

# Special Event Application

**APPLICATION MUST INCLUDE COMPLETED PAPERWORK, SITE MAP, AND NON-REFUNDABLE APPLICATION FEE (\$150) PAYABLE TO THE CITY OF DELRAY BEACH**

**APPLICATION MUST BE RECEIVED A MINIMUM OF 90 DAYS IN ADVANCE OF EVENT OR A MINIMUM OF 180 DAYS FOR IMPACT EVENT**

A. General Information

1. Day & Date of Event:	MARCH 6, 2027 (PROPOSED)
2. Name of Event:	MUSCLE ON THE BEACH CAR SHOW
3. Setup Start Time:	6AM
4. Gates Open Time:	10AM
5. Event Start Time:	10AM
6. Event End Time:	3-4PM.
7. Breakdown End Time:	4PM
8. Location of Event:	OLD SCHOOL SQUARE
9. Event Description:	MUSCLE CAR EVENT TO RAISE MONEY FOR SANDWAY DISCOVERY CENTER
10. Event Purpose and Community Benefits:	SEE ABOVE

11. Name of Applicant/Applying Organization:	MUSCLE ON THE BEACH CAR SHOW		
Address:	826 NE 1ST CT		
City:	DeLray Beach	State:	FL. Zip: 33483
Phone:	917-670-6993		
Phone (Alt):			
Fax:	Email: info@muscleonthebeach.com		
Web Site:	www.muscleonthebeach.com		

<b>SUNBIZ # (must submit IRS letter with application for non-profits):</b>	
<b>12. Event Producer Name:</b> George Warden	<b>Cell Phone:</b> 917-670-6993
<b>13. Authorized Representative:</b> Same	<b>Cell Phone:</b>
<b>14. Day of Event Phone:</b> Same	
<b>15. Email Address:</b> info@muscleonwithebeast.com	

B. Event Information

<b>16. Type of Event: (Please circle all that apply)</b>		
Festival	Block Party	Public Assembly
Walk/Run	Concert/Performance	Parade/Procession/Motorcade
Sporting Event	Other (Please List): Muscle Car Show	
<b>17. Estimated Total Attendance:</b> 6000		<b>Per Day:</b> 1
		<b>Public or Private Event:</b> Public
<b>18. Is this an annual event?</b> YES	<b>How many years?</b> 5	<b>Last Held:</b> 3/7/2015
<b>19. What type of entertainment will take place?</b> DJ		

**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)

- 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))
- Fireworks (Will require permit from FD)
- Amusement Games/Rides/Carnival (including inflatables/climbing walls, etc.) (LDR2.4.6(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 STANDS 10x10 / 10x20

C. Fees/Parking

20. Will there be an admission fee charged for the event?	NO	Amount:
21. Will there be any additional activity fees charged?	NO	Amount:
22. Parking Plan for attendees, vendors etc. (yes or no)	(no)	
23. Use of city metered spaces (yes or no, If yes how many and location)	NO	

D. Vending / Concession

24. What type of vending will be present? (Crafts, Food, Exhibits, Beverage, etc.)	EXHIBITS	
25. How many vendors? Food/Beverage _____ Merchandise _____ Other _____	10-15	
26. Do you request electrical services for vendors?	YES	
27. Are your vendors using generators?	MAYBE	
28. Will trash boxes & bags be needed (City will determine number needed):	YES	
29. Will food and/or non-alcoholic beverages be served and/or sold?	NO	
30. Type of Food Vendors (Please Circle): Food Trucks Food Carts Tents Grills or Fire Pits		
31. Type of cooking to take place (Please Circle): Gas/Compressed Gas Electric Fryers Other	N/A	
32. Will alcoholic beverages be served and/or sold?	NO	
33. What entity will be obtaining the Alcohol License permit? (List below):	N/A	
6 ft fencing required for events with alcohol		

E. Restroom Facilities:

34. If port-o-lets are not used, what city restrooms will your event be utilizing?	City Restrooms @ old School Square	
35. How many port-o-lets will you have?	N/A	
36. Name the vendor providing the port-o-lets.	N/A	

F. Equipment

37. Will the event include tents?	YES	
38. Please specify the quantity of tents by each size.		
	Approx 10-14 tents	2-3 10x20
		10 10x10
39. Will you be placing banners and/or signs at your event?		
How many?	YES	Sizes? 4x6
Verbiage:		
40. Please list number, size and location of stages/platform:	1 stage 10x12	

Note: Any tent (or grouping of tents) larger than 900 square feet, including vendor tents, must obtain a permit from the City of Delray Beach. Any tent permit issued is limited to the duration of the setup and breakdown times indicated on this event application NO EQUIPMENT INCLUDING TENTS MAY BE STAKED INTO THE GROUND.

