

EVENT CONTACT INFORMATION

Applicant Name: Town of Belleair Parks & Recreation Department

Address: 918 Osceola Road

City: Belleair **State:** FL **Zip Code:** 33756

Phone: 727-518-3728 **Email:** rhobbs@townofbelleair.net

Are you requesting that this event be held (at least in-part) on public property? Yes No

Are you the property owner/lessee of the event site? Yes No*

** If no, please attach a written letter of consent to use the event site from the property owner*

Are you going to be the primary contact for this event? Yes No*

** If no, please provide primary contact information in the section below*

Primary Contact (if different than applicant): Rachel Hobbs

Role with the Event: Special Event Coordinator

Address: 918 Osceola Road

City: Belleair **State:** FL **Zip Code:** 33756

Phone: 727-518-3728 **Email:** rhobbs@townofbelleair.net

Emergency Contact (MUST BE ON-SITE FOR EVENT): _____

Role with the Event: Ricky Allison, Parks & Recreation Director

Phone: 727-242-1682 **Email:** rallison@townofbelleair.net

EVENT OVERVIEW

Event Name: Holiday Parade & Party **Date of Event:** 12-8-19

Start Time: 5:00 am / pm **End Time:** 8:00 am / pm

Site Address: 999 Indian Rocks Road

Current Zoning of the Subject Parcel: _____

Expected # of Attendees: 500 **Expected # of Vehicles (Including Vendors):** 200

Provide a detailed description of the proposed event below (or attach a separate sheet). Please explain the event's purpose and activities, and describe why the event is requesting exemption(s) from the Code, citing the special relief checkboxes on pages 3 and 4 of this application. Also include an explanation of any measures in place to prevent underage drinking at your event.

The Belleair Holiday Parade & Party will be held on Sunday, December 8 from 5:00pm-8:00pm at Hunter Memorial Park. The parade will have approximately 20-30 vehicles/floats and community group participants. The parade route will be from the Public Works (staging area), westbound on Ponce De Leon Blvd., along The Mall northbound and back down The Mall southbound.

At the conclusion of the parade, there will be a party held in Hunter Memorial Park with food, bounce houses, visits with Santa, crafts and other entertainment.

Road closures will begin approximately at 12:00pm and conclude at approximately 9:00pm.

We are requesting temporary signage of the street banner across Indian Rocks Road to be placed on Monday, November 28, 2019 and taken down on Monday, December 9, 2019.

We are requesting assistance from the parks & recreation staff and police department for road closures and park usage.

For waste removal, we are requesting usage of the Solid Waste Department's satellite garbage truck.

Are you going to contract any private security services/officers on-site? Yes* No

** If yes, please provide the name of the business and the name(s) and cell phone numbers of the person(s) who will be on-site. Attach additional sheets as necessary.*

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____

Are you going to utilize any parking services for this event? Yes* No

** If yes, provide the name(s) of the vendor(s) below along with company contact information.*

Vendor: _____ Phone: _____

Vendor: _____ Phone: _____

Provide the name(s) of any other commercial vendor(s) contracted for the event:

Smith Rents Tents- not onsite during the event

United Site Services (Portolets)- vendor not onsite during the event.

Bounce A Lot Inflatables

REQUIRED APPLICATION ATTACHMENTS

Unless exempted by the Town Manager, please attach the following documents to this application.

- Site Layout:** May be printed out or hand-drawn on an 8.5" x 11" piece of paper or larger.
- Parking Plan:** May be printed or drawn on a map that is 8.5" x 11" or larger. Plan must designate space for public safety services access and parking.
- Neighbor Input Letters:** Signed letters from at least four (4) neighbors who reside within three lots of the event-site that include a statement of approval or disapproval.

SPECIAL RELIEF DOCUMENTATION

Please mark the categories below for which you are seeking special relief, and attach relevant supporting documents to your application.

