

## **TOWN OF BELLEAIR**

# **MAJOR EVENT SPECIAL RELIEF PERMIT APPLICATION**

### **PROCESS OVERVIEW**

To address community requests to host/conduct special events and activities, the Commission may provide temporary relief from certain code restrictions via a special relief permitting process (Section 74-34 of Belleair's Code of Ordinances).

Within this section of the code, a carve-out exists for "Major Events" which meet at least one of the following requirements:

- Events that are conducted for more than 72 hours
- Events that have anticipated attendance of more than 1,000 people
- Events that will significantly impact public streets, rights-of-way, and the need for emergency services such as police, fire, or medical aid (any event which involves an open invitation to the public falls within this category)

Consideration of any Major Event Special Relief Permit shall require two public hearings before the Town Commission. To inform the community of the public hearings for this event, the Town shall ensure a mailer is distributed to all residents living within a minimum of 500 feet of the event site and mailed at least seven (7) days prior to the first hearing. The applicant may be required to absorb the cost(s) associated with this mailer. A copy of the mailer shall additionally be provided online.

### **PROCESS TIMELINE**

The Major Event Special Relief Permit process is initiated with the submission this completed application (and its exhibits) to the Town Manager at least **60 days** before any proposed event date. To prepare for this deadline, a pre-application meeting shall be held for each application, recommended around **90 days** before any proposed event.

In order to best prepare an application, applicants are encouraged to make initial contact with the Town Manager **180 days** in advance of the event. Properties may obtain no more than 2 permits per year. Applications shall be approved/denied (with or without conditions) at the second public hearing.

If approved, applicants will be issued a Major Special Relief Permit by the Police Department within ten (10) business days along with the receipt of any required permit fee.

### **APPLICATION AND PERMIT FEES**

A fixed \$1,200 application fee shall be assessed to this applicant, as specified by the Town's Code of Ordinances (Section 74-23) (\$200 for any Special Relief Permit plus \$1,000 for a Major Event). This fee covers the cost of Town staff assisting with the planning, permitting, and communication of the event.

In addition to the application fee, applicants for a Major Event Special Relief Permit may incur additional costs relating to the efforts and resources of Town staff during the event in-question. Following the pre-application meeting, Town staff shall provide an estimation of these costs to the applicant. These fees shall be paid in-full prior following approval on second hearing and may will be reconciled following the event.

Permit fees may also be assessed, per any permits required by the Town of Belleair Building Department, Largo Fire Rescue, the St. Pete Clearwater Film Commission, and/or any other permitting agencies.

Fee payment may be mailed or made in-person at Town Hall (901 Ponce de Leon Boulevard). Payment may be made in the form of cash, checks (made payable to the Town of Belleair), or credit cards (with a 3% convenience fee added). Fee payment (as applicable) is required prior to permit issuance.

## **REQUIRED APPLICATION EXHIBITS**

*Unless exempted by the Town Manager or presented as optional in the below descriptions, the following exhibits are required as a part of this application. Specific conditions and requirements for these exhibits may be requested by the Town Manager in order for an application to be considered complete.*

### **OVERVIEW**

- Exhibit A: Event Overview:** Using the form attached to this application, provide an overview of the event in-question and any relevant contact information for it.
- Exhibit B: Executive Summary Letter:** An executive summary letter addressed to the Town Commission that details the event and its intent.
- Exhibit C: Relief Period:** The specific dates and times for which relief is being requested.

### **PLANS**

- Exhibit D: Master Schedule Plan:** A breakdown of the event's major activities, especially pertaining to the flow of traffic and public attendance.
- Exhibit E: Master Site Plan:** A map at least 8.5 x 11 inches in size that (at minimum) includes the event entrance(s), gathering places, temporary accessory structures, vending locations, sanitary stations, and emergency response holding locations.
- Exhibit F: Sanitary Plan:** If regular on-site restrooms are not sufficient for the event and other accommodations are to be made, provide an explanation of those plans and include their location(s) on the required site layout (*Exhibit E: Master Site Plan*).
- Exhibit G: Traffic Control Plan:** Must be created in coordination with the Belleair Police Department and include any road closure(s) or maintenance of traffic (MOT) adjustment(s), along with any locations to be specified as "No Parking" zones.
- Exhibit H: Parking Control Plan:** Must include the location(s) of any public parking for the event. Must be created in coordination with the Belleair Police Department if public and/or paid parking is to be available within town limits. This plan must also designate space for public safety services access and parking.

- Exhibit I: Life Safety Plan:** Must be created in coordination with the Belleair Police Department, Largo Fire Rescue, EMS, and any private security vendors.
- Exhibit J: Event Communications Plan:** Must include main points-of-contact for all public and private agencies involved with running or security the event. Must also include means of communication from the event to the public and any communication coordination efforts being conducted alongside the Town of Belleair.
- Exhibit K: Signage Plan:** Must include designs, specifications, and placement dates of any signage to be displayed on public property within the Town of Belleair.

## **PERMITS**

- Exhibit L: Building Permits:** All necessary Town of Belleair Building Department Permits, specifically as pertaining to temporary electrical installation and/or fencing - may reference *Exhibit E: Master Site Plan*.
- Exhibit M: Fire Permits:** All necessary permits granted by Largo Fire Rescue, specifically as pertaining to temporary accessory structures, tents, bleachers, and/or grandstands.
- Exhibit N: Film Permits:** All necessary permits provided by the St. Pete Clearwater Film Commission.

## **LICENSURE**

- Exhibit O: Certificate of Liability Insurance:** The applicant shall maintain commercial general liability (CGL) insurance per the specifications of the Town of Belleair's Insurance Guide VI (for non-profit/charitable organizations) or Insurance Guide VII (for commercial/for-profit organizations). The applicant shall also provide a Certificate of Liability Insurance for the event with the Town of Belleair listed as additionally insured.
- Exhibit P: Alcohol Licensure:** If requesting to serve alcohol on public property or sell alcohol, attach all necessary alcohol licensure applications. This section may be exempted if the alcohol is to be served solely within a fully-licensed private premises.

## SPECIAL RELIEF SECTIONS

Upon submittal of this application, the following sections of Belleair's Code of Ordinances are requested to be waived for the duration of the event, as specified in Exhibit C: Relief Period. The Town Commission reserves the right to attach conditions of issuance as deemed necessary to further the health, safety, comfort, convenience, and welfare of all guests, employees, residents, and vendors, and to protect the Town of Belleair from any undue liability.

