

## **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 applicant 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. Following approval of this application, changes to the permit (e.g. additional safety measures) may be made at the discretion of the Town Manager.

### **PROCESS TIMELINE**

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

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

### **APPLICATION AND PERMIT FEES**

A non-refundable \$1,200 application fee shall be assessed to this applicant, as specified by the Town's Code of Ordinances (Section 74-23). This fee covers the cost of Town staff assisting with the planning, permitting, and communication of the event. The application fee is due with the submission of the application.

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 proposed event. Town staff shall provide an estimation of these costs to the applicant. These fees shall be paid in full prior to the proposed event and will be reconciled, if necessary, following the event. Additional Town staff fees will be assessed at \$25/hour per employee. This includes all departments other than Police. To request Police services, a separate Police Services Contract must be completed in addition to this application.

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).

## **REQUIRED APPLICATION EXHIBITS**

*Unless exempted by Town staff 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 for an application to be considered complete.*

### **OVERVIEW**

- ☒ **Exhibit A: Event Overview:** Using the form attached to this application, provide an overview of the proposed event 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, including State Form ABT 6003. 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 damage 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

7/18/25  
Date

Ryan Dever  
Applicant Name (Printed)

## EXHIBIT A: EVENT OVERVIEW

### EVENT OVERVIEW

Event Name: The ANNIKA driven by Gainbridge at Pelican  
Site Address: 1501 Indian Rocks Road  
Current Zoning of the Subject Parcel: \_\_\_\_\_

### CONTACT INFORMATION

Applicant: Outlyr  
Primary Name (**MUST BE ON-SITE FOR EVENT**): Ryan Dever  
Role with the Event: Tournament Director  
Address: 525 Indian Rocks Road, Suite 200  
City: Belleair Bluffs State: FL Zip Code: 33770  
Phone: 727-877-5181 Email: rdever@outlyr.com

Backup Contact (**MUST BE ON-SITE FOR EVENT**): Brendon Croteau  
Role with the Event: Operations Coordinator  
Phone: 207-240-9243 Email: bcroteau@outlyr.com

Property Owner: Pelican Golf Club  
Property Owner Representative: Justin Sheehan  
Role with the Event: COO / Director of Golf  
Phone: 203-213-9073 Email: jsheehan@pelicangolfclub.com

Backup Contact: Karla Rettstatt  
Role with the Event: Director of Events  
Phone: 727-285-9701 Email: krettstatt@pelicangolfclub.com



Exhibit B

July 25, 2025

Town Commission

Town of Belleair

901 Ponce de Leon, Boulevard

Belleair, FL 33756

**Subject: The Annika driven by Gainbridge at Pelican**

The penultimate event on the 2025 LPGA Tour schedule, *The Annika Driven by Gainbridge at Pelican* will take place Nov. 10-16 at Pelican Golf Club in Belleair, Fla, where the world's top professional golfers will compete for a share of the \$3.25 million purse – the largest on the LPGA Tour outside of the major championships and the CME Group Tour Championship – with proceeds benefiting the ANNIKA Foundation.

The 2024 The ANNIKA driven by Gainbridge was contested last November at Pelican Golf Club where Nelly Korda brought home the trophy. The tournament is again scheduled to have one of the strongest fields in professional golf, including top players like Lexi Thompson, Brooke Henderson, Brittany Lincicome and Lydia Ko.

"It is an honor to be the tournament namesake for one of the premier events on the LPGA Tour schedule with our partners Pelican Golf Club and Gainbridge," said Annika. "Tampa Bay has an incredible sports and golf fanbase, and we look forward to elevating this championship to a must-attend event."

We look forward to building upon this momentum in the Belleair and Tampa Bay communities with the recent launch of our ticket sales to the general public. In addition, we are honored to once again offer complimentary admission to all military & veterans who have kept our families and country safe.

The ANNIKA driven by Gainbridge at Pelican will be contested as a 72-hole stroke play tournament over four days. In addition to the competition, the event week includes practice rounds and Pro-Am tournaments that allow amateurs to play golf alongside the professionals in our field. In addition, The ANNIKA driven by Gainbridge at Pelican and the Town of Belleair will be broadcast to more than 175 countries and in more than 500 million households on Golf Channel.

Sincerely,

*Ryan Dever*

Ryan Dever

Tournament Director

The ANNIKA driven by Gainbridge at Pelican







Exhibit C

**Relief Period**

Event Installation: Monday, October 20 – Saturday, November 8

Event Week: Sunday, November 9 – Sunday, November 16

Event Breakdown: Monday, November 17 – Friday, November 28







Exhibit D

## 2025 Tournament Schedule

### Saturday, November 8

#### Course closed to the public

9:00 am // 12:00 pm

Volunteer Appreciation Breakfast (Offsite – Belleair Rec Center)

### Sunday, November 9

#### Course closed to the public

10:00 am

PELI Pro-Am (Shotgun)

### Monday, November 10

#### Course closed to the public

All Day

12:00 pm

4:30 pm

Professional Practice Rounds

Monday Pro-Am (Shotgun)

Pro-Am Reception (immediately following play)

### Tuesday, November 11

#### Veterans Day // Course closed to the public

All Day

9:00 am – 3:00 pm

6:00 pm – 9:00 pm

Professional Practice Rounds

Women's Leadership Summit

Pelican Celebration Concert (Offsite)

### Wednesday, November 12

6:45 am

7:00 am // 11:30 am

Gates Open

Official Pro-Am (Morning & Afternoon Waves – Tee Times)

### Thursday, November 13

6:45 am

7:00 am

7:00 am – 8:28 am

11:15 am – 12:43 pm

9:00 am / 9:30 am / 10:00 am

10:00 am – 1:00 pm

Gates Open

1<sup>st</sup> Tee Ceremony

**Round One;** (1 and 10 tee, 11-minute intervals)

Hospitality Open (Clubhouse & 9G / 12G / 16G)

