



## Cover Memorandum/Staff Report

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**File #:** 24-526

**Agenda Date:** 4/11/2024

**Item #:**

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**TO:** Development Services Management Group  
**FROM:** Allie Behrman, CPRP, SPecial Events Manager  
**THROUGH:** Jeff Oris, CEcD, Assistant City Manager  
**DATE:** April 11, 2024

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "26TH ANNUAL DOWNTOWN DELRAY BEACH MEMORIAL DAY WEEKEND CRAFT FESTIVAL" TO BE HELD ON MAY 25-26, 2024 AT DELRAY BEACH TENNIS CENTER ON W. ATLANTIC AVE; 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) make a motion to approve the special event known as 26th Annual Downtown Delray Beach Memorial Day Weekend Craft Festival to be held on May 25-26, 2024; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

**Background:**

Howard Alan Events submitted a SPecial Event Application on February 16, 2024 for the 26th Annual Downtown Delray Beach Memorial Day Weekend Craft Festival. This event has been held three times annually for the past 25 years in Downtown Delray Beach. The event draws an average of 2000 people for the weekend. This event bring around 80 craft and food vendors. Howard Alan Events is looking to close NW 3rd Ave next to the Delray Beach Tennis Center only from 3am - 8pm for the weekend.

**Special Event Advisory Committee (SETAC):**

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

**Funding Source/Financial Impact:**

Anticipated city costs to event producer to be determined.

**Timing of Request:**

Event is approaching quickly and producer would like to open vendor registration.