CITY OF DELRAY BEACH

ADMINISTRATIVE POLICIES AND PROCEDURES

DEPARTMENT:	City Manager's Office	**POLICY NUMBER:**	GA-10
SUBJECT:	Special Events	**SUPERSEDES:**	N/A
REVISION:	0	**EFFECTIVE DATE:**	June 18, 2026
APPROVED BY:			Terrence Moore, City Manager

1. PURPOSE

The City of Delray Beach (City) recognizes that special events provide opportunities to promote community welfare, improve the quality of life for citizens and visitors, build a sense of community, provide enriched cultural opportunities, draw visitors to Delray Beach, and contribute to the economy of the community. Therefore, the City is committed to providing quality events that offer cultural and entertainment enrichment for the community at-large, while fitting within the City's existing resources and infrastructure.

The purpose and intent of the Special Event Policy (Policy) is:

A. To preserve the City's character while protecting the health, safety, and welfare of the citizens, business, and visitors of Delray Beach.
B. To ensure that the City, through the special event permitting process, will have advance notice of a proposed event and the cooperation of the event producer(s) to adequately plan and allocate City services, such as security, sanitation, parking, and traffic control that may be required for such an event.
C. To establish a straightforward and accountable process for the City, and other impacted public agencies, to manage these events in a cost-effective and well-coordinated manner.
D. To ensure that the City's infrastructure and facilities are protected and conserved by limiting the number and types of events held within the City.
E. To establish procedures to ensure that the City is compensated for the use of City resources provided for each event.
F. To establish a uniform and systematic permit process for event requests.

2. AUTHORITY

A. The City Commission has authorized City Staff to administer this Policy through Section 101.32 (as amended in Ordinance No. 28-16) of the City's Code of Ordinances (Code).

B. Through the approval of this Policy, the City Manager officially authorizes the Special Events Division/Special Events Manager to serve as his/her designee to approve events, except for Impact events as defined in Section 4.C. of this Policy.
C. This Policy is intended to work in concert with all other applicable rules, regulations, laws and ordinances of the City of Delray Beach and other applicable governmental entities.
D. The City reserves the right to limit the number, size, and scope of events based on available City resources or for other concerns for the general health, safety, and welfare of the citizens, business, and visitors of the City.
E. This Policy may be amended from time to time, as deemed necessary.
F. The City Manager is authorized to promulgate additional policies, rules, and regulations that are consistent with and that further the provisions set forth within this Policy in accordance with Florida Statues, Special Acts, and other City ordinances or policies.

3. APPLICABILITY

No person, business, organization, or government shall cause a special event, as defined herein, to be held on any City-owned, City-controlled, or private property, within the City of Delray Beach unless a Special Event permit has been obtained in accordance with this Policy. Section 101.32(8), Delray Beach Code of Ordinances.

4. DEFINITIONS

The following definitions shall apply to this Policy:

A. ANNUAL PERMIT - A permit issued for reoccurring events on City-owned property (i.e., Green Market) or for other continuous, regular programming of City-owned properties by others including, but not limited to: Delray Historical Society, Spady Cultural Museum, Sandoway House, and the Old School Square Campus. Annual permits are not available for special events held on private property.

B. ATHLETIC SPECIAL EVENT - An organized competitive or recreational event in which a group of people collectively engage in a sport or form of physical exercise outside the norm of regular youth/adult sports programs. This includes, but is not limited to football, baseball, basketball, volleyball, pickleball, tennis, running, jogging, walking, bicycling, or skating. Athletic Special Events using roads are limited to no more than two (2) per month.

