City of Delray Beach

Cover Memorandum/Staff Report

File #: 25-150 | **Agenda Date:** 2/13/2025 | **Item #:**

TO: **Development Services Management Group**
FROM: **Allie Behrman, CPRP, Special Event Manager**
THROUGH: **Jeff Oris, CEcD, Assistant City Manager**
DATE: **February 13, 2025**

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "2ND ANNUAL DELRAY IN WHITE HOLIDAY GARDEN PARTY" TO BE HELD ON DECEMBER 3, 2025, AT THE OLD SCHOOL SQUARE AMPHITHEATER; 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 2nd Annual Delray in White Holiday Garden Party to be held on December 3, 2025; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:
The Delray Beach Concours Foundation submitted a Special Event Application on December 13, 2024 for the event 2nd Annual Delray in White Holiday Garden Party to be held on December 3, 2025 at the Old School Square Amphitheater. The event was held for the first time in December of 2024. This event is a dinner in white banquet for the holiday season. This event will have attendees dressed in white with all white table decor. This is a fundraiser for Delray Concours Foundation to give back to local partner non-profits. This event will have alcohol, food and live music. It will also feature a toy drive for local children. The event will have portable heaters (if needed) and sparklers all of which will be approved and inspected according to the Fire Marshall. Event producer is expecting 400-500 people in attendance. There is a cost to attend the event of $100. The event will take place from 5:00pm - 10:00pm.

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 cost to the city. The event producer will be billed for all costs.

Timing of Request:
The event producer would like to start securing items for the event.