

# CITY OF DELRAY BEACH

## Parks and Recreation Department



50 NW 1<sup>st</sup> AVENUE, DELRAY BEACH, FLORIDA 33444

### 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: \_\_\_\_\_ Website: \_\_\_\_\_  
*Organization/Corporation*

Address: \_\_\_\_\_  
*Street Address* *Apartment/Unit #*

\_\_\_\_\_

*City* *State* *ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Event  
Producer  
Name: \_\_\_\_\_ Cell  
Phone: \_\_\_\_\_  
*First* *Last*

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)

#### Event Information

Event Name/Title: \_\_\_\_\_

Request Event Location: \_\_\_\_\_

Event Description: \_\_\_\_\_

	EVENT DATE	DAY OF WEEK	START TIME	END TIME
DAY 1				
DAY 2				
DAY 3				

Set-up will begin on: \_\_\_\_\_ at \_\_\_\_\_ AM / PM  
*Date* *Time*

Breakdown will be completed by \_\_\_\_\_ at \_\_\_\_\_ AM / PM  
*Date* *Time*

## Event Details

Attendance Estimates:

Total Event Attendance: \_\_\_\_\_ Daily attendance: \_\_\_\_\_ Peak Hourly attendance: \_\_\_\_\_

Is this an Annual Event? ☐ Yes ☐ No

If yes, # of Years Held \_\_\_\_\_ If yes, # of Years Held in Delray Beach: \_\_\_\_\_ Last Held: \_\_\_\_\_

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 \$ \_\_\_\_\_ Senior: \$ \_\_\_\_\_ Child: \$ \_\_\_\_\_

Is fencing proposed 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 you are requesting to be closed and the closing/opening dates / times.

STREET/INTERSECTION	CLOSURE		RE-OPEN OF ROAD	
	Date / Time		Date / Time	
	/		/	
	/		/	
	/		/	

## 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)**

- ☐ Fireworks (99.05/101.20/96.25)

☐ Animals (101.27/LDR 2.4.6(f)(8))

☐ Vehicle Displays (4.6.6(c)(3))

☐ Road Closure (F.S. Chapter 316 & 318)

☐ Cooking on Site/Open Flame (96.04)

☐ Food Trucks (120.01(c))

☐ Merchandise Vendors (118.04/110.15)

☐ Signs & Banners (LDR 4.6.7(F))

☐ Alcohol (113.02)

☐ Offsite Parking (4.6.9(5)(b)) & (2.4.6. (F)(7) & (2.4.6.(3)(e))

☐ Live Music /Amplified Music / Sounds (99.03(a)/99.05)

☐ Amusement Games/Rides/Carnival (including inflatables/climbing walls, etc.) (LDR 2.4.6(f)(1))

*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 must be provided to the City.*

☐ Other \_\_\_\_\_

**Tents:** ☐ Yes ☐ No If yes, how many total tents? \_\_\_\_\_ Size of tents: \_\_\_\_\_

*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.*

**Onsite Cooking:** ☐ Yes ☐ No Please specify method: *(Fire Marshal inspections are required)*  
\_\_\_\_\_ Gas/Compressed Gas  
\_\_\_\_\_ Electric  
\_\_\_\_\_ Fryers  
Name of grease removal contractor: \_\_\_\_\_ Date & time of pickup at end of event: \_\_\_\_\_

**Food and Beverage Vendors:** ☐ Yes ☐ No  
If yes, number of vendors anticipated at event: \_\_\_\_\_  
*(Health Department approval required along with City Business Tax Receipt or Vendor License. Full list will be required prior to event.)*

**Trash Boxes & Bags:** ☐ Yes ☐ No If yes, the City will determine number needed and staffing.

**Food Trucks:** ☐ Yes ☐ No If yes, number of food trucks \_\_\_\_\_  
*(Food trucks must be from the approved list of vendors.)*

**Merchandise Vendors:** ☐ Yes ☐ No If yes, number of vendors anticipated at the event: \_\_\_\_\_  
*(City Business Tax Receipt or Vendor License required.)*

**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)*  
\_\_\_\_\_

**Performance Platform (30" high or less) :** ☐ Yes ☐ No  
If yes, number of platforms: \_\_\_\_\_ *(An additional stage permit may be required for anything over 30")*