C. CITY EVENTS - Shall mean events which are produced by the City of Delray Beach, or a City Partner, which take place on an annual basis. These events are given priority in scheduling for: event dates, use of facilities, and use of City resources. The following City events list may only be amended by the City Commission. These annual events include:

1. Delray Beach Open
2. St. Patrick's Day Parade and Festival
3. Spring Fest/ Egg Hunt
4. Memorial Day

5. Pride Festival and Concert
6. 4th of July Festivities
7. Delray Beach Ocean Mile Swim
8. Annual Lifeguard Competition
9. National Night Out
10. Community Resource Fair
11. Amazing Challenge
12. Kids Fest/ Halloween
13. Veterans' Day
14. Turkey Trot
15. Surf Festival
16. Family Fun Day
17. 100' Christmas Tree Lighting Ceremonies and associated City events
18. Holiday Parade
19. Menorah Lighting
20. New Year's Eve Celebration
21. Green Market

D. CITY PARTNER - Non-profit or government organizations whose operations are based on property leased or subleased from the City of Delray Beach or any Dependent Special District of the City.

E. CITY PARTNER EVENT – a Special Event, that is not a ticketed event, produced by a City Partner on the property they lease from the City or manage on behalf of the City, or a Special Event produced by a Dependent Special District of the City on property the Dependent Special District owns, City-owned property, or public rights-of-way.

F. DEPENDENT SPECIAL DISTRICT OF THE CITY - The Delray Beach Community Redevelopment Agency (CRA) or the Delray Beach Downtown Development Authority (ODA).

G. DEVELOPMENT SERVICES MANAGEMENT GROUP (DSMG) – Administrative body comprised of City staff as defined in Section 2.1.2 (B)(1) of the Land Development Regulations of the City of Delray Beach charged with reviewing and approving special event applications.

H. IMPACT EVENT - A Special Event requiring City Commission approval having at least one of the following characteristics:
   1. The event is reasonably anticipated to attract 3,500 people or more on at least one calendar day; or
   2. The event requires the closure of a major roadway, except for races and walks utilizing the United States Track & Field (USATF) sanctioned SK road course along A-1-A (Ocean Boulevard) between 7:00 am and 9:00 am on weekends or City-recognized holidays; or
   3. The event is a parade, or includes a parade, that requires closure of any roadway in the City.

A Special Event Application for an Impact Event must be submitted to the SEM no later than 180 days prior to the event date.

** Impact Events that have been in the same location, with the same footprint and without issue for at least two years do not require City Commission approval and can be approved at the DSMG level.

I. MAJOR ROADWAY- For purposes of this Policy, major roadways are identified in the table below. A closure of a non-City roadway will require a permit from the respective jurisdiction.

ROAD NAME	JURISDICTION
U.S. 1, Federal Highway (NE/SE 5th and NE/SE 6th Avenues)	State
I-95	State
Atlantic Avenue - Swinton Avenue to NE/SE 5th	City
Atlantic Avenue - Other than Swinton Avenue to NE/SE 5th Avenue	State
A-1-A (Ocean Boulevard)	State
Congress Avenue	County
Military Trail	County
Linton Boulevard	County
Dixie Highway	County
Lake Ida Road	County
Gulf Stream Boulevard	County
Swinton Avenue	City

Non-City Event road closures cannot include East Atlantic Avenue between NE/SE5th and NE/SE 6th Avenues or any closure that would cause an impediment to traffic on NE/SE 5th or NE/SE 6th Avenues.

J. NON-PROFIT ENTITY - For purposes of this Policy, a Non-Profit Entity is an entity that is certified by the Internal Revenue Service (IRS) as a 501(c)(3), 501(c)(4) or 501c(6) organization which is based in the City of Delray Beach, or as determined at the sole discretion of the SEM, and directly serves the residents and/or businesses of Delray Beach. The organization must work to serve a public purpose, rather than to provide financial benefit to

any individual, corporation, or entity. The Non-Profit Entity must be registered and active on Sunbiz.org, an official website of the State of Florida Division of Corporations, and must provide proof of status from the Internal Revenue Service (IRS).

K. PARADE - A procession of people and/or vehicles moving through a public roadway in order to celebrate an important day, occasion, or event.