**Chapter 58, Article II, Division II: Commercial and domestic equipment and private passenger motor vehicles:** Equipment and passenger motor vehicles shall be permitted to park on grass or other unpaved surfaces that are clearly identified for such purposes and as approved in *Exhibit E: Master Site Plan* and/or *Exhibit G: Traffic Control Plan*.

**Chapter 74, Article IX: Signs:** Regulations regarding the placement, size, and content of signage used for promotional or informational purposes for the event shall be suspended for the duration of the event (as defined in *Exhibit C: Relief Period*). Such signage shall not obstruct traffic or accessibility, or portray non-becoming or inappropriate content, as determined by the Town Manager. Additional street banner, light pole, and other promotional signage may be approved outside of the time constraints of this ordinance via written approval from the Town Manager to the applicant. See *Exhibit K: Signage Plan* for additional information on proposed event signage.

**Section 38-70: Street sale restrictions; ornamental shrubs:** Merchandising on public property shall be permitted in zones designated in *Exhibit E: Master Site Plan* for the duration of the event (as established in *Exhibit C: Relief Period*). Such merchandising must be provided only by authorized vendors of the event.

**Section 74-484: Public nuisance noises:** The volume and conditions regarding nuisance noises shall be lifted for the duration of the event set forth in *Exhibit C: Relief Period*.

**Section 74-485: Noisy work prohibited during certain hours:** The allowable times for noisy work shall be lifted for the duration of the event, as established in *Exhibit C: Relief Period*.

**Other Code Section:** \_\_\_\_\_

**Other Code Section:** \_\_\_\_\_

*Attach extra sheets, as necessary, for any additional code sections to be considered for relief.*

**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.**

*Ryan Dever*  
\_\_\_\_\_  
*Applicant Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Applicant Name (Printed)*

## **EXHIBIT A: EVENT OVERVIEW**

### **EVENT OVERVIEW**

Event Name: \_\_\_\_\_

Site Address: \_\_\_\_\_

Current Zoning of the Subject Parcel: \_\_\_\_\_

### **CONTACT INFORMATION**

**Applicant:** \_\_\_\_\_

Primary Name (**MUST BE ON-SITE FOR EVENT**): \_\_\_\_\_

Role with the Event: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Backup Contact (**MUST BE ON-SITE FOR EVENT**): \_\_\_\_\_

Role with the Event: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

Property Owner Representative: \_\_\_\_\_

Role with the Event: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Backup Contact: \_\_\_\_\_

Role with the Event: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

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

Date of Pre-Application Meeting: \_\_\_\_\_

**Police Department Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

**Building Department Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

**Parks and Recreation Department Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

**Largo Fire Rescue Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Does Largo Fire Rescue have any objections to this permit?  Yes  No

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

**Town Manager Review Date:** \_\_\_\_\_

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

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

**Following the pre-application meeting, staff may recommend conditions around code relief per the “Special Relief Sections” portion of this document. This language may be included along with the final application packet to the Town Commission.**

**FEES AND AUTHORIZATION**

|  |           |              |
|--|-----------|--------------|
| Fixed Application Fee                                  | \$        | 1,200.00     |
| + Deposit of Estimated Fees for Employee Accommodation | \$        | _____        |
| <b>= Initial Amount Due</b>                            | <b>\$</b> | <b>_____</b> |

Due Date for Initial Amount Due: \_\_\_\_\_

|   |           |              |
|---|-----------|--------------|
| Final (Actual) Fees of Employee Accommodation                                     | \$        | _____        |
| - Initial Amount Due  | \$        | _____        |
| <b>= Difference <input type="checkbox"/> Due or <input type="checkbox"/> Owed</b> | <b>\$</b> | <b>_____</b> |

Due Date for Difference Due or Owed: \_\_\_\_\_

Date of First Public Hearing: \_\_\_\_\_ Date of Second Public Hearing: \_\_\_\_\_

Major Special Relief Permit is **Approved\***       Major Special Relief Permit is **Denied**

\_\_\_\_\_  
*Town Manager’s Signature*

\_\_\_\_\_  
*Date of Approval/Denial*

*\*If approved by the Commission, the Police Department will issue a Major Special Relief Permit to the applicant within ten (10) business days. The Police Department will be responsible for enforcing the conditions of the permit before, during, and after the event.*



Exhibit B

July 21, 2021

LPGA Ad Hoc Committee and Town Commission

Town of Belleair

901 Ponce de Leon, Boulevard

Belleair, FL 33756

**Subject: Pelican Women's Championship Presented by Konica Minolta**

The Pelican Women's Championship will be played Nov. 8-14, 2021 as the stars of the LPGA return to Tampa Bay following a successful first year at the prestigious Pelican Golf Club in Belleair, FL.

The Pelican Women's Championship returns after an inaugural event that featured one of the strongest fields in professional golf, including top players like Lexi Thompson, Brooke Henderson, Morgan Pressel, Brittany Lincicome and Lydia Ko. The tournament was won by Sei Young Kim, who is currently ranked No. 2 in the world and has nearly \$10 million in career earnings.

"We're excited to continue to bring the stars of women's professional golf to the Pelican Golf Club and Tampa Bay," said Marci Doyle, Executive Director of the Pelican Women's Championship. "Pelican Golf Club, our corporate partners and the Belleair community shined in their LPGA debut and we're thrilled to build on the success of our first year."

The tournament will once again feature a full field of golfers competing over four rounds for a share of \$1.75 million in prize money. Coverage of the competition will be broadcast to 175 countries and more than 500 million households worldwide.

"We are honored to welcome the stars of the LPGA back to Tampa Bay in 2021 as we continue to showcase our region to the world," said Dan Doyle Jr., co-owner of the Pelican Golf Club and the President & CEO of DEX Imaging. "We had a sensational first year hosting the LPGA and we're excited to continue to showcase the unmatched golf experience at the Pelican Golf Club."

The Pelican Women's Championship will be contested as a 72-hole stroke play tournament over four days. In addition to the competition, the event week includes practice rounds; a one-day Pro-Am tournament that allows amateurs to play golf alongside the professionals in our field. In addition, the Pelican Women's Championship and the Town of Belleair will be broadcast to more than 175 countries and in more than 500 million households on Golf Channel.

