

RESOLUTION NO. 43-16

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, ESTABLISHING A FEE STRUCTURE FOR SPECIAL EVENTS PERMITS PURSUANT TO CHAPTER 99 OF THE CODE OF ORDINANCES; PROVIDING FOR A PHASE-IN APPROACH FOR RECOVERY OF COSTS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission held a Goal Setting Workshop Meeting on February 10, 2015 where the impact of special events on the City of Delray Beach was discussed; and

WHEREAS, on June 9, 2015, the City Commission directed City staff to review the events policy and to draft new policy and uniform guidelines for special events in order to help City staff administer the production of special events; and,

WHEREAS, acknowledging these needs, the Special Events Task Force was commissioned to make recommendations to facilitate Commission direction; and

WHEREAS, at the March 8, 2016 City Workshop meeting, the Special Events Task Force proposed a Special Events Policy and Special Events Guidebook containing recommendations based on City Commission direction and meetings with community residents, businesses, stakeholders, and veteran City staff involved in the production and support of these special events. The Commission approved these recommendations and directed the Task Force to initiate a six-month testing period of the proposed new Special Events Policy, Guidebook and business practices; and,

WHEREAS, on September 8, 2016, the City Commission of the City of Delray Beach, Florida, adopted the Special Events Policy and Special Events Guidebook to help the City establish a consistent procedure for the management of special events held within the City and to ensure that the City will adequately plan City services; and,

WHEREAS, to further the goals and policies of the Special Events Policy and Special Events Guidebook, the City Commission desires to establish a City Event Fee and Charges Schedule for the management of special events within the City to ensure that the City recovers the costs of the City resources expended to produce and support these special events held; and

WHEREAS, the City Commission acknowledges that the proposed fees are an increase from the special event fees that are presently charged. Therefore, the City Commission desires to phase in the new fees for special events over a period of three years.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF DELRAY BEACH, FLORIDA, AS FOLLOWS:

Section 1. That the City Commission of the City of Delray Beach, Florida, hereby establishes a City Event Fee and Charges Schedule to assess special event fees and charges to producers of Special Events, attached hereto and incorporated herein as exhibit "A".

Section 2. That the City Manager shall have the authority to create policies to administer the Special Events Policy and Special Events Guidebook for the City.

Section 3. The fees charged for special events under the City Event Fee and Charges Schedule will be phased in over a period of three (3) years, pursuant to a schedule set by the City Manager.

Section 4. That this resolution shall become effective immediately upon its passage.

PASSED AND ADOPTED by the City Commission of the City of Delray Beach this the \_\_\_\_\_ day of \_\_\_\_\_, 2016.

\_\_\_\_\_  
MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

# EXHIBIT “A”

## EVENT APPLICATION - PERMIT FEES - SECURITY DEPOSITS

Each application will be analyzed and considered on all dates submitted including rain dates. If additional dates are submitted and required, a resubmission fee equal to the application fee may be charged. Additionally, late fees equal to the application fee will be charged for applications received after the initial application deadlines for each event type. Late fees may also be charged for each occurrence of other documents submitted past the established deadlines.

	<u>Application<sup>1</sup></u>	<u>Event Permit Fees</u>
<b><u>Athletic Events</u></b>		
5K / 10K	\$150	\$150
Half-Marathon	\$150	\$500
Marathon	\$150	\$500
Other	\$150	\$150 - \$500
<b><u>Block Parties</u></b>		
Residential	\$150	\$150
Non-residential	\$150	\$150 - \$300
<b><u>Parades</u></b>	\$150	\$150 - \$500
<b><u>Public Events</u></b>		
Minor	\$150	\$150
Intermediate	\$150	\$300
Major	\$150	\$500
<b><u>Private Events</u></b>	\$150	\$150 - \$500

## **Security Deposits**

Security Deposit of 50% of estimated total costs will be required upon execution of contract and in no case later than 60 days prior to the event. The City may require additional deposit and/or performance bonds for certain events.

A security deposits is generally non-refundable and will be applied to the total cost of the event. Additionally, if incurred, fines and penalties will be deducted from available security deposit funds, otherwise included with event's final invoice.

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<sup>1</sup> Application fee is non-refundable and will be applied to the Event Permit fees.

## SECURITY, SAFETY AND GENERAL STAFFING SERVICE AND VEHICLE FEES

Beginning October 1, 2016, Full Cost estimates and invoicing for existing Delray Beach events will be phased in over a 3-year period and based on the anticipated incremental increase in costs for City services – i.e. one-third (1/3) first year, two-thirds (2/3) second year, and Full Cost in the third year and thereafter. All new events will be charged “full cost” effective 10/1/16.