L. PRODUCER - Shall mean any individual and/or organization that is responsible for all aspects of an event (advertising, marketing, talent cost, insurance, hold harmless agreement, etc.) and is responsible for all revenue and expenses for the event.

M. PRODUCER REPRESENTATIVE – A person who is authorized to make decisions and representations to the City on behalf of the Producer. The Producer Representative must be designated by the Producer via a completed authorization form provided by the SEM.

N. SEASON - October 1 - April 30.

O. SPECIAL EVENT (as defined in Sec. 101.32(A) of the Delray Beach Code of Ordinances) - shall mean an organized or planned gathering of persons having a common purpose, design, or goal that is to occur on City-owned, City controlled, or private property that has an overt impact on the services that are regularly provided by the City such as, health, fire, and police. This event may be recurring. Special events shall include, but are not limited to festivals, fundraisers, exhibitions, musical performances, races, parades, and athletic events that:
   1. Require street closures or detours such that the usual flow of pedestrians or vehicular traffic is inhibited; or
   2. Utilize City property above normal usage; or
   3. Are intended to or likely to attract substantial crowds; or
   4. Are unlike
   5. customary or usual activities generally associated with the property; or
   6. Require the use of City resources, financial or otherwise, in excess of the City's normal day-to-day operations; or
   7. Any additional criteria as deemed by the City Manager.

P. SPECIAL EVENTS MANAGER (SEM) - The member of City staff in charge of the Special Events Division and tasked with effectuating special event permits (subject to the terms of this Policy) and responsible for approval of Special Event Applications.

Q. SPECIAL EVENT APPLICATION - A City-provided application submitted by an event producer seeking to hold a special event. The Special Event Application will be utilized by the City in its determination of whether to approve a Special Event Permit and will be used to provide the preliminary estimate of fees and charges for a proposed event.

R. SPECIAL EVENT PERMIT - A conditional letter of approval provided by the SEM authorizing a

special event subject to terms and conditions as determined by the City through the SEM. These must be met prior to the event date and/or the deadline noted in the conditional letter, whichever is sooner. The City reserves the right to withdraw its approval at any time and without cause.

S. SPECIAL EVENT REVOCABLE LICENSE AGREEMENT - A City-issued contract provided to a producer following approval of a special event application. Contracts provided by producers will not be honored/signed by the City.

T. SPECIAL EVENTS DIVISION (SED)- The division of the Office of the City Manager that oversees the event process and manages special event applications/permits on behalf of the City. SED staff act as liaisons between City and event producers.

U. SPECIAL EVENTS TECHNICAL ADVISORY COMMITTEE (SETAC) - A group comprised of representatives from various City departments which may provide City services for an event. These departments (or divisions) include, but are not limited to: Police, Fire, Parks, Code Enforcement, Public Works, and any other agency department or organization necessary for the coordination and/or operation for special events. The responsibilities of SETAC are as follows:
   1. Review special event applications and identify the nature and scope of governmental services necessary and associated expenses; and
   2. Provide recommendations to SEO on event applications including, but not limited to, approval/denial, event conflicts, event relocations, etc.; and
   3. Provide operational support and oversight of permitted events to ensure public safety and operational standards are met and maintained; and
   4. Contribute to post-event after-action reporting.

V. TURTLE SEASON - March 1- October 31.

5. SETAC CONDITIONS AUTHORIZED

The SETAC may recommend reasonable terms or conditions in a special event permit or in a recommendation to DSMG and/or City Commission as to the time, place, and manner of the event necessary to coordinate multiple uses of public property; ensure preservation of public property and public places; prevent dangerous, unlawful, or impermissible uses; protect the safety of persons and property; control vehicular and pedestrian traffic in and around the venue; and protect and ensure the safety, comport, or convenience of the public, provided that such requirements shall not be imposed in a manner that will unreasonably restrict expressive activity protected by the United States Constitution. Such terms and conditions may include, but not be limited to, the implementation of a plan or plans presented by the applicant and approved by the SETAC for the following:

