquor Liability Insurance and is required 30 days prior to the event. License holders must provide a Certificate of Insurance listing the City of Delray Beach as Certificate holder and Additional Insured.

JEC___ All events with alcohol are required to have 6' fencing.

JEC___ Fire Marshal inspections are required for all onsite cooking. The Delray Beach Fire Marshal reserves the right to add an inspector as deemed necessary.

JEC___ City Commission approval is required for all fireworks and pyrotechnics. A site map must be included including the fallout zone with your application.

JEC___ City Commission approval is required for all impact and major road closure events. An impact event is an event that has 3500 people in attendance on any given day.

JEC___ A full list of food and beverage vendors will be required prior to the event. Each vendor must provide a Certificate of insurance listing the City of Delray Beach as Certificate Holder and as additional insured.

JEC___ Each food vendor must sign and return the DBFR Fire Inspections Requirement Form. All vendors cooking under tents must submit proof that tents are fire retardant.

JEC___ Food Trucks must have current Florida and Health Department permits and inspections. And provide Certificate of Insurance listing the City of Delray Beach as the Certificate Holder and as Additional Insured. Fire Marshal inspections are required.

JEC___ Applicant agrees all entertainment will be family friendly and contain no obscenities. A list of all performers and DJs is required before an event permit is issued.

JEC___ All merchandise vendors and exhibitors must provide a city business tax receipt or vendor license. Each vendor must provide a Certificate of Insurance listing the City of Delray Beach as the Certificate holder and as additional insured.

JEC___ Stages must be 30" high or less. An additional stage permit may be required for anything over 30". Depending on the size, a building permit may be required.

Supplement to page 2 of City of Delray Beach Parks & Recreation Department Application for Special Event

RE: ROAD CLOSURES

- Road Closed: West Atlantic (Public Library & Tennis Center) to SE 6th Ave (North bound Federal Hwy)
- Road Closed: Mid-block south of West Atlantic (Pubic Library) & SW 2nd Ave. & SW 1st Ave., just south of public library and county parking garage entrance.
- Road Closed: just south of alley Atlantic Ave. & S Swinton Ave. & SE 1st Ave.
- Road Closed: just south of 5 SE 2nd Ave.
- Road Closed: just south of 25 SE 3rd Ave
- Road Closed: just south of 326 & 400 E. Atlantic Ave.
- Road Closed, Local Traffic Only: SW 1st Street & SW 2nd Ave., SW 1st Ave., S. Swinton
- Road Closed, Local Traffic Only: SE 1st Street & SE 1st Ave., SE 2nd Ave., SE 3rd Ave, SE 4th Ave.
- No LEFT turn: NW 3rd Ave & W. Atlantic
- Road Closed: just north of 37 W. Atlantic Ave
- Road Closed: just north of 137 & 203 E. Atlantic Ave.
- Road Closed: just north of 217 E. Atlantic Ave.
- Road Closed: just north of 301 E. Atlantic Ave.
- Road Closed: just north of 331 & 401 E. Atlantic Ave.
- No RIGHT turn: NE 5th Avenue & E. Atlantic Ave.
- Road Closed: E. Atlantic Ave. & NE 5th Ave (facing west)
- Road Closed: E. Atlantic Ave. & NE 6th Ave. (facing east)
- Road Closed, Local Traffic Only: SW 1st Street & SW 2nd Ave., SW 1st Ave., S. Swinton
- Road Closed, Local Traffic Only: SE 1st Street & SE 1st Ave., SE 2nd Ave., SE 3rd Ave, SE 4th Ave.
- Road Closed, Local Traffic Only: NW 1st Street & NW 1st Ave., NE 2nd Ave., Access road just west of parking lot located at NE 4th Ave. & NE 4th Ave.



