



### APPLICATION FOR SPECIAL EVENT

*Submission 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 \$150.00 (non-refundable application fee) payable to the City of Delray Beach.**

#### Applicant Information

Applicant: Greater Delray Beach Chamber of Commerce Website: DelrayAffair.com  
Organization/Corporation

Address: 140 NE 1st Street Apartment/Unit # \_\_\_\_\_  
Street Address

Delray Beach, FL 33444  
City State Zip

Phone: 561-274-4663 Email: Nancy@FestivalManagementGroup.com

Event Producer: Nancy Stewart-Franczak Cell Phone: 561-703-7028  
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 # 721601 **Please submit IRS non-profit letter with application.**

#### Event Information

Event Name/Title: 63rd Delray Affair

Request Event Location: Central Business District; Atlantic Avenue from NW 2nd Avenue to NE 6th Avenue; Swinton Ave  
from NE 1st Street to Atlantic and 1 block north and south of Atlantic

Event Description: Fine arts & craft show; 63rd annual; signature Delray Beach event & main fund-raiser for Chamber of Commerce

	EVENT DATE	DAY OF WEEK	START TIME	END TIME
DAY 1	April 4, 2025	Friday	10:00 am	6:00 pm
DAY 2	April 5, 2025	Saturday	10:00 am	6:00 pm
DAY 3	April 6, 2025	Sunday	10:00 am	5:00 pm

Set-up will begin on: Thurs., Apr 3rd (OSS) at 8:00 am - 7:00 pm AM / PM \*Midnight street closure  
Date Time

Breakdown will be completed by: Sunday, April 6, 2025 at 8:00 pm AM / PM  
Date Time

## Event Details

Attendance Estimates:  
 Total Event Attendance: 110,000 (est) Daily Attendance: \_\_\_\_\_ Peak Hourly Attendance: 2:00 pm

Is this an Annual Event?  Yes  No

If yes, # of Years Held: 62 If yes, # of Years Held in Delray Beach: 62 Last Held: April 2024

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 Old School Square Beer Garden only if no approval for open container

### **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
<i>Example: SW 9<sup>th</sup> Ave from SW 1<sup>st</sup> St to Atlantic Ave.</i>	Nov 21, 2021 / 7:00am	Nov 21, 2021 / 4:00pm
EVENT BOUNDARIES (CBD from NW 2nd Ave to NE 5th Ave)	Apr 4, 2025; street closure to begin at midnight; vendor load-in at 2:00 am	April 6, 2025 8:00 pm
- Atl Ave from NW 2nd Ave (eastbound to Swinton); Atlantic Ave from NW 2nd Ave (west side of Tennis Center); east to NE 6th Ave.	/	/
-Swinton Ave from Atlantic Ave north to NE 1st Street	/	/
-NE 1st Ave north of Atl Ave (not including alley behind Tramonti's)	/	/
-NE 2nd Ave from Atl Ave north to east/west alley	/	/
-SE 2nd Ave from Atl Ave south (just past Worthing Park)	/	/

-Alley bypass road between Johnnie Brown's & RR tracks and SE 3rd Ave from Atl Ave south to alley  
 -NE 4th Ave from Atl Ave north to east/west alley  
 -SE 4th Ave from Atl Ave south to east/west alley

## 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)   |
| <input checked="" type="checkbox"/> Animals (101.27/LDR 2.4.6(f)(8))   | <input checked="" type="checkbox"/> Merchandise Vendors (118.04/110.15)                           |
| <input checked="" type="checkbox"/> Cooking on Site/Open Flame (96.04)   | <input checked="" type="checkbox"/> Offsite Parking (4.6.9(5)(b)) & (2.4.6. (F)(7) (2.4.6.(3)(e)) |
| <input type="checkbox"/> Fireworks (99.05/101.20/96.25)  | <input checked="" type="checkbox"/> Road Closure (F.S. Chapter 316 & 318)                         |
| <input type="checkbox"/> Food Trucks (120.01(c))   | <input checked="" type="checkbox"/> Signs & Banners (LDR 4.6.7(F))                                |
| <input type="checkbox"/> 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? 1 Size of tents: 10X20 per Allison Behrman 3/20/24

Please note that a tent permit is required for any tent that is over 10'x10'. 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: Express Portable Services Date & time of pickup at end of event: Sun., April 13, 2024 by 8 pm

**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: 20 to 25 + 15 Food Carts  
(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: 1 (An additional stage permit may be required for anything over 30")

**Portable Toilets:**  Yes  No  
If yes, how many? \_\_\_\_\_ Vendor providing service? Express Portable Services (Note locations on submitted site map)

**Use of Onsite City Restrooms during event:**  Yes  No  
If yes, location of requested restrooms & times being used: 15 Regular, 3 ADA, 3 Handwashing  
OSS & OSS Parking 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: 4th & Atlantic; 2nd & Atlantic; OSS front lawn

## 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 Delray Affair is the largest annual fund-raiser for the Delray Beach Chamber of Commerce. The event has a huge economic impact on the community while also benefiting local business and hotels (including restaurants, merchants, grocery stores, drug stores, gas stations, pharmacies, etc) by visitors that the event draws to the downtown

## 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)

Offsite at County lot/Tri-Rail with shuttle, & south side library lot for RV's and Box trucks, Courthouse, OSS & Federspeil Parking Garages

**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.)

**Trash Removal Plan to be determined by the City based on each event.**

NSF (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 \$150.00 Applicable Fee
- Detailed COVID-19 Safety Plan

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.  
NSF (Please initial here)

Signature: Nancy Stewart Inanczak     Date: March 28, 2024 / Revised Nov 4, 2024