A. Crowd control, traffic control (vehicular and pedestrian), safety, and security.
B. Compliance with health and sanitary regulations and inspections as defined by the Florida Department of Business & Professional Regulation (FDBPR), the Florida Department of Health in Palm Beach County, the Florida Department of Environmental Protection (FDEP); and/or the Centers for Disease Control and Prevention (CDC).
C. Compliance with any applicable law, rule, or regulation pertaining to the Coordination with the Delray Beach Fire Rescue Department for emergency preservation or promotion of public health, safety, or welfare.
D. treatment and evacuation for people who may need immediate care, cardio-pulmonary resuscitation, or ambulance service.
E. Emergency communication, fire suppression equipment, and maintenance of unobstructed emergency passageways.
F. Compliance with Americans with Disabilities Act (ADA) as to accessibility.
G. Proper waste, recycling, and compost receptacles and disposal plan, as well as a site clean-up plan.
H. Implementation of "green" practices including, but not limited to, the reduction/elimination in the use of plastic, plastic straws, and Styrofoam, as well as increased use of biodegradables.
I. Alternative transportation options such as transit, biking, carpooling, and off-site parking.

To accommodate other concurrent events, the rights of abutting property owners, the needs of the public to use streets, parks, or other public services, and to minimize impact on frequently utilized special event locations or routes, the City may deny any application or permit or recommend conditions such as reasonable adjustments in the date, time, or location of the proposed event; accommodations for pedestrian or vehicular traffic using the street; and limitations on the duration of the event.

6. DSMG

Pursuant to Chapter 2 of the Land Development Regulation, Section 2.1.2, the DSMG has the authority to review and approve special event applications at a public meeting in accordance with Florida Statutes.

7. APPLICATION DEADLINES, PROCESSING, AND EXEMPTIONS

To assist the City in planning and preparing for an upcoming event, producers must submit their Special Event Permit Application and non-refundable application fee in accordance with the established timeline noted in the following table:

Event Type	Deadline to Submit Application (days prior to event date)	Application Fee	Approval Authority
Impact Special Event	180 Days	$300	City Commission with SETAC/DSMG Recommendation
Special Event/Athletic Special Event	90 Days	$150	DSMG with SETAC Recommendation
Special Event/Athletic Special Event Produced by Non-Profit Entity or Dependent Special District of the City	90 Days	$50	DSMG with SETAC Recommendation
City Partner Event	45 Days	$50	SETAC*

A. Applications for special events held on the Old School Square Campus shall be submitted to the Downtown Development Authority for initial review followed by review by the SED. Special Event Permit Applications for events to be held elsewhere in the City shall be submitted to the SEM. 90 days begins when submitted to the SEM.
B. Applications must be reviewed by SETAC before consideration by DSMG D. Applications may be submitted up to 12 months in advance of the event date.
C. Applications submitted after the above-referenced deadlines WILL NOT be processed.
D. Event applications WILL NOT be accepted from any producer who has any outstanding invoices for previously permitted special events.
E. Applications will not be accepted if the producer or the owner of the property on which the Special Event is to be held has any open code violations or unpaid City fees or fines.
F. Permit Exemptions - Certain activities may be exempt from the standards of this Policy and may occur without a special event permit provided they do not meet the requirements of an Impact Event as defined in this Policy. Exempt activities are still subject to all other applicable procedures, standards, ordinances, and Land Development Regulations and are subject to review by the Police and Fire Departments who may impose certain safety requirements on the event. Exempt activities are as follows:

1. Any organized activities contracted for at City-owned sites or facilities such as courses, fields, or courts intended, and used, for such activities not including tournaments.

2. An activity by a government agency, other than the City or its dependent districts, acting within the scope of its function, subject to the provision of reasonable notice to the City Manager. Any such government agency may be subject to cost incurred by the City for the exempt activity.

