

EVENT CONTACT INFORMATION

Applicant Name: Belleair Community Foundation/Belleair Living Magazine

Address: 903 Ponce De Leon Blvd

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

Phone: 727-424-7047 **Email:** bcfworks@gmail.com

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): Karla Rettstatt

Role with the Event: chairperson

Address: 1705 Laurel Road

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

Phone: 727-424-7047 **Email:** karla Rettstatt@gmail.com

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

Role with the Event: _____

Phone: same as above

Email: _____

EVENT OVERVIEW

Event Name: Cinco de Mayo **Date of Event:** May 5th, 2022

Start Time: 5:30 am / pm **End Time:** 7:30pm am / pm

Site Address: Hunter Memorial Park

Current Zoning of the Subject Parcel: _____

Expected # of Attendees: 120 **Expected # of Vehicles (Including Vendors):** 20

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.

BCF and Belleair Living Magazine present Cinco De Mayo at Hunter Park.

Tacos, Margaritas, Beer and Non-Alcoholic Drinks.

Live Music

Event signs placed 14 days prior to event at Hunter, Doyle/Wall and Hallett Park.

Need green barricades for beverage area. Pulling a temporary alcohol license.

Extra trash cans, orange cones from town. Would like to use town hall bathrooms. Will have someone with a golf cart to take them down.

No road closures required for this event.

Will place BCF Trailer in park and the taco truck on the cement pad. Will place both on cement pad if they will fit.

High top tables and some chairs.

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:

BCF Trailer

Taco Food Truck

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.

Karla D Rettstatt
Applicant signature

3/9/22
Date

END OF APPLICATION

STAFF WORKFLOW (FOR TOWN USE ONLY)