- Alcohol Licensure (Code Section 6-2):** If requesting to serve alcohol on public property or to sell alcohol, attach all necessary alcohol licensure applications, including State Form ABT 6003.
- Noise Mitigation Plans (Code Section 74-484):** If requesting to exceed the noise regulations allowed by Town Code, provide an attached explanation of expected noise impacts, including the nature, duration, and location of any amplified sound.
- Sanitary Plans:** If regular on-site restrooms are not sufficient for the event and other accommodations are to be made, provide a written explanation of those plans and include their location(s) on the required site layout.
- Special Event Insurance:** Proof of special events insurance coverage if requesting to hold the event on public property, with the Town of Belleair listed as additional insured.
- Street Vending:** If planning to contract street vending for this event (i.e. food trucks), attach a letter explaining the vendor's purpose and impact, along with the vendor(s) contact information.
- Temporary Signage (Code Section 74-572):** If requesting to place temporary signage in excess of what the Code allows, attach a plan for the signage and a statement of its purpose.
- Waste Elimination/Restoration Plans:** If the event will create a level of waste that requires a dumpster or other cleanup not covered by regular pickup, provide an explanation of waste removal.

AUTHORIZATION

By signing below, the applicant certifies that all information provided on this application is complete and correct and that all necessary attachments have been included. The applicant also agrees to the relevant fee schedule set forth by the Town, and assumes all responsibility for any and all damages to public property that may result from the requested event. A violation of any of the permit's parameters, any other sections of the Town's Code, or other relevant laws may result in code enforcement or other legal action.

THE COMPLETION OF THIS FORM DOES NOT CONSTITUTE APPROVAL FOR A SPECIAL RELIEF PERMIT.

Applicant signature

Date

END OF APPLICATION

STAFF WORKFLOW (FOR TOWN USE ONLY)