8. NON-DISCRIMINATION

Events held on City of Delray Beach property and public rights-of-ways must not discriminate based on race, color, religion, sex, age, national origin, familial status, or disability.

9. GENERAL POLICIES AND PROVISIONS

A. All event logistics, permits, licenses, permissions, agreements, and/or inspections are the sole responsibility of the producer.

B. All events are subject to compliance with all City policies and ordinances, as well as all State and Federal laws and regulations.

C. Notification of event - all producers are required to notify residents and businesses located within 125 feet of perimeter of the property or right-of-way(s) which is the location for the event, of the date of the event, anticipated start and end times, and the start and end times of any road closures that may be instituted. Such notification shall be in writing, via letter, door hanger or other means acceptable to the City, a minimum of thirty (30) days prior to the event. Proof of notification shall be submitted to the SEM. The SED, with SETAC & DSMG recommendation, or the City Commission, at their discretion, may request notification be made to residents and businesses further than 125 feet depending on the anticipated impacts of the event.

D. Applications for events requiring a major road closure (See Section 4.E. for a list of major roads) must include the road closure in the initial application, which must be submitted at least 180 days prior to the event. Road closure requests will be considered and approved by the City Commission with recommendation from the SETAC and DSMG approval.

E. The closure of the Atlantic Avenue Bridge, the George Bush Boulevard Bridge, or the Linton Boulevard Bridge during a special event is prohibited.

F. Vehicle owners will be responsible for towing costs for any vehicles left in the event footprint. It is the sole responsibility of the event producer to locate the owner(s) of the vehicles. City will be responsible for placing "No Parking" signage on meters a minimum of 72 hours before event.

G. Cannabidiol (CBD) products, Kratom, tetrahydrocannabinol (THC), Delta 8, Delta 9, and similar products as determined at the sole discretion of the City, are not permitted to be sold, distributed, or sampled at special events.

H. City property such as, but not limited to, generators, barricades, and stages, are not available for use by non-City produced events.

I. No outside soliciting at or on any permitted event site without expressed written permission from the event permit holder is allowed.
J. Event rain date requests must be submitted as part of the initial Special Event application and must be at least 7 business dates from the original event date. Approval of a rain date is subject to staffing availability.
K. Incomplete Special Event Applications will not be accepted by the SEM/SED.
L. Applications for locations not zoned for requested use will not be accepted.
M. The event producer or a representative of the Producer must remain at the event until a designated representative of the SED certifies that the Producer has met all responsibilities related to the clean-up and shut down of the event.
N. Event personnel should be easily identifiable to Police and Fire response personnel working the event. This can be accomplished through the display of IDs, lanyards, shirts, or other method acceptable to the Police Department.
O. Events that are part of a series or yearly permit that are cancelled due to inclement weather shall be permitted to reschedule so long as no changes are made to the original event. The makeup date requires approval by SETAC. Make -up dates will have to be at least one week after, but no more than one year after, the originally scheduled date of the event.

10. ALCOHOL WAIVERS AND PERMISSIONS

A. Alcohol Open Consumption -A Producer may request, via the SED, that the City Manager waive the applicability of Section 113.02(A) for certain public functions. The City Manager shall have seven (7) days to consider such request and, if denied, the applicant may appeal the denial of the request to the City Commission. Such appeal to the City Commission must be made within seven (7) days and will be considered by the City Commission within thirty (30) days of the denial, as per Section 113.02(B).
B. Temporary Extension of Liquor Licenses/Temporary Permit of Special Sales License- Request must comply with Code Section 113.02(8) and be within the site plan of the Special Event. A Producer must also submit a copy of the approved Department of Business and Professional Regulations Alcohol Beverage and Tobacco (DBPR ABT) - 629 Form to the City of Delray Beach at least 21 days prior to the event.
C. A waiver is required for the sale, consumption, and/or sampling of alcoholic beverages per Code Section 113.02 (B) for the event site. Producer must enclose the entire area with a temporary 6-foot-tall fence, except for ingress and egress points. Entry ways are to be no less than 48 inches wide for ADA compliance. Uniformed, unarmed, private security must be at all egress points to enforce the containment of alcoholic beverages. The Producer must supply signage on the interior of all egress points which states, "No alcoholic beverage beyond this point."