Date of Application Submission to the Police Department: 3/10/22

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: _____

ONE POLICE OFFICER NEEDED

Date of Receipt by Parks and Recreation Department: 3/10/22

Received By (Initials): RJY **Approved By (Initials):** RJY

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: _____

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

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

Date of Commission Decision: _____

Special Relief Permit is approved*

Special Relief Permit is denied

Assessed Fee: _____ **Due Date for Fee:** _____

Town Manager's signature

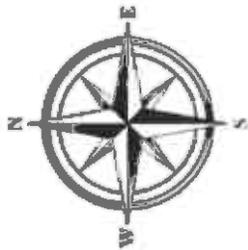
Date of approval/denial

**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.*

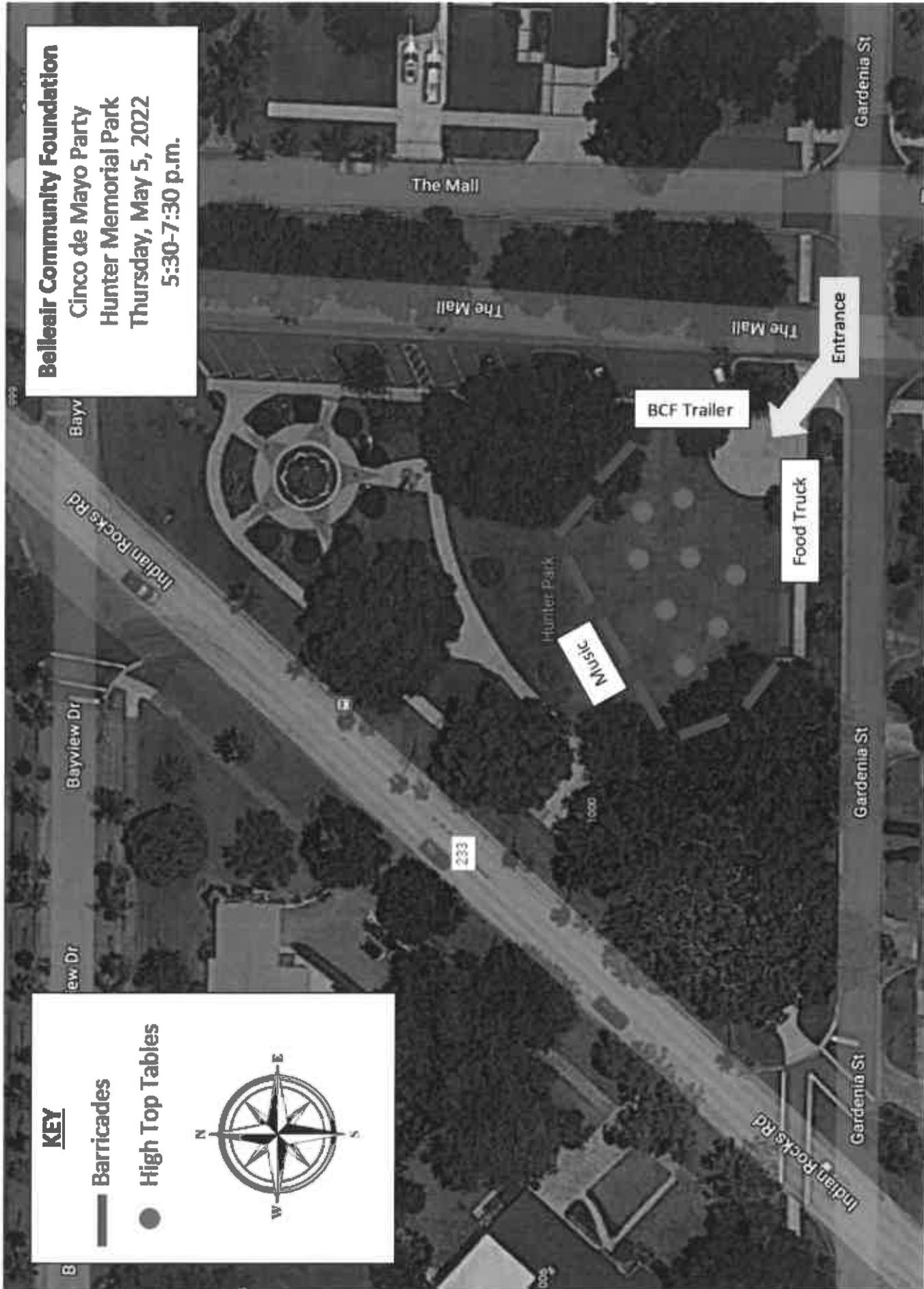
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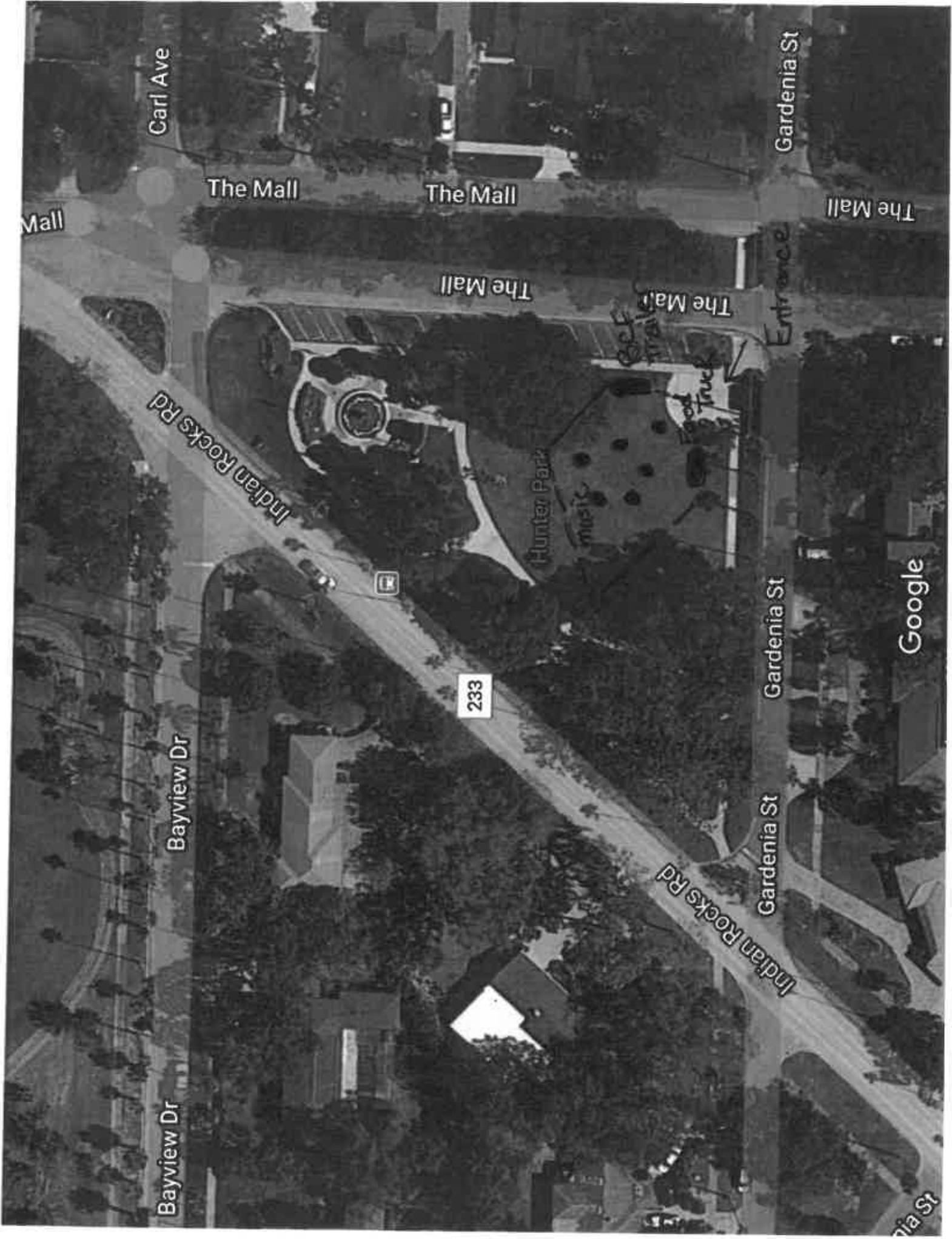
— Barricades

● High Top Tables



Belleair Community Foundation
Cinco de Mayo Party
Hunter Memorial Park
Thursday, May 5, 2022
5:30-7:30 p.m.





Carl Ave

The Mall

The Mall

Gardenia St

The Mall

Mall

The Mall

The Mall

Entrance

Indian Rocks Rd

Hunter Park

music

rock trail

Food Truck



233

Gardenia St

Google

Bayview Dr

Gardenia St

Indian Rocks Rd

Bayview Dr

Gardenia St