



**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: Howard Alan Events/American Craft Endeavors Website: ArtFestival.com  
Organization/Corporation

Address: 270 Central Blvd, Suite 107  
Street Address Apartment/Unit #

Jupiter, FL 33458  
City State Zip

Phone: 561-746-6615 Email: Megan@artfestival.com

Event Producer: Howard Alan Cell Phone: 609-330-6504  
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: 28th Annual Downtown Delray Beach Craft Festival

Request Event Location: NE 4th Ave from E. Atlantic Ave to NE 2nd St.

Event Description: This event has been held 3 times annually for the past 27 years in Downtown Delray Beach

	EVENT DATE	DAY OF WEEK	START TIME	END TIME
<b>DAY 1</b>	September 7th, 2024	Saturday	10AM	4PM
<b>DAY 2</b>	September 8th, 2024	Sunday	10AM	4PM
<b>DAY 3</b>				

Set-up will begin on: September 7th, 2024 at 3AM \_\_\_\_\_ AM / PM  
Date Time

Breakdown will be completed by: September 8th, 2024 at 7PM \_\_\_\_\_ AM / PM  
Date Time

### Event Details

Attendance Estimates:  
 Total Event Attendance: 2,000 Daily Attendance: 1,000 Peak Hourly Attendance: 1PM

Is this an Annual Event?  Yes  No

If yes, # of Years Held: 28 If yes, # of Years Held in Delray Beach: 28 Last Held: 2024

Is this event produced in other cities:  Yes  No

If yes, please list what cities: Ft. Lauderdale, Stuart, Juno Beach, Aspen, Alexandria, Pittsburgh

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: \$ \_\_\_\_\_ Senior: \$ \_\_\_\_\_ 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
Example: SW 9 <sup>th</sup> Ave from SW 1 <sup>st</sup> St to Atlantic Ave.	Nov 21, 2021 / 7:00am	Nov 21, 2021 / 4:00pm
NE 4th Ave from E. Atlantic Ave to NE 2nd St.	September 7th, 2024/ 3AM	September 8th, 2024/ 8PM
	/	/

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

*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 \_\_\_\_\_

**Tents:**  Yes  No If yes, how many total tents? 80 Size of tents: 10x10 flame retardant canopies only.

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.

**Consumption/Sale of Alcoholic Beverages:**  Yes  No

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.) \_\_\_\_\_

**Onsite Cooking:**  Yes  No

Please specify method: (Fire Marshal inspections are required)

x Gas/Compressed Gas  
x Electric  
\_\_\_\_\_ Fryers

➤ Name of grease removal contractor: \_\_\_\_\_ Date & time of pickup at end of event: \_\_\_\_\_

**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: 4

(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. \_\_\_\_\_

**Merchandise Vendors:**  Yes  No If yes, number of vendors anticipated at the event: 80

(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: \_\_\_\_\_ (An additional stage permit may be required for anything over 30")

**Portable Toilets:**  Yes  No

If yes, how many? 4 Vendor providing service? Coastal Waste (Note locations on submitted site map)

**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: \_\_\_\_\_