11. INSURANCE REQUIREMENTS

Event producers, as well as all event vendors, exhibitors, and contractors, are required to provide liability insurance, with coverage and limits that are acceptable to the City's Risk Manager, as a condition for receiving an event permit. The City of Delray Beach must be named as an Additional Insured and Certificate Holder on the policy.

All Certificates of Insurance are required to be sent to the SED a minimum of two (2) weeks prior to the event for review and approval by the City's Risk Manager. Failure to provide a copy of the Certificate of Insurance may result in the City's revocation of a special event permit.

- Event Cancellation – An event may be cancelled for the producer's failure to comply with the City's insurance requirements. Failure to provide proof of insurance will result in cancellation of the event. In the event of cancellation, refunds will not be provided.

12. DENIAL, REVOCATION, OR CANCELLATION OF A SPECIAL EVENT PERMIT

A. Denial or Revocation - The City Manager, his/her designee, or DSMG, at their sole discretion, may deny or revoke any application for a special event permit. Revocation of a permit is final.

B. Grounds for Revocation - The City Manager or designee may revoke a permit for a special event if:

1. The applicant, in the information supplied has made misstatement of material fact; the applicant has failed to fulfill a term or condition of the permit in a timely manner; or the payment submitted by an applicant for the fee or permit has not been received or has been dishonored; or

2. The applicant/producer fails to submit proof of insurance required under Section 11 for the event or for individual vendors within the applicable timelines. Should the City revoke a permit due to lack of insurance, no refunds will be given and the event producer may be liable for any costs incurred by the City related to preparation for the event.

C. Cancellation of a Permit by the City. The City may cancel a special event permit where an emergency or supervening occurrence, a force majeure, requires cancellation to protect the public health and safety.

D. Cancellation of a Permit by the Applicant

1. Any request to cancel a Special Event Permit must be submitted in writing to the SEM prior to the setup time indicated in the conditional approval letter. The

event producer may be liable for costs incurred by the City related to preparation for the event.

2. An emergency or supervening occurrence requires the cancellation or termination of the event to protect the public health and safety.

13. CHARGES AND FEES FOR CITY STAFFING, SERVICES, FACILITIES AND EQUIPMENT

A. All producers will be required to pay for City staffing, services, facilities, and equipment associated with their event. The City shall provide a cost estimate for services and resources if requested. The cost is subject to change.

B. Charges for services for each event type are shown in the following table:

Producer	Event Fees and Costs	Payable
For-Profit Entity or Individual	Estimate + any additional costs incurred during event including cost overage of rentals or any other actual cost to the City	Deposit equal to 50% of estimated costs due to City 30 days prior to event date. Balance + additional costs incurred due within 30 days of invoice date
**Non-Profit Entity or Dependent Special District of the City	Estimate + any additional costs incurred during event including cost overage of rentals or any other actual cost to the City. HOWEVER, Costs of City Services will be reduced by 50% though discount shall not exceed $8,000.	Deposit equal to 50% of estimated costs due to City 30 days prior to event date. Balance + additional costs incurred due within 30 days of invoice date

** Discounts on City "soft costs" will not be available for ticketed events, i.e. the event has an entrance fee or requires the purchase of a ticket for entry. Events produced by the City or a City Partner that are held on City property are exempt from this provision.

C. Deposit – A deposit equal to 50% of the estimated costs will be due 30 days prior to the event. Non-payment of the deposit may result in revocation of the Special Event Permit. If the special event is cancelled by the Producer in accordance with Section 12.D. of this Policy, the deposit minus any actual costs incurred by the City

will be reimbursed to the Producer. Reimbursements due to event cancellations for any other reason will be determined at the sole discretion of the City.

