



## Special Event Application

**APPLICATION MUST INCLUDE COMPLETED PAPERWORK, SITE MAP, AND NON-REFUNDABLE APPLICATION FEE (\$150) PAYABLE 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

|  |   |
|--|---|
| <b>1. Day &amp; Date of Event:</b>               | April 19th , 2026                                       |
| <b>2. Name of Event:</b>                         | Sunday Funday   |
| <b>3. Setup Start Time:</b>                      | 7am   |
| <b>4. Gates Open Time:</b>                       | 8am   |
| <b>5. Event Start Time:</b>                      | 9am   |
| <b>6. Event End Time:</b>                        | 1pm   |
| <b>7. Breakdown End Time:</b>                    | 1pm   |
| <b>8. Location of Event:</b>                     | Waterway East Plaza - Parking lot - 900 E. Atlantic Ave |
| <b>9. Event Description:</b>                     | Family Fun, Fitness, Community, Crafts, Vendors         |
|  |   |
| <b>10. Event Purpose and Community Benefits:</b> |   |
|  | Charity Event to raise funds for City House             |
|  |   |

|   |                                    |               |                    |
|---|------------------------------------|---------------|--------------------|
| <b>11. Name of Applicant/Applying Organization:</b> | John B Digges/Let's Talk Mortgages |               |                    |
| <b>Address:</b>                                     | 900 E Atlantic Ave #21             |               |                    |
| <b>City:</b>  | Delray Beach                       | <b>State:</b> | FL                 |
|   |                                    | <b>Zip:</b>   | 33483              |
| <b>Phone:</b>                                       | 5613025920                         |               |                    |
| <b>Phone (Alt):</b>                                 | 5613025920                         |               |                    |
| <b>Fax:</b>   | NA                                 | <b>Email:</b> | JOHN@LETSTALKMORTG |
| <b>Web Site:</b>                                    | WWW.LETSTALKMORTGAGES.COM          |               |                    |

|   |
|---|
| <b>SUNBIZ # (must submit IRS letter with application for non-profits):</b> L20000360446 |
| <b>12. Event Producer Name:</b> LETS TALK MORTGAGES <b>Cell Phone:</b> 5613025920       |
| <b>13. Authorized Representative:</b> JOHN B DIGGES <b>Cell Phone:</b> 5613025920       |
| <b>14. Day of Event Phone:</b> 5613025920   |
| <b>15. Email Address:</b> JOHN@LETSTALKMORTG  |

**B. Event Information**

|  |   |  |
|--|---|--|
| <b>16. Type of Event: (Please check all that apply)</b>                                    |   |  |
| Festival <input checked="" type="checkbox"/>   | Block Party <input checked="" type="checkbox"/> | Public Assembly <input type="checkbox"/>             |
| Walk/Run <input type="checkbox"/>  | Concert/Performance <input type="checkbox"/>    | Parade/Procession/Motorcade <input type="checkbox"/> |
| Sporting Event <input type="checkbox"/>  | Other (Please List): <input type="checkbox"/>   |  |
| <b>17. Estimated Total Attendance:</b> 300   | <b>Per Day:</b> 300                             | <b>Public or Private Event:</b>                      |
| <b>18. Is this an annual event?</b> NA   | <b>How many years?</b> NA                       | <b>Last Held:</b> NA                                 |
| <b>19. What type of entertainment will take place?</b>                                     |   |  |
| Petting Zoo, small vendors & crafts, live music/dj, magic show, fitness workout using body |   |  |

**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)                            | <input checked="" type="checkbox"/> Live Music/Amplified Music/Sounds (99.03(a)/99.05)            |
| <input checked="" type="checkbox"/> Animals (101.27/LDR 2.4.6(f)(8)) | <input checked="" type="checkbox"/> Merchandise Vendors (118.04/110.15)                           |
| <input type="checkbox"/> Cooking on Site/Open Flame (96.04)          | <input checked="" 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 type="checkbox"/> Road Closure (F.S. Chapter 316 & 318)                                    |
| <input type="checkbox"/> Food Trucks (120.01(c))                     | <input type="checkbox"/> Signs & Banners (LDR 4.6.7(F))   |
| <input type="checkbox"/> 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 SMALL INFLATABLES

