



Special Event Application

APPLICATION MUST INCLUDE COMPLETED PAPERWORK, SITE MAP, AND NON-REFUNDABLE APPLICATION FEE (\$150) PAYABLE TO THE CITY OF DELRAY BEACH

APPLICATION MUST BE RECEIVED A MINIMUM OF 90 DAYS IN ADVANCE OF EVENT OR A MINIMUM OF 180 DAYS FOR IMPACT EVENT

A. General Information

1. Day & Date of Event:	Saturday & Sunday, March 20 & 21, 2027
2. Name of Event:	28th Delray Beach Garlic Fest
3. Setup Start Time:	Thurs & Fri, March 18-19, 2027
4. Gates Open Time:	9:00AM Sat & Sun
5. Event Start Time:	9:00 AM Sat & Sun
6. Event End Time:	11PM Sat, 7PM Sun
7. Breakdown End Time:	Mon, 12PM
8. Location of Event:	51N. Swinton Ave
9. Event Description:	Garlic Fest is an eclectic event, features both national and local musical talents, local artists, and culinary artists with a focus on garlic. Garlic Fest is also a fund-raising source for local, small non-profit organizations.
10. Event Purpose and Community Benefits:	Designed as a fund-raiser for local non-profits. We engage 6 local non-profit organizations to help staff event. To date GF has contributed over \$727,000. We also have limited FREE entry as a community give-back.

11. Name of Applicant/Applying Organization: Delray Beach Arts, Inc.		
Address: 140 NE 1st Street		
City: Delray Beach	State: FL	Zip: 33444
Phone: 561-274-4663		
Phone (Alt): 561-703-7028		
Fax:	Email: jennifer@festivalmanagement.com	
Web Site: www.garlifestfl.com		

SUNBIZ # (must submit IRS letter with application for non-profits):	
12. Event Producer Name: Delray Beach Arts Inc	Cell Phone:
13. Authorized Representative: Jennifer Costello	Cell Phone: 561-703-7028
14. Day of Event Phone: 561-703-7028	
15. Email Address: jennifer@festivalmanagementgroup.com	

B. Event Information

16. Type of Event: (Please check all that apply)		
Festival ☒	Block Party ☐	Public Assembly ☐
Walk/Run ☐	Concert/Performance ☐	Parade/Procession/Motorcade ☐
Sporting Event ☐	Other (Please List): ☐	
17. Estimated Total Attendance: 7,500	Per Day: 4000	Public or Private Event: Public ☒
18. Is this an annual event? Yes	How many years? 27	Last Held: 3/2026
19. What type of entertainment will take place?		
Live music on stage, National Act on Saturday. Local on Sunday. Food demonstrations		

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) |
| ☐ Fireworks (Will require permit from FD) | |
| ☐ 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 Need lower level of OSS garage, some on-street parking and area for roll-offs (sa

C. Fees/Parking

20. Will there be an admission fee charged for the event?	Yes	Amount:\$15/\$25
21. Will there be any additional activity fees charged?	N	Amount:
22. Parking Plan for attendees, vendors etc. (yes or no)		
23. Use of city metered spaces (yes or no, If yes how many and location)		
Yes, meter spaces east side of OSS front lawn, lower level of OSS garage, parrallel space		
+		

D. Vending / Concession

24. What type of vending will be present? (Crafts, Food, Exhibits, Beverage, etc.)		
Crafts, Food, Exhibits, Beverage		
25. How many vendors?	145	Food/Beverage30 Merchandise440 Other5
26. Do you request electrical services for vendors? N		
27. Are your vendors using generators? most will not, a few will		
28. Will trash boxes & bags be needed (City will determine number needed): No		
29. Will food and/or non-alcoholic beverages be served and/or sold? Yes		
30. Type of Food Vendors (Please Circle): Food Trucks Food Carts Tents Grills or Fire Pits		
31. Type of cooking to take place (Please Circle): Gas/Compressed Gas Electric Fryers Other		
32. Will alcoholic beverages be served and/or sold? Yes		
33. What entity will be obtaining the Alcohol License permit? (List below):		
Delray Beach Arts, Inc.		
6 ft fencing required for events with alcohol		

