



## Cover Memorandum/Staff Report

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**File #:** 25-1069

**Agenda Date:** 8/28/2025

**Item #:**

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**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 "DO GOOD DELRAY/DELRAY BEACH YOUTH TENNIS FOUNDATION MIX AND MINGLE" TO BE HELD ON OCTOBER 30, 2025, AT THE DELRAY BEACH TENNIS CENTER; 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 Do Good Delray/Delray Beach Youth Tennis Foundation Mix and Mingle to be held on October 30, 2025; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

**Background:**

The Delray Beach Youth Tennis Foundation submitted a Special Event Application on July 17, 2025 for the Do Good Delray/Delray Beach Youth Tennis Foundation Mix and Mingle to be held on October 30, 2025 at the Delray Beach Tennis Center. This event is a community mix and mingle to bring awareness to the foundation and foster community engagement. This event will take place inside the Tennis Center Club House and out on the patio. The event is expecting 100 people in attendance. There will be an admission fee for the event. The amount has not been determined yet. The event will include live music and alcohol. This event will take place from 5:00pm - 9:00pm.

**Special Event Technical Advisory Committee (SETAC):**

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

**Funding Source/Financial Impact:**

All costs will be billed to the event producer. Those costs are to be determined.

**Timing of Request:**

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