



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. Day & Date of Event:
2. Name of Event:
3. Setup Start Time:
4. Gates Open Time:
5. Event Start Time:
6. Event End Time:
7. Breakdown End Time:
8. Location of Event:
9. Event Description:
10. Event Purpose and Community Benefits:

11. Name of Applicant/Applying Organization:
Address:
City: State: Zip:
Phone:
Phone (Alt):
Fax: Email:
Web Site:

SUNBIZ # (must submit IRS letter with application for non-profits):	
12. Event Producer Name:	Cell Phone:
13. Authorized Representative:	Cell Phone:
14. Day of Event Phone:	
15. Email Address:	

B. Event Information

16. Type of Event: (Please check all that apply)		
Festival	Block Party	Public Assembly
Walk/Run	Concert/Performance	Parade/Procession/Motorcade
Sporting Event	Other (Please List):	
17. Estimated Total Attendance:	Per Day:	Public or Private Event:
18. Is this an annual event?	How many years?	Last Held:
19. What type of entertainment will take place?		

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.) (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 _____

C. Fees/Parking

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

D. Vending / Concession

24. What type of vending will be present? (Crafts, Food, Exhibits, Beverage, etc.)	
25. How many vendors?	Food/Beverage_____ Merchandise_____ Other_____
26. Do you request electrical services for vendors?	
27. Are your vendors using generators?	
28. Will trash boxes & bags be needed (City will determine number needed):	
29. Will food and/or non-alcoholic beverages be served and/or sold?	
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	
32. Will alcoholic beverages be served and/or sold?	
33. What entity will be obtaining the Alcohol License permit? (List below):	
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?
35. How many port-o-lets will you have?
36. Name the vendor providing the port-o-lets.

F. Equipment

37. Will the event include tents?		
38. Please specify the quantity of tents by each size.		
39. Will you be placing banners and/or signs at your event?		
How many?		Sizes?
Verbiage:		
40. Please list number, size and location of stages/platform:		

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?
42. Will electrical services be needed?
43. Please list locations and explain:

H. Road Closures and Security

44. Will the event require police?		
45. Will the event require road closures (Major road closures will have to be approved by City Commission).		
46. Please describe the roads and intersections you are requesting to be closed:		
Road/Intersection	Date/Time Closed	Date/Time Open

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)

PRINT APPLICANT NAME

Megan McMahan

APPLICANT SIGNATURE

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.

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

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

_____ 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.

_____ 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.

_____ 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.

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

_____ 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.

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

_____ 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.

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

_____ 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.

_____ 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. Fire Marshal inspections are required.

_____ 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.

_____ 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 and as additional insured.

_____ 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.