Example: Last Year Existing ABC Event City Costs:	\$5,000	
This Year Existing ABC Event Full Cost City:	\$5,999	Y-O-Y Increase: \$999
This Year (Year 1) City Costs Full-Cost Phase In:	\$5,333	
Year 2 City Costs Full-Cost Phase In:	\$5,666	
Year 3 City Costs Full-Cost:	\$5,999	

	<u>Hourly per Employee/Type<sup>2</sup></u>	<u>Hourly per Vehicle Rate<sup>3</sup></u>
▪ Fire	\$58 - \$ 86	\$ 26 - \$ 85
▪ Police (CSO, Officer, Supervisor)	\$57 - \$ 103	\$ 20 - \$ 25
▪ Clean and Safe	\$26 - \$ 52	NA
▪ Parks and Recreation Maintenance	\$27 - \$ 66	NA
▪ Public Works	\$32 - \$ 57	NA
▪ Specialty Vehicles/Equipment	-	Charged at actual cost

## EVENT SITE INFRASTRUCTURE, OPERATIONS EQUIPMENT RENTAL<sup>4</sup> AND PERMIT FEES

▪ Barricades:	\$4.81 / each	
▪ City Facility Park Rental Fees:	Per existing Rate Schedule	
▪ Lighting Trees – Towers:	\$250 / event	
▪ Light Pole Banners: <sup>5</sup>	\$ 50 / each	plus Administrative Fee
▪ Road Closures:		
○ Traffic Cones	\$0.40 / each	
○ Road Closed Signs	\$2.50 / each	
▪ Signage:		
○ Arrow Board	\$ 44 / each	
○ Message Board	\$100 / each	
▪ Stage Rental Fees:		
○ Large Stage	\$530 / each	plus on-site staffing
○ Small Stage	\$265 / each	- no on-site staffing required
○ Half-Small Stage	\$265 / each	- no on-site staffing required
▪ Trash Receptacles Boxes:	\$4 / each	
▪ Water Temporary Use:	Per existing Rate Schedule	
▪ All Other Related Event Equipment:	Actual costs or per existing Rate Schedule	

<sup>2</sup> Generally each position will be charged at the full estimated cost of the rank average rate.

<sup>3</sup> Vehicle rate will be charged hourly for duration of event as per agreement. All Vehicle and Equipment charges are for vehicles and equipment exclusively assigned to and in operation for the duration of the event.

<sup>4</sup> All equipment rentals to be charged at actual cost and/or existing rate schedule.

<sup>5</sup> Light pole banners require SEO approval prior to any installation and may be limited to place making signage only.

If Third Party Services and Equipment are needed to be procured by the City for an event's use such as barricades and placement, towing and traffic management equipment, the services and equipment will be invoiced at actual costs plus City administrative fees.

**OTHER CITY PERMIT INSPECTIONS AND SERVICE FEES**

Please contact Special Events Office for details.

■ Alcohol Liquor License Review/Extension Letter:	\$100
■ City Traffic Pattern Modification Application Processing Fee	\$100
■ Electric Permit	As per existing fee schedule
■ Fence Permit (required for alcohol related events)	As per existing fee schedule
■ Fireworks / Pyrotechnic Devices and Special Effects Permit	\$250
■ Food/Beverages (Non-Alcohol)/Merchandise City BTR License	\$172 <sup>6</sup>
■ Generator Permit	As per existing fee schedule
■ Noise Permit Waiver	\$100
■ Portable Restroom Inspections	As per existing fee schedule
■ Sign Permit / Inspections	As per existing fee schedule
■ Stage Permit / Inspections (for free standing stages)	As per existing fee schedule
■ Tent Permit/ Inspections (for tents larger than 10 x 10)	As per existing fee schedule

**RESERVED EVENT PARKING FEES**

Daily Fee - \$21.60 / space (> 4 hours)      Half Day Fee - \$10.80 / space (4 hours or less)

**VENDOR LICENSE FEES** (based on Vendor List and/or site layout)

■ 1 Vendor	\$50	■ 26 - 50 Vendors	\$450
■ 2 - 10 Vendors	\$150	■ 51+ Vendors	\$650
■ 11 - 25 Vendors	\$250		

**CITY FINES AND PENALTIES**

Permit Violation

\$250 / per Violation

Any producer found in violation of the approved permit will be fined \$250 per day until the violation is corrected. The producer may also receive separate fines from the Community Improvement office for specific violations or citations.

**CITY FEE DISCOUNTS**

Varies

The City may discount fees for athletic events, Elementary and Secondary schools located in the City, for events that activate city areas outside the Downtown core, for events which occur in "off-season" (June - September) or to advance economic development. Charitable, non-profit organizations with 501(c)3 tax status will be eligible for an up to 50% discount from all standard fees except where noted.

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<sup>6</sup> All vendors selling food, beverages, merchandise at events must have a Delray Beach Business Tax Receipt (BTR) or Vendor License.

**OUTSIDE AGENCIES**

Please contact Special Events Office for individual entity's requirements and schedule of fees.

- Division of Alcoholic Beverages & Tobacco - Alcohol Permit (1/2/3-day permits or Special Sales)
- Palm Beach County Road Closure Temporary Closing Permit
- Palm Beach County Health Department Food Handling Permit
- State Food Handling and Food Vending Permit
- State Road Closure Temporary Closing / General Use Permit