Live Coverage on Golf Channel

### Friday, November 14

#### Veterans Day Celebration presented by Pinch a Penny

6:45 am

7:00 am – 8:28 am

11:15 am – 12:43 pm

TBA

9:00 am / 9:30 am / 10:00 am

10:00 am – 1:00 pm

Gates Open

**Round Two;** (1 and 10 tee, 11-minute intervals)

Veterans Day Celebration

Hospitality Open (Clubhouse & 9G / 12G / 16G)

Live Coverage on Golf Channel

**Saturday, November 15**

8:15 am

8:45 am – 10:46 am

9:00 am / 9:30 am / 10:00 am

12:30 pm – 3:00 pm

1:00 pm – 2:00 pm

2:00 pm – 4:00 pm

3:00 pm – 4:00 pm

Gates Open

**Round Three;** (1 and 10 tee, 11-minute intervals)

Hospitality Open (Clubhouse & 9G / 12G / 16G)

Share my Passion Clinic (private event)

Live Coverage on NBCSports Digital

Live Coverage on Golf Channel

Junior Golf Show featuring Annika

**Sunday, November 16**

8:15 am

8:45 am – 10:46 am

9:00 am / 9:30 am / 10:00 am

1:00 pm – 2:00 pm

2:00 pm – 4:00 pm

4:00 pm

Gates Open

**Final Round;** (1 and 10 tee, 11-minute intervals)

Hospitality Open (Clubhouse & 9G / 12G / 16G)

Live Coverage on NBCSports Digital

Live Coverage on Golf Channel

18<sup>th</sup> Green Award Ceremony (following play)



# THE ANNIKA

GAINBRIDGE

SITE PLAN  
2025







# MAIN ENTRANCE

(10) PHOTO WALL

(8) BEVERAGES  
10'x10'

(9) PEDESTRIAN  
CROSSING

(6) GAINBRIDGE &  
DELAWARE LIFE INDY CARS

(7) SIGNAGE

(5) ENTRANCE SYSTEM  
30'x20'

(4) FIRST AID  
20'x10'

(3) ENTRANCE TENT  
30'x20'

(2) GOLF CART  
CROSSING

(1) MAIN SPECTATOR  
DROP OFF

1. MAIN SPECTATOR DROP OFF
2. GOLF CART CROSSING
3. 30'x20' ENTRANCE TENT
  - MAGTOMETERS
  - TICKETING & WILL CALL
4. 20'x10' FIRST AID TENT
5. 20'x20' ENTRANCE SYSTEM
6. GAINBRIDGE & DELAWARE LIFE INDY CARS
7. SIGNAGE
8. 10'x10' BEVERAGES STAND
9. PEDESTRIAN CROSSING
10. 24' PHOTOWALL
11. PICKET FENCE SEPARATING SIDEWALK



1T / 9G

(1) STARTER FLOOR

12'x12'

1T

(2) PUBLIC BLEACHER

24'x20'

9G

(6) 9G CHAMPION'S CLUB

42'x21'

(3) PUBLIC BLEACHER  
24'X20'

(8) BEVERAGES  
10'x10'

(5) CATERING PREP TENT  
10'x10'

(7) HOSPITALITY  
RESTROOM

1. 12'X12' STARTER FLOOR
2. 24'X20' PUBLIC BLEACHER
3. 24'X20' PUBLIC BLEACHER
4. TV TOWER
5. 10'X10' CATERING PREP TENT
6. 42'X21' 9G CHAMPION'S CLUB
7. HOSPITALITY RESTROOM
8. 10'X10' BEVERAGES STAND

MAIN ENTRANCE





(1) DRIVING RANGE TENT  
10'x10'

(2) ENTRANCE ARCH

(5) SIGNAGE

(4) CAR DISPLAY

(3) REFRESHMENTS  
20'x10'

(6) FURNITURE

(7) LED LEADERBOARD

(8) CADDIE HQ

1. 10'x10' DRIVING RANGE TENT
2. ENTRANCE ARCH
3. 20'x10' REFRESHMENTS STAND
4. CAR DISPLAY (3-4) TOTAL
5. SIGNAGE
6. FURNITURE
7. LED LEADERBOARD
8. CADDIE HQ
9. PLAYER WALK TO CHIPPING GREEN



18

(6) CATERING PREP TENT  
10'X10'

(4) REFRESHMENTS  
20'X20'

(5) BEVERAGES  
20'X10'

(2) VSPC ACTIVATION  
10'X10'

(3) PUBLIC VIEWING

(7) STARTER FLOOR  
12'X12'

(1) ENTRANCE ARCH

10T

(8) PUBLIC BLEACHER  
24'X20'

(9) PUBLIC RESTROOM TRAILER

1. ENTRANCE ARCH
2. 10'X10' VSPC ACTIVATION
3. PUBLIC VIEWING
4. 20'X20' REFRESHMENTS STAND
5. 20'X10' BEVERAGES STAND
6. 10'X10' CATERING PREP TENT
7. 12'X12' STARTER FLOOR
8. 24'X20' PUBLIC BLEACHER
9. PUBLIC RESTROOM TRAILER

DR



1. PICNIC BENCHES
2. 10x20 CONCESSIONS

(2) 10x20 CONCESSIONS

(1) PICNIC BENCHES



# 12 GREEN

(1) CAR PLATFORM  
15'X10'

(2) GOLF CHANNEL BOOTH

(3) ENTRANCE ARCH

(4) PUBLIX FAMILY FUN  
ZONE

(6) EXPO  
10'X10'

(7) EXPO  
10'X10'