Date of Application Submission to the Police Department: 11/4/19

Received By (Initials): JT Approved By (Initials): JT

Does the Police Department have any objections to this permit? Yes No

If yes, provide an explanation here or attach another sheet: _____

Date of Receipt by Parks and Recreation Department: 11-4-19

Received By (Initials): AWA Approved By (Initials): AWA

Does the Parks and Recreation Dept. have any objections to this permit? Yes No

If yes, provide an explanation here or attach another sheet: _____

Date of Receipt by Town Manager: 11/4/19


Does the Town Manager have any objections to this permit? Yes No Need 152

If yes, provide an explanation here or attach another sheet: _____

Date of Commission Decision: 11/12/19

Special Relief Permit is **approved*** Special Relief Permit is **denied**

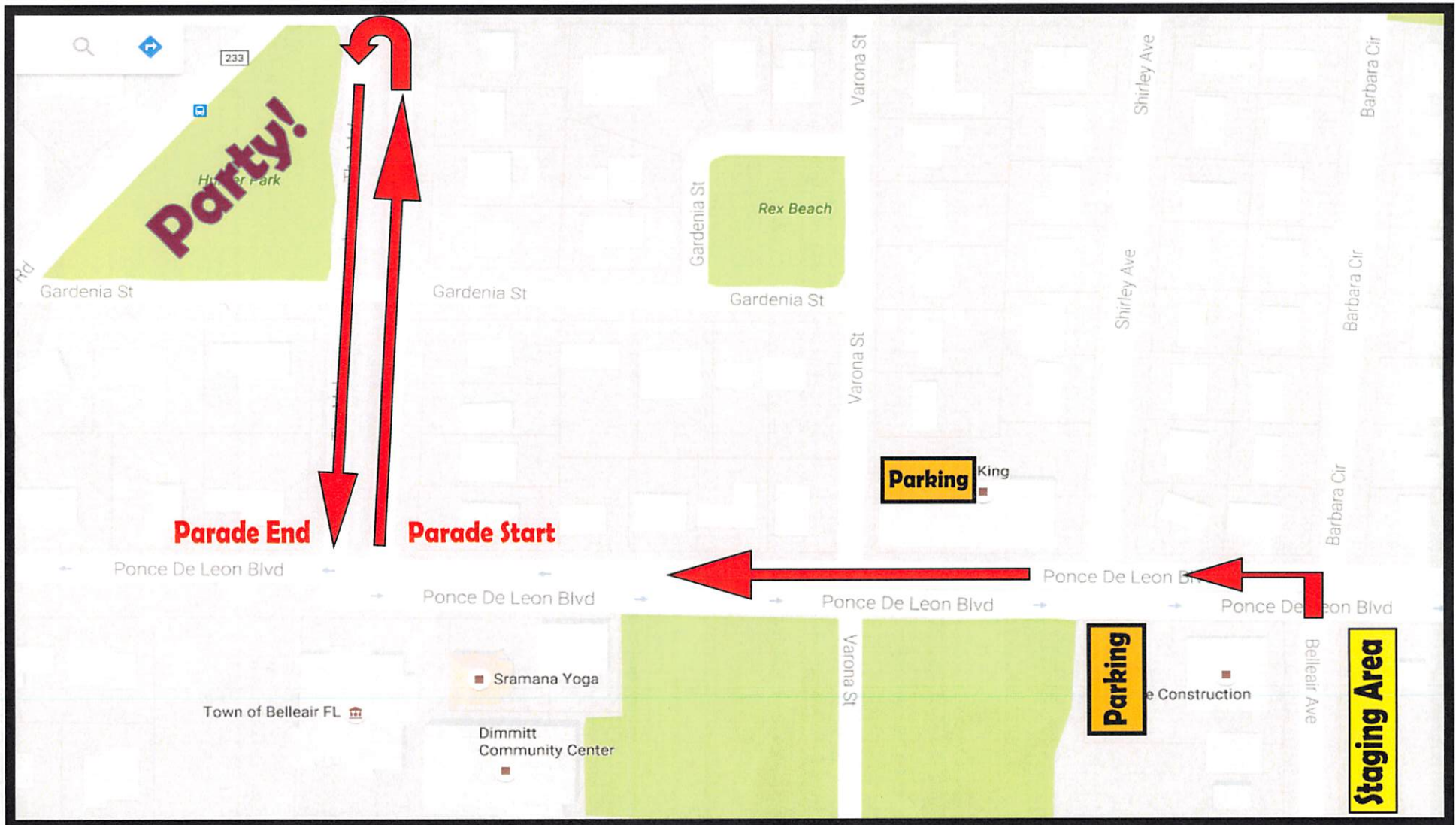
Assessed Fee: .6 Due Date for Fee: _____


Town Manager's signature

Date of approval/denial

**If approved by the Commission, the Police Department will issue a Special Relief Permit to the applicant within three (3) business days. The Police Department will be responsible for enforcing the conditions of the permit before, during, and after the event.*

2019 Parade Route



Staging Area: Located at Public Works Building at 1075 Ponce de Leon Blvd.

- Parade participants will need to meet at Public Works at 4:15pm for check in and placement.
- For everyone's safety, please do not exit the parade at Hunter Memorial Park. You may pull vehicles into the parking lot of East field located at Varona St. and Ponce De Leon Blvd.

Holiday Parade Police Details

Sunday, December 8, 2019

- 12:30 pm:** The Mall Closes (Rec staff will place barricades)
- 4:00 pm:** Police to position cones in middle of Indian Rocks Road (section next to park) to slow traffic
- 4:00 pm:** Officers placed at:
- Ponce/Varona
 - Ponce/Barbara
 - Ponce/Indian Rocks Road
 - Indian Rocks/The Mall
- 4:45 pm:** Ponce completely closed, NO TRAFFIC
- 5:00 pm:** Parade starts, Chief with Mayor in the front of parade
- 6:00 pm:** (or parade completion) Open Ponce,
- 6:00 pm:** Parade is over: Leave The Mall closed
- 6:00 pm:** Parade is over: Reposition cars with lights on to help slow traffic by park
- One car with lights at: Gardenia/Indian Rocks Road
 - One car with lights at: The Mall/Indian Rocks Road
- 8:00 pm:** Party ends: Rec staff to clean up party. The Mall remains closed with police assistance to help with road safety during clean up.
- 9:00 pm:** Police released from The Mall