**Requesting Rental and Use of City Stages:** ☐ Yes ☐ No *(Will require City staff for whole event)*  
If yes, which stage? ☐ Large stage (14' x 36' - \$500) ☐ Small stage (16' x 21' -\$250) ☐ Half small stage (8' x 21 -\$250)

**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.*

**Fireworks / Pyrotechnics:** ☐ Yes ☐ No  
*If yes, specify exact location on the site map of the pyrotechnics will be set-up and fall zone.*

**Portable Toilets:** ☐ Yes ☐ No  
If yes, how many? \_\_\_\_\_ Vendor providing service? \_\_\_\_\_ *(Note locations on submitted site map)*

**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).*

**Request Rental of City Generator: Small – 10KW** ☐ Yes ☐ No *(City fees and charges will be incurred with this request).*  
**Large – 40kW** ☐ Yes ☐ No

**Access to City Power:** ☐ Yes ☐ No If yes, where: \_\_\_\_\_

## 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, stimulates broad economic or cultural activities within a neighborhood or the Central Business District, and/or helps to build a sense of community.

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## 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)

**Requesting 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.)

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**Are Valet Parking Services being Used?** ☐ Yes ☐ No (If yes, indicate Valet location on site map)

If yes, please indicate the name of the service provider

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**Trash Removal Plan to be determined by the City based on each event.**

**As of 2018, the City of Delray Beach is discouraging the use of single-use plastic. This includes plastic straws, cups, and utensils. Please address locations for recycling, 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 of the following items with your application:

☐ Completed Application

☐ Site Map

☐ Non-Refundable \$150.00 Applicable Fee

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	
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 Guidebook 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.  
\_\_\_\_\_ (Please initial here)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## THIS PAGE FOR INTERNAL USE ONLY

### Event Purpose/Community Benefit

- ☐ Promotes Community Welfare

☐ Provides enriched cultural opportunities

☐ Improves quality of life for citizens and visitors

☐ Builds a sense of Community

Quantify how their proposed event serves a public purpose which will foster an authentic and inspiring community that celebrates our history while building toward the future.

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## INITIAL ESTIMATE BASED ON APPLICATION ONLY – NO DEPARTMENT INPUT/SETAC

This section will be completed by Special Events Office prior to accepting application and will use the Excel Quick Estimate Form (see example below).

How much **COULD** this event cost (City expenses only)? This is a **ROUGH ESTIMATE** of potential charges that **MAY** be incurred if your event is permitted and produced. This **ROUGH ESTIMATE** is **NOT** your final bill and may **NOT** reflect any/all charges. This **ROUGH ESTIMATE** is only a gauge to help you determine if you want to submit this application and the \$150 permit fee.

PD est:	Attendance #	3000	Ave Cost per PD officer OT	55
	Total # of hours	0	PD = attendance/400	
	Alcohol Present? (Y/N)		Alcohol = PD officers x2	
	Est PD:	0		
	EST PD w/ Alcohol	0		
Fire est:	Attendance #	3000	Firefighter OT	45
	Total # of hours	10	Firefighter attendance/500	
	Total # of event days	0		
	Cooking Present? (Y/N)			
	Serve Unit Needed			
	Est Fire:	2700		
	EST Serve Unit + 2 staff	0		
	Est Fire Inspection only	0	Assumes avg 3 hours to do fire inspection	
Restroom Attendant	Y/N	Y		
	EST Restroom Attendant	300		
Trash Boxes	Y/N	Y		
	# of boxes needed	10		
	EST Trash Boxes	50		
Trash Removal	Y/N	Y		
	EST PM for trash	3750	Assumes 2 PM staff for every 400 people for duration of event	
Stage rental	Large Y/N	Y		
	Small Y/N	Y	Park	25
	EST Large Stage + 15staff	7800	Large stage	530
	EST Small stage + 1staff	515	Small	265
Parking Spaces	Y/N - Full Day	Y		
	Number of spaces requested	12		
	Total Hours (Full Day)	288.2	\$21.60 per hour	
	Y/N - Half Day	Y		
	Total Hours (Half Day)	129.6	\$10.80 per hour	
Pole Banners	Y/N			
	Number of poles		Installation +\$50 a pole	
	Est for Pole	0		
Vendors/food Trucks	Y/N			
	EST Code Enforcement	0		
ROUGH ESTIMATE BASED ON APPLICATION ONLY:		8483.8		
DOES NOT INCLUDE STREET CLOSURE ESTIMATE				