



## Cover Memorandum/Staff Report

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**File #:** 25-326

**Agenda Date:** 3/13/2025

**Item #:**

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**TO:** Development Services Management Group  
**FROM:** Allie Behrman, CPRP, Special Event Manager  
**THROUGH:** Jeff Oris, CEcD, Assistant City Manager  
**DATE:** March 13, 2025

CONSIDERATION OF THE DEVELOPMENT SERVICES MANAGEMENT GROUP OF THE CITY OF DELRAY BEACH, FLORIDA, OF A SPECIAL EVENT APPLICATION FOR THE NON-IMPACT EVENT KNOWN AS "DELRAY COMMUNITY CELEBRATION" TO BE HELD ON MARCH 18, 2025, AT POMPEY PARK.

**Recommended Action:**

Special Events Technical Advisory Committee (SETAC) recommends the Development Service Management Group (DSMG) deny the special event known as Delray Community Celebration to be held on March 18, 2025.

**Background:**

New Balance submitted a Special Event Application on February 25, 2025 for the event Delray Community Celebration to be held at Pompey Park on Tuesday, March 18, 2025. This event is a free community focused celebration with games, music and food. This is to also celebrate the New Balance athlete Coco Gauff and her love for the Delray Beach community. Coco will be on site for this event. The event will take place on the fields and tennis court at Pompey Park from 4:00pm - 7:00pm. The application was reviewed by SETAC on March 6, 2025.

**Special Event Technical Advisory Committee (SETAC)**

SETAC was not unanimous in the vote to deny this application. It was stated that while it is possible to make the event happen, the short time frame is a problem. It was also stated that we have a policy and a minimum number of days to turn in applications and that was turned in and reviewed with only 12 days until the event. This event would most likely require road closures to safely cross attendees to Pompey Park as well. The event producer stated they expect 500 people however with Coco being on site, it could draw a lot more people. SETAC did say that the departments can make the event happen if DSMG approves it. They are, however, concerned with allowing events to show up last minute.

**Funding Source/Financial Impact:**

There will be no financial impact to the city as the producer will be billed for all costs.

**Timing of Request:**

The event is fast approaching and they need to know if they are approved.