G. Sound and Lighting

41. Who will provide your audio and lighting?	DJ
42. Will electrical services be needed?	YES
43. Please list locations and explain:	BY 1ST STREET ENTRANCE TO OSS

H. Road Closures and Security

44. Will the event require police?	YES	
45. Will the event require road closures (Major road closures will have to be approved by City Commission).	YES	
46. Please describe the roads and intersections you are requesting to be closed:		
Road/Intersection	Date/Time Closed	Date/Time Open
AND Ave Atlantic to 1st St.	3/6/25	7AM - 4PM

I. Site Plans/ Maps

Please attach a detailed site map to include the following: Tent locations, Port-o-let, vendors (all types), stages, and where power will be required. If any area of the event is fenced in, please include and show the following on the map: size of fenced in area, size and location of tents, tables, bars, entrances and exits including width, standing only or will seating be permitted (identify if fixed seating or festival lawn chair seating). If there is a barricade or fenced in VIP area within the footprint, same principle applies. For fixed floor seating: include floor plan showing rows and number of chairs in each row, section, aisles and width of aisles. Show chair spacing distance. Parking: Parking plan should include location of available parking and staffing details. Please contact Allie Behrman, Special Events Manager, if you have any questions or concerns regarding the site plan. Hand drawn maps will not be accepted as a site map.

J. Insurance Requirements

General Liability Insurance is required for all public events. All General Liability Insurance must be provided by the event applicant, no exceptions. Liquor Liability can be provided by whichever business/organization/non-profit that is providing the alcohol services. The insurance limits are \$1,000,000 per occurrence. The certificate holder must be listed as City of Delray Beach, 100 NW 1<sup>st</sup> Ave, Delray Beach, FL 33444. The certificate holder (City of Delray Beach) must also be listed as Additional Insured. All vendors coming on to city property are also required to provide a current copy of their General Liability Insurance naming the city as additional insured.

K. Additional Terms

The City reserves the right to revoke any permit granted for an activity which is found to be in violation of any ordinance, law, or condition of approval. Failure of the City to timely invoke this right will act as a waiver to exercise such rights in the future.

L. Processing

All applications must be submitted for review no less than 90 days prior to the date of the event to be held. Applications turned in with less than 90 days processing time will not be processed. Events requiring major road closures or impact events (3,500 people or more) require 180 days processing. .

**Marketing/advertising of any kind may not take place until event approval is granted.**

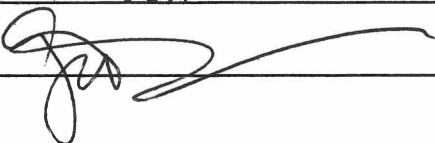
To ensure timely processing of your event application, the following must be submitted at time of application. Applications will not be sent for review unless you have included all of the following items with your application:

- \_\_\_ Completed Application
- \_\_\_ Site Map
- \_\_\_ Non-Refundable Application Fee
- \_\_\_ Parking Plan (If necessary)
- \_\_\_ IRS Letter for Non-profit (If applicable)

\_\_\_\_\_  
PRINT APPLICANT NAME

CHRISTIE WALDEN

\_\_\_\_\_  
APPLICANT SIGNATURE

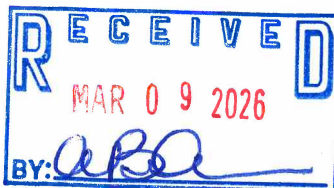


3/7/2026  
DATE

**For Office Use Only**

Received on \_\_\_\_\_

Received by \_\_\_\_\_



INTERNAL REVENUE SERVICE  
DISTRICT DIRECTOR  
401 W. PEACHTREE ST. NW  
ATLANTA, GA 30365

DEPARTMENT OF THE TREASURY

Date:

NOV 22 1995

THE FRIENDS OF SANDOWAY HOUSE  
NATURE CENTER INC  
1020 TAMARIND RD  
DELRAY BEACH, FL 33498

Employer Identification Number:  
65-0603775

Case Number:  
585284009

Contact Person:  
ROBERTA VAN METER

Contact Telephone Number:  
(404) 331-0185

Accounting Period Ending:  
December 31

Foundation Status Classification:  
509(a)(1)

Advance Ruling Period Begins:  
August 31, 1995

Advance Ruling Period Ends:  
December 31, 1999

Addendum Applies:  
Yes

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

Letter 1045 (08/86)

THE FRIENDS OF SANDOWAY HOUSE

will no longer treat you as a publicly supported organization; grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If you are required to file a return you must file it by the 15th day of the fifth month after the end of your annual accounting period. We charge a penalty of \$10 a day when a return is filed late, unless there is reasonable

THE FRIENDS OF SANDOWAY HOUSE

cause for the delay. However, the maximum penalty we charge cannot exceed \$5,000 or 5 percent of your gross receipts for the year, whichever is less. We may also charge this penalty if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees. If an employer identification number has not entered on your applications, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are spent only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), you must have evidence that the funds will remain dedicated to the required purposes and that the recipient will use the funds for those purposes.

