

File
25-1176

Selac
9/14/25
TO DSMG

DSMG
9/25/25
TO Commissioner

Resort#
20925

CITY OF DELRAY BEACH

Parks and Recreation Department



APPLICATION FOR SPECIAL EVENT

Submittal 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 \$150.00 (non-refundable application fee) payable to the City of Delray Beach.**

Applicant Information

Applicant: Delray Beach Arts, Inc. Website: www.garlicfestfl.com
Organization/Corporation

Address: 140 NE 1st Street Apartment/Unit #
Street Address
Delray Beach FL 33444
City State Zip

Phone: 561-274-4663 Email: jennifer@festivalmanagementgroup.com

Event Producer: Jennifer Costello Cell
First Last Phone: 561-703-7028

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 # N03000001920 Please submit IRS non-profit letter with application.

Event Information

Event Name/Title: 27th Delray Beach Garlic Fest

Request Event Location: 51 N. Swinton Ave., Old School Square; Front lawn, east side; Amphitheater, park and pavilion (gymnasium for dressing rooms); lower level OSS Parking garage for dumpsters, supply trucks, ice truck, etc.

Event Description: Garlic Fest is an eclectic event, features both national and local musical talents, local artists, and culinary artists with a focus on garlic. Garlic Fest is also a fund-raising source for local, small non-profit organizations that most of their attention is toward educational programs for our underserved, minority youth in Palm Beach County with a secondary focus on the arts.

	EVENT DATE	DAY OF WEEK	START TIME	END TIME
DAY 1	<u>February 28, 2026</u>	<u>Saturday</u>	<u>11:00am</u>	<u>11:00pm</u>
DAY 2	<u>March 1, 2026</u>	<u>Sunday</u>	<u>11:00am</u>	<u>7:00pm</u>
DAY 3				

Set-up will begin on: Feb 27, 2026 at 7:00 AM / PM
Date Time

Breakdown will be completed by March 2, 2026 at 12:00 AM PM

Date

Time

Event Details

Attendance Estimates:

Total Event Attendance: 7,500 Daily Attendance: 4,000 Peak Hourly Attendance: 4,000Is this an Annual Event? Yes ☒ No ☐If yes, # of Years Held: 26 If yes, # of Years Held in Delray Beach: 17 Last Held: 2025 (Village of Wellington)Is this event produced in other cities: ☐ Yes No ☒

If yes, please list what cities: _____

Is the event open to the public? ☒ Yes ☐ NoIs there an Admission Fee/Ticket Fee? ☒ Yes ☐ NoIf yes, provide fees/ticket prices: Adult/General Admission: \$ 15/20 Senior: \$ _____ Child: \$ 10 under freeIs 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 Date / Time	RE-OPEN OF ROAD Date / Time

GENERAL EVENT COMPONENTS WHICH MAY REQUIRE A TEMP USE PERMIT/WAIVERGeneral 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: Need lower level of OSS garage for staging; supply trucks, dumpsters, ice truck, etc.
Permission for DBPD Explorers to charge \$5 for parking at OSS garage & Federspeil garage as a fundraiser
(hours of event operation).

Tents: ☒ Yes ☐ No If yes, how many total tents? 145 Size of tents: 10x10, 10x20, 20x20, 40x40

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. The license holder must provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.) Delray Beach Arts, Inc.

Onsite Cooking: ☒ Yes ☐ No

Please specify method: (Fire Marshal inspections are required)

☒ Gas/Compressed Gas
☒ Electric
☒ Fryers

Name of grease removal contractor: Express Portables

Date & time of pickup at end of event: March 1, 2026 @ 11:30 pm

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: 20

(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. Please note that national acts cannot be confirmed that far in advance.

Merchandise Vendors: ☒ Yes ☐ No If yes, number of vendors anticipated at the event: 145

(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? _____ (Location: _____)

Use of Onsite City Restrooms during event: ☒ Yes ☐ No

If yes, location of requested restrooms & times being used: Concession Stand (1 hour before open each day and 1 hour after close on Sunday). *Delray Beach Arts, Inc., will provide restroom attendants for event
(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: _____

EVENT PURPOSE & COMMUNITY BENEFITS

Event Purpose and Community/Public Benefits: Describe the purpose of the event, how the event may meet local community needs, provide community benefits/promote community welfare, stimulate broad economic or cultural activities within a neighborhood or the Central Business District, and/or help build a sense of community.

Garlic Fest launched in Delray Beach 27 years ago designed as a fund-raiser for local non-profit organizations that staff event and continues this practice. We engage 6 local non-profit organizations to help staff event. To date event has contributed back over \$720,000 to these organizations.

EVENT SITE MAP, PARKING PLAN, & SUSTAINABLE PRACTICES

- Please attach a clear and detailed map depicting your event site set-up and include start/finish lines, stages, performance platforms, portable toilets, tents, vendors, food trucks, activities, first aid stations, emergency access points, etc. Also include:

Parking Plan for Attendees, Vendors, etc.: ☐ Yes ☒ No (If yes, please indicate locations on site map)

Use of City Owned-Metered Parking Spaces: ☐ Yes ☒ No

If yes, indicated how many and locations. (City fees and charges will be incurred with this request.)

Are Valet Parking Services being Used? ☐ Yes ☒ No (If yes, indicate Valet location on site map and indicate the name of the service provider.)

Trash Removal Plan to be determined by the City based on each event.

JEC (Please initial here) Per City of Delray Beach Ordinance 10-19, plastic straws are banned. Single-use plastics, including Styrofoam, are discouraged. This includes plastic cups, plates, and utensils. Please address locations for recycling and composting.

