

EVENT CONTACT INFORMATION

Applicant Name: Town of Belleair Recreation Department
Address: 918 Osceola Rd
City: Belleair State: FL Zip Code: 33756
Phone: 727-518-3728 Email: recdesk@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): Lucas Johnston
Role with the Event: Programmer II - Special Events
Address: 918 Osceola Rd
City: Belleair State: FL Zip Code: 33756
Phone: 727-420-3365 Email: ljohnston@townofbelleair.net

Emergency Contact (**MUST BE ON-SITE FOR EVENT**): Kelly Flowers
Role with the Event: Recreation Manager
Phone: 727-742-0123 Email: kflowers@townofbelleair.net

EVENT OVERVIEW

Event Name: Springfest & Arbor Day Celebration Date of Event: 04/04/2026
Start Time: 10:00 am / pm End Time: 12:00 am / pm
Site Address: 918 Osceola Rd Belleair, FL 33756
Current Zoning of the Subject Parcel: Public
Expected # of Attendees: 300-400 Expected # of Vehicles (Including Vendors): 100

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 existing Code, citing the special relief checkboxes on pages 3 and 4 of this application:

Belleair's annual Springfest & Arbor Day Celebration is a free, fun, family-friendly event for all ages. This year's event will be held on Saturday, April 4th from 10:00am to 12:00pm. The event will be located at the Dimmitt Community Center, Brewster Field, and East Field. This community event will feature egg hunts, tree giveaways, touch-a-truck, games, crafts, bounce houses, food, and more. We are bringing outside vendors and their vehicles for the touch-a-truck portion which will be located on Varona Street. The Dimmitt Community Center restrooms will be open during the event. Parking will be located at the Dimmitt Community Center, Town Hall, and throughout the nearby neighborhoods.

The Recreation Department is requesting the following:

- Participation from the Solid Waste Department and Belleair Police Department for our touch-a-truck activity.
- Use of the Solid Waste Department's satellite truck for help in disposal of trash collected in cans placed throughout the fields.
- Temporary yard signs advertising the event 2 weeks prior—located at Hunter Memorial Park, Doyle/Wall Park, and Hallett Park.
- Temporary closure of Varona Street from approximately 8:00am to 1:00pm.

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: _____

Vendor: _____ Phone: _____

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

Bounce Party of Tampa

Various Touch-a-Truck Vendors

DJ Brian Akin

Food Truck Vendors (TBD)

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

Check any sections below that are relevant for your event and attach relevant documentation.

- 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 Plan (Code Section 74-484):** If requesting to exceed noise limits, explain anticipated noise impacts, including the nature, duration, and location of any amplified sound.
- Road Closures:** If the proposed event will require the temporary closing of Town roads or other public spaces, attach a map of these closures and an explanation for their necessity.
- 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.