The event also includes a number of community initiatives including a Ticket Design Contest with 47 elementary schools in Pinellas County; partnerships with local professional sports teams including the Lightning and Rays; and major corporate partners like DEX Imaging, BayCare.

The Pelican Women's Championship is operated by Outlyr, a global marketing and event management agency. Outlyr owns and operates LPGA tournaments including the HUGEL-AIR PREMIA LA Open in Los Angeles and the ShopRite LPGA Classic Presented by Acer in Atlantic City, as well as a number of other sporting and lifestyle events throughout the year.

Sincerely,

Ryan Dever

Operations Manager

Pelican Women's Championship Presented by Konica Minolta





Exhibit C

**Relief Period**

Event Installation: Monday, October 18 – Sunday, November 7

Event Week: Monday, November 8 – Sunday, November 14

Event Breakdown: Monday, November 15 – Sunday, November 21



**Saturday, November 6**

*Course closed to the public*

TBD Volunteer Appreciation Breakfast  
TBD Pelican 5/10k Fun Run (Offsite – Location TBA)

**Monday, November 8**

*Course closed to the public*

Morning Professional Practice Rounds  
8:00 am LPGA Qualifier (Offsite – TPC Tampa Bay)  
1:00 pm Raymond James Pro-Am (Shotgun)  
6:00 pm Raymond James Reception (immediately following play)

**Tuesday, November 9**

*Course closed to the public*

All Day Professional Practice Rounds  
9:00am – 2:00 pm Women's Leadership Summit  
6:30 – 10:30 pm Pelican / Pro-Am Concert Celebration (Offsite - Sheraton Sand Key)

**Wednesday, November 10**

7:00 am Gates Open  
7:30 am // 1:00 pm Official Pro-Am (Morning & Afternoon Waves – Tee Times)

**Thursday, November 11**

7:00 am Gates Open  
7:15 am **Round One;** 7:15-9:16 am; 12:05-2:06pm (1 and 10 tee)  
10:30 am Hospitality Open  
10:00 am – 1:00 pm Coverage on Golf Channel (Live)

**Friday, November 12**

7:00 am Gates Open  
7:15 am **Round Two;** 7:15-9:16 am; 12:05-2:06pm (1 and 10 tee)  
10:30 am Hospitality Open  
10:00 am – 1:00 pm Coverage on Golf Channel (Live)

**Saturday, November 13**

7:00 am Gates Open  
7:40 am **Round Three:** 7:40 am (1 tee)  
10:30 am Hospitality Open  
2:30 pm RSM Junior Golf Show  
7:30 – 9:30 pm Coverage on Golf Channel (Tape Delay)

**Sunday, November 14**

7:00 am Gates Open  
7:40 am **Final Round:** 7:40 am (1 tee)  
10:30 am Hospitality Open  
6:00 pm 18<sup>th</sup> Green Award Ceremony (immediately following play)  
7:30 – 9:30 pm Coverage on Golf Channel (Tape Delay)