(8) EXPO  
10'X10'

(10) TITO'S BAR

(11) TITO'S  
STILLHOUSE  
20'X20'

(5) BAYCARE LONG PUTT

(9) PUBLIC VIEWING BLEACHER  
50'X20'

(12) ENTRANCE ARCH

PLAYER  
WALKTHROUGH  
TUNNEL

(13) LIGHTNING LOUNGE  
80'X30'

(14) CATERING PREP TENT  
20'X10'

(21) TRIANGLE FLOAT

12G

(15) TV TOWER

(16) HOSPITALITY  
RESTROOM TRAILER

(17) CHAMPION'S CLUB  
80'X30'

(18) TROPHY CLUB  
20'X30'

(19) HERO OUTPOST  
42'X21'

(20) CATERING PREP TENT  
10'X10'

(22) LED LEADERBOARD

1. 15'X10' CAR PLATFORM
2. GOLF CHANNEL BOOTH
3. ENTRANCE ARCH
4. PUBLIX FAMILY FUN ZONE
5. BAYCARE LONG PUTT
6. 10'X10' EXPO
7. 10'X10' EXPO
8. 10'X10' EXPO
9. 50'X20' PUBLIC BLEACHER
10. TITO'S BAR
11. 20'X20' TITO'S STILLHOUSE TENT
12. ENTRANCE ARCH
13. 80'X30' LIGHTNING LOUNGE
14. 20'X10' CATERING PREP TENT
15. TV TOWER
16. HOSPITALITY RESTROOM
17. 80'X30' 12G CHAMPION'S CLUB
18. 20'X30' TROPHY CLUB
19. 42'X21' HERO OUTPOST
20. 10'X10' CATERING PREP TENT
21. TRIANGLE FLOAT
22. LED LEADERBOARD



## 16 GREEN

(1) CATERING PREP TENT  
20'x10'

(2) HOSPITALITY AND PUBLIC  
RESTROOMS

(3) TV TOWER

(4) 16G CHAMPION'S CLUB  
42'x16'

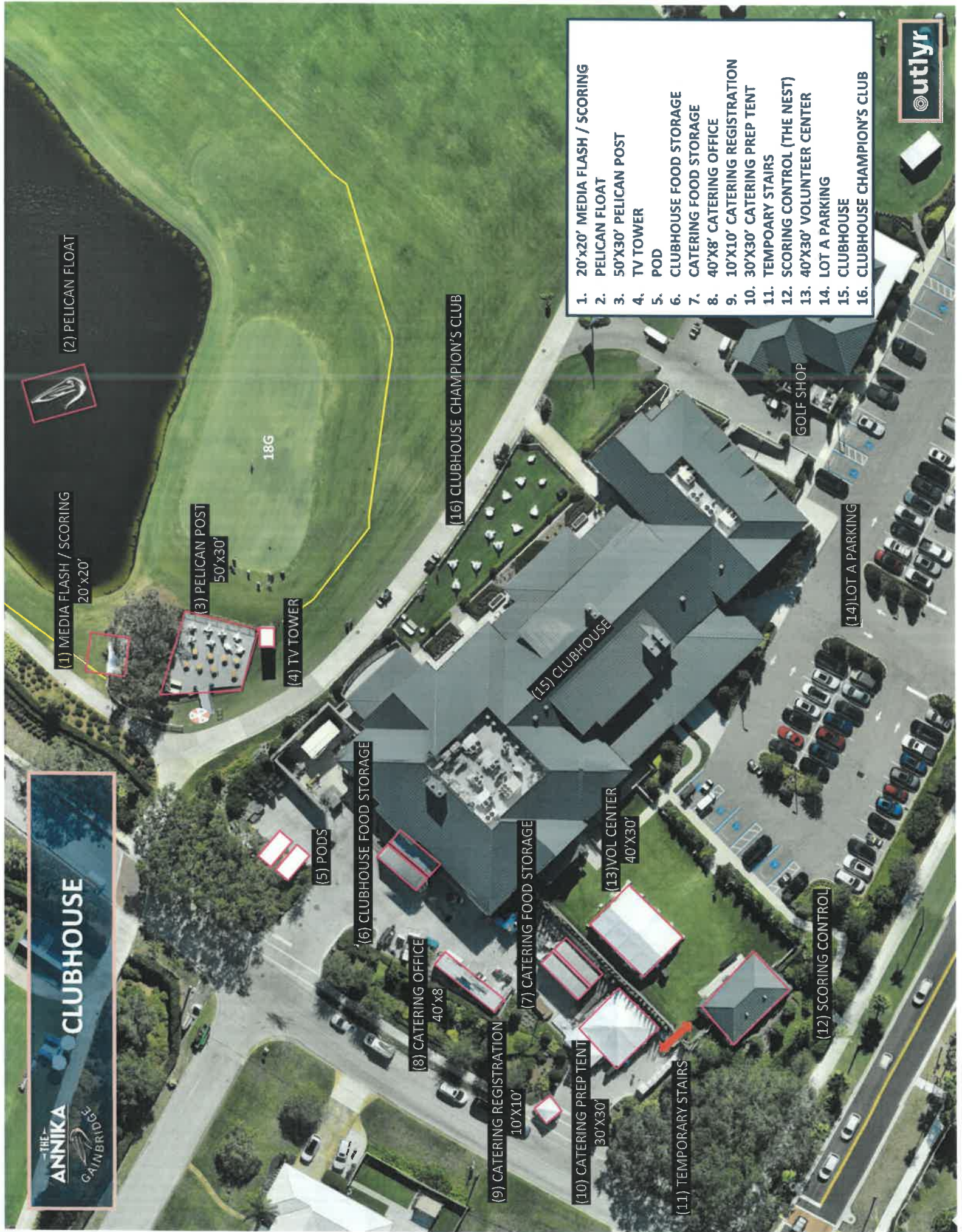
(5) FIRST RESPONDERS CLUB  
42'x16'

