



Cover Memorandum/Staff Report

File #: 25-1066

Agenda Date: 8/28/2025

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: August 28, 2025

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "DO GOOD DELRAY/IRC FUNDRAISER" TO BE HELD ON OCTOBER 17, 2025, AT THE DELRAY BEACH HISTORICAL SOCIETY; 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 Do Good Delray/IRC Fundraiser to be held on October 17, 2025; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

The Institute For Regional Conservation submitted a Special Event Application on July 17, 2025, for the Do Good Delray/IRC Fundraiser event to be held on October 17, 2025 at the Delray Beach Historical Society. This event is in conjunction with Do Good Delray and it's mission is to raise awareness for the protection and restoration of local flora and fauna ecosystems. The event is expecting 150 people in attendance and will include alcohol and cooking on site. This event has an admission fee of \$25 per person. This is the 2nd year of this event. The event happened at the Delray Beach Historical Society on October 3, 2024 without any issues. The event will take place from 5:30pm - 9:00pm.

Special Event Technical Advisory Committee (SETAC):

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

Funding Source/Financial Impact:

All costs will be billed to event producer. Those costs are to be determined.

Timing of Request:

The event is quickly approaching and the producer would like to begin selling tickets.