



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:	12/19/2026
2. Name of Event:	11th Annual Delray Beach Jingle Bell Jog
3. Setup Start Time:	4:00am
4. Gates Open Time:	4:00am
5. Event Start Time:	7:30am
6. Event End Time:	10:00am
7. Breakdown End Time:	11:00am
8. Location of Event:	Anchor Park
9. Event Description:	Annual holiday themed 5K Run/Walk where participants run in a Santa costume along A1A. Funds raised from this event benefit Neighbors for Neighbors of South Florida. In 2025 We were able to raise 15k in funds for them.
10. Event Purpose and Community Benefits:	Helps raise funds to support families in need with gift cards to sponsor families to provide holiday presents for their households. 2025 we were able to sponsor 100 families from this event with \$15,000 donation
11. Name of Applicant/Applying Organization: WildSide Foundation Inc.	
Address: 12031 nw 20th ct	
City: plantation	State: florida Zip: 33323
Phone: 9546612732	
Phone (Alt): 9546612732	
Fax:	Email: josh@splitsecondtiming.com
Web Site: www.jinglebelljog.net	

SUNBIZ # (must submit IRS letter with application for non-profits): FEIN 47-2606900	
12. Event Producer Name: Josh Stern	Cell Phone: 954-661-2732
13. Authorized Representative: Josh Stern	Cell Phone: 9546612732
14. Day of Event Phone: 9546612732	
15. Email Address: josh@splitsecondtiming.com	

B. Event Information

16. Type of Event: (Please check all that apply)		
Festival ☐	Block Party ☐	Public Assembly ☐
Walk/Run ☒	Concert/Performance ☐	Parade/Procession/Motorcade ☐
Sporting Event ☐	Other (Please List): ☐	
17. Estimated Total Attendance: 900	Per Day:	Public or Private Event: public
18. Is this an annual event? yes	How many years? 11	Last Held: 2025
19. What type of entertainment will take place?		
Holiday themed 5k run along a1a. Music will be played from a PA system with top 40 hits		

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)) |
| ☐ Fireworks (Will require permit from FD) | |

☐ 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?	yes	Amount: 30.00
21. Will there be any additional activity fees charged?	no	Amount:
22. Parking Plan for attendees, vendors etc. (yes or no) yes - we will use all lots and shuttle to and from the garage		
23. Use of city metered spaces (yes or no, If yes how many and location) Parking will be available in all city lots. and we will provide shuttles from the downtown atlantic avenue garage.		

D. Vending / Concession

24. What type of vending will be present? (Crafts, Food, Exhibits, Beverage, etc.) only sponsors or local delray companies will be allowed to show case their businesses. No one will be selling anything.		
25. How many vendors?	Food/Beverage _____	Merchandise _____ Other _____
26. Do you request electrical services for vendors? no		
27. Are your vendors using generators? no		
28. Will trash boxes & bags be needed (City will determine number needed): we provide		
29. Will food and/or non-alcoholic beverages be served and/or sold? post race snacks free		
30. Type of Food Vendors (Please Circle): N/A		
31. Type of cooking to take place (Please Circle): Gas/Compressed Gas Electric Fryers Other N/A		
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? ANCHOR PARK RESTROOMS WILL NEED TO BE OPENED. WE WILL ALSO HAVE ADDITIONAL PORTABLE RESTROOMS	
35. How many port-o-lets will you have?	8
36. Name the vendor providing the port-o-lets.	EXPRESS WASTE OR FRIENDLY JOHN DEPENDING ON QUOTES.

F. Equipment

37. Will the event include tents?	YES 10X10 POP UP TENTS
38. Please specify the quantity of tents by each size.	
5-6 TEN X 10 POP UP TENTS	
39. Will you be placing banners and/or signs at your event?	
YES FINISH LINE BRANDING	
How many?	Sizes?
4	THIS WILL BE ON THE FINISH LINE
Verbiage: THE VERBIAGE WILL STATE DELRAY BEACH JINGLE BELL JOG	
40. Please list number, size and location of stages/platform:	
NONE	

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?	N/A
43. Please list locations and explain:	
WE WILL HAVE OUR OWN PA SYSTEMS AND OUR OWN HANDHELD PORTABLE 2000 WATT GENERATORS.	

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). A1A CERTIFIED 5K ROUTE		
46. Please describe the roads and intersections you are requesting to be closed:		
Road/Intersection	Date/Time Closed	Date/Time Open
Causarina	12/19/26 7:00AM	12/19/2026 9:00AM
A1A (Causarina - George bush	12/19/26 7:00AM	12/19/2026 9:00AM

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 Fee
- ☒ Parking Plan (If necessary)
- ☒ IRS Letter for Non-profit (If applicable)

Joshua Stern

PRINT APPLICANT NAME

APPLICANT SIGNATURE

7/10/2026

DATE

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.

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

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

n/a 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.

n/a 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.

n/a 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.

n/a All events with alcohol are required to have 6' fencing.

n/a Fire Marshal inspections are required for all that include, but not limited to, road closures, cooking on site, fenced in events.. The Delray Beach Fire Marshal reserves the right to add an inspector as deemed necessary.

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

n/a 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.

n/a 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.

n/a 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.

n/a 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.

n/a 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.

n/a 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.

n/a 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.