(6) BEVERAGES  
10'x10'

(7) PUBLIC VIEWING

1. 20'x10' CATERING PREP TENT
2. HOSPITALITY & PUBLIC RESTROOM
3. TV Tower
4. 42'x16' 16G CHAMPIONS CLUB
5. 42'x16' FIRST RESPONDERS CLUB
6. 10'x10' BEVERAGES STAND
7. PUBLIC VIEWING





- 1. 20'x20' MEDIA FLASH / SCORING
- 2. PELICAN FLOAT
- 3. 50'X30' PELICAN POST
- 4. TV TOWER
- 5. POD
- 6. CLUBHOUSE FOOD STORAGE
- 7. CATERING FOOD STORAGE
- 8. 40'X8' CATERING OFFICE
- 9. 10'X10' CATERING REGISTRATION
- 10. 30'X30' CATERING PREP TENT
- 11. TEMPORARY STAIRS
- 12. SCORING CONTROL (THE NEST)
- 13. 40'X30' VOLUNTEER CENTER
- 14. LOT A PARKING
- 15. CLUBHOUSE
- 16. CLUBHOUSE CHAMPION'S CLUB





# PRACTICE GREEN

DR

(2) ICE TRAILER

(3) CALLAWAY TOUR TRAILER

(4) PHYSIO TRAILER

(5) WALK PATH

SG

(6) GOLF CART PATH

(7) MEDIA CENTER

LEARNING CENTER

(11) PICKLEBALL COURTS

THE VILLAS

THE VILLAS

THE VILLAS

(8) OPERATIONS  
OFFICE

(9) SECURITY  
OFFICE

PODS

(10) TOURNAMENT  
OFFICE

1. 36' LPGA CLUB REPAIR TRUCK
2. 36' ICE TRUCK
3. 53' CALLAWAY TOUR TRUCK
4. 53' LPGA PHYSIO TRAILER
5. WALK PATH (PLAYERS ONLY)
6. GOLF CART PATH
7. 40' x 40' MEDIA CENTER
8. 20' OPERATIONS OFFICE
9. 20' SECURITY OFFICE
10. 56' TOURNAMENT OFFICE
11. PICKLEBALL COURTS





# PUBLIC WORKS BUILDING

GOLF CART CHARGING

TV COMPOUND

CART PATH  
PARKING LOT TO TV COMPOUND

TRUCK

TRUCK

TRUCK

TRUCK

TRUCK

TRUCK

BELLEAIR  
RECYCLING

RESTROOM TRAILER

WALKING PATH  
PARKING LOT TO TV COMPOUND

PUBLIC WORKS  
CAR PARKING

PUBLIC WORKS  
CAR PARKING

GOLF CHANNEL  
CAR PARKING

- (4) Golf Channel Production Trailers
- (2) Golf Channel Production Trucks
- (1) Golf Channel Generator Trucks



TSI Signage (53' trailer)

Misc. power storage

- 53' Mobile Signage Trailer
- Generator Storage
- Cable Storage



PUBLIC RESTROOM TRAILER  
(2 STALL)

PUBLIC RESTROOM TRAILER  
(6 STALL)

HOSPITALITY RESTROOM TRAILER  
(4 STALL)

PUBLIC RESTROOM TRAILER  
(4 STALL)

PUBLIC RESTROOM TRAILER  
(8 STALL)

HOSPITALITY RESTROOM TRAILER  
(2 STALL)

PUBLIC RESTROOM  
(2 PLASTIC UNITS)

PUBLIC RESTROOM TRAILER  
(2 STALL)

VOLUNTEER RESTROOMS  
(7 PLASTIC UNITS)

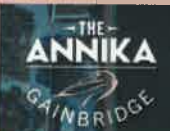
PUBLIC RESTROOM TRAILER  
(10 STALL)

HOSPITALITY RESTROOM TRAILER  
(10 STALL)

MEDIA & TOURNAMENT STAFF  
RESTROOM TRAILER  
(4 STALL)

PUBLIC RESTROOM TRAILER  
(6 STALL)





# REFRESHMENT / BEVERAGE PLAN





SMALL LED  
LEADERBOARD

LARGE LED  
LEADERBOARD

LARGE LED  
LEADERBOARD

JUMBO MANUAL  
LEADERBOARD

SMALL LED  
LEADERBOARD

LARGE LED  
LEADERBOARD

LARGE LED  
LEADERBOARD





## Sanitary Plan

See Master Site Plan for dumpster and sanitary station locations.

### Sanitary stations –

- Vendor: United Site Services
- Install Date: Tuesday, November 4 through Friday, November 7
- Removal Date: Monday, November 17 and Tuesday, November 18
- Service Schedule: Tuesday November 11 – Sunday, November 16 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 Pro (Containers), Solo Events Group (Management Staff)
  - Waste Pro – Two (2) total 30 cu. yard dumpsters for garbage and two (2) total 30 cu. yard dumpsters for recycling 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 & H

## Traffic Control Plan



## PARKING & TRAFFIC PLAN





# TRAFFIC CONTROL PLAN





# LOAD-IN ROUTE



= "NO TRACTOR TRAILER ACCESS" /  
"LOCAL TRAFFIC ONLY"

## CUL-DE-SAC Deliveries

- Must access via Mehlenbacher Road -> (left or right) Pineland -> (left) Golf View and proceed to back down Golf View to cul-de-sac

## NORTH LOT Deliveries

- Must access via Poinsettia Road -> (right) Golf View and proceed to back into lot

