



Cover Memorandum/Staff Report

File #: 26-0965

Agenda Date: 8/27/2026

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Events Manager
THROUGH: Terrence R. Moore, ICMA-CM
DATE: August 27, 2026

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "DELRAY FEST" TO BE HELD ON APRIL 23-24, 2027, AT OLD SCHOOL SQUARE; 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 Delray Fest to be held on April 23-24, 2027; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

3rd Space Hospitality submitted a Special Event Application on May 14, 2026, for the event Delray Fest to be held on April 23-24, 2027, at Old School Square. This will be the first time this event is taking place. The event will include alcohol, live music, cooking on site, and merchandise vendors. The event will build a stage on the Old School Square grounds and also build platforms with railing to go around the existing stage for VIP. There are maps and renderings in the backup. The event will take place on the stage, amphitheater lawn and great lawn. The producer submitted an architect drawn life safety plan that has been approved by Fire.

The event producer has worked with the CRA - Green Market to make a cohesive map for the Green Market and Saturday portion of the event. Both events will be able to run simultaneously.

The event will take place on Friday and Saturday from 2:00pm - 11:00pm. The producer is expecting to have about 3,499 in attendance.

This is a ticketed event.

Special Event Technical Advisory Committee (SETAC):

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

Funding Source/Financial Impact:

There is no financial impact to the city as the event producer will be billed for all costs.

Timing of Request:

The event producer would like to begin booking acts and vendors.