ROAD CLOSED/LOCAL TRAFFIC ONLY



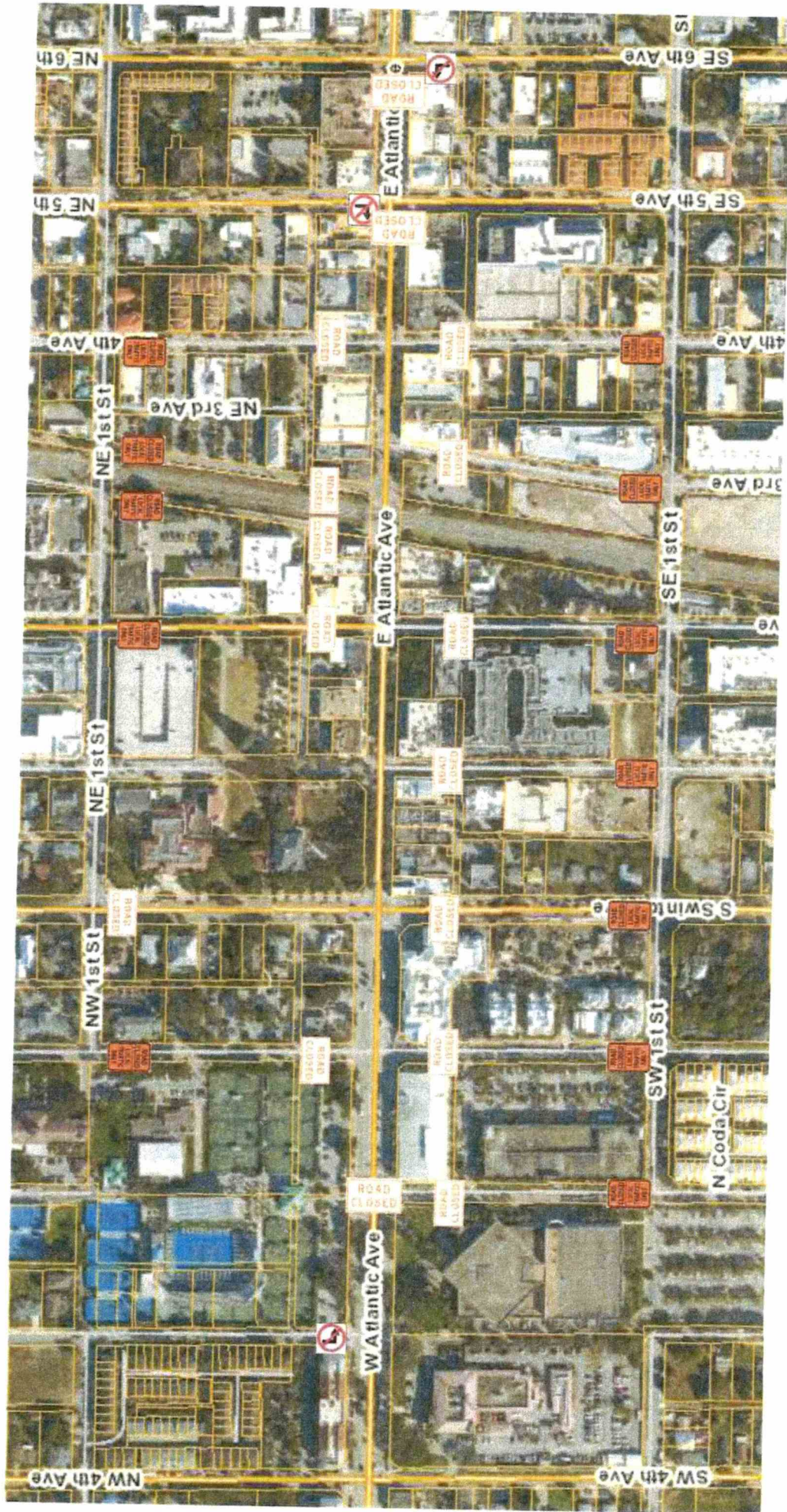
ROAD CLOSED



NO LEFT TURN



NO RIGHT TURN



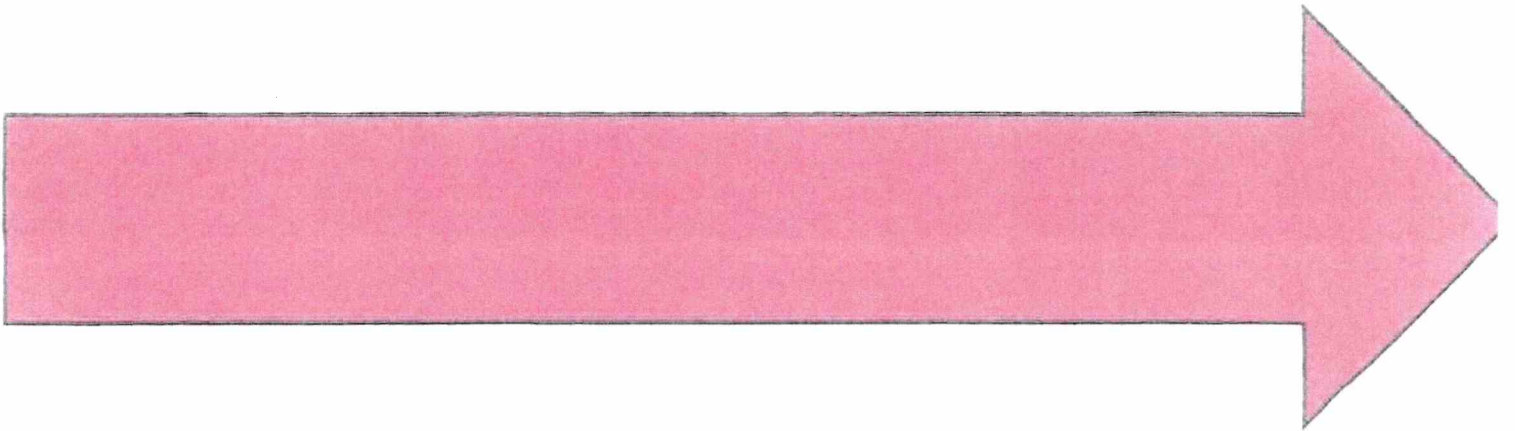
Additional items

1. Update to Park Mobile App to allow for attendees to extend their parking times in (unlimited) central business district event (April 9 – 10, 2027); (One block north and one block south of Atlantic from Swinton Avenue east to intracoastal.)
2. Remove "No turn signs" on Atlantic Ave near railroad tracks
3. Remove bicycle racks installed in parking spaces on Atlantic Ave. (April 8th)

Proof of Non-Profit Status

W-9

IRS Documentation



INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR

Jacksonville, Florida
P. O. Box ~~4742~~ 35010
April 26, 1967

IN REPLY REFER TO
Form L-179
434: PUM:md
JAX:BO:67-130

Delray Beach Chamber of Commerce
64 S. E. 5th Avenue
Delray Beach, Florida 33444

I. R. CODE

SECTION 501(c) (6)

ADDRESS INQUIRIES AND FILE RETURNS WITH
DISTRICT DIRECTOR OF INTERNAL REVENUE

Jacksonville, Florida

ACCOUNTING PERIOD ENDING
December 31

Gentlemen:

On the basis of your stated purposes and the understanding that your operations will continue as evidenced to date or will conform to those proposed in your ruling application, we have concluded that you are exempt from Federal income tax under the provisions of the Internal Revenue Code section indicated above. Any changes in operations from those described, or in your character or purposes, must be reported immediately to your District Director for consideration of their effect upon your exempt status. You must also report any change in your name or address.

You are not required to file Federal income tax returns so long as you retain an exempt status, unless you are subject to the tax on unrelated business income imposed by section 511 of the Code, in which event you are required to file Form 990-T. You are required to file an information return, Form 990, annually on or before the 15th day of the fifth month after the close of your annual accounting period indicated above.

You are liable for the taxes imposed under the Federal Insurance Contributions Act (social security taxes); and for the tax imposed under the Federal Unemployment Tax Act if you have four or more individuals in your employ.