E. Restroom Facilities:

34. If port-o-lets are not used, what city restrooms will your event be utilizing?
OSS Concession and OSS Garage
35. How many port-o-lets will you have? 1 ADA, 3 regular
36. Name the vendor providing the port-o-lets. Express Portable Services

F. Equipment

37. Will the event include tents? Yes		
38. Please specify the quantity of tents by each size.		
141 - 10x10, 3 - 20x20, 1 - 20x40, 1 - 10x20		
39. Will you be placing banners and/or signs at your event? Yes		
How many? 40		Sizes? 4x8
Verbiage: various (directional, informational)		
40. Please list number, size and location of stages/platform:		

Note: Any tent (or grouping of tents) larger than 900 square feet, including vendor tents, must obtain a permit from the City of Delray Beach. Any tent permit issued is limited to the duration of the setup and breakdown times indicated on this event application NO EQUIPMENT INCLUDING TENTS MAY BE STAKED INTO THE GROUND.

G. Sound and Lighting

41. Who will provide your audio and lighting? Jack Hammer Live Audio
42. Will electrical services be needed? Tool Box
43. Please list locations and explain: Run electric throughtout event for vendors, bars, food & market

H. Road Closures and Security

44. Will the event require police? Yes		
45. Will the event require road closures (Major road closures will have to be approved by City Commission). No		
46. Please describe the roads and intersections you are requesting to be closed:		
Road/Intersection	Date/Time Closed	Date/Time Open

I. Site Plans/ Maps

Please attach a detailed site map to include the following: Locations of tents, Port-o-let, vendors (all types), stages, and where power will be required. If any area of the event is fenced in, please include and show the following on the site map: size of fenced in area, size and location of tents, tables, bars, entrances and exits including width, standing only or will seating be permitted (identify if fixed seating or festival lawn chair seating). If there is a barricade or fenced in VIP area within the footprint, same principle applies. For fixed floor seating: include floor plan showing rows and number of chairs in each row, section, aisles and width of aisles. Show chair spacing distance. Parking: Parking plan should include location of available parking and staffing details. Please contact Allie Behrman, Special Event Manager, if you have any questions or concerns regarding the site plan. Hand drawn maps will not be accepted as a site map.

J. Insurance Requirements

General Liability Insurance is required for all public events. All General Liability Insurance must be provided by the event applicant, no exceptions. Liquor Liability can be provided by whichever business/organization/non-profit that is providing the alcohol services. The insurance limits are \$1,000,000 per occurrence. The certificate holder must be listed as City of Delray Beach, 100 NW 1st Ave, Delray Beach, FL 33444. The certificate holder (City of Delray Beach) must also be listed as Additional Insured. All vendors coming on to city property are also required to provide a current copy of their General Liability Insurance naming the city as additional insured.

K. Additional Terms

The City reserves the right to revoke any permit granted for an activity which is found to be in violation of any ordinance, law, or condition of approval. Failure of the City to timely invoke this right will act as a waiver to exercise such rights in the future.

L. Processing

All applications must be submitted for review no less than 90 days prior to the date of the event to be held. Applications turned in with less than 90 days processing time will not be processed. Events requiring major road closures or impact events (3,500 people or more) require 180 days processing. .

Marketing/advertising of any kind may not take place until event approval is granted.

To ensure timely processing of your event application, the following must be submitted at time of application. Applications will not be sent for review unless you have included all of the following items with your application:

- ☐ Completed Application
- ☐ Site Map
- ☐ Non-Refundable Application Fee
- ☐ Parking Plan (If necessary)
- ☐ IRS Letter for Non-profit (If applicable)

Jennifer Costello

PRINT APPLICANT NAME

March 17, 2026

APPLICANT SIGNATURE

DATE

For Office Use Only

Received on _____

Received by _____

Special Event Application Information

Please carefully read and initial all the information below regarding the Special Event Application. Incomplete Applications will not be accepted.

