



Cover Memorandum/Staff Report

File #: 24-1236

Agenda Date: 9/12/2024

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Jeff Oris, CEcD, Assistant City Manager
DATE: September 12, 2024

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "MISTLETOE MAGIC" TO BE HELD ON DECEMBER 18, 2024, AT THE OLD SCHOOL SQUARE PAVILION; 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 Mistletoe Magic to be held on December 18, 2024; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

The Kiwanis Club of Delray Beach submitted a Special Event Application on August 5, 2024 for the Mistletoe Magic event to be held at Old School Square Pavilion on December 18, 2024. This event is to bring together families and friends to share in holiday cheer while breaking the world record for the number of couples kissing under the mistletoe. This event is also to help raise funds for the Kiwanis Club to give back to the Delray Beach children and families. This event will have alcohol, live music and cooking on site. Anticipated attendance is 1000 people.

Special Event Technical Advisory Committee (SETAC):

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

Funding Source/Financial Impact:

Kiwanis Club of Delray Beach is a 501(c)(3) non-profit and will receive a 50% discount in costs.

Timing of Request:

The event producer would like to start registering couples and advertising the event.