

CITY OF DELRAY BEACH

Parks and Recreation Department



APPLICATION FOR SPECIAL EVENT

Submittal of this application does not guarantee approval for the event.

Please make sure that you fill out this application completely. Do not forget to include a check for non-refundable application fee payable to the City of Delray Beach.

Applicant Information

Applicant: The Avenue Church Website: theavechurch.com
Organization/Corporation

Address: 400 N. Swinton Avenue
Street Address Apartment/Unit #

Delray Beach FL 33444
City State Zip

Phone: 561-901-1302 Email: Allison@theavechurch.com

Event Producer: Allison Hix Cell Phone: 561-901-1302
First Last

Type of Event (check event type and circle organization type):

Commercial (For-Profit/Non-Profit) Community (For-Profit/Non-Profit) Athletic (For-Profit/Non-Profit)

SUNBIZ # _____ Please submit IRS non-profit letter with application.

Event Information

Event Name/Title: Christmas Eve Celebration

Request Event Location: Old School Square Lawn & Stage

Event Description: Christmas Eve Service - music, candlelight.

	EVENT DATE	DAY OF WEEK	START TIME	END TIME
DAY 1	<u>Dec. 24, 2024</u>	<u>Tuesday</u>	<u>6 pm</u>	<u>8 pm</u>
DAY 2				
DAY 3				

Set-up will begin on: Dec. 24 at 3 pm AM/PM

Breakdown will be completed by: Dec. 24 at 9 pm (the latest) AM/PM

*Rcd
8/28/24*

Event Details

Attendance Estimates:

Total Event Attendance: 600 Daily Attendance: _____ Peak Hourly Attendance: _____

Is this an Annual Event? Yes No

If yes, # of Years Held: 13 If yes, # of Years Held in Delray Beach: 13 Last Held: 2023

Is this event produced in other cities: Yes No

If yes, please list what cities: _____

Is the event open to the public? Yes No

Is there an Admission Fee/Ticket Fee? Yes No

If yes, provide fees/ticket prices: Adult/General Admission: \$ _____ Senior: \$ _____ Child: \$ _____

Is fencing to be used (i.e. gated event)? Yes No

ROAD CLOSURES

Will your event require road closures? Yes No

If YES, please describe the streets and intersection you are requesting to be closed

STREET/INTERSECTION	CLOSURE	RE-OPEN OF ROAD
	Date / Time	Date / Time
Example: SW 9 th Ave from SW 1 st St to Atlantic Ave.	Nov 21, 2021 / 7:00am	Nov 21, 2021 / 4:00pm
	/	/
	/	/

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"/> Animals (101.27/LDR 2.4.6(f)(8))
<input type="checkbox"/> Cooking on Site/Open Flame (96.04)
<input type="checkbox"/> Fireworks (99.05/101.20/96.25)
<input type="checkbox"/> Food Trucks (120.01(c))
<input type="checkbox"/> Amusement Games/Rides/Carnival (including inflatables/climbing walls, etc.) (LDR 2.4.6(f)(1)) | <input checked="" type="checkbox"/> Live Music /Amplified Music / Sounds (99.03(a)/99.05)
<input type="checkbox"/> Merchandise Vendors (118.04/110.15)
<input type="checkbox"/> Offsite Parking (4.6.9(5)(b)) & (2.4.6. (F)(7) (2.4.6.(3)(e))
<input type="checkbox"/> Road Closure (F.S. Chapter 316 & 318)
<input type="checkbox"/> Signs & Banners (LDR 4.6.7(F)) |
|--|--|

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 _____

Tents: Yes No If yes, how many total tents? 1 Size of tents: 10 x 10

Please note that a tent permit is required for any tent that is over 10'x20'. Tent Permits are available through the City of Delray Beach Building Department and may take up to 30 days to process.

Consumption/Sale of Alcoholic Beverages: Yes No
If yes, what entity is obtaining the Alcohol License permit? List below. (Copy of License and Alcohol Liability Insurance required 30 days prior to event. License holder must provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.) _____

Onsite Cooking: Yes No
Please specify method: (Fire Marshal inspections are required)
_____ Gas/Compressed Gas
_____ Electric
_____ Fryers

> Name of grease removal contractor: _____ Date & time of pickup at end of event: _____

Fireworks / Pyrotechnics: Yes No
If yes, specify exact location on the site map of the pyrotechnics will be set-up and fall zone. (City Commission approval is required.)

Food and Beverage Vendors: Yes No If yes, number of vendors anticipated at event: _____
(Health Department approval required along with City Business Tax Receipt or Vendor License. Full list will be required prior to event. Each vendor must provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.)

Food Trucks: Yes No If yes, number of food trucks _____
(Food trucks must have current Florida and Health Department permits and inspections and provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.)

