School min Steet





# 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. Organization/Corporation		Website:www.garlicfestfl.com					
Address:	140 NE 1st Street Street Address	A	Apartment/Unit #					
	Delray Beach	FL	33444					
	City	State	Zip					
Phone:	561-274-4663	Email: jer	nnifer@festivalmanagementgroup	o.com				
Event Producer:	Jennifer Costello First Last		Cell Phone: <u>561-703-7028</u>					
Type of Event (check event type and circle organization type):								
☐ Commercial (For-Profit/Non-Profit)X_ Community (For-Profit/Non-Profit) ☐ Athletic (For-Profit/Non-Profit)								
SUNBIZ # N03000001920 Please submit IRS non-profit letter with application.								
	Event Int	ormation		انتنا				
Event Name/Title: 27th Delray Beach Garlic Fest								
Request Event Location: <u>51 N. Swinton Ave., Old School Square; Front lawn, east side; Amphitheater, park and pavilion</u> (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.								
(3.74 11.2	The state of the s	F WEEK ST	ART TIME END TIME					
DAY 1	February 28, 2026 Satu	rday	11:00am 11:00pm					
DAY 2	March 1, 2026 Sun	day	11:00am 7:00pm					
DAY 3								
Set-up will b	egin on: <u>Feb 27, 2026</u> at <u>7:00</u>	Time	_AM/ PM					
Breakdown	will be completed by March 2, 2026	at 12:00	AM (PM					

Date Time

	Event Details	the second market was
Attendance Estimates: Total Event Attendance: 7,500	Daily Attendance: 4,000	Peak Hourly Attendance: 4,000
Is this an Annual Event?	es X No□	
If yes, # of Years Held: 26	f Years Held in Delray Beach:_	Last Held: 2025 (Village of
Is this event produced in other cities:	Yes No X	
If yes, please list what cities:		
Is the event open to the public?	Yes 🗆 No	
Is there an Admission Fee/Ticket Fee? X If yes, provide fees/ticket prices: Adult/Gene	Yes ☐ No eral Admission: \$ <u>15/20</u> Se	enior: \$Child: \$ <u>10 under free</u>
Is fencing to be used (i.e. gated event)?	X Yes 🗆 No	
ROAD CLOSURES		
Will your event require road closures?	☐ Yes X No	
If YES, please describe the streets and inters		closed
STREET/INTERSECTION	CLOSURE	RE-OPEN OF ROAD
	Date / Time	Date / Time
GENERAL EVENT COMPONENT	S WHICH MAY REQUIRE	A TEMP USE PERMIT/WAIVER
General Event Components which may rec (please select all that may apply and add c		Code/LDR waiver
X Alcohol (113.02)	X Live Music /Amplified	Music / Sounds (99.03(a)/99.05)
☐ Animals (101.27/LDR 2.4.6(f)(8))	X Merchandise Vendors	(118.04/110.15)
X Cooking on Site/Open Flame (96.04)	☐ Offsite Parking (4.6.9	9(5)(b)) & (2.4.6. (F)(7) (2.4.6.(3)(e))
☐ Fireworks (99.05/101.20/96.25)	☐ Road Closure (F.S. C	hapter 316 & 318)
☐ Food Trucks (120.01(c))	X Signs & Banners (LDR	4.6.7(F)
☐ Amusement Games/Rides/Carnival (included)	ding inflatables/climbing walls,	etc.) (LDR 2.4.6(f)(1))
Please note that if approved, Amusement Rides of Agriculture and Consumer Services (FDACS) be provided to the City.		
X Other: Need lower level of OSS garage for		
Permission for DBPD Explorers to continuous of event operation).	narge \$5 for parking at OSS ga	arage & Federspeil garage as a fundraiser

