

EVENT CONTACT INFORMATION

Applicant Name: Town of Belleair Parks and Recreation Department

Address: 918 Osceola Road

City: Belleair State: FL Zip Code: 33756

Phone: (727) 518-3728 Email: kmurray@townofbelleair.net

Are you requesting that this event is 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): Katie Murray

Role with the Event: Recreation Programmer II - Special Events

Address: 918 Osceola Road

City: Belleair State: FL Zip Code: 33756

Phone: (727) 518-3728 Email: kmurray@townofbelleair.net

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

Role with the Event: Recreation Manager

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

EVENT OVERVIEW

Event Name: Holiday Parade and Party Event Date: Sunday, December 8th, 2024

Start Time: 4:30 am / pm End Time: 7:30 am / pm

Site Address: Please see attached parade route and party site map.

Current Zoning of the Subject Parcel: Public

Expected # of Attendees: 500 Expected # of Vehicles (Including Vendors): 150

Provide a detailed description of the proposed event in the space below (or attach a separate sheet). Please explain the event's purpose and activities, and describe why the event is requesting exemption(s) from the existing Code, citing the special relief checkboxes on pages 3 and 4 of this application:

The Town of Belleair's Annual Holiday Parade and Party will be held on Sunday, December 8th from approximately 4:30pm to 7:30pm. The parade allows our community to come together to kick-off a magical holiday season!

The parade will have approximately 40-50 vehicles/floats and community group participants. The parade route will be from the Public Works building (staging area) - westbound on Ponce de Leon Blvd. to The Mall - north on The Mall - U-turn on The Mall - south on The Mall past Hunter Memorial Park - eastbound on Ponce de Leon Blvd. in front of Town Hall - and return to the Public Works building. Please see the attached map for more details. At the conclusion of the parade, there will be a Holiday Party on Brewster Field at the Dimmitt Community Center with free food, bounce houses, crafts, and visits with Santa!

We are requesting assistance from the Recreation staff for event logistics and Public Works staff for set up, tear down, and barricades. We are requesting assistance from the Police Department for road closures (road closures begin at approximately 3:30pm), temporary detours, and pedestrian safety. We are requesting usage of the satellite garbage truck from the Solid Waste Department for disposal of waste.

Residents impacted by the parade route will receive door hangers approximately 2 weeks prior to the event date. Staff is requesting temporary promotional signage (yard signs) in local parks (e.g. Doyle/Wall Park, Hallett Park, Hunter Memorial Park), as well as around the Dimmitt Community Center two weeks prior to the event. We are also requesting temporary signage of the street banner across Indian Rocks Road to be placed on 11/27 and removed on 12/9.

Parking for attendees will be located around the Dimmitt Community Center, East Field parking lot, Ponce de Leon Blvd. office complex, and Biltmore Construction parking lot. Some street parking will be available throughout the neighborhood of Carl Ave. and Barbara Cir.

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 of the vendor, company contact information, and ensure a parking plan is attached.*

Vendor: _____ Phone: _____

Vendor: _____ Phone: _____

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

DJ Brian Akin

United Site Services

Bounce a Lot Inflatables

Food Truck TBD

REQUIRED APPLICATION ATTACHMENTS

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

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

SPECIAL RELIEF DOCUMENTATION

Check any sections below that are relevant for your event and attach relevant documentation.

- Alcohol Licensure (Code Section 6-2):** If requesting to serve alcohol on public property or to sell alcohol, attach all necessary alcohol licensure applications, including State Form ABT 6003.
- Noise Mitigation Plan (Code Section 74-484):** If requesting to exceed noise limits, explain anticipated noise impacts, including the nature, duration, and location of any amplified sound.
- Road Closures:** If the proposed event will require the temporary closing of Town roads or other public spaces, attach a map of these closures and an explanation for their necessity.
- Sanitary Plans:** If regular on-site restrooms are not sufficient for the event and other accommodations are to be made, provide a written explanation of those plans and include their location(s) in 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 (more than 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.

Other: _____

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.

