

EVENT CONTACT INFORMATION

Applicant Name: Town of Belleair Recreation Department
Address: 918 Osceola Rd
City: Belleair **State:** FL **Zip Code:** 33756
Phone: 727-518-3728 **Email:** recdesk@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): Lucas Johnston
Role with the Event: Programmer II - Special Events
Address: 918 Osceola Rd
City: Belleair **State:** FL **Zip Code:** 33756
Phone: 727-420-3365 **Email:** ljohnston@townofbelleair.net

Emergency Contact (MUST BE ON-SITE FOR EVENT): Kelly Flowers
Role with the Event: Recreation Manager
Phone: 727-742-0123 **Email:** kflowers@townofbelleair.net

EVENT OVERVIEW

Event Name: Belleair Sunset 5k and Fun Run **Date of Event:** Saturday, March 7th, 2026
Start Time: 5:30 am / pm **End Time:** 10:00 am / pm
Site Address: Race throughout Belleair / After-party at 918 Osceola Rd
Current Zoning of the Subject Parcel: Public
Expected # of Attendees: 1200 **Expected # of Vehicles (Including Vendors):** 500

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 existing Code, citing the special relief checkboxes on pages 3 and 4 of this application:

The 24th Annual Belleair Sunset 5K & Fun Run will take place on Saturday, March 7, 2026 at 5:30 p.m.

The 5K and 1-mile courses feature a fast, flat course along the waterway at sunset and continue throughout the town (maps attached). The event will include an estimated 900 runners and 1,200 total participants (including volunteers, vendors, and staff).

Race course, parking, and post-race party maps are attached to this application. Road closures will begin at approximately 12:00 p.m. and will conclude around 10:00 p.m. Staff is requesting assistance from the Public Works Department for street closures and parking, the Police Department for race course and event security, and the Solid Waste Department for the use of the satellite truck.

Our annual event includes a one-of-a-kind post-race party on the athletic fields. Our post-race party features live music and all-you-can-eat food and drinks from local vendors (including beer and wine). Staff will complete the required paperwork to receive a temporary alcohol permit for this event. As the event gets closer, staff will also mail a letter to residents informing them of the event and its impacts.

Parking for this event will be primarily located at the Season's Memory Care lot outside of Belleair, with some parking also available at the John J. Osborne Public Works Building and on surrounding streets. Staff is requesting temporary banner signage over Indian Rocks Road from Friday, February 20 through Monday, March 9, as well as yard signs in local parks (Doyle/Wall Park, Hallett Park, and Hunter Memorial Park) for the same time period.

Event information and registration is available online at www.runsignup.com/belleair.

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: _____

Vendor: _____ Phone: _____

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

Florida Road Race Management

Smith Rents Tents

United Site Servies

Food Vendors - TBD

Drink 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

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) on the required site layout.

Special Event Insurance: Proof of special events insurance coverage if requesting to hold the event on public property, with the Town of Belleair listed as additional insured.

Street Vending: If planning to contract street vending for this event (i.e. food trucks), attach a letter explaining the vendor's purpose and impact, along with the vendor(s) contact information.

Temporary Signage (Code Section 74-572): If requesting to place temporary signage in excess of what the Code allows, attach a plan for the signage and a statement of its purpose.

Waste Elimination/Restoration Plans: If the event will create a level of waste that requires a dumpster or other cleanup not covered by regular pickup, provide an explanation of waste removal.

AUTHORIZATION

By signing below, the applicant certifies that all information provided on this application is complete and correct and that all necessary attachments have been included. The applicant also agrees to the relevant fee schedule set forth by the Town, and assumes all responsibility for any and all damages to public property that may result from the requested event.

