

CITY OF DELRAY BEACH

Parks and Recreation Department



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

Applicant Information

Applicant: Downtown Development Authority Website: DowntownDelrayBeach.com
Organization/Corporation

Address: 350 SE 1st Street
Street Address Apartment/Unit #

Delray Beach FL 33483
City State Zip

Phone: 561-243-1077 Email: lsimon@downtowndelraybeach.com

Event Producer: Laura Simon Cell
First Last Phone: 561-573-3672

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: Art & Jazz on the Avenue 2025

Request Event Location: E. Atlantic Avenue, Pineapple Grove, West Atlantic & Beachside Neighborhoods

Event Description: Art & Jazz embodies the energy and vibe of our Village by the Sea. The Delray Beach Downtown Development Authority created Art & Jazz on the Avenue in the 1990's to bring people to Downtown Delray, showcase our unique, local businesses, highlight the different neighborhoods and show off Delray's Cultural Arts Community.

	EVENT DATE	DAY OF WEEK	START TIME	END TIME
Event 1	January 22, 2025	Wednesday	6:00 pm	9:30 pm
Event 2	February 26, 2025	Wednesday	6:00 pm	9:30 pm
Event 3	July 23, 2025	Wednesday	6:00 pm	9:30 pm
Event 4	October 22, 2025	Wednesday	6:00 pm	9:30 pm

Set-up will begin on: 1.22.25 at 2 pm AM / PM
Date Time

Breakdown will be completed by: 1.22.25 at 10:30 pm AM / PM
Date Time

Event Details

Attendance Estimates:

Total Event Attendance: 6,000 _____ Daily Attendance: 6,000 _____ Peak Hourly Attendance: 6,000 _____

Is this an Annual Event? Yes No

If yes, # of Years Held: _____ If yes, # of Years Held in Delray Beach: 20 Last Held: 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: \$ _____ \$ _____ Child: \$ _____

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 Date / Time	RE-OPEN OF ROAD Date / Time
1-22-25 - Pineapple Grove - (NE 2nd Avenue from E. Atlantic Ave. to NE 3rd Street before City Walk Parking Ramp. Music and Vendors	Wed., January 22 at 2:00pm	Wed., January 22 at 11:30pm
2-26-25 - West Atlantic Ave. from W 3 rd Ave. to W 6 th Ave. will be closed to vehicular traffic. (both sides of Atlantic Ave.) Music and vendors	Wed., February 26 at 2:00pm	Wed., February 26 at 11:30pm
7-23-25 – East Atlantic Ave. from Swinton to 5 th Avenue will be closed to vehicular traffic <i>Music and Vendors</i>	Wed., July 23 at 2:00 pm	Wed., July 23 at 11:30 pm
10-22-25 – Beachside – from E. Atlantic Ave. from Seabreeze Ave. to A1A (<i>Pop up music & live art</i>)	Wed., October 22 at 2:00 pm	Wed., October 22 at 11:30 pm

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)

- | | |
|--|---|
| <input type="checkbox"/> Alcohol (113.02) (May 25, 2022 only)
<input type="checkbox"/> Animals (101.27/LDR 2.4.6(f)(8))
<input checked="" type="checkbox"/> Cooking on Site/Open Flame (96.04)
<input type="checkbox"/> Fireworks (99.05/101.20/96.25)
<input checked="" type="checkbox"/> Food Trucks (120.01(c))
<input type="checkbox"/> Amusement Games/Rides/Carnival (including inflatables/climbing walls, etc.) (LDR 2.4.6(f)(1)) | <input checked="" type="checkbox"/> Live Music /Amplified Music / Sounds (99.03(a)/99.05)
<input checked="" type="checkbox"/> Merchandise Vendors (118.04/110.15)
<input type="checkbox"/> Offsite Parking (4.6.9(5)(b)) & (2.4.6. (F)(7) (2.4.6.(3)(e))
<input checked="" type="checkbox"/> Road Closure (F.S. Chapter 316 & 318)
<input checked="" type="checkbox"/> Signs & Banners (LDR 4.6.7(F)) |
|--|---|

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 Vehicle Displays

Tents: Yes No If yes, how many total tents? 25-40 Size of tents: 10x10

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
- NO Fryers

Name of grease removal contractor: Restaurants responsible for own grease removal

Date & time of pickup at end of event: 1/24/24, 2/28/24, 7/27/24, 10/23/24 at the end of each event by 11:30 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: Local restaurants.

