

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:** ljohnston@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: _____

City: _____ **State:** _____ **Zip Code:** _____

Phone: _____ **Email:** _____

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

Role with the Event: Recreation Manager

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

EVENT OVERVIEW

Event Name: Soundcheck: Belleair Concert **Date of Event:** 1-17-2026

Start Time: 4:00 ☐ am / ☒ pm **End Time:** 10:00 ☐ am / ☒ pm

Site Address: 918 Osceola Rd

Current Zoning of the Subject Parcel: _____

Expected # of Attendees: 800 **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 existing Code, citing the special relief checkboxes on pages 3 and 4 of this application:

Soundcheck: Belleair is presented by the Town of Belleair Recreation Department in partnership with the Belleair Community Foundation. The event will be held on Saturday, January 17th, 2026 at Brewster Athletic Fields Complex. The concert is expected to draw around 800 participants. Please see attached proposed site plan for parking and event site.

The gates for the event will open at 4:00pm. The concert will take place from 5:00pm-8:00pm. Food and beverages will be for sale, including alcohol.

We are requesting assistance from the Recreation staff for event logistics and Public Works staff for set up, tear down, and barricades. We are requesting assistance from the Police Department for road closures (road closures begin at approximately 3:00pm), temporary detours, and pedestrian safety. We are requesting usage of the satellite garbage truck from the Solid Waste Department for disposal of waste. We will have port-a-lets in the East Field parking lot.

Staff is requesting temporary promotional signage (yard signs) in local parks (e. g. Doyle/Wall Park, Hallett Park, Hunter Memorial Park), as well as around the Dimmitt Community Center two weeks prior to the event. Staff is requesting that we place a banner over Indian Rocks Road two weeks prior to the event as well, and will be removed the following business day.

Parking for attendees will be located around the Dimmitt Community Center, Ponce de Leon Blvd. office complex, and Biltmore Construction parking lot. Some street parking will be available throughout the neighborhood of Carl Ave. and Barbara Cir. Bicycle and Golf Cart parking will also be made available near the event space. Ubers will be directed to drop off at 901 Ponce de Leon Blvd.

The Town of Belleair Recreation will be selling alcohol during this event and will have a Temporary Alcohol Permit, secured one week prior.

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:

Tent/tables/chairs rental TBD	Food vendors TBD
Bounce Party of Tampa	Concept 2000
Great Bay Distributors	United Site Services (portolets)

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



Date

END OF APPLICATION



Soundcheck: Belleair
January 17th - 5:00pm

Featured Artist:  **SPAZMATICS.**

Requesting Temporary signage street banner
advertising across Indian Rocks from January 2nd, 2026
until January 19th, 2026.



Ponce De Leon Blvd

Bike Parking



O2B Kids Belleair



**ROAD
CLOSED**

ENTRANCE

**Indoor
Restrooms**

Stage

Beer Trailer

Food Vendors

**Ernest Field
/ West Field /
Tennis Courts**

Playground

VIP Kids

VIP Tent (21+)

**ROAD CLOSURES: 3:00PM
GATES OPEN: 4:00PM
CONCERT BEGINS: 5:00PM**

**Additional Parking at Biltmore
Construction, Ponce de Leon
Blvd office complex, and streets
of Carl Ave. and Barbara Cir.**

Golf Cart Parking

Osceola Rd



PARKING FOR SOUNDCHECK: BELLEAIR CONCERT



Parking for the Belleair Outdoor Concerts are located in the yellow parking areas:

Seasons Belleair (1145 Ponce de Leon Blvd.)- Please enter at on the north entrance of Belleair Place Apartments

Belleair Public Works (1075 Ponce de Leon Blvd.)

Biltmore Construction (1055 Ponce de Leon Blvd.)

Professional Building (1016 Ponce de Leon Blvd.) HANDICAP PARKING ONLY

On-street parking is available throughout the neighborhood as well.

STAFF WORKFLOW (FOR TOWN USE ONLY)Police Department Representative: Allison Daniels Date: 12/02/25Signature: Estimated Department fees: Ø - TOWN EVENTDoes the Police Department recommend approval of this permit? ☒ Yes ☐ NoNotes: OFFICERS NEEDEDPublic Works Representative: Ryan Womack Date: 12-2-25Signature: 

Estimated Department fees: _____

Does the Public Works Department recommend approval of this permit? ☒ Yes ☐ NoNotes: PW will help where neededFinance Department Representative: Dan Carpenter Date: 12/1/25Signature: 

		Due Date:	Date of Receipt:
Application Fee:	\$ Ø	N/A	N/A
Total Estimated Town Staff Fees:	\$ - Ø	N/A	N/A

Notes: NO fees - Town Event

Town Manager: Gay LancasterDate: 12/2/2025Signature: Gay LancasterDoes the Town Manager recommend approval of this permit? ☒ Yes ☐ NoNotes: _____
_____Date of Commission Decision: 12/16/25Special 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): _____