*\*Dates and times subject to change.*



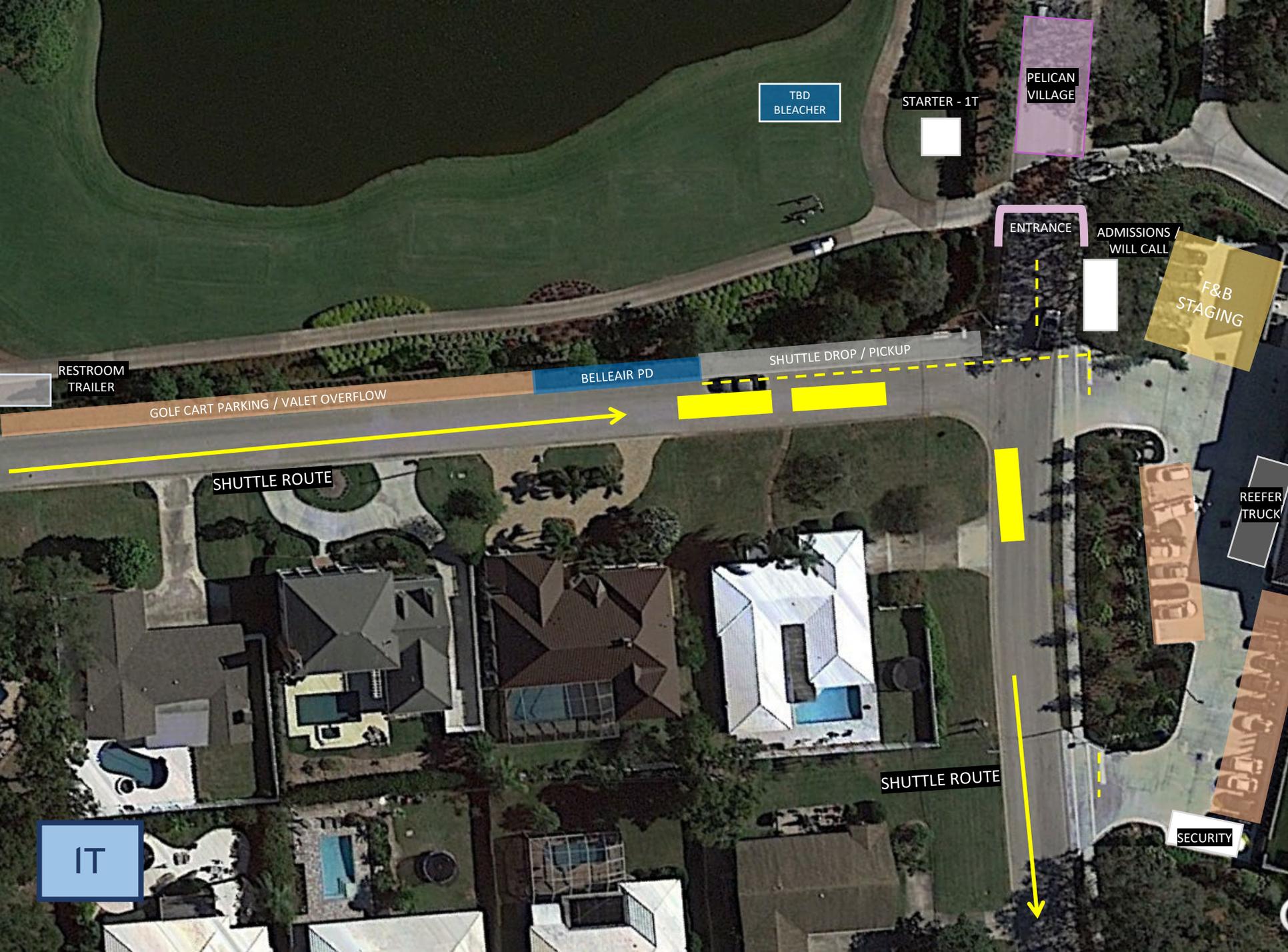


Exhibit E

Master Site Plan







TBD BLEACHER

STARTER - 1T

PELICAN VILLAGE

ENTRANCE

ADMISSIONS / WILL CALL

F&B STAGING

REEFER TRUCK

SECURITY

IT

RESTROOM TRAILER

GOLF CART PARKING / VALET OVERFLOW

BELLEAIR PD

SHUTTLE DROP / PICKUP

SHUTTLE ROUTE

SHUTTLE ROUTE

### Champions Club

- 30' x 20' elevated, covered, open-air viewing platform
- Two-row table height drink rail
- Flat tier with cocktail tables in back
- Full-bar, light snacks

9T

VIDEO BOARD

9G

SCORING - 9G



GOLF CART CROSSING



9G



TBD BLEACHER

STARTER - 1T



PELICAN VILLAGE



PED CROSSING



1T

200 ft

### Ultra Club

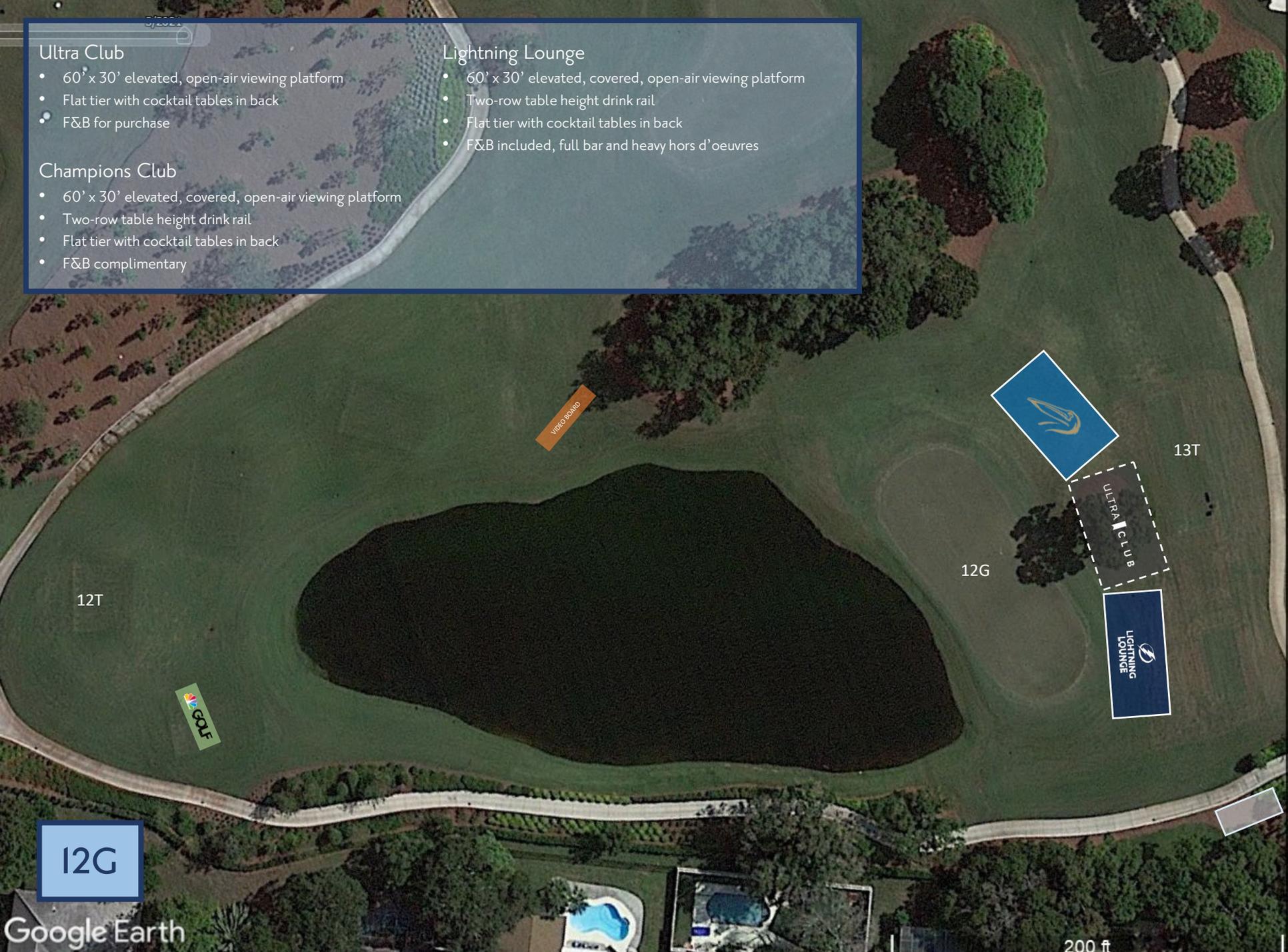
- 60' x 30' elevated, open-air viewing platform
- Flat tier with cocktail tables in back
- F&B for purchase

### Lightning Lounge

- 60' x 30' elevated, covered, open-air viewing platform
- Two-row table height drink rail
- Flat tier with cocktail tables in back
- F&B included, full bar and heavy hors d'oeuvres

### Champions Club

- 60' x 30' elevated, covered, open-air viewing platform
- Two-row table height drink rail
- Flat tier with cocktail tables in back
- F&B complimentary



VIDEO RECORD

12T

12G

13T

ULTRA CLUB

LIGHTNING LOUNGE

I2G

CATERING/  
PRIVATE RESTROOM



16G

17T

14T

16G

- Champions Club**
- 60' x 30' elevated, covered viewing platform
  - Two-row table height drink rail
  - Flat tier with bar height drink rail and cocktail tables in back
  - F&B included, full bar and heavy hors d'oeuvres