APPLICATION CHECK LIST & DEADLINES

To ensure timely processing of your event application, the following must be submitted at time of application. Please ensure that you have included all the following items with your application:

X Completed Application

X Site Map

X Non-Refundable \$150.00 Applicable Fee

 Detailed COVID-19 Safety Plan—TBA

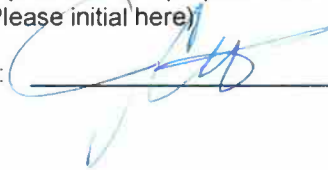
Event Permit Type	Deadline to Submit Application (days prior to event date)	SEO/SETAC Processing Time (days prior to event date)	Approval Authority
Commercial Event (For-Profit/Non-Profit)	90	60	City Commission with SEO and SETAC recommendation SEO with SETAC recommendation
Community Event (For-Profit/Non-Profit)	90	60	
Athletic Event (For-Profit/Non-Profit)	45	30	

Signature

I certify that I have read the City of Delray Beach Special Events Policy and Guide and the answers provided above are true to the best of my knowledge and intentions. I also understand I may be asked for additional information relating to this application. Additionally, I agree to conform to all City, State, Federal laws and regulations. I also accept responsibility for the general cleaning and removal of trash, recycling, and all other items from the premises and agree to be accountable for any damage to the event site. Finally, I understand that all necessary fees, insurance, outside permits, and other requirements must be submitted before the issuance of the final event permit.

ADA Compliance: I am prepared and willing to grant all reasonable requests for accommodations for this event.

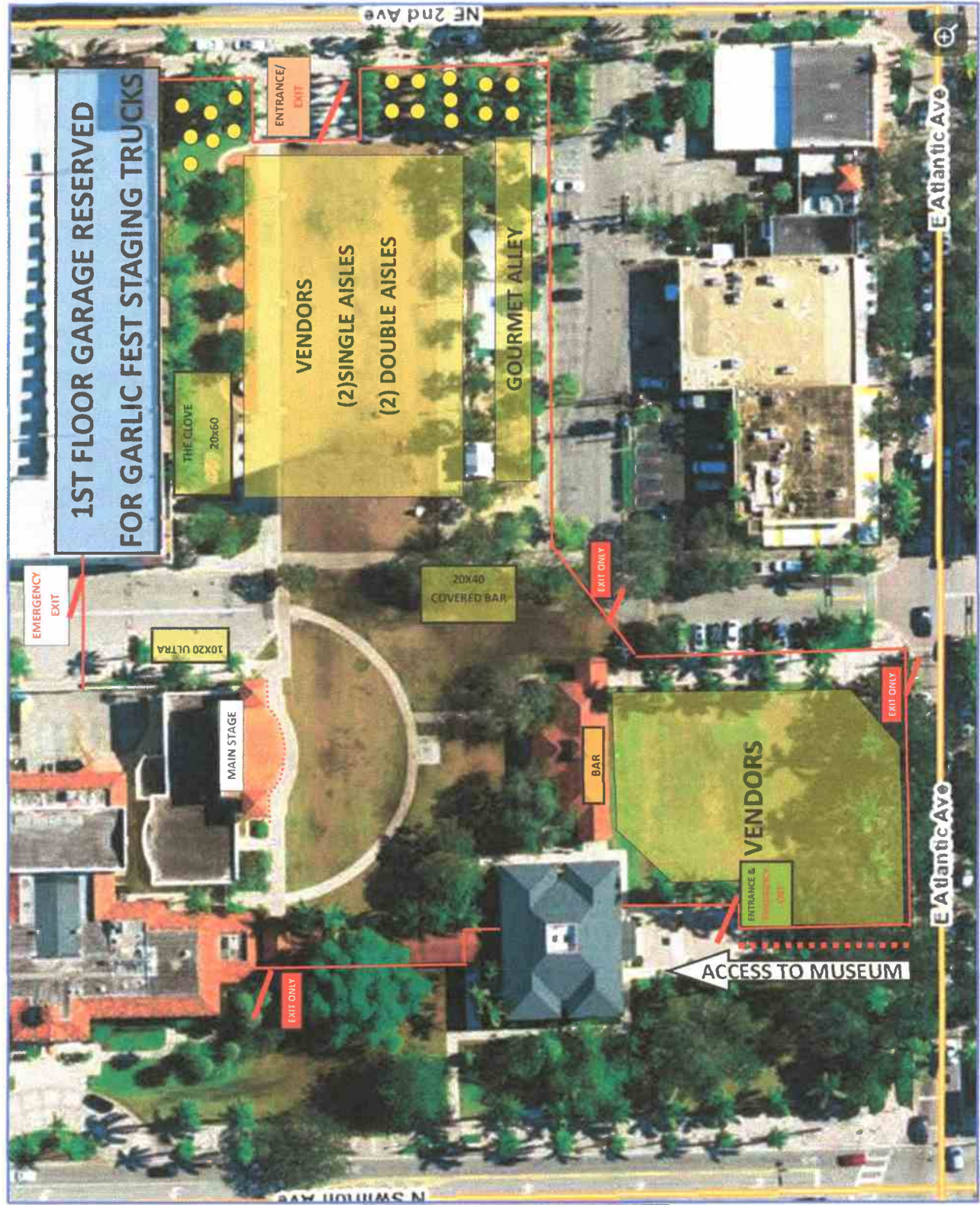
JEC (Please initial here)

Signature: 

Date: 07.18.2025



February 28-March 1, 2026
DeLray Beach, FL



ENTRANCE/
EXIT

(1) Entrance & Exit

ENTRANCE &
EXIT

(1) Entrance & Emergency Exit

EXIT ONLY

(3) Exit Only

EMERGENCY
EXIT

(1) Emergency Exit (Open in case of emergencies, not for normal use.)

