



Cover Memorandum/Staff Report

File #: 25-1300

Agenda Date: 10/23/2025

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: October 23, 2025

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "6TH ANNUAL STARBOARD FOUNDATION & UNITED WE ROCK TOY DRIVE" TO BE HELD ON DECEMBER 5, 2025, AT THE OLD SCHOOL SQUARE AMPHITHEATER; AND TO AUTHORIZE THE SPECIAL EVENTS MANAGER TO TAKE ALL ACTIONS NECESSARY TO EFFECTUATE THE SPECIAL EVENT PERMIT

Recommended Action:

Special Events Technical Advisory Committee (SETAC) recommends the Development Services Management Group (DSMG) approve the special event known as 6th Annual Starboard Foundation & United We Rock Toy Drive to be held on December 5, 2025; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

The Starboard Foundation submitted a Special Event Application on September 3, 2025 for the event 6th Annual Starboard Foundation & United We Rock Toy Drive to be held at the Old School Square Amphitheater on December 5, 2025. This is the 6th year of this event. It was held last in 2024 at the Delray Beach Historical Society without issue. The event is a toy drive to give back to under privileged children in the community. This event will feature live music, food vendors, and a beer garden. The event will take place while the Holiday Village is open. There will be a designated line formation for people wanting to go to the 100ft Christmas Tree. The special events team in Parks and Recreation is ok with this event taking place at the same time as the Holiday Village. The producer is expecting about 400 people in attendance. The event will take place from 5:00pm - 10:00pm.

Special Event Technical Advisory Committee (SETAC):

SETAC recommends DSMG approve the event.
No special conditions are recommended by SETAC

Funding Source/Financial Impact:

Starboard Foundation is a 501(c)(3) non-profit and will receive a 50% discount in soft costs.

Timing of Request:

The event is quickly approaching and the event producer would like to begin advertising.