## LOT TV Deliveries

- Must access via Ponce De Leon -> (left) into Public Works and / or Pelican Maintenance





# PARKING PLAN

## THE ANNIKA GAINBRIDGE PARKING MAP

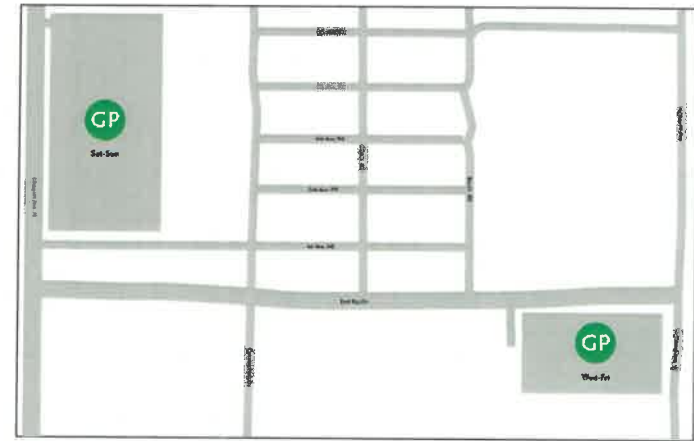
| LEGEND |                 |
|--------|-----------------|
|        | Main Entrance   |
|        | Admission / VMI |
|        | Club            |
|        | LOT A           |
|        | LOT B           |
|        | LOT C           |
|        | LOT D           |
|        | LOT E           |
|        | LOT F           |
|        | Clubhouse       |
|        | Road Closure    |



| LOT       | ADDRESS                                                           |
|-----------|-------------------------------------------------------------------|
| Clubhouse | Pelican Golf Club, 100 Indian Rock Road, Belleair, FL 33756       |
| Lot A     | Pelican Golf Club, 100 Indian Rock Road, Belleair, FL 33756       |
| Lot B     | Trasson Memory Care, 145 Peace Du Loon Road, Clearwater, FL 33766 |
| Lot C     | American College Academy, 823 Wyatt St, Clearwater, FL 33756      |
| Lot TV    | Golf View Lot, 075 Golf View Dr, Belleair, FL 33756               |



## GENERAL PARKING MAP



| LOT                       | ADDRESS                                                |
|---------------------------|--------------------------------------------------------|
| General Parking - Wed-Fri | Green Family Church, 899 East Bay Dr, Largo, FL 33770  |
| General Parking - Sat-Sun | Largo High School, 410 Missouri Ave N, Largo, FL 33770 |

| THE ANNIKA DRIVEN BY GAINBRIDGE AT PELICAN - PARKING MATRIX |              |              |           |              |                 |                 |                 |                 |
|-------------------------------------------------------------|--------------|--------------|-----------|--------------|-----------------|-----------------|-----------------|-----------------|
|                                                             | Sunday       | Monday       | Tuesday   | Wednesday    | Thursday        | Friday          | Saturday        | Sunday          |
| LPGA TOUR Players                                           | CLUBHOUSE    | CLUBHOUSE    | CLUBHOUSE | CLUBHOUSE    | CLUBHOUSE       | CLUBHOUSE       | CLUBHOUSE       | CLUBHOUSE       |
| LPGA TOUR Staff                                             | CLUBHOUSE    | CLUBHOUSE    | CLUBHOUSE | CLUBHOUSE    | CLUBHOUSE       | CLUBHOUSE       | CLUBHOUSE       | CLUBHOUSE       |
| Coach / Reps                                                | LOT B        | LOT B        | LOT B     | LOT B        | LOT B           | LOT B           | LOT B           | LOT B           |
| Caddies                                                     | LOT B        | LOT B        | LOT B     | LOT B        | LOT B           | LOT B           | LOT B           | LOT B           |
| Pro-Am Participants                                         | PRO-AM VALET | PRO-AM VALET | LOT C     | PRO-AM VALET | LOT C           | LOT C           | LOT C           | LOT C           |
| Pelican Members                                             | PRO-AM VALET | LOT C        | LOT C     | LOT C        | LOT C           | LOT C           | LOT C           | LOT C           |
| Pelican Post                                                |              |              |           |              | CLUBHOUSE VALET | CLUBHOUSE VALET | CLUBHOUSE VALET | CLUBHOUSE VALET |
| Champions Club                                              |              |              |           |              | CLUBHOUSE VALET | CLUBHOUSE VALET | CLUBHOUSE VALET | CLUBHOUSE VALET |
| Lightning Lounge                                            |              |              |           |              | LOT C           | LOT C           | LOT C           | LOT C           |
| General Parking                                             |              |              |           | LOT C        | LOT G           | LOT G           | LOT G           | LOT G           |
| Pelican Exec Staff                                          | LOT D        | LOT D        | LOT D     | LOT D        | LOT D           | LOT D           | LOT D           | LOT D           |
| Pelican Staff                                               | LOT R        | LOT R        | LOT R     | LOT R        | LOT R           | LOT R           | LOT R           | LOT R           |
| Pro-Am Caddies                                              | LOT B        | LOT B        | LOT B     | LOT B        | LOT B           | LOT B           | LOT B           | LOT B           |
| Outfit Staff                                                | LOT D        | LOT D        | LOT D     | LOT D        | LOT D           | LOT D           | LOT D           | LOT D           |
| Volunteer Chairperson                                       | LOT B        | LOT B        | LOT B     | LOT B        | LOT B           | LOT B           | LOT B           | LOT B           |
| Volunteers                                                  | LOT B        | LOT B        | LOT B     | LOT B        | LOT C           | LOT C           | LOT C           | LOT C           |
| Vendors                                                     | OPS          | OPS          | OPS       | OPS          | OPS             | OPS             | OPS             | OPS             |
| Catering                                                    | LOT B        | LOT B        | LOT B     | LOT B        | LOT B           | LOT B           | LOT B           | LOT B           |
| Concessions                                                 | LOT C        | LOT C        | LOT C     | LOT C        | LOT C           | LOT C           | LOT C           | LOT C           |
| Media                                                       |              | LOT B        | LOT B     | LOT B        | LOT B           | LOT B           | LOT B           | LOT B           |
| Golf Channel                                                |              | LOT R        | LOT R     | LOT R        | LOT R           | LOT R           | LOT R           | LOT R           |



LOT A ALL WEEK

LOT A / VALET OVERFLOW

VALET OVERFLOW

LOT A ENTRANCE

INDIAN ROCKS RD.