JC _____ All applications must include paperwork, completed site map and non-refundable application fee.

JC _____ Applications must be received a minimum of 90 days in advance of the event or a minimum of 180 days for an impact event.

JC _____ Amusement rides must be inspected onsite 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.

JC _____ Tents of 900 sq feet or greater require a tent permit. Tent permits are available through the City of Delray Beach Building Department and may take up to 30 days to process. Be advised there is a fee for tent permits. Tent duration is limited to setup and break down time indicated on application.

JC _____ Serving alcoholic beverages requires a Liquor License and Liquor Liability Insurance and is required 30 days prior to the event. License holders must provide a Certificate of Insurance listing the City of Delray Beach as Certificate holder and Additional Insured.

JC _____ All events with alcohol are required to have 6' fencing.

JC _____ Fire Marshal inspections are required for all that include, but not limited to, road closures, cooking on site, fenced in events.. The Delray Beach Fire Marshal reserves the right to add an inspector as deemed necessary.

JC _____ City Commission approval is required for all fireworks and pyrotechnics. A site map must be included including the fallout zone with your application.

JC _____ City Commission approval is required for all impact and major road closure events. An impact event is an event that has 3500 people in attendance on any given day.

JC _____ A full list of food and beverage vendors will be required prior to the event. Each vendor must provide a Certificate of insurance listing the City of Delray Beach as Certificate Holder and as additional insured.

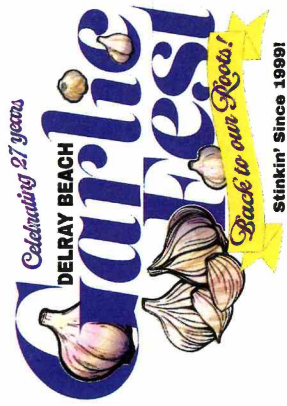
JC _____ Each food vendor must sign and return the DBFR Fire Inspections Requirement Form. All vendors cooking under tents must submit proof that tents are fire retardant.

JC _____ Food Trucks must have current Florida and Health Department permits and inspections. And provide Certificate of Insurance listing the City of Delray Beach as the Certificate Holder and as Additional Insured. Fire Marshal inspections are required.

