



City of Delray Beach

August 4, 2025

Lori Johnson
Delray Beach CRA
20 N. Swinton Avenue
Delray Beach, FL 33444

Subject: Special Event Permit Request/Delray Beach Green Market
Event Date: October 25, 2025 – May 16, 2026, and May 30, 2026 – July 25, 2026
No Green Market 12/13/25, 3/14/26, 4/11/26 and 7/4/26
Location: Cornell Museum Front Lawn or OSS Pavilion Grounds, 51 N. Swinton, Delray Beach, FL 33444
Set-up Time: 5:00 am – 9:00 am (Summer 6 am – 9am)
Event Time: 9:00 am – 2:00 pm (Summer 9 am – 1 pm)
Breakdown: 2:00 pm – 5:00 pm (Summer 1 pm – 3 pm)

The Special Events Technical Advisory Committee has reviewed your event. The event permit is **APPROVED** per the City of Delray Beach Special Events Policy and Guide contingent on the following items being completed by October 1, 2025. Failure to complete these items by the deadline will result in approval being revoked.

- Receipt of a final site map with all event details (if no changes from site map submitted with application, please just confirm site map submitted)
- Receipt of final event timeline.
- Receipt of verification that you have notified all residents, property owners, and business owners that are directly affected by the events in writing at least thirty (30) days before the event. Please submit a copy of the notification provided.
- Receipt of a Certificate of Liability Insurance naming the City of Delray Beach as the Certificate Holder and as Additional Insured.
Document should read:
City of Delray Beach
100 NW 1st Avenue
Delray Beach, FL 33444
- Receipt of a list of all vendors, including musicians / DJs.
- Receipt of a Certificate of Liability Insurance from your vendors, exhibitors, service providers, including musicians and DJs, naming the City of Delray Beach as the Certificate Holder and Additional Insured. (See wording above.)
- Receipt of verification that you have contacted the Florida Department of Business & Professional Regulation (FDBPR) to arrange for a health department inspection of all entities cooking on site. This needs to be completed by email to Tara Palmer at

tara.palmer@myfloridalicense.com. Please forward response to me at BehrmanA@mydelraybeach.com. FDBPR will need a list of any vendor selling food prepared on-site. Please include vendor's contact information.

- Receipt of a signed, notarized, original contract for fees and services.

In addition, the following event waivers are approved:

A waiver is approved per LDR's Section (96.04) for cooking on-site/Open Flame. City of Delray Beach Fire Department will inspect the grills.

A noise permit per Code Section 99.05(A)(1) for the amplified sound between 9:00 a.m. and 2:00 p.m. (1pm in the Summer), for the area per your site map on specific date of your event per approval letter. Sustained volume not to exceed a peak of 92-95 decibels, from a distance of 100'.

A waiver is approved per LDR's Section 118.04/110.15 to allow for outdoor retail display areas as part of this special event.

A waiver is approved per LDR's Section 4.6.7(F)(3)(f) to allow banners to be hung in the event site that exceed the 20 square feet limit. The banners must include the event name, date, time of event and face into the event. Banners or any signage may not be hung or posted off any trees and/or vegetation. Coordinate banner/signage hanging with Downtown Development Authority.

NOTES:

- City ordinance 10-19 bans the distribution of single-use plastic straws, effective January 1, 2020.
- Single-use plastics, including Styrofoam, are discouraged. This includes plastic cups, plates, and utensils. Please address locations for recycling and composting.
- Rent for the OSS grounds is managed through the DDA/OSS.

The total estimated City costs for this event will be sent later by separate letter.

If you have any questions, please contact me at 561-243-7357 or BehrmanA@MyDelrayBeach.com.

Sincerely,
Allie Behrman, CPRP
Special Events Manager

30th ANNIVERSARY!

CITY OF DELRAY BEACH

Parks and Recreation Department



50 NW 1st AVENUE, DELRAY BEACH, FLORIDA 33444

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: DELRAY CRA/GREEN MARKET Website: DELRAYCRA.ORG
Organization/Corporation

Address: 20 N. SWINTON AVE
Street Address Apartment/Unit #

DELRAY BEACH FL 33444
City State Zip

Phone: 561.573-8638 Email: JOHNSON LORI @ MY DELRAY BEACH.COM

Event Producer: LORI JOHNSON Cell Phone: 561.573.8638
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: DELRAY GREEN MARKET

Request Event Location: OLD SCHOOL SQUARE

Event Description: FARMERS MARKET WINTER 2025-26 / SUMMER 2026

	EVENT DATE	DAY OF WEEK	START TIME	END TIME
WINTER DAY 1	10.25.25-5.16.26	SATURDAY'S	9:00AM	2:00PM
SUMMER DAY 2	5.30.26-7.25.26	SATURDAY'S	9:00AM	1:00PM
DAY 3				

Set-up will begin on: SATURDAY'S at 5:00 - 9:00 (AM) PM
Date Time

Breakdown will be completed by: SATURDAY'S at 2:00 - 4:00 (PM)
Date Time

Rcd
4/23/25
PB

Event Details

Attendance Estimates:

Total Event Attendance: 58,000 Daily Attendance: 2,000 Peak Hourly Attendance: _____

Is this an Annual Event?

