

**CITY OF DELRAY BEACH**  
**Parks and Recreation Department**



**APPLICATION FOR SPECIAL EVENT**

*Submission 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 non-refundable application fee payable to the City of Delray Beach.

**Applicant Information**

Applicant: Pets' Broward Website: PetsBroward.org  
Organization/Corporation

Address: 919 Seasage Drive  
Street Address Delray Beach, FL 33483  
Apartment/Unit #  
City State Zip

Phone: \_\_\_\_\_ Email: mmbpaintseool.com

Event Producer: Meredith Bruder Cell Phone: 954-288-0785  
First Last

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: Delray is going to the Dogs

Request Event Location: Old School Square

Event Description: Free Event open to all featuring adoptable dogs + vendors

	EVENT DATE	DAY OF WEEK	START TIME	END TIME
DAY 1	<u>DEC 15, 2024</u>	<u>Sunday</u>	<u>12pm</u>	<u>4pm</u>
DAY 2				
DAY 3				

Set-up will begin on: 12/15/24 at 8:00 AM PM  
Date Time

Breakdown will be completed by: 12/15/24 at 6:00 AM PM  
Date Time

*R'col  
9/2/24*

**Event Details**

Attendance Estimates:

Total Event Attendance: 300-500 Daily Attendance: 300-500 Peak Hourly Attendance: 250

Is this an Annual Event?  Yes  No

If yes, # of Years Held: 4 If yes, # of Years Held in Delray Beach: 4 Last Held: 11/23

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
<i>Example: SW 9<sup>th</sup> Ave from SW 1<sup>st</sup> St to Atlantic Ave.</i>	<i>Nov 21, 2021 / 7:00am</i>	<i>Nov 21, 2021 / 4:00pm</i>
	/	/
	/	/

**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)

- Alcohol (113.02)
- Live Music /Amplified Music / Sounds (99.03(a)/99.05)
- Animals (101.27/LDR 2.4.6(f)(8))
- Merchandise Vendors (118.04/110.15)
- Cooking on Site/Open Flame (96.04)
- Offsite Parking (4.6.9(5)(b)) & (2.4.6. (F)(7) (2.4.6.(3)(e))
- Fireworks (99.05/101.20/96.25)
- Road Closure (F.S. Chapter 316 & 318)
- Food Trucks (120.01(c))
- Signs & Banners (LDR 4.6.7(F))
- 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? 40 Size of tents: 10x10

Please note that a tent permit is required for any tent that is over 10'x20'. 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: NA 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: \_\_\_\_\_

(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: 35

(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? \_\_\_\_\_ Vendor providing service? \_\_\_\_\_ (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: Light Posts