# LOT B ALL WEEK

SCAFFOLDING STORAGE

LOT B – ALL WEEK

GOVISION TRAILER

LOT B ENTRANCE

LOT B PARKING

LOT B STREET ENTRANCE

1155 Ponce De Leon Blvd, Clearwater, FL 33756

RESTROOMS

PONCE DE LEON BLVD





LOT CALL WEEK

S MARTIN LUTHER KING JR AVE

WYATT ST

LOT C ENTRANCE/EXIT

833 Wyatt St, Clearwater, FL 33756



**THE ANNIKA**  
GAINBRIDGE

**LOT R ALL WEEK**

CLUB REPAIR TRAILER &  
CAR PARKING

CAR PARKING

1 Verona St, Belleair, FL 33756

CAR PARKING

CAR PARKING



**8th Ave SE**

**LOT GP ENTRANCE**

**MISSION CITY CHURCH  
PARKING ONLY**

**MISSION CITY CHURCH**  
801 Seminole Blvd, Largo, FL 33770

**LOT GP PARKING**

**RESTROOMS**

**LOT GP EXIT**

**SEMINOLE BLVD**



LOT GP WED.

HIGHLAND AVE NORTH

GRACE FAMILY CHURCH  
PARKING ONLY

LOT GP EXIT

RESTROOMS

LOT GP PARKING

1199 E Bay Dr, Largo, FL 33770

EAST BAY DR

LOT GP ENTRANCE



**LOT GP SAT. & SUN.**

LARGO HS

LOT GP PARKING

RESTROOMS

410 Missouri Ave N, Largo, FL 33770

LOT GP EXIT

LOT GP ENTRANCE

MISSOURI AVE





# LOT D ALL WEEK

GOLF COURSE ACCESS

DUMPSTERS (2)

1715 Golf View Dr, Belleair, FL 33756

ENTRANCE / EXIT

Golf View Dr.





602 Osceola Rd, Belleair, FL 33756

ENTRANCE / EXIT

Osceola Rd.





Exhibit I

## Life Safety Plan

### Points of Contact:

- Tournament Staff
  - Tournament Director – Ryan Dever
  - Tournament Services Manager – Sam Mok
  - Operations Manager – Jeremy McBurney
  - Operations Coordinator – Brendon Croteau
- Pelican Golf Club
  - COO / Director of Golf – Justin Sheehan
  - Director of Events – Karla Rettstatt
- Belleair PD
  - Chief of Police – Richard Doyle
  - Sergeant Daniels
- Town of Belleair
  - Town Manager – Gay Lancaster
  - Communications Manager – Amanda Oreskovich
- LPGA Security
  - Security Official – Whit Darnell
- Private Security (CSC Security)
  - Security Director – Dan Sidders
  - Security Manager – David Sidders
- Sunstar Paramedics
  - First Aid Representative – Andy Wilkenson

### 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.
- 5 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.
- A staff member will be always available to receive truck deliveries and properly route them to the final delivery destination.







## **Event Communications Plan**

### **Main Contacts**

#### **Outlyr:**

Ryan Dever – Tournament Director – rdever@outlyr.com

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

Brendon Croteau – Operations Coordinator – bcroteau@outlyr.com

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

Gay Lancaster – Town Manager - glancaster@townofbelleair.net

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

Sgt. Allison Daniels - Police Officer (Belleair PD) – adaniels@townofbelleair.net

Amanda Oreskovich – Communications Manager –

aoreskovich@townofbelleair.net

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

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

Karla Rettstatt – Director of Events –KRettstatt@pelicangolfclub.com

### **Event Radio Communication**

- Outlyr to have 80+ radios and 7+ channels onsite for event management specific communication
  - Example channels:
    - 1 – Open A
    - 2 – Tournament Staff
    - 3 – Security
    - 4 – First Aid
    - 5 – Volunteers
- 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**

The Annika driven by Gainbridge at Pelican specific pages will be kept up to date with highlights, announcements and news throughout the week. All pages can be found @PelicanLPGA.

- Website: theannika.com
- Facebook: <https://www.facebook.com/pelicanlpga/>
- X (Twitter): <https://twitter.com/theANNIKAlpga>
- Instagram: <https://www.instagram.com/theannikalpga/>







Exhibit K

## 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 13<sup>th</sup> installation / Tuesday, November 18<sup>th</sup> removal
  - New Tournament Name / tournament dates / design to be included
  - \*Update with 2025 dates\*



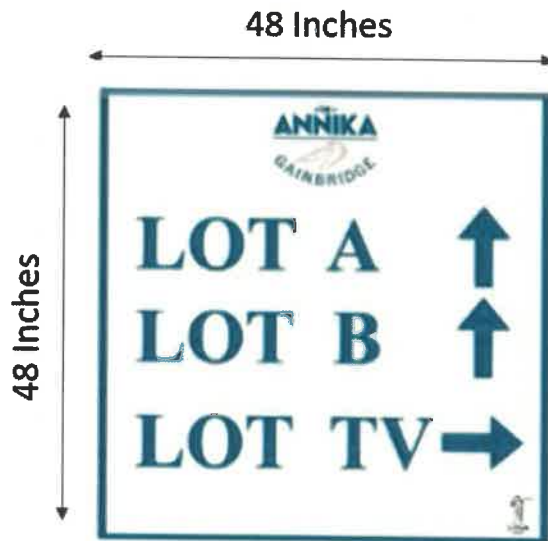
○





- **Directional Wind Masters**

- These are to be located on roadways near Pelican Golf Club and parking locations.
- Text will cycle, depending on the message needed.
- Targeting 11/7 – 11/9 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





