



Cover Memorandum/Staff Report

File #: 25-1076

Agenda Date: 8/28/2025

Item #: F.

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: August 28, 2025

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "DELRAY IS GOING TO THE DOGS" TO BE HELD ON NOVEMBER 23, 2025, AT THE OLD SCHOOL SQUARE FRONT AMPHITHEATER AND GREAT LAWN; 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) approve the special event known as Delray is Going To The Dogs to be held on November 23, 2025; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

Pets' Broward submitted a Special Event Application on July 14, 2025, for the event Delray is Going To The Dogs to be held on Sunday, November 23, 2025 at the Old School Square. This event has happened for the past five years. The event will include animals for adoption, food trucks, live music, a doggie lure and merchandise vendors. The event is meant to bring the community together over the love for dogs. All proceeds from the event will be used to benefit pets in need in South Florida. The event will take place from 12:00pm - 4:00pm. The expected attendance is around 500 people and pets. The request for an event with animals has already been approved by the Parks and Recreation Director.

Special Events Technical Advisory Committee (SETAC) Review:

SETAC reviewed and recommended approval of the event.

No special conditions beyond the standard permits were recommended by SETAC.

Funding Source/Financial Impact:

Pets" Broward is a 501(c)(3) non-profit and will receive a 50% discount in soft costs.

Timing of Request:

The event is quickly approaching and the producer would like to begin advertising.