

EVENT CONTACT INFORMATION

Applicant Name: Belleair Parks & Recreation
Address: 918 Osceola Road
City: Belleair **State:** FL **Zip Code:** 33756
Phone: 727-518-3728 **Email:** rhobbs@townofbelleair.net

Are you requesting that this event be held (at least in-part) on public property? Yes No

Are you the property owner/lessee of the event site? Yes No*

** If no, please attach a written letter of consent to use the event site from the property owner*

Are you going to be the primary contact for this event? Yes No*

** If no, please provide primary contact information in the section below*

Primary Contact (if different than applicant): Rachel Hobbs
Role with the Event: Special Events Coordinator
Address: 918 Osceola Road
City: Belleair **State:** FL **Zip Code:** 33756
Phone: 727-647-0709 **Email:** rhobbs@townofbelleair.net

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

EVENT OVERVIEW

Event Name: Belleair Sunset 5K & Fun Run **Date of Event:** 1-23-2021 *Saturday,*

Start Time: 5:00 am / pm **End Time:** 9:00 am / pm

Site Address: Race Course Attached and Post Race Party at 918 Osceola Road

Current Zoning of the Subject Parcel: _____

Expected # of Attendees: 1000 **Expected # of Vehicles (Including Vendors):** 350

Provide a detailed description of the proposed event below (or attach a separate sheet). Please explain the event's purpose and activities, and describe why the event is requesting exemption(s) from the Code, citing the special relief checkboxes on pages 3 and 4 of this application. Also include an explanation of any measures in place to prevent underage drinking at your event.

The Belleair Parks & Recreation Department will be hosting the 19th Annual Belleair Sunset 5K & Fun Run on Saturday, January 23, 2021 from 5:00pm to 9:00pm. The race will have approximately 1000 participants and volunteers. The race route will start and end on The Mall in front of Town Hall and Hunter Memorial Park (Please see attached race route for the 5K and 1-Mile Fun Run).

Please see attached safety plan for race start line up.

At the conclusion of the race, there will be a party held on the Brewster Athletic fields complex with food, beer, wine, awards, and a small band. (Please see attached site plan and safety plan)

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

Staff is requesting assistance from the parks & recreation staff and police department for road closures and park usage.

Staff is requesting usage of beer and wine at the post race party. Staff will complete required state temporary alcohol permit.

Staff is requesting usage of the satellite truck from the solid waste department.

Parking will be located around the Dimmitt Community Center along Osceola Road, Varona Street, East field parking lot, and securing parking with Pelican to utilize the field parking next to Seasons Belleair.

Staff is requesting temporary signage street banner advertising across Indian Rocks Road from Monday, January 11, 2021 to Monday, January 25, 2021.

Are you going to contract any private security services/officers on-site? Yes* No

** If yes, please provide the name of the business and the name(s) and cell phone numbers of the person(s) who will be on-site. Attach additional sheets as necessary.*

Name: _____ Cell Phone: _____

Name: _____ Cell Phone: _____

Are you going to utilize any parking services for this event? Yes* No

** If yes, provide the name(s) of the vendor(s) below along with company contact information.*

Vendor: _____ Phone: _____

Vendor: _____ Phone: _____

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

Mr. Bills Fine Foods	Table/Rental Company TBD
Belleair Market	United Site Services or portolet company TBD
Florida Road Race Management	More vendors TBD

REQUIRED APPLICATION ATTACHMENTS

Unless exempted by the Town Manager, please attach the following documents to this application.

- Site Layout:** May be printed out or hand-drawn on an 8.5" x 11" piece of paper or larger.
- Parking Plan:** May be printed or drawn on a map that is 8.5" x 11" or larger. Plan must designate space for public safety services access and parking.
- Neighbor Input Letters:** Signed letters from at least four (4) neighbors who reside within three lots of the event-site that include a statement of approval or disapproval.