Katelyn Murray 10/28/24
Applicant signature *Date*

END OF APPLICATION

STAFF WORKFLOW (FOR TOWN USE ONLY)

Police Department Representative: Allison Daniels **Date:** 10/29/24

Signature: 

Estimated Department fees: _____

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

Notes: _____

Public Works Representative: Michael King **Date:** 10/29/2024

Signature: 

Estimated Department fees: _____

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

Notes: _____

Finance Department Representative: Nane He Freeman **Date:** 10/29/2024

Signature: 

		Due Date:	Date of Receipt:
Application Fee:	\$ 0	/	/
Total Estimated Town Staff Fees:	\$ 0	/	/

Notes: _____

Town Manager: Ashley Bernal Date: 10/29/24

Signature: [Handwritten Signature]

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

Notes: Gay out of town

Date of Commission Decision: November 12, 2024

Special Relief Permit is APPROVED Special Relief Permit is DENIED

Notes: _____

Town Manager Signature

Date of approval/denial

FINAL FEES

Final (Actual) Town Staff Fees:	\$
Initial Amount Due:	\$
Difference <input type="checkbox"/> Due or <input type="checkbox"/> Owed	\$

Due Date for Difference Due or Owed: _____ Date of Receipt (If Due): _____



Ponce De Leon Blvd

Belleair Holiday Parade & Party
Sunday, December 8th, 2024
Holiday Party Plan



O2B Kids Belleair