3/2021  
Poinsettia Rd

SCORING – 18G

PELICAN  
POST

18G



FLOAT

VIDEO BOARD

GOLF CART  
CROSSING



### Pelican Post

- 32' x 22' Trophy Suite, double-deck viewing
- First floor enclosed with tiered tip-up seating, air-conditioned with private restroom and complimentary F&B service
- Second floor observation desk with cocktail tables
- F&B included, full-bar inside with waited service to clubhouse

STARTER – 10T

TBD  
BLEACHER

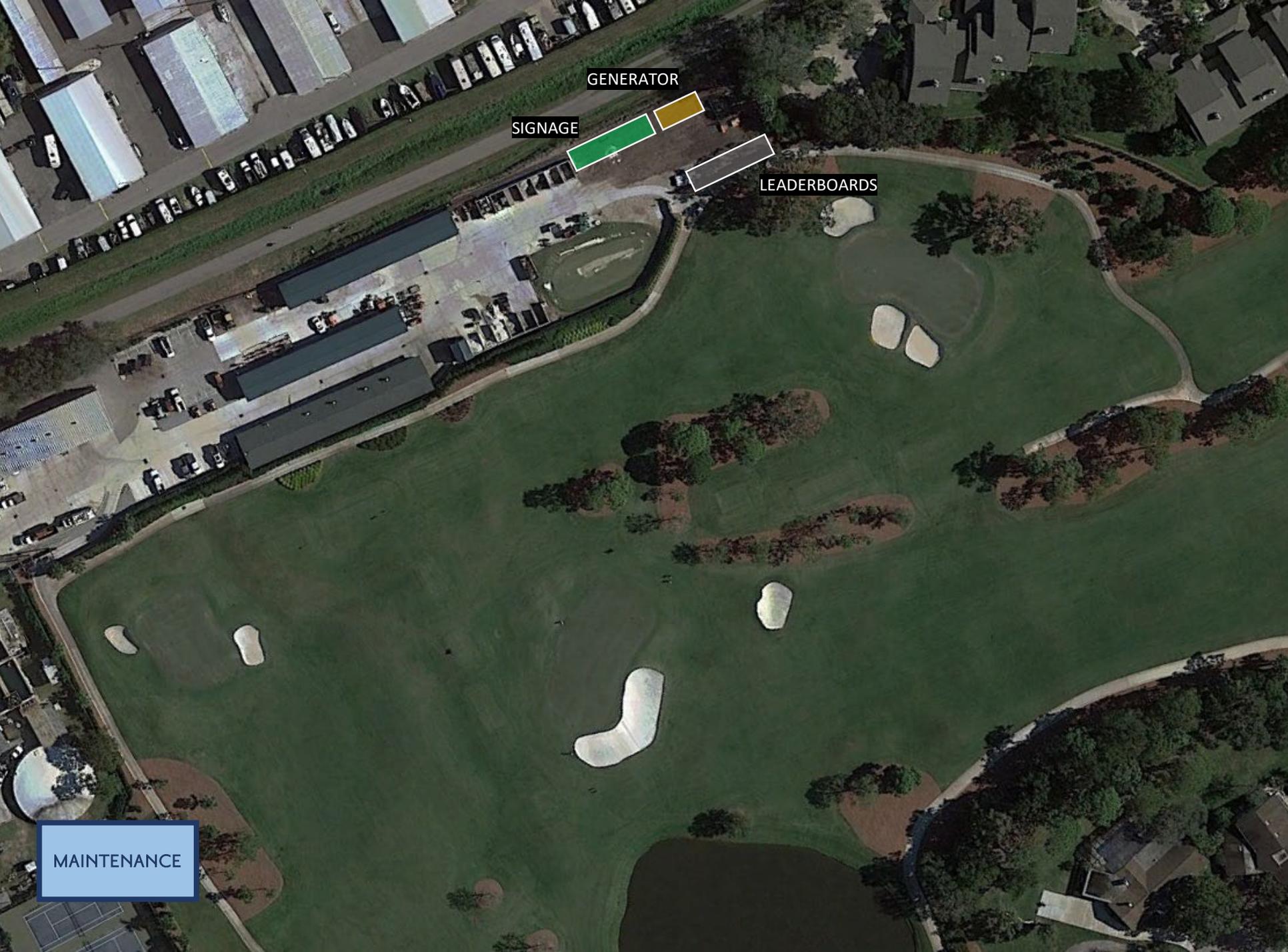
18G

GENERATOR

SIGNAGE

LEADERBOARDS

MAINTENANCE



CLUB REPAIR



FITNESS

TBD OPERATIONS



PARKING



VILLAS





15T

Google



## Sanitary Plan

See Master Site Plan for dumpster and sanitary station locations.

Sanitary stations –

- Vendor: United Site Services
- Install Date: Thursday, October 30 and Friday, November 1
- Removal Date: Monday, November 15 and Tuesday, November 16
- Service Schedule: Tuesday November 9 – Sunday, November 14 post play (approx. 6:30pm)
- Each collection of restrooms will be regularly service and either concealed by tenting and/ or screened fence