Any questions concerning excise, employment or other Federal taxes should be submitted to this office.

This is a determination letter.

COPY

Very truly yours,

A. J. O'Donnell, Jr.
A. J. O'Donnell, Jr.
District Director

FORM L-179 (8-64)



Very truly yours,

Signature of [Name]

Department of the Treasury

District Director
Internal Revenue Service

Date: MAR 25 1974 | in reply refer to: 411-12:JCB:A7457



▷ Greater Delray Beach Chamber of
Commerce, Inc.
64 S. E. 5th Ave.
Delray Beach, Fla. 33444

Date of Exemption: 4/26/67
Internal Revenue Code Section: 501(c)(6)

Gentlemen:

Thank you for submitting the information shown below. We have made it a part of your file.

The changes indicated do not adversely affect your exempt status and the exemption letter issued to you continues in effect.

Please let us know about any future change in the character, purpose, method of operation, name or address of your organization. This is a requirement for retaining your exempt status.

Thank you for your cooperation.

Sincerely yours,

J. G. Butcher
J. G. Butcher
Exempt Organization Specialist
(404) 526-4516

<u>Item Changed</u>	<u>From</u>	<u>To</u>
Name	Delray Beach Chamber of Commerce	Greater Delray Beach Chamber of Commerce Inc.



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

PBC

In reply refer to: 0248574149
Jan. 28, 2011 LTR 4168C E0
59-0581716 000000 00

00014667

BODC: TE

GREATER DELRAY BEACH CHAMBER OF
COMMERCE INC
64 SE 5TH AVE
DELRAY BEACH FL 33483-5365



002909

Employer Identification Number: 59-0581716
Person to Contact: MS. HAMPTON
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Jan. 19, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(6) of the Internal Revenue Code in a determination letter issued in APRIL 1967.

Because you are not an organization described in section 170(c) of the Code, donors may not deduct contributions made to you. You should advise your contributors to that effect.

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely yours,

Michele M. Sullivan, Oper. Mgr.
Accounts Management Operations I