Exhibit L

## **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.

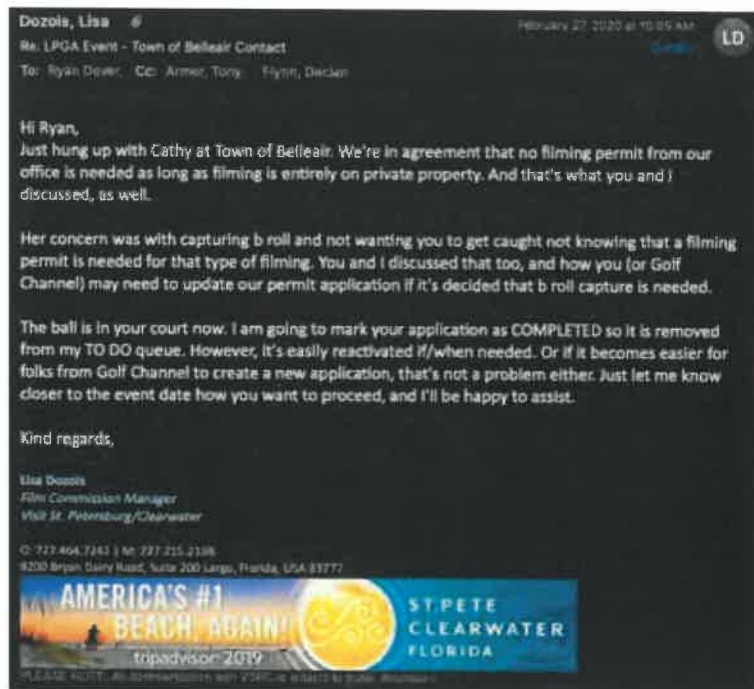




Exhibit O

**Certificate of Insurance**

Submitted and attached on following page.







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/22/2025

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, LLC<br>4201 Westown Parkway<br>Suite 120<br>West Des Moines IA 50266 | <b>CONTACT NAME:</b><br><b>PHONE (A/C, No, Ext):</b> 515-440-8426<br><b>E-MAIL ADDRESS:</b><br><b>FAX (A/C, No):</b> 515-457-8964                                                                                                                                                                                                                                                                              |                               |        |                                             |       |                                                                |       |             |  |             |  |             |  |             |  |
|---------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------|---------------------------------------------|-------|----------------------------------------------------------------|-------|-------------|--|-------------|--|-------------|--|-------------|--|
| <b>INSURED</b><br>Outlyr, LLC<br>Three Greenwich Office Park, Suite 200<br>Greenwich, CT 06831                                        | <table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Granite State Insurance Company</td><td>23809</td></tr><tr><td>INSURER B : National Union Fire Insurance Company of Pittsburg</td><td>19445</td></tr><tr><td>INSURER C :</td><td></td></tr><tr><td>INSURER D :</td><td></td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A : Granite State Insurance Company | 23809 | INSURER B : National Union Fire Insurance Company of Pittsburg | 19445 | INSURER C : |  | INSURER D : |  | INSURER E : |  | INSURER F : |  |
| INSURER(S) AFFORDING COVERAGE                                                                                                         | NAIC #                                                                                                                                                                                                                                                                                                                                                                                                         |                               |        |                                             |       |                                                                |       |             |  |             |  |             |  |             |  |
| INSURER A : Granite State Insurance Company                                                                                           | 23809                                                                                                                                                                                                                                                                                                                                                                                                          |                               |        |                                             |       |                                                                |       |             |  |             |  |             |  |             |  |
| INSURER B : National Union Fire Insurance Company of Pittsburg                                                                        | 19445                                                                                                                                                                                                                                                                                                                                                                                                          |                               |        |                                             |       |                                                                |       |             |  |             |  |             |  |             |  |
| INSURER C :                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                |                               |        |                                             |       |                                                                |       |             |  |             |  |             |  |             |  |
| INSURER D :                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                |                               |        |                                             |       |                                                                |       |             |  |             |  |             |  |             |  |
| INSURER E :                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                |                               |        |                                             |       |                                                                |       |             |  |             |  |             |  |             |  |
| INSURER F :                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                |                               |        |                                             |       |                                                                |       |             |  |             |  |             |  |             |  |

**COVERAGES****CERTIFICATE NUMBER:** 37698480**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"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | Y         |          | AIP0003450374001 | 5/17/2025               | 12/31/2025              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<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 \$ 1,000,000<br>Liquor Liability \$ 1,000,000 |
| A        | <input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                     |           |          | 02CA0442527841   | 5/17/2025               | 12/31/2025              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$ 75,000<br>Limit \$ 75,000                                                                                         |
| B        | <input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$                                                                                                                        |           |          | AIX0003450374101 | 5/17/2025               | 12/31/2025              | EACH OCCURRENCE \$ 10,000,000<br>AGGREGATE \$ 10,000,000<br>Limit \$                                                                                                                                                                                                        |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                                                                                                                              | Y / N     | N / A    |                  |                         |                         | PER STATUTE OTH-ER<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$                                                                                                                                                              |
| A        | Crime<br>Leased/Rented Equipment                                                                                                                                                                                                                                                                                           |           |          | AIP0003450374001 | 5/17/2025               | 12/31/2025              | Limit/Deductible Limit \$100,000/\$1,000 \$75,000                                                                                                                                                                                                                           |