Tents:	X Yes	□ No	lf y	es, how n	nany total	tents?	145		Size of tents: 40x40	10x10, 10x20, 20x20,
							over 10'x2 lays to prod		ermits are av	ailable through the City of
If yes, w		is obtair orior to e	ning the	Alcohol The licens	License p	must pr	ovide Certif			Alcohol Liability Insurance g City of Delray Beach as
	Χ		mpress	X Yes rshal insp sed Gas	No ections a		ired)			
	ne of greas e & time of						@ 11:30 pm	<u>n</u>		
				☐ Yes he site ma			hnics will be	e set-up a	nd fall zone. (	City Commission approval is
(Health I		t approv	al requi	red along	with City	Busines.	s Tax Recei	ipt or Vend	lor License. Fu	t event: <u>20</u> Ill list will be required prior to Holder and Additional Insured.)
	ucks must i				Health De	partmen		nd inspectio	trucksons and provid	 le Certificate of Insurance
If yes, a		grees all	l enterta							st of all performers and ed that gar in advance.
(City Bus	ndise Ven siness Tax Pelray Beac	Receipt				d. Each	vendor mus			at the event: 145 surance listing
	nance Plat umber of p						es X No le permit m	ay be requ	uired for anyth	ning over 30")
	e Toilets: ow many?		_Vend	or providi			X No		_(Location:	
If yes, lo	Sunday).	equeste * <u>Delra</u>	ed restr	ooms & ti	mes bein	vide res	Concessio	ndants for	event	open each day and 1 hour afte
Roadwa	y Signage	e/Pole E	Banner	s:		X Yes	□ No (Cit	ty fees and	charges will b	e incurred with this request).
Trash B	oxes & Ba	ags:				☐ Yes	X No If y	yes, the Cit	ty will determin	ne number needed / staffing.
Access	to City Po	wer:				X Yes	□ No If y	es, where		

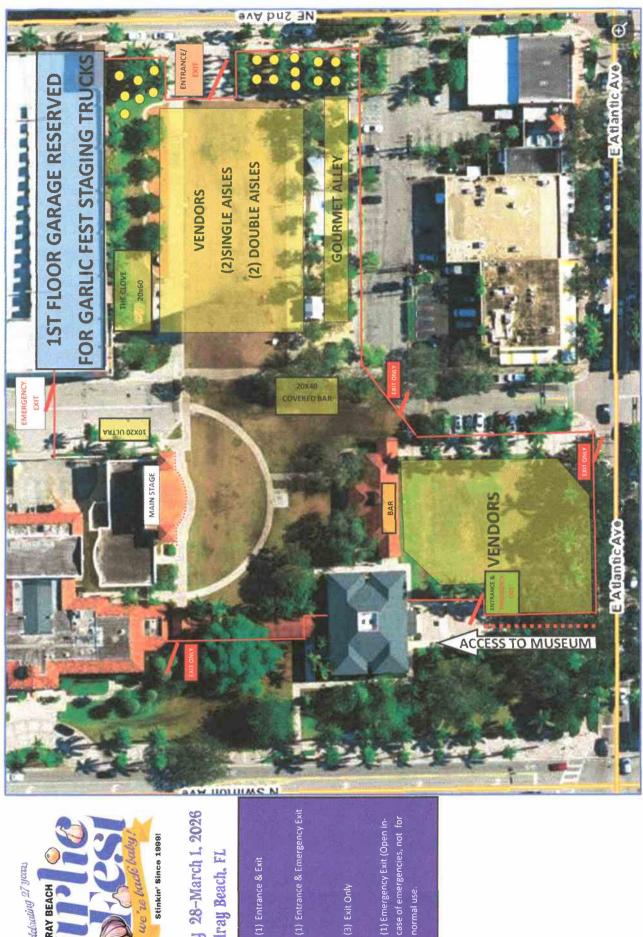
### **EVENT PURPOSE & COMMUNITY BENEFITS**

**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

<ul> <li>Please attach a <u>clear and detailed map</u> 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:</li> </ul>									
Parking Plan for Attendees, Vendors, etc.:   Yes X No (If yes, please indicate locations on site map)									
Use of City Owned-Metered Parking Spaces: ☐ Yes X 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 X 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, <u>plastic straws are banned</u> . 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:	Event Permit Type  Commercial Event (For- Profit/Non-Profit)	Deadline to Submit Application (days prior to event date)	SEO/SETAC Processing Time (days prior to event date) 60	Approval Authority  City Commission with SEO and					
X Completed Application	Community Event (For- Profit/Non-Profit)	90	60	SETAC recommendation SEO with SETAC recommendation					
X Site Map	Athletic Event (For- Profit/Non-Profit)	45	30	SEO with SETAC recommendation					
X Non-Refundable \$150.00 Applicable FeeDetailed COVID-19 Safety Plan - TBA									
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.  Signature:  Date: D7-18-2005									



normal use.

MERGENCY

February 28-March 1, 2026 Stinkin' Since 1999! DELRAY BEACH

Celebraiong 27 years

Delray Beach, FL

ENTRANCE/





February 28-March 1, 2026 Delray Beach, FL

SITE SQUARE FOOTAGE

TOTAL SQUARE FEET OF EVENT
FOOTPRINT: 170,917 sq. ft

Structure as barricade; 871 Ft

Fencing; 1199 Ft