C. Fees/Parking

|   |               |
|---|---------------|
| 20. Will there be an admission fee charged for the event? <input checked="" type="checkbox"/> yes | Amount: 25/50 |
| 21. Will there be any additional activity fees charged? <input checked="" type="checkbox"/> no    | Amount: na    |
| 22. Parking Plan for attendees, vendors etc. <input checked="" type="checkbox"/> (yes or no)      |               |
| 23. Use of city metered spaces (yes or no, If yes how many and location)                          |               |
| none used, agreement with seagate valet parking lot   |               |

D. Vending / Concession

|   |
|---|
| 24. What type of vending will be present? (Crafts, Food, Exhibits, Beverage, etc.)                                |
| crafts/exhibits/local business booths   |
| 25. How many vendors? <u>5</u> Food/Beverage <u>na</u> Merchandise <u>45</u> Other _____                          |
| 26. Do you request electrical services for vendors? <input checked="" type="checkbox"/> no                        |
| 27. Are your vendors using generators? <input checked="" type="checkbox"/> yes - some                             |
| 28. Will trash boxes & bags be needed (City will determine number needed): <input checked="" type="checkbox"/> no |
| 29. Will food and/or non-alcoholic beverages be served and/or sold? <input checked="" type="checkbox"/> no        |
| 30. Type of Food Vendors (Please Circle): Food Trucks Food Carts Tents Grills or Fire Pits                        |
| 31. Type of cooking to take place (Please Circle): Gas/Compressed Gas Electric Fryers<br>Other                    |
| 32. Will alcoholic beverages be served and/or sold? <input checked="" type="checkbox"/> no                        |
| 33. What entity will be obtaining the Alcohol License permit? (List below):                                       |
| na  |
| <b>6 ft fencing required for events with alcohol</b>  |

E. Restroom Facilities:

|  |
|--|
| 34. If port-o-lets are not used, what city restrooms will your event be utilizing? |
| none   |
| 35. How many port-o-lets will you have? <u>3-4</u>                                 |
| 36. Name the vendor providing the port-o-lets. <u>tbd</u>                          |

F. Equipment

|   |  |                   |
|---|--|-------------------|
| <b>37. Will the event include tents?</b> yes                              |  |                   |
| <b>38. Please specify the quantity of tents by each size.</b>             |  |                   |
| 8 tents - 10x10   |  |                   |
| <b>39. Will you be placing banners and/or signs at your event?</b>        |  |                   |
| <b>How many?</b> 8-10   |  | <b>Sizes?</b> 3x3 |
| <b>Verbiage:</b> community event - funds for local charity                |  |                   |
| <b>40. Please list number, size and location of stages/platform:</b> 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

|  |
|--|
| <b>41. Who will provide your audio and lighting?</b> see below |
| <b>42. Will electrical services be needed?</b> none            |
| <b>43. Please list locations and explain:</b>                  |
| DJ - just simple DJ with 2 speakers                            |

H. Road Closures and Security

|  |                         |                       |
|--|-------------------------|-----------------------|
| <b>44. Will the event require police?</b> none needed  |                         |                       |
| <b>45. Will the event require road closures (Major road closures will have to be approved by City Commission).</b> none needed |                         |                       |
| <b>46. Please describe the roads and intersections you are requesting to be closed:</b>  |                         |                       |
| <b>Road/Intersection</b>   | <b>Date/Time Closed</b> | <b>Date/Time Open</b> |
| NA   | NA                      | NA                    |
|  |                         |                       |
|  |                         |                       |
|  |                         |                       |

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 1<sup>st</sup> 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)

JOHN B DIGGES

PRINT APPLICANT NAME

John B Digges

1/16/2026

APPLICANT SIGNATURE



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.

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

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

JBD 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.

JBD 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.

JBD 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.

JBD All events with alcohol are required to have 6' fencing.

JBD 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.

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

JBD 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.

JBD 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.

JBD 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.

JBD 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.

JBD 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.

JBD 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.

JBD 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.