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



Applicant signature

2/4/2026

Date

END OF APPLICATION

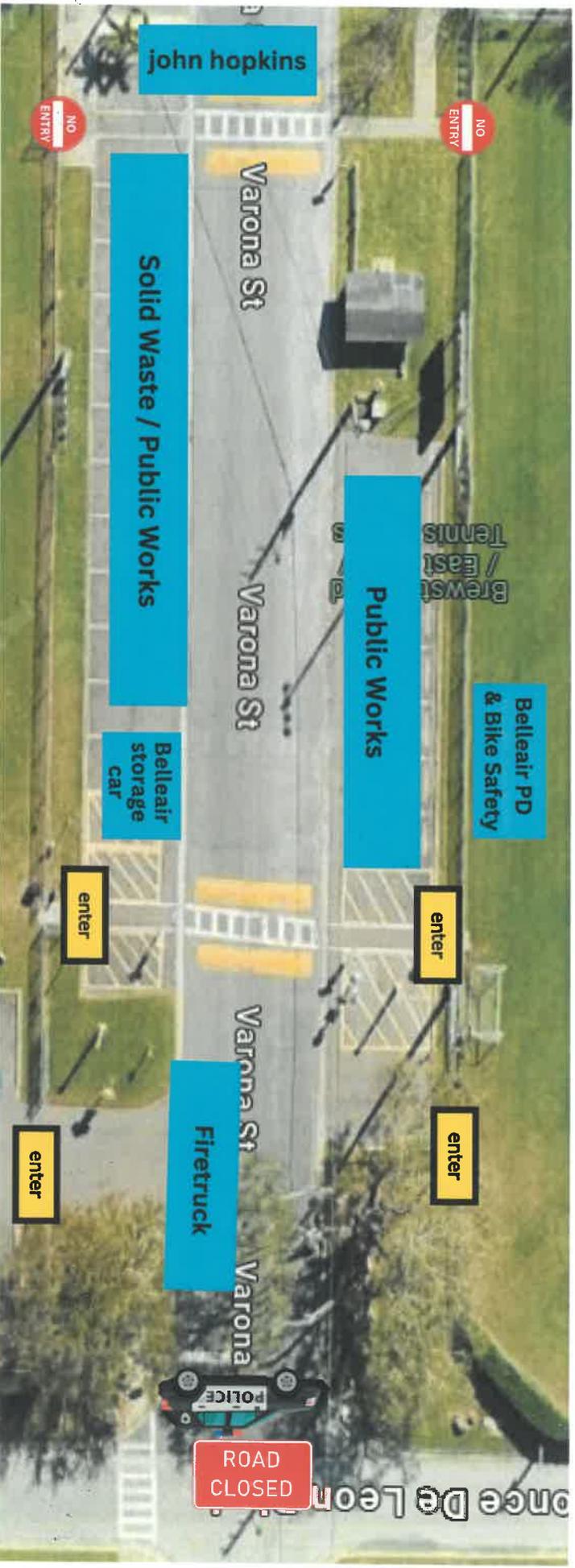
2026 SPRINGFEST & ARBOR DAY CELEBRATION LAYOUT



Kelly - Logistics / egg games
 Lucas - Logistics / egg games
 Natalie - Egg games
 Keontae & YAC - Donuts / water
 Chris/Amanda - Bunny 🙏

~~Chris - Bunny~~
 Pat - Bunny wrangler
 Jen - Prizes
 Keira (Maybe) - Photos / Drone
 PW/SW/PD - Touch-a-Truck

2026 SPRINGFEST & ARBOR DAY TOUCH-A-TRUCK



STAFF WORKFLOW (FOR TOWN USE ONLY)

Police Department Representative: Allison Daniels **Date:** 02/26/2026

Signature: [Signature]

Estimated Department fees: 0

Does the Police Department recommend approval of this permit? Yes No

Notes: _____

Public Works Representative: Ryan Womack **Date:** 2-26-26

Signature: [Signature]

Estimated Department fees: 0

Does the Public Works Department recommend approval of this permit? Yes No

Notes: _____

Finance Department Representative: DAN CARPENTER **Date:** 3/4/26

Signature: [Signature]

		Due Date:	Date of Receipt:
Application Fee:	\$ 0	/	/
Total Estimated Town Staff Fees:	\$ 0	/	/

Notes: No fees - Town event

Town Manager: Gay Lancaster Date: 3/4/26

Signature: Gay Lancaster

Does the Town Manager recommend approval of this permit? Yes No

Notes: _____

Date of Commission Decision: 3/17/26

Special Relief Permit is APPROVED Special Relief Permit is DENIED

Notes: _____

Town Manager Signature

Date of approval/denial

FINAL FEES

Final (Actual) Town Staff Fees:	\$
Initial Amount Due:	\$
Difference <input type="checkbox"/> Due or <input type="checkbox"/> Owed	\$

Due Date for Difference Due or Owed: _____ Date of Receipt (If Due): _____