Live Performances & Music: Yes No
If yes, applicant agrees all entertainment will be family-friendly and contain no obscenities. List of all performers and DJs required before event permit is issued. Avenue Church Band

Merchandise Vendors: Yes No If yes, number of vendors anticipated at the event: _____
(City Business Tax Receipt or Vendor License required. Each vendor must provide Certificate of Insurance listing City of Delray Beach as Certificate Holder and Additional Insured.)

Performance Platform (30" high or less): Yes No
If yes, number of platforms: _____ (An additional stage permit may be required for anything over 30")

Portable Toilets: Yes No
If yes, how many? _____ Vendor providing service? _____ (Note locations on submitted site map)

Use of Onsite City Restrooms during event: Yes No
If yes, location of requested restrooms & times being used: OSS by the Stage
(Please note that an additional cost may be incurred for use of City Restrooms which require an attendant.)

Roadway Signage/Pole Banners: Yes No (City fees and charges will be incurred with this request).

Trash Boxes & Bags: Yes No If yes, the City will determine number needed / staffing.

Access to City Power: Yes No If yes, where: Stage

EVENT PURPOSE & COMMUNITY BENEFITS

Event Purpose and Community/Public Benefits: Describe the purpose of the event, how the event may meet local community needs, provide community benefits/promote community welfare, stimulate broad economic or cultural activities within a neighborhood or the Central Business District, and/or help build a sense of community.

To bring hope & joy to the city we call our home and take so much during the holiday season.

EVENT SITE MAP, PARKING PLAN, & SUSTAINABLE PRACTICES

- Please attach a clear and detailed map depicting your event site set-up and include start/finish lines, stages, performance platforms, portable toilets, tents, vendors, food trucks, activities, first aid stations, emergency access points, etc. Also include:

Parking Plan for Attendees, Vendors, etc.: Yes No (If yes, please indicate locations on site map)

Use of City Owned-Metered Parking Spaces: Yes No
If yes, indicated how many and locations. (City fees and charges will be incurred with this request.)

Are Valet Parking Services being Used? Yes No (If yes, indicate Valet location on site map and indicate the name of the service provider.)

Directional Parking Signage Needed YES NO If yes, submit signage plan.
Trash Removal Plan to be determined by the City based on each event.

ADP (Please initial here) Per City of Delray Beach Ordinance 10-19, plastic straws are banned. Single-use plastics, including Styrofoam, are discouraged. This includes plastic cups, plates, and utensils. Please address locations for recycling and composting.

APPLICATION CHECK LIST & DEADLINES

To ensure timely processing of your event application, the following must be submitted at time of application. Please ensure that you have included all the following items with your application:

- Completed Application
- Site Map
- Non-Refundable Applicable Fee

Event Permit Type	Deadline to Submit Application (days prior to event date)	SEO/SETAC Processing Time (days prior to event date)	Approval Authority
Commercial Event (For-Profit/Non-Profit)	90	60	City Commission with SEO and SETAC recommendation
Community Event (For-Profit/Non-Profit)	90	60	SEO with SETAC recommendation
Athletic Event (For-Profit/Non-Profit)	45	30	SEO with SETAC recommendation