D. Requests for City Sponsorship of Events - The City Commission may consider requests for sponsorship in the form of discounts on soft costs provided by the City (labor costs or costs associated with staff's use of city-owned vehicles/equipment for the event). Requests must conform with the following guidelines:

1. Requests for City sponsorship must be included at the time of the Special Event Application submission (they will be forwarded to the City Commission by the SEM):

2. A non-profit producer may not receive a sponsorship and also benefit from the 50% reduction in City soft costs under Section 13.B. of this Policy

3. Requests may not exceed $8,000

4. Only one sponsorship request may be made by any Producer each fiscal year (October 1 – September 30)

5. Requests for sponsorships for a non-profit produced event eligible for the 50% discount available per subsection B will not be considered.

6. Requests for sponsorship must provide information on how the event serves a public purpose that is in alignment with the City's purpose and intentions as stated herein.

In determining whether to grant a sponsorship the City Commission may consider how the event:

a) Promotes community welfare;
b) Improves quality of life for citizens and visitors;
c) Builds a sense of community;
d) Provides enriched cultural opportunities.

The granting of a sponsorship and conditions or limitations of the sponsorship will be at the sole discretion of the City Commission. If a sponsorship is granted, the producer shall comply with all terms and conditions outlined as part of the sponsorship approval.

14. SPONSORSHIPS, GIFTS, DONATIONS FOR CITY EVENTS SERVING A PUBLIC PURPOSE.

A. The City may accept sponsorships, gifts, and/or donations for City-produced city events that have been declared by the City Commission to serve a public purpose.

1. The City department responsible for the event for which an organization or individual is seeking to provide a gift, sponsorship, or donation (whether money, services, or goods) shall submit to the City Manager's Office the following information:

   a) The name and purpose of the event;

   b) The name of the entity or individual seeking to contribute to the event;

   c) The business in which the entity or individual is engaged or if a non-profit/foundation, the purpose of said non-profit/foundation;

   d) The amount of money or a list of the goods and/or services to be donated;

   e) A list of any active contracts the entity or individual may have with the City

   f) A list of any active solicitations of the city for which the entity or individual has submitted a response and for which it is still under consideration.

   g) A list of any active requests for any land-use or other approvals that are or may be considered by a board or committee of the city and/or the City Commission.

   h) A list of any current Code Enforcement violations issued to the entity or individual, or any property or business owned or managed by the entity or individual, seeking to provide the gift, sponsorship.

   i) A disclosure by the entity or individual of any familiar or formal relationships with any elected or appointed official of the city or any city staff member.

2. The City Manager's Office shall determine if the sponsorship, gift, or donation is appropriate for the City to accept based on:

   a) The alignment of the donor's values with that of the City;

   b) Whether acceptance would be, or would appear to be improper given the information provided;

   c) If the offer and/or acceptance of the sponsorship, gift, or donation is in compliance with the Palm Beach County Code of Ethics and other applicable laws and/or standards.

3. Notwithstanding the above, any sponsorship, gift, and/or donation may be refused at the sole discretion of the City Manager or City Commission.

4. The City Manager's Office shall ensure that all required and appropriate documents related to any sponsorship, gift, and/or donation are properly filed with the Palm Beach County Commission on Ethics.

15. PENALTIES FOR NON-COMPLIANCE

A. Failure to comply with this Policy may result in the:

   1. Revocation of the special event permit;

   2. Denial of a future special event permit;

   3. Limitations imposed on future special event permits;

B. The Producer may be banned from applying for a special event permit permanently or for a defined period of time. Vendors, exhibitors, and/or contractors not following procedures and/or rules outlined in this Policy or any vendor guidelines approved by the City Manager may be banned from participating in special events in the City for a period of time up to and including a permanent ban.

16. ANNUAL REVIEW

The SEM, SETAC and DSMG will, at minimum, review the Special Events Policy annually and provide recommendations to the City Manager for amendments/changes.