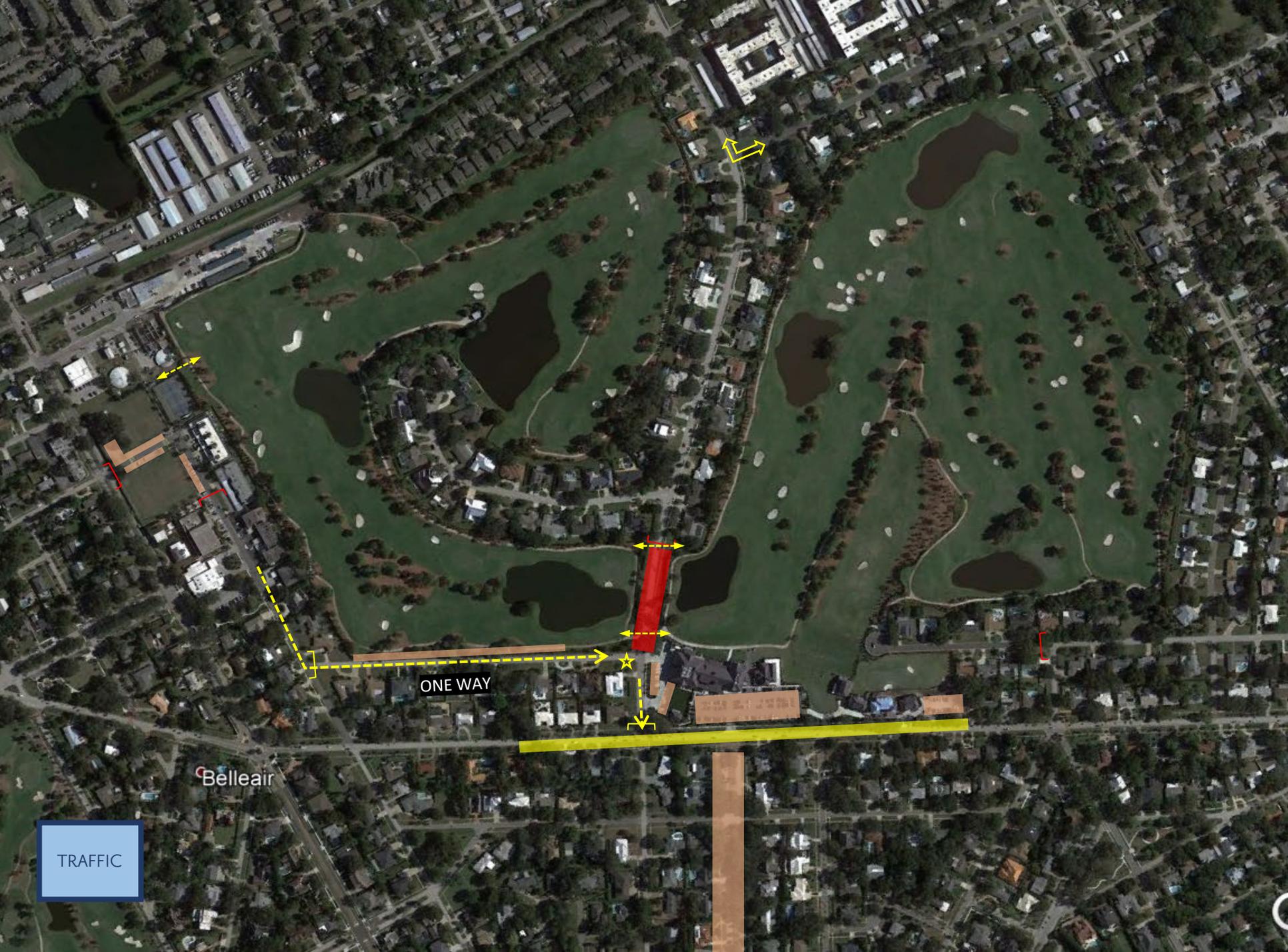
Ecology program –

- Vendors: Waste Management (Containers), Solo Events Group (Management Staff)
  - WM – Three (3) total 40 cu. yard dumpsters placed strategically on the golf course for removal access and high traffic areas
  - Solo Events Group – full team of ecology staff onsite with the primary duty of removing waste from bins around course



Exhibit G

Traffic Control Plan



TRAFFIC

Belleair

ONE WAY





Exhibit G

Traffic Control Plan

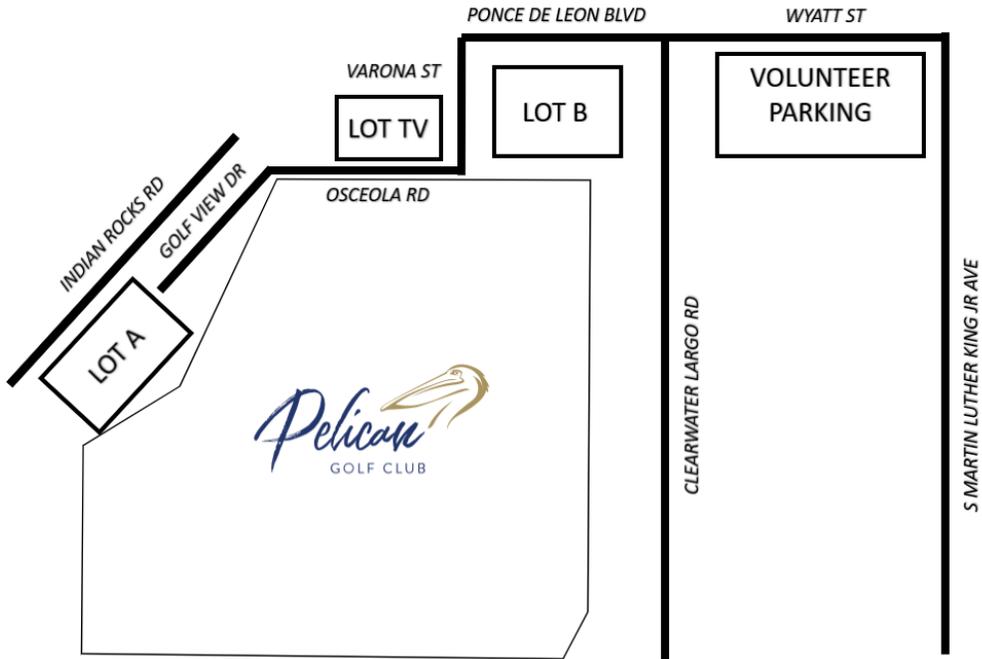
In-town Parking Signage to be added by Town of Belleair staff



Parking Control Plan

| PELICAN WOMEN'S CHAMPIONSHIP - PARKING MATRIX |                       |                 |                 |                 |                 |                 |                 |
|---|-----------------------|-----------------|-----------------|-----------------|-----------------|-----------------|-----------------|
|   | Monday                | Tuesday         | Wednesday       | Thursday        | Friday          | Saturday        | Sunday          |
| TOUR  | LPGA TOUR Players     | CLUBHOUSE       | CLUBHOUSE       | CLUBHOUSE       | CLUBHOUSE       | CLUBHOUSE       | CLUBHOUSE       |
|   | LPGA TOUR Staff       | CLUBHOUSE VALET |
|   | Coach / Reps          | LOT B           |
|   | Caddies               | LOT B           |
| GUESTS  | Pro-Am Participants   | PRO-AM VALET    |                 | PRO-AM VALET    |                 |                 |                 |
|   | Pelican Members       | TBD             | TBD             | TBD             | TBD             | TBD             | TBD             |
|   | Pelican Post          |                 |                 |                 | CLUBHOUSE VALET | CLUBHOUSE VALET | CLUBHOUSE VALET |
|   | Champions Club        |                 |                 |                 | CLUBHOUSE VALET | CLUBHOUSE VALET | CLUBHOUSE VALET |
|   | Lightning Lounge      |                 |                 | TBD             | TBD             | TBD             | PINELLAS ADMIN  |
| General Parking                               |                       |                 | TBD             | TBD             | TBD             | PINELLAS ADMIN  |                 |
| STAFF   | Pelican Exec Staff    | NORTH LOT       |
|   | Pelican Staff         | LOT B           |
|   | Outlyr Staff          | NORTH LOT       |
|   | Volunteer Chairperson | LOT B           |
|   | Volunteers            | LOT C           |
|   | Vendors               | OPS             | OPS             | OPS             | OPS             | OPS             | OPS             |
|   | Media                 | LOT B           |
|   | Golf Channel          | LOT TV          |

