

CITY OF DELRAY BEACH

Parks and Recreation Department



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 |
| | <i>Organization/Corporation</i> | | | |
| Address: | 270 Central Blvd, Suite 107 | | | |
| | Street Address | <i>Apartment/Unit #</i> | | |
| | Jupiter, FL 33458 | | | |
| | <i>City</i> | <i>State</i> | <i>Zip</i> | |
| Phone: | 561-746-6615 | | Email: Megan@artfestival.com | |
| Event Producer: | Howard | Alan | Cell Phone: 609-330-6504 | |
| | <i>First</i> | <i>Last</i> | | |

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: 5th Annual Downtown Delray Beach Craft Festival on 4th
Request Event Location: On NE 4th Ave from E. Atlantic Ave to NE 2nd St.
Event Description: On NE 1st St on west and east side, stops at alley.
This event has been held 3 times annually for the past 4 years in
Downtown Delray Beach. It features local and national artists displaying and
selling their handmade arts and crafts

| Selling their Handmade Arts and Crafts. | | | | |
|---|---------------------|-------------|------------|----------|
| | Event Date | Day of Week | Start Time | End Time |
| Day 1 | February 22nd, 2025 | Saturday | 10AM | 5PM |
| Day 2 | February 23rd, 2025 | Sunday | 10AM | 5PM |
| Day 3 | | | | |

Set-up will begin on: February 22nd, 2025 at 3AM AM / PM

Date _____ *Time* _____

Breakdown will be completed by: February 23rd, 2025 at 8PM AM / PM
Date *Time*

Event Details

Attendance Estimates:

Total Event Attendance: 1,000 Daily Attendance: 500 Peak Hourly Attendance: 1PM

Is this an Annual Event? Yes No

If yes, # of Years Held: 4 If yes, # of Years Held in Delray Beach: 4 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: \$_____ 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 th Ave from SW 1 st 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. | February 22 nd , 2025/ 3AM | February 23 rd , 2025/ 8PM |
| On NE 1st St on west and east side, stops at alley. | February 22 nd , 2025/ 3AM | February 23 rd , 2025/ 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) | <input 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 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 checked="" 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"/> 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 _____

Tents: Yes No If yes, how many total tents? 100 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)

- Gas/Compressed Gas
 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: 100

(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? 5 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: _____

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.

Community and local gathering opportunity. Local and regional artists sell and display one-of-a-kind arts and crafts.

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*)
Requesting use of City Hall at 100 NW 1st Avenue Delray Beach, FL 33444

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.*)

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.

MM (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 | SEO with SETAC recommendation |
| 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.

MM (Please initial here)

Signature: Megan McMahan

Date: 4/9/24- revised location