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

Coverages - in each category under Crime - are as indicated below:

\$100,000 - Employee Theft

\$100,000 - Forgery or Alteration Protection

Liquor Liability  
AIP00034503740-01  
Granite State Insurance Company  
Eff: Date: 5/17/2025  
See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

Town of Belleair  
901 Ponce De Leon Blvd  
Belleair FL 33756  
USA

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

AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

|                                                             |           |                                                                                               |
|-------------------------------------------------------------|-----------|-----------------------------------------------------------------------------------------------|
| AGENCY<br>Arthur J. Gallagher Risk Management Services, LLC |           | NAMED INSURED<br>Outlyr, LLC<br>Three Greenwich Office Park, Suite 200<br>Greenwich, CT 06831 |
| POLICY NUMBER                                               |           |                                                                                               |
| CARRIER                                                     | NAIC CODE |                                                                                               |
| EFFECTIVE DATE:                                             |           |                                                                                               |

### ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Exp Date: 12/31/2025  
Each Occurrence: \$1,000,000  
Aggregate: \$1,000,000

Misc. Property  
AIP00034503740-01  
Granite State Insurance Company  
Eff: Date: 5/17/2025  
Exp Date: 12/31/2025  
Limit: \$500,000

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.



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

Date of Pre-Application Meeting: July 18, 2025

Police Department Representative: Allison Daniels Date: 7/29/25

Signature: 

Estimated Department Fees: TBD - update 9/2: \$49,160

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

Notes: Department fees will be quoted and charged before 2nd hearing.

Public Works Representative: Ryan Womack Date: 8-4-25

Signature: 

Estimated Department Fees: TBD - update 9/2: \$2,200

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

Notes: Department fees will be quoted and charged before 2nd hearing

Recreation Department Representative: Kelly Flowers Bonetas Date: 8/4/25

Signature: 

Estimated Department Fees: TBD - N/A

Does the Recreation Department recommend approval of this permit? ☒ Yes ☐ No

Notes: Department fees will be quoted and charged before 2nd hearing.

Building Department Representative: Ashley Bernal Date: 7/28/25Signature: Estimated Department Fees: TBD - N/ADoes the Building Department recommend approval of this permit? ☒ Yes ☐ No

Notes: \_\_\_\_\_

Finance Department Representative: Michelle Mims Date: 8-4-25Signature: Michelle Mims

|                                  |             | Due Date: | Date of Receipt: |
|----------------------------------|-------------|-----------|------------------|
| Fixed Application Fee:           | \$ 1,200.00 | 8/5/25    |                  |
| Total Estimated Town Staff Fees: | \$ 51,360   |           |                  |

Notes: Outlyr indicated that app fee will be paid on Aug. 6

\* All departmental fees will be quoted and charged prior to  
the 2nd hearing on Sept. 16

Town Manager:  Date: 7/24/25

Signature: \_\_\_\_\_

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

Notes: \_\_\_\_\_



Date of 1st Public Hearing: 8/19/25      Date of 2nd Public Hearing: 9/16/25

Major Special Relief Permit is **APPROVED** ☐      Major 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*): \_\_\_\_\_

Quote for LPGA 2025

police

**Monday**

Officer: 59 hours @ \$65/hr = \$3,835

Civilian: 12 hours @ \$50/hr = \$600

Supervisor: 12 hours @ \$85/hr = \$1,020

**Total: \$5,455**

**Tuesday**

Officer: 71 hours @ \$65/hr = \$4,615

Civilian: 12 hours @ \$50/hr = \$600

Supervisor: 12 hours @ \$85/hr = \$1,020

**Total: \$6,235**

**Wednesday**

Officer: 84 hours @ \$65/hr = \$5,460

Civilian: 12 hours @ \$50/hr = \$600

Supervisor: 12 hours @ \$85/hr = \$1,020

C.C. Security 24 hours @ \$65/hr = \$1,560

**Total: \$8,640**

**Thursday**

Officer: 84 hours @ \$65/hr = \$5,460

Civilian: 12 hours @ \$50/hr = \$600

Supervisor: 12 hours @ \$85/hr = \$1,020



**Total: \$7,080**

**Friday**

Officer: 84 hours @ \$65/hr = \$5,460

Civilian: 12 hours @ \$50/hr = \$600

Supervisor: 12 hours @ \$85/hr = \$1,020

**Total: \$7,080**

**Saturday**

Officer: 74 hours @ \$65/hr = \$4,810

Civilian: 11 hours @ \$50/hr = \$550

Supervisor: 11 hours @ \$85/hr = \$935

**Total: \$6,295**

**Sunday**

Officer: 74 hours @ \$65/hr = \$4,810

Civilian: 11 hours @ \$50/hr = \$550

Supervisor: 11 hours @ \$85/hr = \$935

Walkers: 32 hours @ \$65/hr = \$2,080

**Total: \$8,375**

**Final total for ALL hours: \$49,160**

## **PUBLIC WORKS TEAM – TOWN STAFF SERVICES FEES**

Monday, October 13 – Banner installation:

2 employees at \$25/hour for 8 hours = \$400

Thursday, November 6 – Placing barricades/ road closure/ detour signs

2 employees at \$25/hour for 8 hours = \$400

Friday, November 7 – No parking signs

2 employees at \$25/hour for 8 hours = \$400

Misc. tasks/requests throughout tournament week

1 employee at \$25/hour for 8 hours = \$200

Clean up – Dates TBD

4 employees at \$25/hour for 8 hours = \$800

**TOTAL: \$2,200**