



Special Event Application

APPLICATION MUST INCLUDE COMPLETED PAPERWORK, SITE MAP, AND NON-REFUNDABLE APPLICATION FEE (\$150) PAYBALE 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. Date of Event:	Wednesday April 14 through Monday 19, 2027		
2. Name of Event:	6th Annual International Delray Beach Concours d'Elegance		
3. Setup Start Time:	Wednesday 8:00AM		
4. Gates Open Time:	Saturday 12-10PM PRIVATE & Sunday 9AM-4PM PUBLIC		
5. Event Start Time:	Saturday 12pm		
6. Event End Time:	Sunday 4PM		
7. Breakdown End Time:	Sunday 9:00PM		
8. Location of Event:	Old School Square & NE 2nd Ave & NE 1st Ave & Adj. Parking L		
9. Event Description:	Free family friendly International cultural festival		
	of historic collector automobiles valueing over \$300 million with international celebrity spea		
10. Event Purpose and Community Benefits:	International and National Museums and Celeb		
	interacting with residents and visitors in a family friendly environment		
	fundraising for Delray firest responder and youth charities. With month long Cornell art exhi		
11. Name of Applicant/Applying Organization:	Delray Concours Foundation		
Address:	1705 NW 4th Ave		
City:	Delray Beach	State:	FL Zip 33444
Phone:	561-927-8605		
Phone (Alt):	561-668-6908		
Fax:		Email:	director@dbconcours.org
Web Site:	www.delrayconcours.org		

SUNBIZ # (must submit IRS letter with application for non-profits): 501c3 N22000013500	
12. Event Producer Name: Max Zengage	Cell Phone: 561-927-8605
13. Authorized Representative: Bob Cantwell	Cell Phone: 214-450-3235
14. Day of Event Phone: both	
15. Email Address: director@dbconcoours.org	

B. Event Information

16. Type of Event: (Please check all that apply)		
Festival <input checked="" type="checkbox"/>	Block Party <input type="checkbox"/>	Public Assembly <input type="checkbox"/>
Walk/Run <input type="checkbox"/>	Concert/Performance <input type="checkbox"/>	Parade/Procession/Motorcade <input type="checkbox"/>
Sporting Event <input type="checkbox"/>	Other (Please List): <input type="checkbox"/>	
17. Estimated Total Attendance: 10,000	Per Day: 1	Public or Private Event: Public
18. Is this an annual event? yes	How many years? 5	Last Held: 4/16-20, 20 ⁺
19. What type of entertainment will take place?		
live jazz band 9 piece "BOLD CITY CLASSICS" BAND		

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 checked="" type="checkbox"/> Alcohol (113.02) | <input checked="" 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 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 checked="" type="checkbox"/> Signs & Banners (LDR 4.6.7(F)) |
| <input type="checkbox"/> Fireworks (Will require permit from FD) | |

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 Car Lift Structure, Sand Sculpture, Front Lawn Conditional Use for Vehicles, 4ft tall

Car Lift Structure, Sand Sculpture, Front Lawn Conditional Use for Vehicles, 4ft tall white picket fence and french barricades for partial alcohol fence, Creative Art School Kitchen Rental, City parking cones, Ground floor OSS garage rental, Atlantic Ave & NE 2nd Ave lamp pole banners

C. Fees/Parking

20. Will there be an admission fee charged for the event? <input type="checkbox"/> VIP <input checked="" type="checkbox"/> yes public <input type="checkbox"/> Amount: free
21. Will there be any additional activity fees charged? <input type="checkbox"/> cash bar. <input type="checkbox"/> VIP <input type="checkbox"/> Amount: varies
22. Parking Plan for attendees, vendors etc. (yes or no) <input checked="" type="checkbox"/> yes Saturday VIP \$50-500
23. Use of city metered spaces (yes or no, If yes how many and location)
yes, Friday thru Sunday. See map 58 total spots. (13) OSS garage ground floor, NE 2nd A