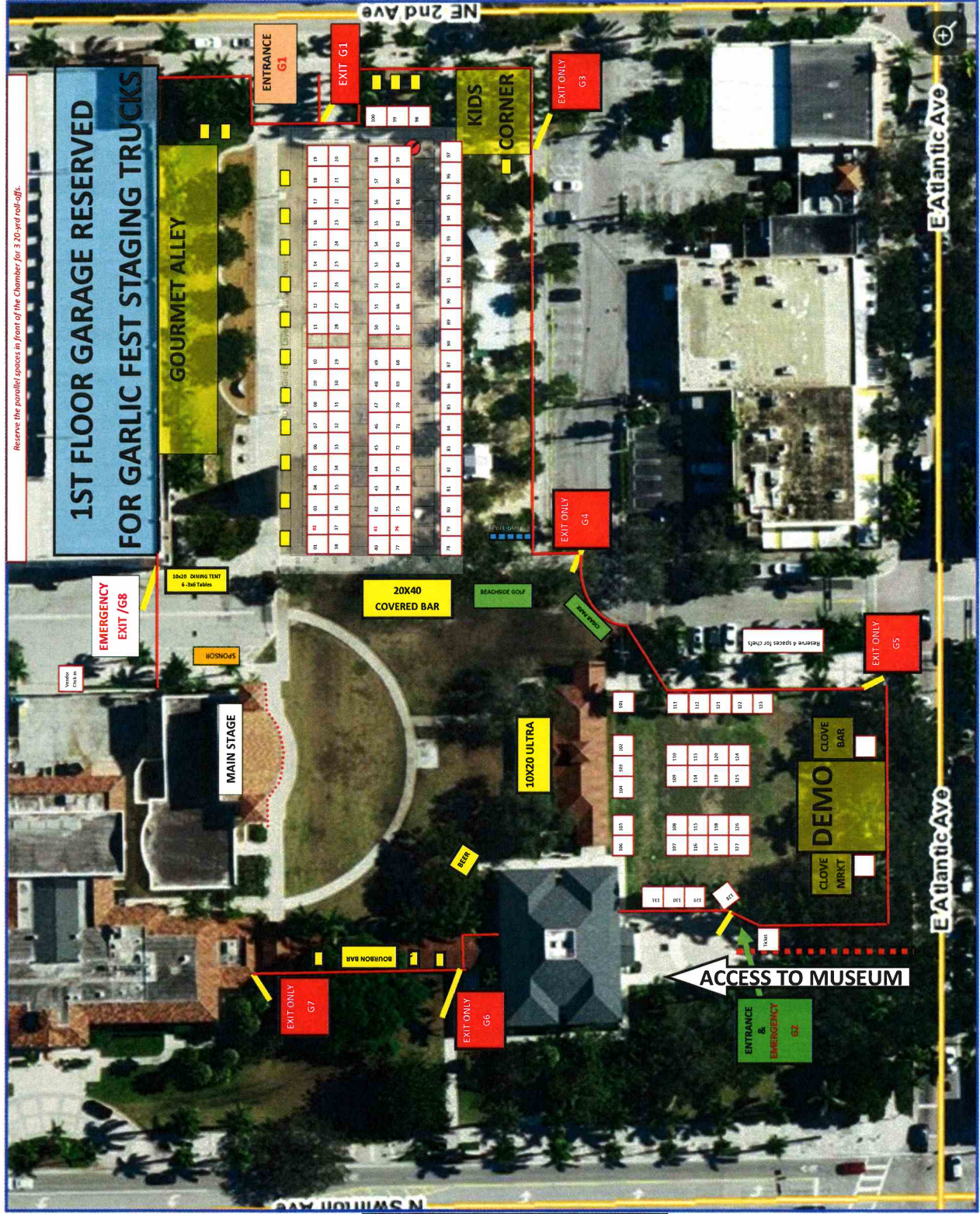
JC _____ Applicant agrees all entertainment will be family friendly and contain no obscenities. A list of all performers and DJs is required before an event permit is issued.

JC _____ All merchandise vendors and exhibitors must provide a city business tax receipt or vendor license. Each vendor must provide a Certificate of Insurance listing the City of Delray Beach as the Certificate holder and as additional insured.

JC _____ Stages must be 30" high or less. An additional stage permit may be required for anything over 30". Depending on the size, a building permit may be required.