= White Tent



= Portolet



= Green Barricades

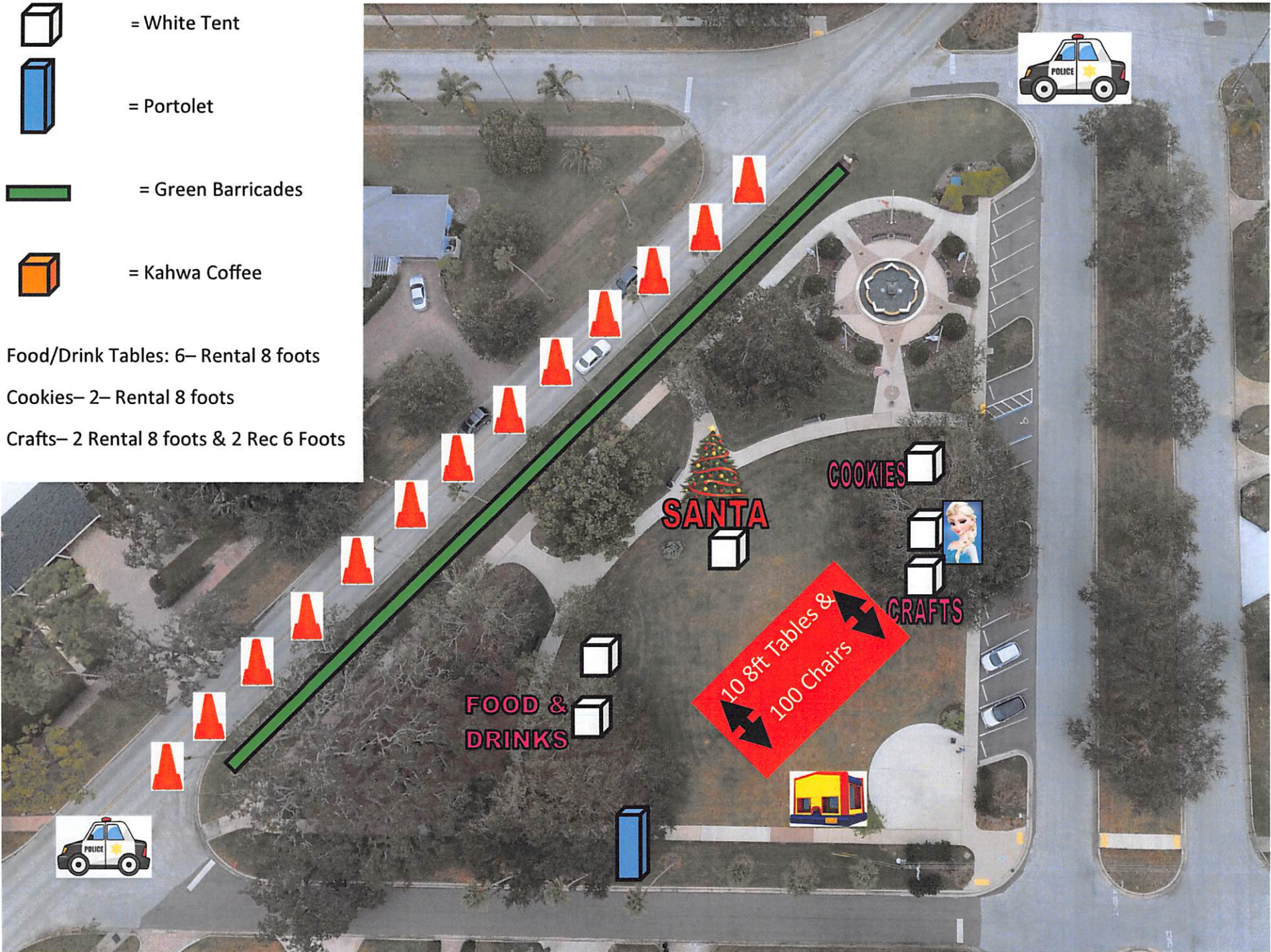


= Kahwa Coffee

Food/Drink Tables: 6- Rental 8 feet

Cookies- 2- Rental 8 feet

Crafts- 2 Rental 8 feet & 2 Rec 6 Feet



COOKIES



CRAFTS

10 8ft Tables & 100 Chairs

FOOD & DRINKS