D. Vending / Concession

24. What type of vending will be present? (Crafts, Food, Exhibits, Beverage, etc.)
25. How many vendors? <input type="checkbox"/> 50 <input type="checkbox"/> Food/Beverage <input type="checkbox"/> 2 (DADA) <input type="checkbox"/> Merchandise <input type="checkbox"/> 40 <input type="checkbox"/> Other <input type="checkbox"/> 10
26. Do you request electrical services for vendors? <input type="checkbox"/> in concession stand and lam <input type="checkbox"/>
27. Are your vendors using generators? <input type="checkbox"/> no
28. Will trash boxes & bags be needed (City will determine number needed): <input type="checkbox"/> yes <input type="checkbox"/> 60
29. Will food and/or non-alcoholic beverages be served and/or sold? <input checked="" type="checkbox"/> yes
30. Type of Food Vendors (Please Circle): Food Trucks <input checked="" type="checkbox"/> Food Carts <input type="checkbox"/> Tents <input type="checkbox"/> Grills or Fire Pits
31. Type of cooking to take place (Please Circle): Gas/Compressed Gas <input type="checkbox"/> Electric <input type="checkbox"/> Fryers Other <input checked="" type="checkbox"/> n/a inside city kitchen rental
32. Will alcoholic beverages be served and/or sold? <input checked="" type="checkbox"/> yes DADA cash bar
33. What entity will be obtaining the Alcohol License permit? (List below):
DADA of Delray Beach Restaurant
6 ft fencing required for events with alcohol
4ft french barricade waiver for partial sections at entrances

E. Restroom Facilities:

34. If port-o-lets are not used, what city restrooms will your event be utilizing?
concession stand city restrooms, OSS garage city restrooms
35. How many port-o-lets will you have? <input type="checkbox"/> 0
36. Name the vendor providing the port-o-lets.

F. Equipment

37. Will the event include tents? yes Grimes rental & nonprofit & sponsor branded tents
38. Please specify the quantity of tents by each size.
40 10x10'
3 10x20'
39. Will you be placing banners and/or signs at your event?
How many? 20 and NE 2nd Ave & Atlantic Ave lamp poles Sizes? 5x8
Verbiage: event & foundation name
40. Please list number, size and location of stages/platform: (12) 6 inch tall car platforms

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? Parisi Sound / Frenquency Events AV
42. Will electrical services be needed? yes
43. Please list locations and explain: stage & concession stand & lamp poles/outlets around campus & DDA cable covers

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
NE 2nd Ave from NE 1st St to A <input type="checkbox"/> Sunday Only 4/18/27 6AM-6PM
NE 1st Ave from Atlantic Ave to <input type="checkbox"/> Sunday Only 4/18/27 6AM-6PM
Private Parking Lot South of Fig <input type="checkbox"/> Sunday Only 4/18/27 6AM-6PM

I. Site Plans/ Maps

Please attach a detailed site map to include the following: Locations of tents, 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 site 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 Event 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 1st 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)

Max Zengage, Delray Concc

PRINT APPLICANT NAME


APPLICANT SIGNATURE

5/1/26

DATE

For Office Use Only

Received on _____

Received by _____

Special Event Application Information

Please carefully read and initial all the information below regarding the Special Event Application. Incomplete Applications will not be accepted.

MZ All applications must include paperwork, completed site map and non-refundable application fee.

MZ Applications must be received a minimum of 90 days in advance of the event or a minimum of 180 days for an impact event.

MZ Amusement rides must be inspected onsite 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.

MZ Tents of 900 sq feet or greater require a tent permit. Tent permits are available through the City of Delray Beach Building Department and may take up to 30 days to process. Be advised there is a fee for tent permits. Tent duration is limited to setup and break down time indicated on application.

MZ Serving alcoholic beverages requires a Liquor License and Liquor Liability Insurance and is required 30 days prior to the event. License holders must provide a Certificate of Insurance listing the City of Delray Beach as Certificate holder and Additional Insured.

MZ All events with alcohol are required to have 6' fencing.

MZ Fire Marshal inspections are required for all that include, but not limited to, road closures, cooking on site, fenced in events.. The Delray Beach Fire Marshal reserves the right to add an inspector as deemed necessary.

MZ City Commission approval is required for all fireworks and pyrotechnics. A site map must be included including the fallout zone with your application.

MZ City Commission approval is required for all impact and major road closure events. An impact event is an event that has 3500 people in attendance on any given day.

MZ A full list of food and beverage vendors will be required prior to the event. Each vendor must provide Certificate of insurance listing the City of Delray Beach as Certificate Holder and as additional insured.

MZ Each food vendor must sign and return the DBFR Fire Inspections Requirement Form. All vendors cooking under tents must submit proof that tents are fire retardant.

MZ Food Trucks must have current Florida and Health Department permits and inspections. And provide Certificate of Insurance listing the City of Delray Beach as the Certificate Holder and as Additional Insured.

MZ Marshal inspections are required.

MZ Applicant agrees all entertainment will be family friendly and contain no obscenities. A list of all performers and DJs is required before an event permit is issued.

MZ All merchandise vendors and exhibitors must provide a city business tax receipt or vendor license. Each vendor must provide a Certificate of Insurance listing the City of Delray Beach as the Certificate holder as additional insured.

MZ Stages must be 30" high or less. An additional stage permit may be required for anything over 30". Depending on the size, a building permit may be required.