



## Legislation Text

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**TO: Mayor and Commissioners**  
**FROM: Suzanne Fisher, Director of Parks and Recreation**  
**THROUGH: Mark R. Lauzier, City Manager**  
**DATE: November 13, 2018**

### SPECIAL EVENT POLICY UPDATE

#### **Recommended Action:**

Seeking direction on:

1. New policy
2. Inclusion of the Free Friday Night Concerts in list of Annual Events ( produced by Old School Square)
3. Past due balances (collect/waive)
4. Implementation timeline, if policy is approved

#### **Background:**

The current Special Event Policy and Guidebook were approved by the City of Delray Beach City Commission in September 2016. Since that time, many issues which may have complicated the application and permit process have been identified . The attached 2018 Special Events Policy attempts to correct these issues by addressing the following:

1. Fewer Event Classification Types
2. Shorter Application Deadlines
2. Clearly defined and listed Annual City produced special events
3. Clarity in the definition of a non-profit entity
4. Inclusion of recommendation to implement "green" event practices
5. Simplification of charges for fees and services
6. Clarity in the process to request City Co-Sponsorships for events

#### **Timing of Request:**

This is time sensitive, because if approved the 2018 Special Event Policy could be implemented as early as December 1, 2018.

ATTACHMENT 1: 2018 Special Event Policy

ATTACHMENT 2: Summary Memo

ATTACHMENT 3: Tri-fold (2 page) 2018 Guide to Special Event Permitting

ATTACHMENT 4: 2018 Special Event Application

ATTACHMENT 5: Past due balances