



### How do I know if my organization qualifies as a non-profit?

A “Non-profit” organization must work to serve a public purpose, rather than to provide financial benefit to any individual, corporation, or entity. The “Non-profit” organization must be organized around a cause, mission, or community need. The following items are needed to qualify for the “Non-profit” designation:

- Sunbiz registration
- Copy of the FEIN# and IRS non-profit certification,
- Detailed statement about how their proposed event serves a public purpose to foster an authentic and inspiring community that celebrates our history while building toward the future.

## The City of Delray Beach

### About Us

Delray Beach recognizes that special events provide opportunities to promote community welfare, improve 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.

### Contact Us

City of Delray Beach Parks & Recreation  
Office of Special Events

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## SPECIAL EVENTS GUIDE

*A How-to-Guide to Permit a  
Special Event in Delray Beach*



# What is considered a Special Event in Delray Beach?

## A Special Event as defined in City Code Sec. 101.32 means

An organized or planned gathering or persons having a common purpose, design, or goal, that occurs on City-owned, City-controlled, or private property that has an impact on the services that are regularly provided by the City, such as health, fire, and police. Examples of special events include:

- Festivals
- Exhibitions
- Concerts
- Athletic Road Races
- Parades

# What types of special events are permitted in Delray Beach?

## Events in Delray Beach are categorized into three (3) types:

Commercial Event: For-Profit/Non-Profit

- Examples include: concerts, festivals, and other larger-scale event which require paid admission

Community Event: For-Profit/Non-Profit

- Examples include: block parties, free festivals, free concerts, Green Market

Athletic Event: For-Profit/Non-Profit

- Examples include: 5k run, bike ride, event is open to the public but may require a registration fee for participants

## How do I know which category to choose on my application?

The Special Events policy provides in-depth descriptions of each category is available. The City of Delray Beach Parks & Recreation – Special Events Office is available to help you select the appropriate category based on the information provided in your application.

## How do I apply for a Special Event permit and when is it due?

Complete the Special Event permit application (include the \$150 non-refundable application fee) and submit it to the City of Delray Beach Parks & Recreation. The deadline to submit a Special Event application is noted below:

Event Permit Type	Deadline to Submit Application <i>(days prior to event date)</i>	Appx. Permit Processing Time <i>(days prior to event date)</i>
Commercial Event (For-Profit/Non-Profit)	90	60
Community Event (For-Profit/Non-Profit)	90	60
Athletic Event (For-Profit/Non-Profit)	45	30

## How do I know if my application is approved?

The City of Delray Beach will contact you once your application is submitted and will provide you with a preliminary cost estimate. At your direction, they will submit the application to our Special Events Technical Advisory Committee (SETAC) for review. After this review, you will be contacted by email and mail with your approval/denial letter.

