



City of Delray Beach  
Special Event Permit  
Application



**PLEASE TYPE OR PRINT**

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

Event Date(s): \_\_\_\_\_ Times: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Event Sponsor/Producer: \_\_\_\_\_

Event Contact/Coordinator: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cellular Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Event Description/Purpose: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Brief History of Event (If applicable): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Planned Activities (Outline of activities/number of activities, i.e. entertainment,  
children's rides, games, other programs): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Number of Individuals Served Previous Year (if applicable): \_\_\_\_\_

Describe the targeted population and expected attendance: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Serving or selling alcoholic beverages:      yes \_\_\_\_\_      no \_\_\_\_\_  
*(If yes, copy of license and alcohol liability insurance required two (2) weeks prior to event)*

Event certificate of insurance attached:      yes \_\_\_\_\_      no \_\_\_\_\_  
*(Required two (2) weeks prior to event naming the City as additional insured, also required for vendors)*

Playing of amplified music:      yes \_\_\_\_\_      no \_\_\_\_\_  
*(Waiver required)*

Will there be entertainment:      yes \_\_\_\_\_      no \_\_\_\_\_  
(If yes, attached list of Performers and/or DJ's)  
If yes, sponsor agrees all entertainment will be family oriented  
and contain no obscenities:      yes \_\_\_\_\_      no \_\_\_\_\_

Requesting Police assistance:      yes \_\_\_\_\_      no \_\_\_\_\_  
(traffic control/security)

Will supplement with private security:      yes \_\_\_\_\_      no \_\_\_\_\_  
*(If yes, need plan attached)*

Requesting Emergency Medical assistance:      yes \_\_\_\_\_      no \_\_\_\_\_

Requesting barricade assistance:      yes \_\_\_\_\_      no \_\_\_\_\_  
(If no, how are you handling?)

Requesting trash removal/clean up assistance:      yes \_\_\_\_\_      no \_\_\_\_\_  
(Will be billed to sponsor)

Requesting trash boxes/containers and liners:      yes \_\_\_\_\_      no \_\_\_\_\_

Requesting stage use:      yes \_\_\_\_\_      no \_\_\_\_\_  
*(If yes, check type)*  
**Large stage (14' x 36')**  **Small stage (16' x 21')**  **Half small stage (8' x 21')**

Requesting signage:      yes \_\_\_\_\_      no \_\_\_\_\_  
**Type:** 4'x4' **Event sign** \_\_\_\_\_ **Parking Signs** \_\_\_\_\_  
**Banner hanging** \_\_\_\_\_ **Indicate dates required** \_\_\_\_\_  
*(Waiver required if more than one (1) week prior to event)*

Requesting City Portable Generator:      yes \_\_\_\_\_      no \_\_\_\_\_  
(If yes, size & power)

Food and beverage vendors:      yes \_\_\_\_\_      no \_\_\_\_\_  
**If yes, approximate number** \_\_\_\_\_  
(Health Department approval required)      yes \_\_\_\_\_      no \_\_\_\_\_

Other vendors: yes \_\_\_\_\_ no \_\_\_\_\_  
(Indicate type) \_\_\_\_\_

Tents: yes \_\_\_\_\_ no \_\_\_\_\_  
***If yes, How many \_\_\_\_\_ What size or size required \_\_\_\_\_  
(If yes, tent permits and fire inspections may be needed)***

Will the event include amusement rides: yes \_\_\_\_\_ no \_\_\_\_\_  
***(If yes, type and location and copy of liability insurance required, also requires state license and inspection.)***

Will the event be gated: yes \_\_\_\_\_ no \_\_\_\_\_  
***(Show on-site map)***

Will there be a charge for the event: yes \_\_\_\_\_ no \_\_\_\_\_  
***(If yes, indicate ticket prices) \$ \_\_\_\_\_***

Will there be fireworks or other pyrotechnics: yes \_\_\_\_\_ no \_\_\_\_\_  
***(If yes, contact Fire Marshal to obtain and complete permit application)***

Will there be cooking with compressed gas: yes \_\_\_\_\_ no \_\_\_\_\_  
***(If yes, contact Fire Marshal for inspections)***

Will you be providing port-a-lets for the event: yes \_\_\_\_\_ no \_\_\_\_\_  
***(If yes, locate on-site map. If no, indicate how you will handle restroom needs)***

Is reserved parking requested: yes \_\_\_\_\_ no \_\_\_\_\_  
***(If yes, indicate locations and purpose for use)***

Event Permit

Attachments:

- \_\_\_\_\_ Revenue/Expense Budget
- \_\_\_\_\_ Revenue/Expense Recap Last Years Event
- \_\_\_\_\_ Site Plan
- \_\_\_\_\_ Letter Requesting Noise Ordinance Waiver
- \_\_\_\_\_ Letter Requesting Waiver Consumption Alcohol Beverages
- \_\_\_\_\_ Proof of Non-Profit Status
- \_\_\_\_\_ General Liability Insurance Certificate
- \_\_\_\_\_ Alcohol Beverage Liability Certificate
- \_\_\_\_\_ Proof of Rental Agreement or Authorization Letter from Private Property Owner
- \_\_\_\_\_ Hold Harmless Agreement

Submittal Date Requirements:

- Minor Event 45 days prior to event
- Intermediate Event 90 days prior to event
- Major Event 120 days prior to event
- Neighborhood Block Party 30 days prior to event

\_\_\_\_\_  
**Event Contractor/Coordinator**

\_\_\_\_\_  
**Date**

**Please print:** \_\_\_\_\_

Please enclose the appropriate non-refundable application fee payable to the City of Delray Beach, 100 N.W. 1<sup>st</sup> Avenue, Delray Beach, Florida 33444. Required with permit application.

***For Staff Use Only***

Date Received \_\_\_\_\_

Application fee received \$ \_\_\_\_\_