



Cover Memorandum/Staff Report

File #: 25-399

Agenda Date: 4/10/2025

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Jeff Oris, CEcD, Assistant City Manager
DATE: April 10, 2025

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "ROTARY RUN FOR THE ROSES" TO BE HELD ON MAY 3, 2025 AT OLD SCHOOL SQUARE; 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) make a motion to approve the special event known as Rotary Run For the Roses to be held on May 3, 2025; and authorize the Special Event Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

The Rotary Club of Delray Beach submitted a Special Event Application on February 27, 2025. The Rotary Club is looking to hold a Kentucky Derby Watch Party and Fundraising Event on Saturday, May 3, 2025 at Old School Square Amphitheater. This event will benefit the Rotary Club of Delray Beach to promote community welfare and help build a sense of community. The event will include alcohol and will be catered with cooking on site. This is a ticketed event for the Rotary Club. Tickets will be on sale for \$125.00. This is the first year of the event, however if successful the Rotary Club will make it an annual event. The event will take place from 5:00pm - 8:00pm.

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 financial impact to the city as all costs will be billed to the event producer since this a ticketed event.

Timing of Request:

The event is quickly approach and they would like approval to begin selling tickets.