☒ Yes ☐ No

If yes, # of Years Held: 30 If yes, # of Years Held in Delray Beach: 30 Last Held: 2024-2025

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: \$ N/A Senior: \$ N/A Child: \$ N/A

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)

☐ 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))

☒ 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 _____

Tents: ☒ Yes ☐ No If yes, how many total tents? 75 Size of tents: 10X10

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. _____

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: CONCESSION BLDG RESTROOMS / PK6 GARAGE RESTROOMS
(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: CENTER GROUNDS, SWINTON AVE AREA,

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.

THE GREENMARKET IS A COMMUNITY FARMERS MARKET OFFERING LOCAL FARM FRESH PRODUCE, BAKED GOODS & OTHER LOCALLY SOURCED FOOD. THE MARKET SERVES AS A SMALL BUSINESS INCUBATOR PROGRAM, OFFERS FREE SPACE TO LOCAL NON-PROFITS & IS AN APPROVED SNAP VENDOR.

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)

CITY PARKING GARAGE

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. GREENMARKET DUMPSTER

LS (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

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.

LS (Please initial here)

Signature: [Signature]

Date: 4/23/2025

For Delray Beach CEA

FRONT LAWN SITE PLAN

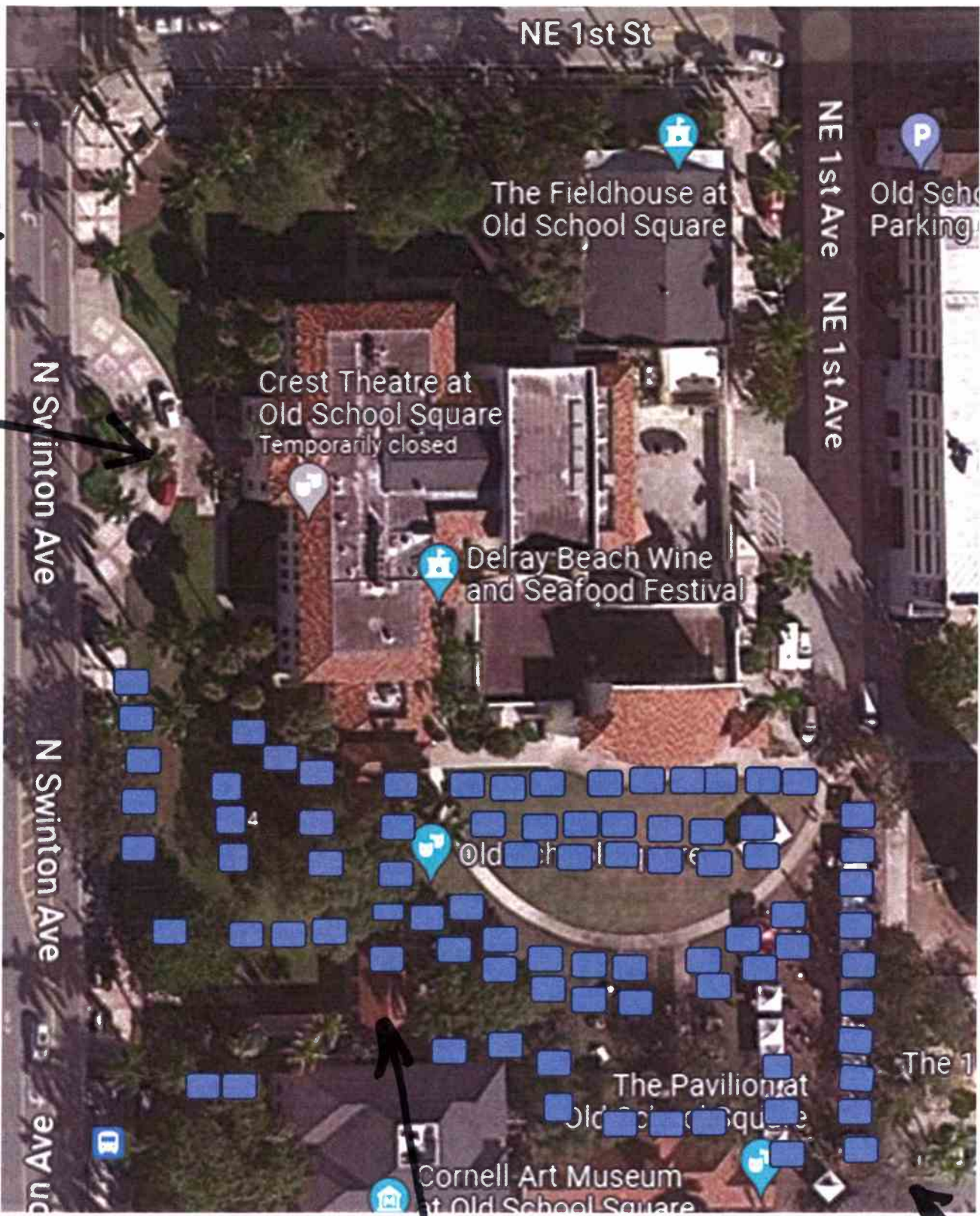
LOAD IN/OUT
9 PARKING SPACES ON
NE 1ST AVE.



LOAD IN/OUT

BREEZE WAY
SEATING

CENTER GROUNDS SITE PLAN



LOAD IN/OUT

9 PKG
SPACES
ON
1ST AVE

PREPARE
WHY
SEATING

LOAD IN/OUT