



Cover Memorandum/Staff Report

File #: 24-232

Agenda Date: 2/8/2024

Item #:

TO: Development Services Management Group
FROM: Allie Behrman, CPRP, Special Event Manager
THROUGH: Jeff Oris, CEcD, Assistant City Attorney
DATE: February 8, 2024

APPROVAL OF THE NON-IMPACT EVENT KNOWN AS "ANNUAL ST. PATRICK'S DAY CELEBRATION" TO BE HELD ON MARCH 16, 2024, AT TIN ROOF DELRAY; 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 Service Management Group (DSMG) make a Motion to approve the special event known as Annual St. Patrick's Day Celebration to be held on March 16, 2024; and authorize the Special Events Manager (SEM) to take all actions necessary to effectuate the Special Event Permit.

Background:

Tin Roof Delray submitted a Special Event Permit Application for a Permit on September 25, 2023. This event is has been held for the past 6 years and will have live music, food and drinks as in years past.

Special Event Technical Advisory Committee (SETAC):

SETAC recommends DSMG approve the event.
No special conditions are recommended by SETAC

Funding Source/Financial Impact:

Anticipated City costs to the event producer to be determined.

Timing of Request:

The event is upcoming, and the event producer would like to begin marketing.