(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. 5-10 single performers

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 (TBA) (An additional stage permit may be required for anything over 30")

Portable Toilets: Yes No

If yes, how many? 2 Vendor providing service? JDP Waste (Location: TBA)

Use of Onsite City Restrooms during event: Yes No

If yes, location of requested restrooms & times being used: _____
(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: City poles along Atlantic Avenue need to be live with power by 12pm for speakers.

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.

In support of downtown merchants and restaurants, The Downtown Development Authority (DDA, will reimagine the Art & Jazz Program for 2025. These themed evenings in each of the four (4) neighborhoods welcome guests to stroll the neighborhood enjoying live entertainment, performance artists, art exhibitions and dining in any of the many great restaurants. Special promotions by retailers and merchants will further showcase local businesses and help to drive business 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)

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.)

E. Atlantic Avenue from Seabreeze Ave to A1A, E. Atlantic Ave from Swinton the 5th Ave, NE 2nd Avenue from E. Atlantic Ave. to NE 3rd Street before City Walk Parking Ramp.

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.

DM (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.
DM (Please initial here)

Signature: Danielle Morien Date: 07/30/24

DDA Art & Jazz on The Ave
January 22, 2025
Pineapple Grove - Street Closure from
(East Atlantic Ave to NE 3rd Ave

★ Road Closure





Art & Jazz on The Ave Beachside
October 22, 2005
6:00-9:30 PM
East Atlantic Ave. From Venetian Dr to A1A

Sketch

E Rd

E Rd

Delray Mileaway
Gill #3

Ocean Optics
Classic shop

Venetian Dr

The Seagate
4.5 (868)
5-star hotel

6
Road

6
Road

The Atlantic
Suites on the Ave
4.3 (589)
3-star hotel

GSKY Plant Systems

Gleason St

Gleason St

E Atlantic Ave

6
Road

Bohème Bistrô
4.1 (41)

Playa Bowls
Health Food • \$\$

Allure By the Sea

Florida Region
Administrative

806

Sandwiches by the Sea
Sandwich • \$

Andrews Ave

Drift Kitchen & Bar
Opal Grand Resort & Spa

Opal Grand Resort & Spa
4.4 (192)
4-star hotel

Sandbar
Gill #3

Boston's on the Beach
Seafood • \$\$

A1A Jimmy Buffett Mem Hwy

Delray
Public Beach



Art & Jazz on The Ave
July 23, 2025 6:00 - 9:30
Road Closure: East Atlantic Ave from Swinton - 5th Ave

 Road Closure



Art & Jazz on The Ave
February 26th, 2025 6:00 - 9:30
Road Closure: West Atlantic Ave from NW 6th Ave to SW 2nd Ave


Road Closure



Atlantic One Realty Group

ROCKSTEAD STEAKHOUSE
Steak • \$

Delray Beach Fire Department Station 111

McOlive Baptist Church

A Cut Above

BSHILL

Ziree Thai & Sushi
Thai • \$\$

Tony's Market & Deli
Convenience store

Checkers
Fast Food • \$

Sensational
Baribbean

ATM

Vitality Spa
Skincare & Wellness

Cicis barber shop

All Phase Solutions

Libby Wesley Plaza

South County Courthouse - Clerk &...

Honorable Charles E Burton

Delray Beach Water Utilities

Delray Beach Community Center

Delray Beach Men's Center

STAY SHARP LUX MOBILE...

ChargePoint
Charging Station

Law Firm of Pamela Polani

The E