SPECIAL RELIEF DOCUMENTATION

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

- Alcohol Licensure (Code Section 6-2):** If requesting to serve alcohol on public property or to sell alcohol, attach all necessary alcohol licensure applications, including State Form ABT 6003.
- Noise Mitigation Plans (Code Section 74-484):** If requesting to exceed the noise regulations allowed by Town Code, provide an attached explanation of expected noise impacts, including the nature, duration, and location of any amplified sound.
- Sanitary Plans:** If regular on-site restrooms are not sufficient for the event and other accommodations are to be made, provide a written explanation of those plans and include their location(s) on the required site layout.
- Special Event Insurance:** Proof of special events insurance coverage if requesting to hold the event on public property, with the Town of Belleair listed as additional insured.
- Street Vending:** If planning to contract street vending for this event (i.e. food trucks), attach a letter explaining the vendor's purpose and impact, along with the vendor(s) contact information.
- Temporary Signage (Code Section 74-572):** If requesting to place temporary signage in excess of what the Code allows, attach a plan for the signage and a statement of its purpose.
- Waste Elimination/Restoration Plans:** If the event will create a level of waste that requires a dumpster or other cleanup not covered by regular pickup, provide an explanation of waste removal.

STAFF WORKFLOW (FOR TOWN USE ONLY)

Date of Application Submission to the Police Department: _____

Received By (Initials): JT Approved By (Initials): JT

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

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

Date of Receipt by Parks and Recreation Department: 11/6/2020

Received By (Initials): CWA Approved By (Initials): RWA

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

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

Date of Receipt by Town Manager: _____

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

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

Date of Commission Decision: _____

Special Relief Permit is **approved***

Special Relief Permit is **denied**

Assessed Fee: _____ Due Date for Fee: _____

Town Manager's signature

Date of approval/denial

**If approved by the Commission, the Police Department will issue a Special Relief Permit to the applicant within three (3) business days. The Police Department will be responsible for enforcing the conditions of the permit before, during, and after the event.*

2021 Belleair Sunset 5K & Fun Run Race Day Safety Protocols

Please stay home if you have tested positive and are or have recovered from Covid-19, been exposed to it, have been medically quarantined in the last 10 days.

Please stay home if you are exhibiting any covid-like or other illness type symptoms including, but not limited to: fever, cough, sneezing, sore/scratchy throat, etc.

All staff will be required to wear a mask at all times.

Start Line:

- All athletes are required to wear face masks at ALL times except while running in the race.
- Athletes will self line up according to pace on The Mall and Ponce De Leon Blvd.
- All athletes will self line up by anticipated pace in rows of 5 with 6 feet between each athlete.
- Athletes will line up in rows behind the start line on top of markers on the ground.
- Athletes will start by row every 5-10 seconds. Once athlete crosses the start line, the chip time will start.
- After each start, all other athletes will move 6 feet closer to the start line.

Finish Line:

- Once an athlete crosses the finish line, masks must be worn.
- Volunteers will wear gloves and place water bottles on tables at the finish line and athletes will self serve from the table.

Post Race Party

- Masks must be worn during the duration of the post race party
- High top tables will be arranged 12 feet apart and 4 people max to a table.
- Masks must be worn while you are moving about the field complex, going to the indoor restrooms, standing in line for food or drinks.
- Masks are not required to be worn while you are actively drinking or eating and at your table/group
- Boxed or bagged meal/snack given to participants upon entry
- Canned beer will be served by volunteers. Volunteers will wear gloves and place beer on tables and athletes of age will self serve from the table
- Bagged cookies/treats from The Thorn Collection

Awards:

- We will not stage an awards presentation.
- Upon arrival into the post race party, kiosks will be available to check your time utilizing your bib number.

- We will not post results on site as it creates a congregation point. Results link will be posted online.
- Awards will not be awarded to virtual runners.
- We will mail overall and age group awards to each winner.

Belleair Sunset 1 Mile Route

Race Start: 5:00 pm



PARKING FOR BELLEAIR SUNSET 5K



Parking for the Belleair Sunset 5K & Fun Run are located in the yellow parking areas:

- Seasons Belleair (1145 Ponce de Leon Blvd.)- Please enter at on the north entrance of Belleair Place Apartments
- Belleair Public Works (1075 Ponce de Leon Blvd.)
- Biltmore Construction (1055 Ponce de Leon Blvd.)
- Professional Building (1016 Ponce de Leon Blvd.)

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

Belleair Sunset 5K Route

Barricade and Cruiser Map Locations



- ◆ = Type 3 (LARGE)
- = Type 2 ("A" Frame) 2 each location
- ★ = Police Cruisers