



# 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:	Saturday, June 27, 2026
2. Name of Event:	Run with the Chief
3. Setup Start Time:	6:30 AM
4. Gates Open Time:	N/A
5. Event Start Time:	8:00 AM
6. Event End Time:	9:00 AM
7. Breakdown End Time:	9:30 AM
8. Location of Event:	<del>1-199 E</del> Atlantic Ave & <del>1-199 NE</del> 2 <sup>nd</sup> Ave (Pineapple Grove) 599 W - 200 E

9. Event Description: Community Engagement Walk & Run with Police Chief Hunter and members of the Delray Beach Police Department. (Map attached – Route: Libby Wesley Park (Start) – east on Atlantic Avenue to NE 2<sup>nd</sup> Avenue – north on NE 2<sup>nd</sup> Avenue to roundabout at NE 2<sup>nd</sup> Street – south on NE 2<sup>nd</sup> Avenue to Atlantic Avenue – west on Atlantic Avenue to Libby Wesley Park (Finish))

10. Event Purpose and Community Benefits: The event helps strengthen relationships between the police department and residents by creating a relaxed, non-enforcement setting where people can interact directly with police leadership and officers. The event promotes transparency, trust, and approachability while reinforcing community-oriented policing. It also encourages health and wellness and creates opportunities for residents to share concerns, ask questions, and build stronger partnerships with law enforcement in a friendly and casual environment.

<b>11. Name of Applicant/Applying Organization: Delray Beach Police Department</b>		
<b>Address: 300 W Atlantic Ave</b>		
<b>City: Delray Beach</b>	<b>State: FL</b>	<b>Zip: 33444</b>
<b>Phone: 561-243-7888</b>		
<b>Phone (Alt):</b>		
<b>Fax:</b>	<b>Email:</b>	
<b>Web Site:</b>		
<b>SUNBIZ # (must submit IRS letter with application for non-profits):</b>		
<b>12. Event Producer Name:</b>	<b>Cell Phone:</b>	
<b>13. Authorized Representative:</b>	<b>Cell Phone:</b>	
<b>14. Day of Event Phone:</b>		
<b>15. Email Address:</b>		

**B. Event Information**

<b>16. Type of Event: (Please circle all that apply)</b>		
Festival	Block Party	Public Assembly
<b>Walk/Run</b>	Concert/Performance	Parade/Procession/Motorcade
Sporting Event	Other (Please List):	
<b>17. Estimated Total Attendance: 150 Per Day: 150 Public or Private Event: Public</b>		
<b>18. Is this an annual event? No</b>	<b>How many years?</b>	<b>Last Held:</b>
<b>19. What type of entertainment will take place?</b>		
<b>Community Walk &amp; Run</b>		

**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 type="checkbox"/> Alcohol (113.02)                   | <input 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 type="checkbox"/> Merchandise Vendors (118.04/110.15)                           |
| <input type="checkbox"/> Cooking on Site/Open Flame (96.04) | <input 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 type="checkbox"/> 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**

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

**D. Vending / Concession**

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



Road/Intersection	Date/Time Closed	Date/Time Open
599 W Atlantic Ave – 200 E Atlantic Ave	06/27/26 6:30 AM	06/27/26 9:30 AM
1-200 NE 2 <sup>nd</sup> Ave	06/27/26 6:30 AM	06/27/26 9:30 AM

**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)

Hannes Schoeferle  
PRINT APPLICANT NAME

[Signature] 03/18/26  
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.

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

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

IS 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.

IS 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.

IS 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.

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

IS Fire Marshal inspections are required for all onsite cooking. The Delray Beach Fire Marshal reserves the right to add an inspector as deemed necessary.

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

IS 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.

IS 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.

IS 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.

AS 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.

AS 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.

AS 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.

AS 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.