March 20—March 21, 2027
Delray Beach, FL

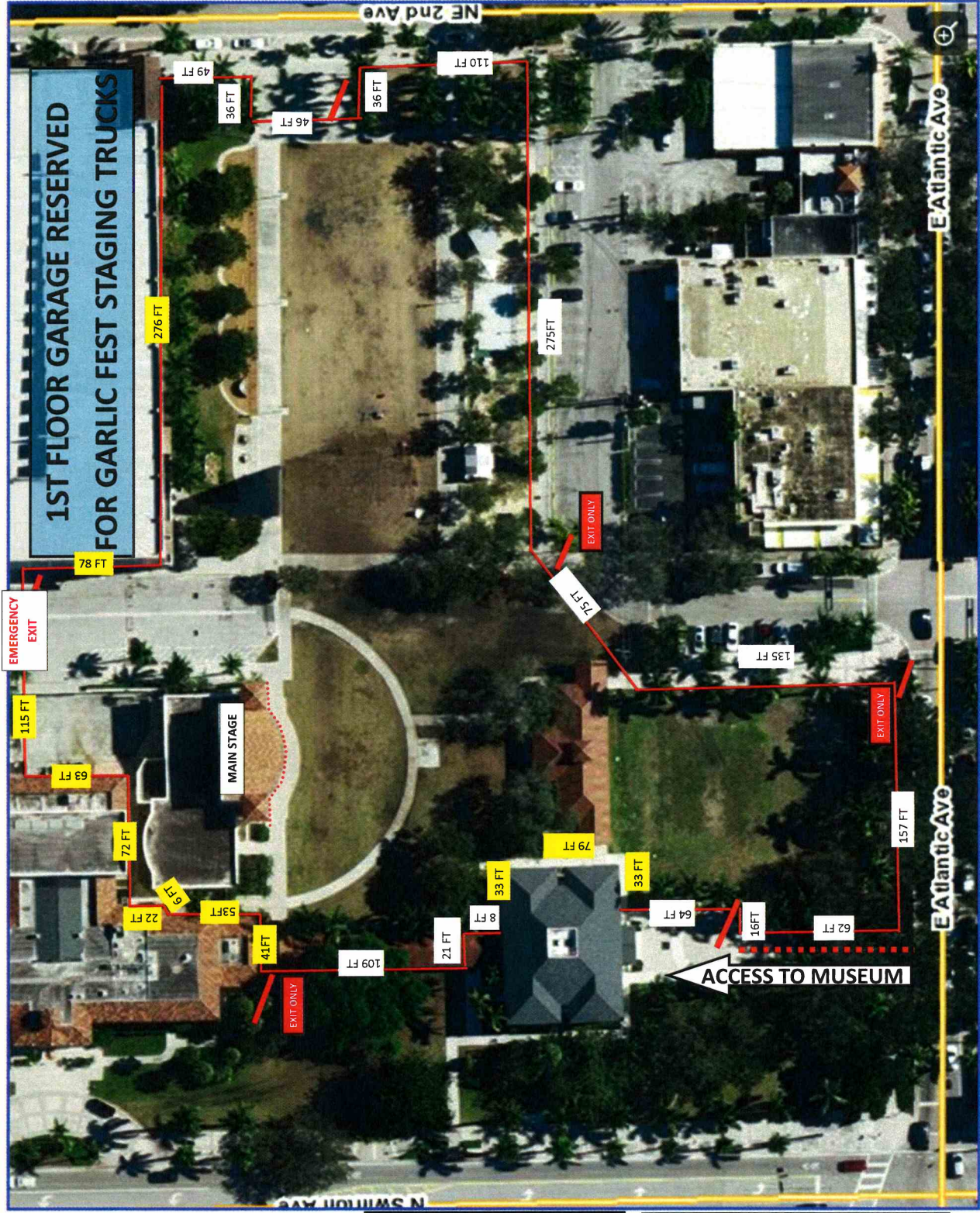


- (1) Entrance
- (1) Entrance & Emergency Exit
- (6) Exit Only
- (1) Emergency Exit (Open in case of emergencies, not for normal use)