ROAD CLOSED

Var

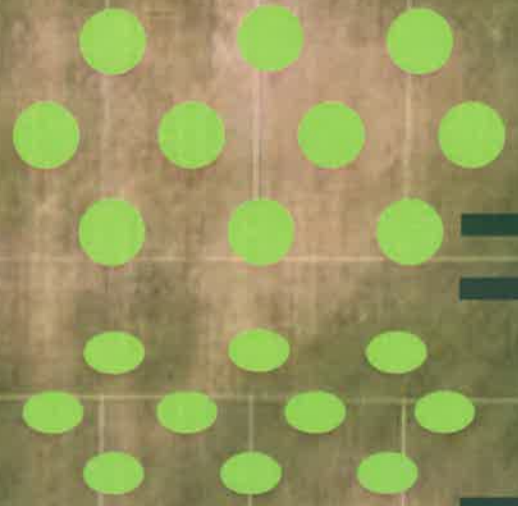
Crafts

Stage + DJ

Rec Info

Entrance

Cookie Decorating



Indoor Restrooms, Food and Drinks at Concession Window

Small Bounce House

Event Parking

Event Parking

Large Bounce House

Food Truck TBD



Dimmitt Community Center

Large Bounce House

Pictures with Santa

Entrance

Event Parking

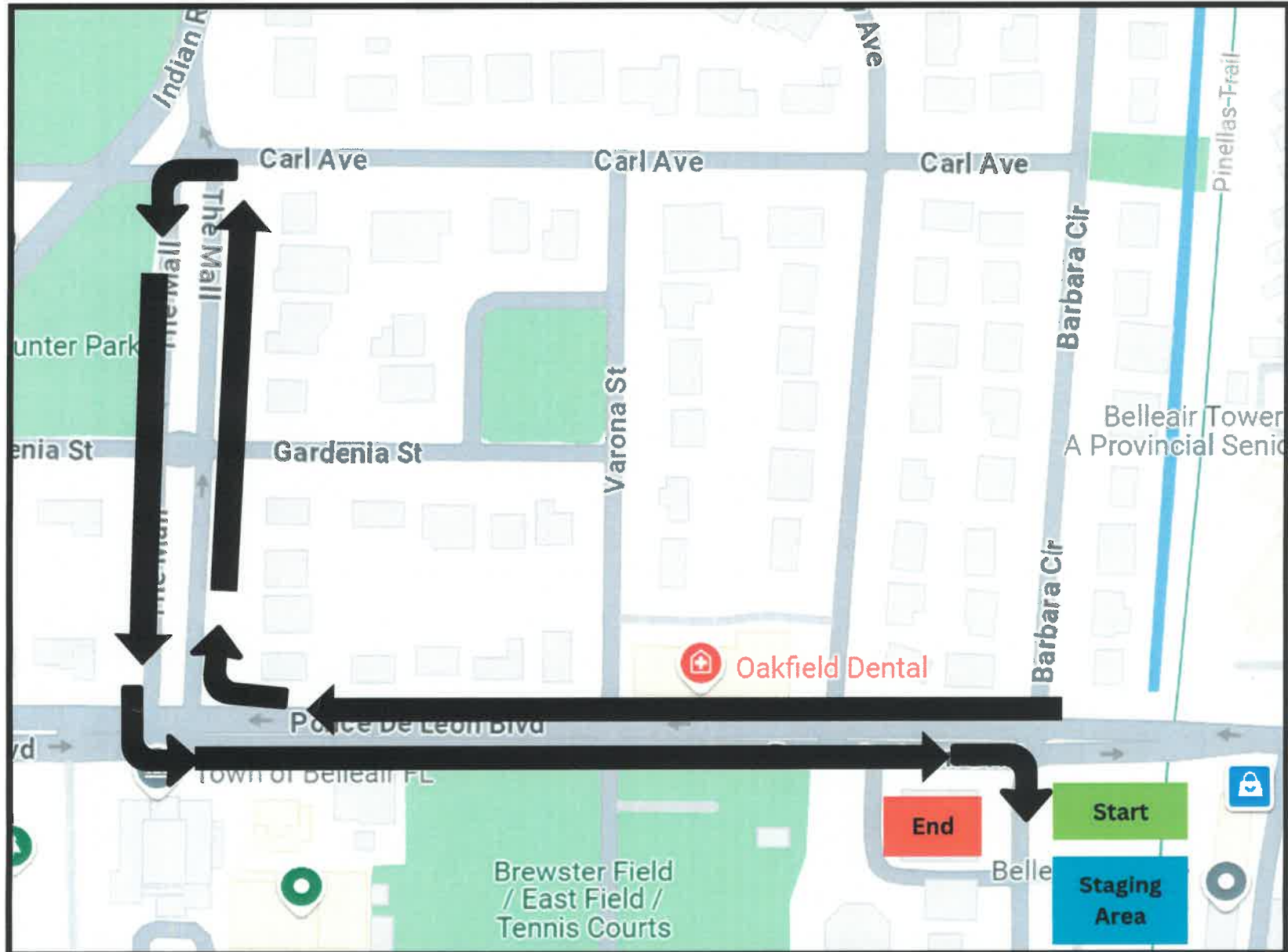
Event Parking

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

Osceola Rd



Belleair Holiday Parade Route Sunday, December 8th, 2024



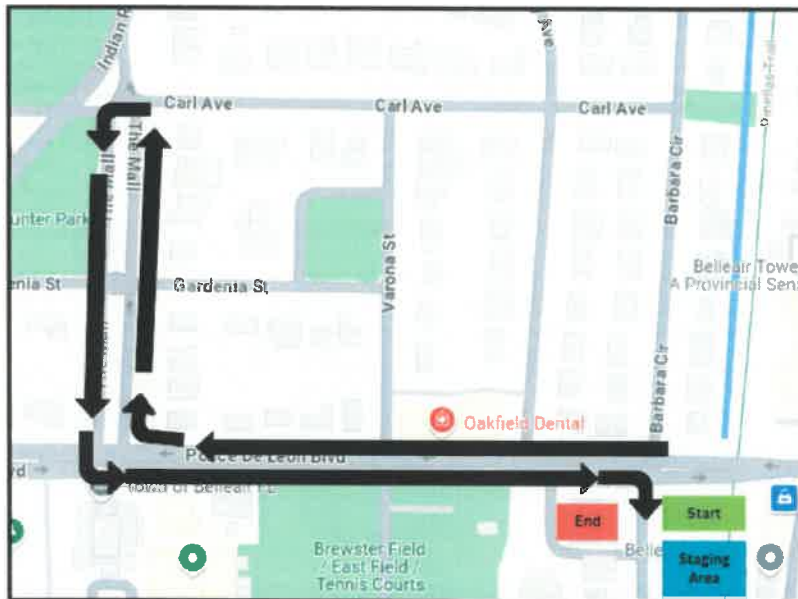


EVENT NOTICE

November 22nd, 2024

Dear Property Owner(s):

The Town of Belleair Parks and Recreation Department will be hosting its annual Holiday Parade and Party on Sunday, December 8, 2024. The Parade route is included below and will begin promptly at 4:30pm. The Holiday Party will immediately follow the parade and take place on the Dimmitt Community Center's athletic fields. We hope you can make it to this wonderful community event! The staging area for the parade will be at the Public Works Building and you will notice a few brief road closures for the duration of the parade. For more information or questions, feel free to call (727) 518-3728.



Kindly,

Katie Murray

Recreation Programmer II – Special Events
(727) 420-3365 or kmurray@townofbelleair.net

