

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: Howard Alan Events Website: ArtFestival.com
Organization/Corporation

Address: 270 Central Blvd, Suite 107
Street Address *Apartment/Unit #*

Jupiter, FL 33458
City *State* *Zip*

Phone: 561-746-6615 Email: Megan@artfestival.com

Event Producer: Howard Alan Cell Phone: 609-330-6504
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: 25th Annual Downtown Delray Beach Art Festival on 4th
On NE 4th Ave from E. Atlantic Ave to NE 2nd St.

Request Event Location: On NE 1st St on west and east side, stops at alley.

Event Description: This event has been held annually for the past 24 years in Downtown Delray Beach. It features local and national artists displaying and selling their handmade art.

	EVENT DATE	DAY OF WEEK	START TIME	END TIME
DAY 1	12/6/25	Saturday	10AM	5PM
DAY 2	12/7/25	Sunday	10AM	5PM
DAY 3				

Set-up will begin on: 12/6/25 at 3AM AM / PM
Date *Time*

Breakdown will be completed by: 12/7/25 at 8PM AM / PM
Date *Time*

Event Details

Attendance Estimates:

Total Event Attendance: 2,000 Daily Attendance: 1,000 Peak Hourly Attendance: 1PM

Is this an Annual Event? ☒ Yes ☐ No

If yes, # of Years Held: 24 If yes, # of Years Held in Delray Beach: 24 Last Held: 2025

Is this event produced in other cities: ☒ Yes ☐ No

If yes, please list what cities: Ft. Lauderdale, Stuart, Juno Beach, Aspen, Alexandria, Pittsburgh

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 9th Ave from SW 1st St to Atlantic Ave.</i>	<i>Nov 21, 2021 / 7:00am</i>		<i>Nov 21, 2021 / 4:00pm</i>	
On NE 4th Ave from E. Atlantic Ave to NE 2nd St.	12/6/25/ 3AM		12/7/25/ 8PM	
On NE 1st St on west and east side, stops at alley.	12/6/25/3AM		12/7/25/8PM	

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)

- | | |
|--|---|
| <input type="checkbox"/> Alcohol (113.02) | <input type="checkbox"/> Live Music /Amplified Music / Sounds (99.03(a)/99.05) |
| <input type="checkbox"/> Animals (101.27/LDR 2.4.6(f)(8)) | <input checked="" type="checkbox"/> Merchandise Vendors (118.04/110.15) |
| <input checked="" type="checkbox"/> Cooking on Site/Open Flame (96.04) | <input checked="" type="checkbox"/> Offsite Parking (4.6.9(5)(b)) & (2.4.6. (F)(7) (2.4.6.(3)(e)) |
| <input type="checkbox"/> Fireworks (99.05/101.20/96.25) | <input checked="" type="checkbox"/> Road Closure (F.S. Chapter 316 & 318) |
| <input type="checkbox"/> Food Trucks (120.01(c)) | <input type="checkbox"/> Signs & Banners (LDR 4.6.7(F)) |
| <input type="checkbox"/> 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? 100 Size of tents: 10x10 flame retardant canopies only.

Please note that a tent permit is required for any tent that is over 10'x10'. 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)*

x Gas/Compressed Gas
x Electric
_____ Fryers

➤ Name of grease removal contractor: _____ 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: 4

(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: 100

(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? ⁵ _____ Vendor providing service? Coastal Waste *(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: _____

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.

Community and local gathering opportunity. Local and regional artists sell and display one-of-a-kind arts and crafts,

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)

Requesting use of City Hall at 100 NW 1st Avenue Delray Beach, FL 33444

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.

MM (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:

- ☐ Completed Application
- ☐ Site Map
- ☐ Non-Refundable \$150.00 Applicable Fee
- ☐ Detailed COVID-19 Safety Plan

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 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.

MM (Please initial here)

Signature: Megan McMahan

Date: 2/17/25