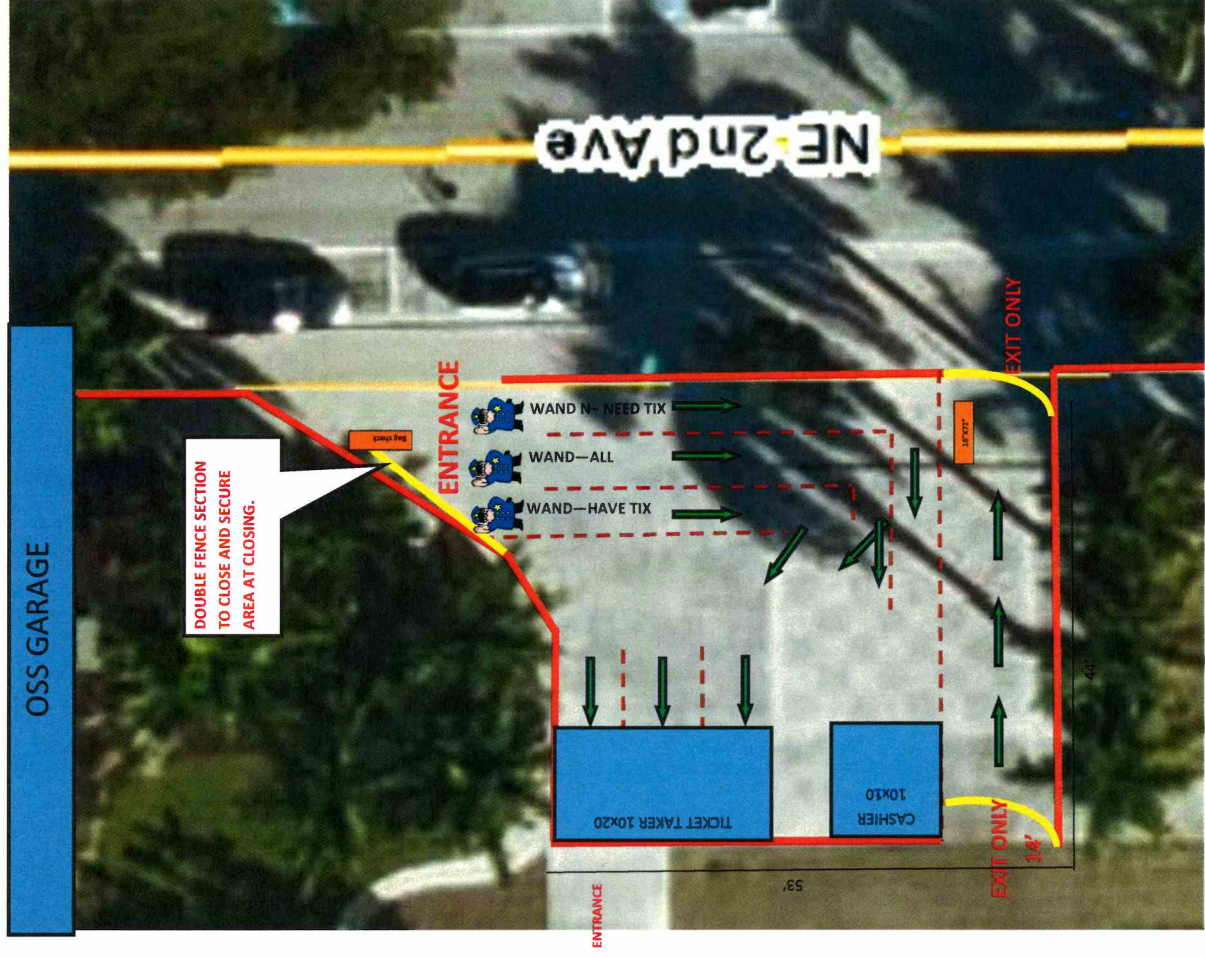
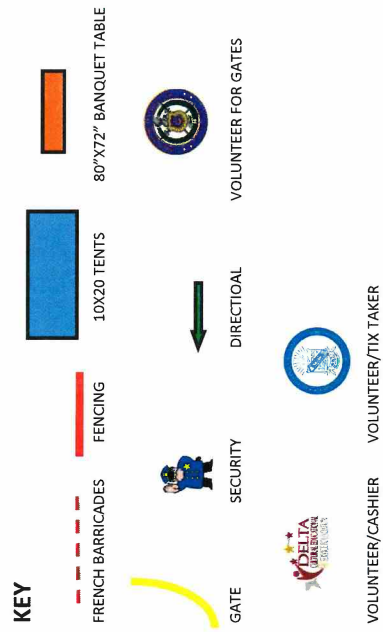
**TOTAL SQUARE FEET OF EVENT
FOOTPRINT: 170,917 sq. ft**

Structure as barricade; 871 Ft
Fencing; 1199 Ft





March 20/21, 2027
 Delray Beach, FL
 EAST ENTRANCE



March 20/21, 2027
Delray Beach, FL
SOUTH ENTRANCE—CASHLESS

