

CITY OF DELRAY BEACH

Parks and Recreation Department



50 NW 1st AVENUE, DELRAY BEACH, FLORIDA 33444



REVISED – DDA 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: 561-243-1077 Email: lsimon@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: Art & Jazz on the Avenue 2025 – REVISED

Request Event Location: E. Atlantic Avenue, Pineapple Grove

Event Description: Art & Jazz embodies the energy and vibe of our Village by the Sea. The Delray Beach Downtown Development Authority created Art & Jazz on the Avenue in the 1990's to bring people to Downtown Delray, showcase our unique, local businesses, highlight the different neighborhoods and show off Delray's Cultural Arts Community.

	EVENT DATE	DAY OF WEEK	START TIME	END TIME
Event 1	JULY 23, 2025 (PGAD LOCATION)	Wednesday	6:00 pm	9:30 pm
Event 2	SEPT 10, 2025 (E.ATLANTIC) (new DATE)	Wednesday	6:00 pm	9:30 pm
Event 4				

Set-up will begin on: 7.23.25 at 2 pm AM / PM
Date *Time*

Breakdown will be completed by: 7.23.25 at 11:30 pm AM / PM
Date *Time*

Event Details

Attendance Estimates:

Total Event Attendance: 6,000 _____ Daily Attendance: 6,000 _____ Peak Hourly Attendance: 6,000 _____

Is this an Annual Event? ☒ Yes ☐ No

If yes, # of Years Held: _____ If yes, # of Years Held in Delray Beach: 20 _____ 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: \$ _____ \$ _____ 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	
(REDO) 7-23-25 - Pineapple Grove - (NE 2nd Avenue from E. Atlantic Ave. to NE 3rd Street before City Walk Parking Ramp. Music and Vendors	Wed., July 23, 2025 at 2:00pm		Wed., July 23, 2025 at 11:30pm	
[DATE CHANGE] 9-10-25 – East Atlantic Ave. from Swinton to 5th Avenue will be closed to vehicular traffic Music and Vendors	Wed., Sept. 10 at 2:00 pm		Wed., Sept 10 at 11:30 pm	

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 checked="" type="checkbox"/> Alcohol (113.02) (May 25, 2022 only) | <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 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 checked="" type="checkbox"/> Food Trucks (120.01(c)) | <input checked="" type="checkbox"/> Signs & Banners (LDR 4.6.7(F) |
| <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.

Tents: ☒ Yes ☐ No If yes, how many total tents? 25-40 Size of tents: 10x10

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.

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Consumption/Sale of Alcoholic Beverages: ☒ Yes ☐ No - Consumption, NOT Sale x10

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)*

X Gas/Compressed Gas

<u>X</u>	Electric
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 NO Fryers

Name of grease removal contractor: Restaurants responsible for own grease removal

Date & time of pickup at end of event: 1/24/24, 2/28/24, 7/27/24, 10/23/24 at the end of each event by 11:30 pm_____

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: *Local restaurants.*

(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. _____ 5-10 single performers

Merchandise Vendors: ☒ Yes ☐ No If yes, number of vendors anticipated at the event: _____

(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: 1 (TBA) (An additional stage permit may be required for anything over 30")

Portable Toilets: ☒ Yes ☐ No

If yes, how many? 2 Vendor providing service? JDP Waste (Location: TBA)

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
to be live with power by 12pm for speakers.

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.

In support of downtown merchants and restaurants, The Downtown Development Authority (DDA, will reimagine the Art & Jazz Program for 2025. These themed evenings in each of the four (4) neighborhoods welcome guests to stroll the neighborhood enjoying live entertainment, performance artists, art exhibitions and dining in any of the many great restaurants. Special promotions by retailers and merchants will further showcase local businesses and help to drive business to the Downtown.

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.)

E. Atlantic Avenue from Seabreeze Ave to A1A, E. Atlantic Ave from Swinton the 5th Ave, NE 2nd Avenue from E. Atlantic Ave. to NE 3rd Street before City Walk Parking Ramp.

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.

DM (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

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	
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.

DM (Please initial here)

Signature: Danielle Morien

Date: 07/30/24

DDA Art & Jazz on The Ave
July 23, 2025
Pineapple Grove - Street Closure from
(East Atlantic Ave to NE 3rd Ave

Road Closure