| ADDRESSES       |   |                             |
|-----------------|---|-----------------------------|
| CLUBHOUSE       | 1501 Indian Rocks Road, Belleair, FL 33756    | Pelican Clubhouse - Self    |
| CLUBHOUSE VALET | 1501 Indian Rocks Road, Belleair, FL 33756    | Pelican Clubhouse - Valet   |
| PRO-AM VALET    | 1501 Indian Rocks Road, Belleair, FL 33756    | Pelican Clubhouse - Valet   |
| VILLAS          | 1501 Indian Rocks Road, Belleair, FL 33756    | Villa Parking               |
| NORTH LOT       | 1501 Indian Rocks Road, Belleair, FL 33756    | North Lot                   |
| LOT B           | 1145 Ponce De Leon Blvd, Clearwater, FL 33756 | Memory Care Facility        |
| LOT C           | 833 Wyatt St, Clearwater, FL 33756            | American Collegiate Academy |
| LOT TV          | 918 Osceola Rd, Belleair, FL 33756            | Belleair Rec Center         |
| OPS             | 113 Belleair Ave, Belleair, FL 33756          | Maintenance                 |
| General Parking | TBD / PCS Admin Building                      | General Parking             |





## Life Safety Plan

### Points of Contact:

- Tournament Staff
  - Operations Manager – Ryan Dever
  - Executive Director – Marci Doyle
  - Tournament Services Manager – Sam Mok
- Pelican Golf Club
  - General Manager – Lee Mackay
  - Assistant General Manager – Mickey Manley
- Belleair PD
  - Chief of Police – Richard Doyle
  - Lt. Cheney
  - Ofc. Daniels
- Town of Belleair
  - Town Manager – JP Murphy
  - Management Analyst – Cathy DeKarz
- LPGA Security
  - Security Official – Lee Fields
- Private Security (CSC Security)
  - Security Director – Dan Sidders
  - Security Manager – Stephen Cornell
- Sunstar Paramedics

### Points of Interest:

- Command post will be set at Belleair PD for their staff and tournament emergency operations.
- Onsite personnel will stage on Golf View South.
- 10 tournament radios will be available to town personnel for daily event and emergency communication
  - Town/ PD will have internal radio communication as well
- Private security will take the role of access control on the course; admittance, venues, etc.
- Belleair PD will work as clubhouse access control & traffic control around Pelican Golf Club. Belleair PD will work with security in scenario that an issue arises to a Law Enforcement concern.
- Overnight private security will be placed around Pelican Golf Club throughout event week and will work with Belleair PD as needed.



## Event Communications Plan

### Main Contacts

#### **Outlyr:**

Ryan Dever – Operations Manager – rdever@outlyr.com

Marci Doyle – Executive Director – mdoyle@outlyr.com

Sam Mok – Tournament Services Manager – smok@outlyr.com

#### **Town of Belleair:**

JP Murphy – Town Manager - jmurphy@townofbelleair.net

Chief Rick Doyle – Chief of Police (Belleair PD) - rdoyle@townofbelleair.net

Joe Torch - Police Officer (Belleair PD)

Cathy DeKarz (Management Analyst) - cdekarz@townofbelleair.net

#### **Pelican Golf Club:**

Justin Sheehan – Director of Golf - jsheehan@pelicangolfclub.com

Lee Mackay – General Manager - lmackay@pelicangolfclub.com

### Event Radio Communication

- Outlyr to have 70+ radios and 5+ channels onsite for event management specific communication
  - Example channels:
    - 1 – Main
    - 2 – Security/ First Aid
    - 3 – Volunteers
    - 4 – Scoring Control
    - 5 – Ecology/ Supply
- LPGA to have 50+ radios onsite for competition specific communication
  - Members of Outlyr to possess LPGA radios and relay communication between event and tour staff, and vice versa.
- Emergency response personnel to obtain several event specific radios daily as the communication bridge between event communications and external support/ emergency response.

### Digital Communications

Pelican Women's Championship specific pages will be kept up to date with highlights, announcements and news throughout the week. All pages can be found @PelicanLPGA.

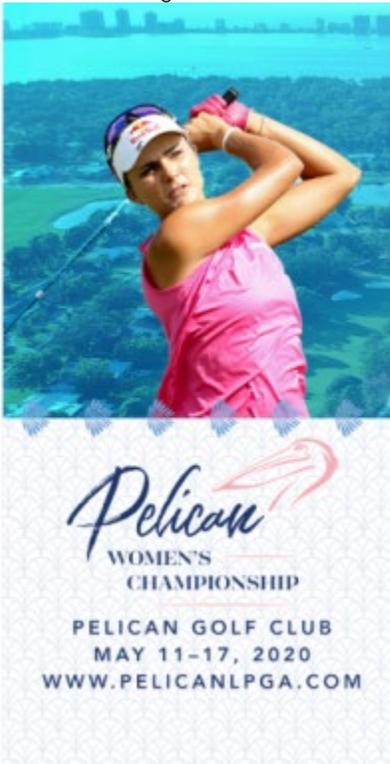
- Website: pelicanlpga.com
- Facebook: <https://www.facebook.com/pelicanlpga/>
- Twitter: <https://twitter.com/pelicanlpga>
- Instagram: <https://www.instagram.com/pelicanlpga/>



### Signage Plan

The following signage elements have been developed and will be displayed on public property/ roadways.

