



Cover Memorandum/Staff Report

File #: 26-0084

Agenda Date: 1/27/2026

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Events Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: January 27, 2026

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "3RD ANNUAL DELRAY CONCOURS FOUNDATION DELRAY IN WHITE HOLIDAY DINNER AND CHARITY TOY DRIVE" TO BE HELD ON DECEMBER 2, 2026, AT THE OLD SCHOOL SQUARE AMPHITHEATER; 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 3rd Annual Delray Concours Foundation Delray in White Holiday Dinner and Charity Toy Drive to be held on December 2, 2026; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

The Delray Beach Concours Foundation submitted a Special Event Application on January 5, 2026, for the event 3rd Annual Delray Concours Foundation Delray in White Holiday Dinner and Charity Toy Drive to be held on December 2, 2026, at the Old School Square Amphitheater. The event was held last in December of 2025. This event is a dinner in white banquet for the holiday season. This event will have attendees dressed in white with all white table decor. This is a fundraiser for Delray Concours Foundation to give back to local partner non-profits. This event will have alcohol, food and live music. It will also feature a toy drive for local children. The event will have portable heaters (if needed) and sparklers all of which will be approved and inspected according to the Fire Marshall. Event producer is expecting 550 people in attendance. There is a cost to attend the event. The event will take place from 5:00pm - 10:00pm.

Special Event Technical Advisory Committee (SETAC):

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

Funding Source/Financial Impact:

Delray Concours Foundation is a 501(c)(3) by definition in the special event policy and will receive a waiver of 50% of the city's soft costs.

Timing of Request:

The event producer would like to start securing items for the event.