If you distribute funds to individuals, you should keep case histories showing the recipients' names, addresses, purposes of awards, manner of selection, and relationship (if any) to members, officers, trustees or donors of funds to you, so that you can substantiate upon request by the Internal Revenue Service any and all distributions you made to individuals. (Revenue Ruling 56-304, C.B. 1956-2, page 306.)

You indicate that you will not finance your activities with tax-exempt bonds or certificates of participation. Therefore, this determination letter is based on the understanding that you will not raise funds through such financing. If in the future you wish to raise funds by either of these methods, you should request a ruling from the Internal Revenue Service, 1111 Constitution Avenue, N.W., Washington, D.C. 20224; Attn: CP:EO:k; according to Revenue Procedure 90-4, 1990-2 I.R.B. 10.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

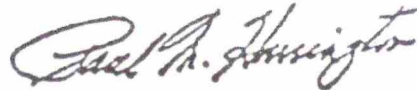
Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

THE FRIENDS OF SANDOWAY HOUSE

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

A handwritten signature in cursive script, reading "Paul A. Huntington".

District Director

Enclosure(s):  
Addendum  
Form 872-C

THE FRIENDS OF SANDWAY HOUSE

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, and supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$10 per day for each day there is failure to comply (up to a maximum of \$5,000 in the case of an annual return). See Internal Revenue Service Notice 88-120, 1988-2 C.B. 454, for additional information.

If your organization conducts fund-raising events such as benefit dinners, auctions, membership drives, etc., where something of value is received in return for contributions, you can help your donors avoid difficulties with their income tax returns by assisting them in determining the proper tax treatment of their contributions. To do this you should, in advance of the event, determine the fair market value of the benefit received and state it in your fund-raising materials such as solicitations, tickets, and receipts in such a way that your donors can determine how much is deductible and how much is not. To assist you in this, the Service has issued Publication 1391, Deductibility of Payments Made to Charities Conducting Fund-Raising Events. You may obtain copies of Publication 1391 from your local IRS Office. Guidelines for deductible amounts are also set forth in Revenue Ruling 67-246, 1967-2 C.B. 104 and Revenue Procedure 90-12, 1990-1 C.B. 471 and Revenue Procedure 92-49, 1992-26 I.R.B. 18.

The value of time or personal services contributed to your organization by volunteers is not deductible by those volunteers as a charitable contribution for Federal income tax purposes. You should advise your volunteers to this effect.

Form **872-C**

**Consent Fixing Period of Limitation Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code**

OMB No. 1545-0056

(Rev. July 1993)

To be used with Form 1023. Submit in duplicate.

Department of the Treasury  
Internal Revenue Service

(See instructions on reverse side.)

Under section 6501(c)(4) of the Internal Revenue Code, and as part of a request filed with Form 1023 that the organization named below be treated as a publicly supported organization under section 170(b)(1)(A)(vi) or section 509(a)(2) during an advance ruling period,

TIDE FRIENDS OF SANDWAY HOUSE NATURE CENTER, INC.  
(Exact legal name of organization as shown in organizing document)  
1020 TAMARIND ROAD  
DELRAY BEACH, FL 33443  
(Number, street, city or town, state, and ZIP code)

and the

District Director of Internal Revenue, or Assistant Commissioner (Employee Plans and Exempt Organizations)

Consent and agree that the period for assessing tax (imposed under section 4940 of the Code) for any of the 5 tax years in the advance ruling period will extend 8 years, 4 months, and 15 days beyond the end of the first tax year.

However, if a notice of deficiency in tax for any of these years is sent to the organization before the period expires, the time for making an assessment will be further extended by the number of days the assessment is prohibited, plus 60 days.

Ending date of first tax year DECEMBER 31, 1995  
(Month, day, and year)

Name of organization (as shown in organizing document)	Date
<u>TIDE FRIENDS OF SANDWAY HOUSE NATURE CENTER, INC.</u>	<u>11-9-95</u>
Officer or trustee having authority to sign	
Signature ▶ <u>Cynthia H. Patton</u>	Title ▶ <u>President</u>
<b>For IRS use only</b>	
District Director or Assistant Commissioner (Employee Plans and Exempt Organizations)	Date
<u>Paul M. Harrington</u>	<u>11/22/95</u>

By ▶ Cynthia H. Patton FO Reviewer

# Muscle On The Beach Car Show Site Plan – March 2, 2024