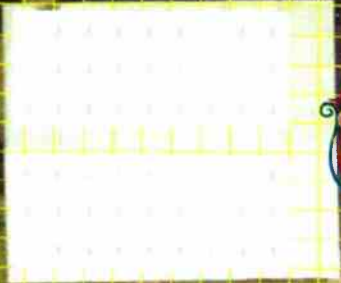
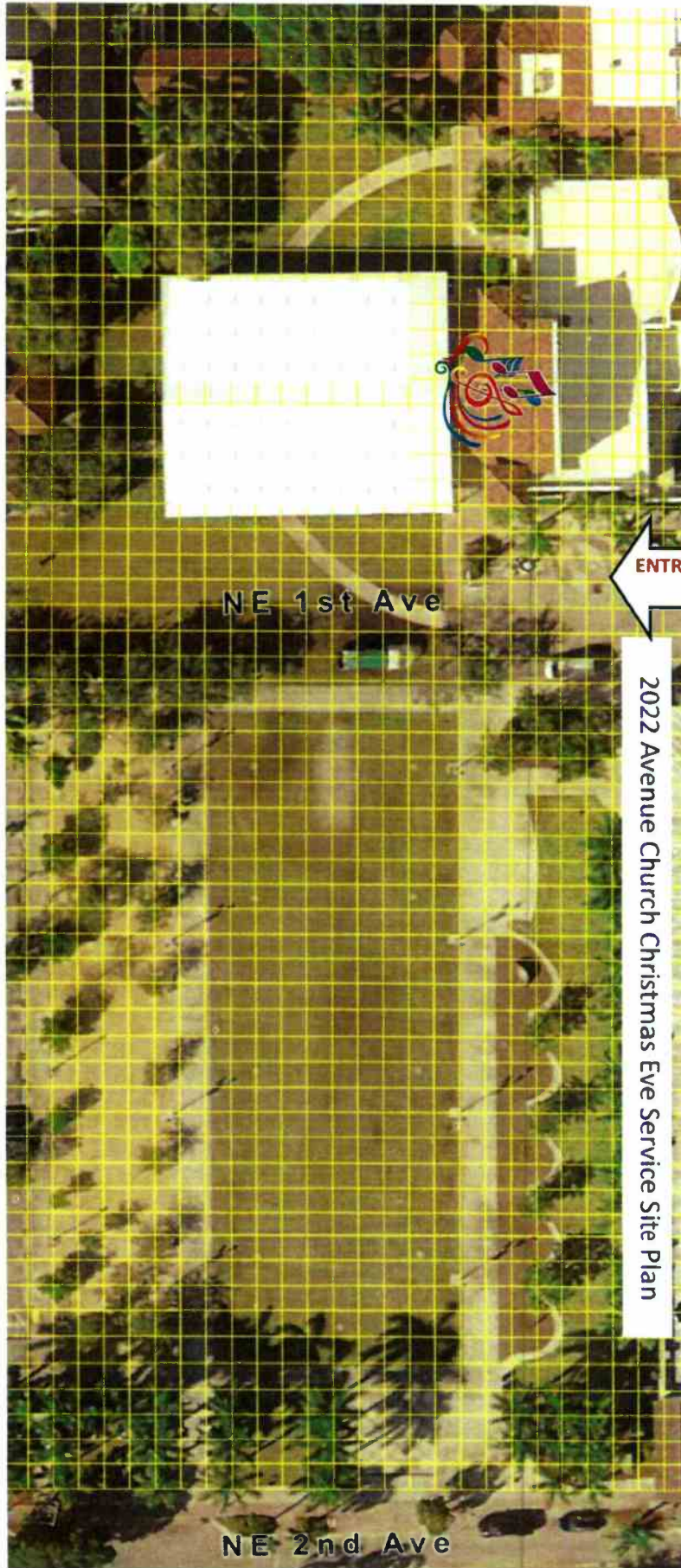
Signature

I certify that I have read the City of Delray Beach Special Events Policy and Guide and the answers provided above are true to the best of my knowledge and intentions. I also understand I may be asked for additional information relating to this application. Additionally, I agree to conform to all City, State, Federal laws and regulations. I also accept responsibility for the general cleaning and removal of trash, recycling, and all other items from the premises and agree to be accountable for any damage to the event site. Finally, I understand that all necessary fees, insurance, outside permits, and other requirements must be submitted before the issuance of the final event permit.

ADA Compliance: I am prepared and willing to grant all reasonable requests for accommodations for this event.
ADP (Please initial here)

Signature: *Oliver*

Date: 8/23/24



NE 1st Ave

ENTRANCE

2022 Avenue Church Christmas Eve Service Site Plan

NE 2nd Ave

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 27 2019

THE AVENUE CHURCH INC
C/O MITCH THOMPSON
400 N SWINTON AVE
DELRAY BEACH, FL 33444

Employer Identification Number:
27-4326824
DLN:
17053235323038
Contact Person:
KESROY C HENRY ID# 65003
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
September 30
Public Charity Status:
170(b)(1)(A)(i)
Form 990/990-EZ/990-N Required:
No
Effective Date of Exemption:
July 24, 2018
Contribution Deductibility:
Yes
Addendum Applies:
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Our records show you were previously tax exempt as a subordinate under group exemption number 8534. Because you applied for and were granted your own individual tax-exempt status, you no longer rely on your affiliation with a parent organization for recognition of your tax exemption and you'll be listed individually in the Exempt Organizations Select Check (Pub. 78 data).

If, in the future, you choose to become a subordinate under a group ruling, you'll lose your individual recognition of tax-exempt status and you'll no longer appear in the Exempt Organizations Select Check (Pub. 78 data). Moreover, if you become a subordinate under a group ruling and your parent organization loses its tax-exempt status, you also will lose your exempt status. To reestablish your individual tax exemption after rejoining a group exemption, you'll be required to reapply and pay the appropriate user fee.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual

Letter 947



Consumer's Certificate of Exemption

DR-14
R. 01/18

Issued Pursuant to Chapter 212, Florida Statutes

85-8015619007C-8	04/30/2021	04/30/2026	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

THE AVENUE CHURCH INC
400 N SWINTON AVE
DELRAY BEACH FL 33444-3954

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.