

**EVENT CONTACT INFORMATION**

**Applicant Name:** 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 Events Coordinator  
**Address:** 918 Osceola Road  
**City:** Belleair **State:** FL **Zip Code:** 33756  
**Phone:** 727-647-0709 **Email:** rhobbs@townofbelleair.net

**Emergency Contact (MUST BE ON-SITE FOR EVENT):** Ricky Allison  
**Role with the Event:** Director of Public Works, Parks & Recreation  
**Phone:** 727-242-1682 **Email:** rallison@townofbelleair.net

**EVENT OVERVIEW**

**Event Name:** Belleair Sunset 5K & Fun Run **Date of Event:** 1-25-20  
**Start Time:** 5:00  am /  pm **End Time:** 9:00  am /  pm  
**Site Address:** Race Course Attached- Post Race Party at 918 Osceola Road  
**Current Zoning of the Subject Parcel:** \_\_\_\_\_  
**Expected # of Attendees:** 1500 **Expected # of Vehicles (Including Vendors):** 350

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 Parks & Recreation Department will be hosting the 18th Annual Belleair Sunset 5K & Fun Run on Saturday, January 25, 2020 from 5:00pm-10:00pm. The race will have approximately 1500 participants and volunteers. The race route will start and end on The Mall in front of town hall and Hunter Memorial Park and run throughout town (Please see attached race routes for the 5K & 1-Mile Fun Run.

At the conclusion, of the race, there will be a party held at the Brewster Athletic Fields complex with food, beer, wine, awards ceremony, and a small band.

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

Road closures will begin approximately 12:00pm and conclude at approximately 10:00pm.

We are requesting a temporary alcohol permit from the State of Florida.

We are requesting the use of the satellite garbage truck from the Solid Waste Department.

We are requesting temporary signage street banner advertising across Indian Rocks Road from Monday, January 13, 2020 to Monday, January 27, 2020.

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:

Mr. Bills Fine Foods

Table/Rental Company to be determined (drop off only- not onsite during event)

Belleair Market

Florida Road Race Management

More vendors to be determined

United Site Services-portalet rental company (drop off only-not onsite during event)

**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**

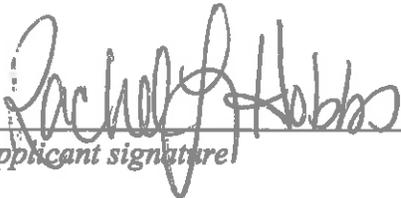
*Please mark the categories below for which you are seeking special relief, and attach relevant supporting documents to your application.*

- 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*

12/5/19  
\_\_\_\_\_  
*Date*

**END OF APPLICATION**

**STAFF WORKFLOW (FOR TOWN USE ONLY)**

**Date of Application Submission to the Police Department:** 12/10/19

Received By (Initials): ~~AWA~~ ST Approved By (Initials): ~~AWA~~ 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:** 12-9-19

Received By (Initials): LWA Approved By (Initials): LWA

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.*



# BELLEAIR SUNSET 5K

January 25 • 5:00 pm

[BelleairRec.com](http://BelleairRec.com)

Requesting temporary signage street banner advertising across Indian Rocks Road from Monday, January 13, 2020-Monday, January 27, 2020.

# Belleair Sunset 5K Route

Race Start: Approximately 5:15 pm