- Light Pole Banners
  - These are to be located on Indian Rocks Road near Pelican Golf Club closer to event date.
  - Player images will cycle, depicting other stars of the LPGA tour.
  - Targeting Monday, October 25<sup>th</sup> installation / Tuesday, November 16<sup>th</sup> removal
  - New dates / design to be included



○

- Indian Rocks Banner
  - This is to be located on Indian Rocks Road at the normal banner site.
  - Targeting Monday, October 25<sup>th</sup> installation / Tuesday, November 16<sup>th</sup> removal



○



- Directional A-Frames
  - These are to be located on road ways near Pelican Golf Club and parking locations.
  - Text will cycle, depending on the message needed.
  - Targeting 11/15 installation



- 
- Variable Message Board Signs
  - LED Message Board signs will be placed on roadways naming parking locations and traffic notifications as needed.
  - TBD locations, estimated 1-2 message boards
  - Town of Belleair to coordinate placement of these signs



**Building Permits**

Working in conjunction with Town of Belleair building department and Largo Fire Department on all permits related to building & fire safety.

Awaiting updated renderings / drawings from tenting and scaffolding vendors to provide to Town of Belleair building department.

Largo Fire Department is aware and will be ready to permit.



Exhibit M

## **Fire Permits**

Working in conjunction with Town of Belleair building department and Largo Fire Department on all permits related to building & fire safety.

Awaiting updated renderings / drawings from tenting and scaffolding vendors to provide to Town of Belleair building department.

Largo Fire Department is aware and will be ready to permit.



Exhibit N

## Film Permits

St. Pete Clearwater Film Commission has declared that a film permit will not be required at this point due to filming being done on private property. Outlyr and/ or Golf Channel will file for a permit with the Film Commission if offsite filming is to take place; however, no offsite filming is scheduled at this time. Outlyr, the Town of Belleair, and the St. Pete Clearwater Film Commission have been in communication about this possible permit and are on the same page moving forward. Please see below email confirming that no permit is needed at this point in time, until public property filming is confirmed.

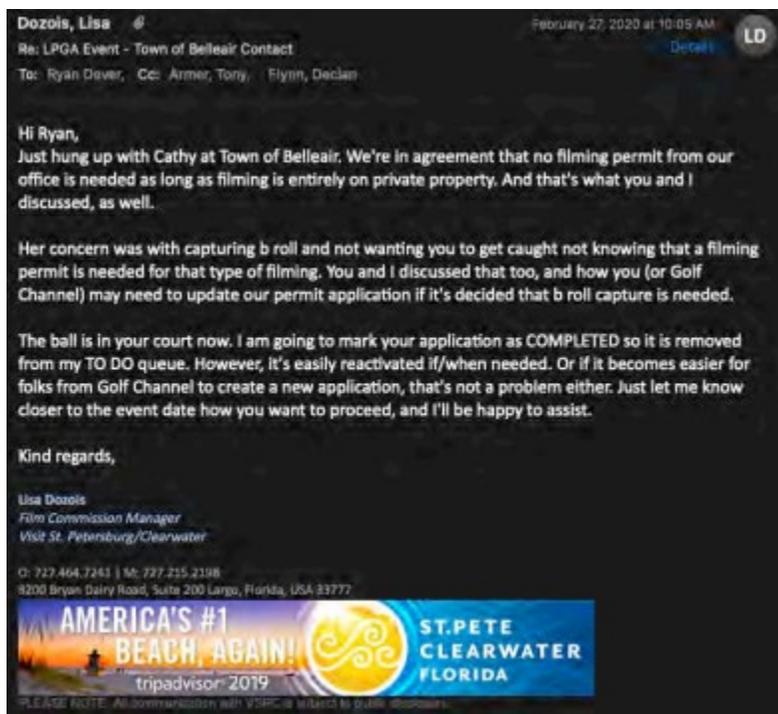




Exhibit O

Certificate of Insurance

Submitted and attached on following page.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/5/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |   |                                     |
|---|---|-------------------------------------|
| <b>PRODUCER</b><br>Arthur J. Gallagher Risk Management Services, Inc.<br>4200 Corporate Drive Ste 160<br>West Des Moines IA 50266 | <b>CONTACT NAME:</b> Tonia Jones          |                                     |
|   | <b>PHONE (A/C. No. Ext):</b> 515-457-8849 | <b>FAX (A/C. No.):</b> 515-457-8964 |
| <b>E-MAIL ADDRESS:</b>  |   |                                     |
| <b>INSURER(S) AFFORDING COVERAGE</b>  |   | <b>NAIC #</b>                       |
| <b>INSURER A:</b> Navigators Insurance Company  |   | 42307                               |
| <b>INSURED</b><br>Outlyr<br>165 W. Putnam Avenue<br>Greenwich CT 06830  | <b>INSURER B:</b>                         |                                     |
|   | <b>INSURER C:</b>                         |                                     |
|   | <b>INSURER D:</b>                         |                                     |
|   | <b>INSURER E:</b>                         |                                     |
|   | <b>INSURER F:</b>                         |                                     |

**COVERAGES**

CERTIFICATE NUMBER: 181073821

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER   | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|-----------|----------|-----------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |           |          | NY21NCP021688   | 5/17/2021               | 5/17/2022               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>Liquor Liab \$ 1,000,000 |
| A        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY   |           |          | NY21NCP021688   | 5/17/2021               | 5/17/2022               | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$ 125,000<br>\$  |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000  |           |          | NY21UMPZ07FVTIV | 5/17/2021               | 5/17/2022               | EACH OCCURRENCE \$ 10,000,000<br>AGGREGATE \$ 10,000,000<br>\$   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   |           |          |                 |                         |                         | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$   |
| A        | Garagekeepers   |           |          | NY21NCP021688   | 5/17/2021               | 5/17/2022               | Limit \$50,000   |
| A        | Crime   |           |          | NY21NCP021688   | 5/17/2021               | 5/17/2022               | Limits \$100,000<br>Deductible \$1,000   |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

RE: Pelican Women's Championship.  
 Town of Belleair is included as Additional Insured as respects to General Liability policy, pursuant to and subject to the policy's terms, definitions, conditions and exclusions.

**CERTIFICATE HOLDER****CANCELLATION**

Town of Belleair  
 901 Ponce De Leon Blvd  
 Belleair FL 33756

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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