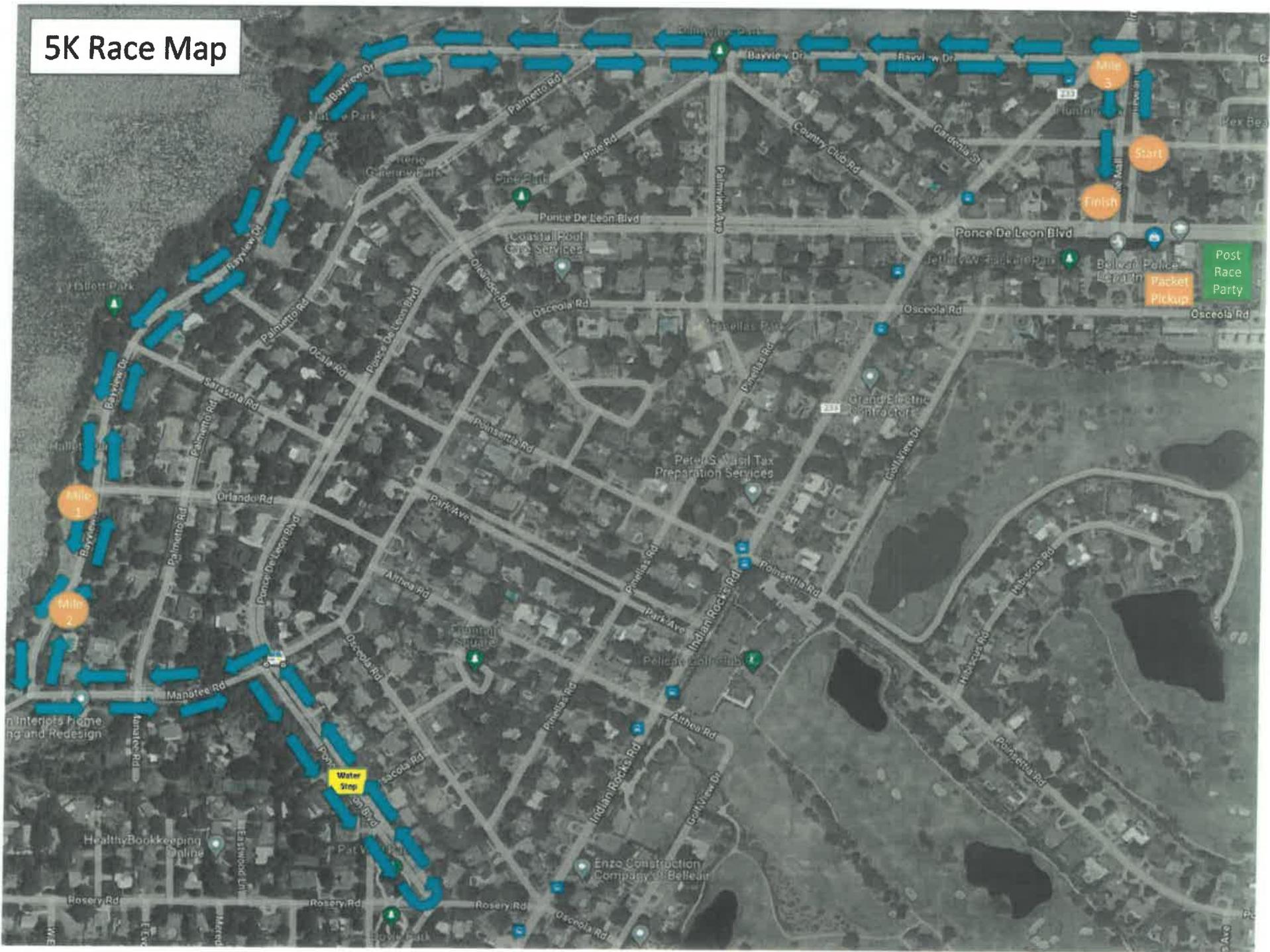
THE COMPLETION OF THIS FORM DOES NOT CONSTITUTE APPROVAL FOR A SPECIAL RELIEF PERMIT.


Applicant signature

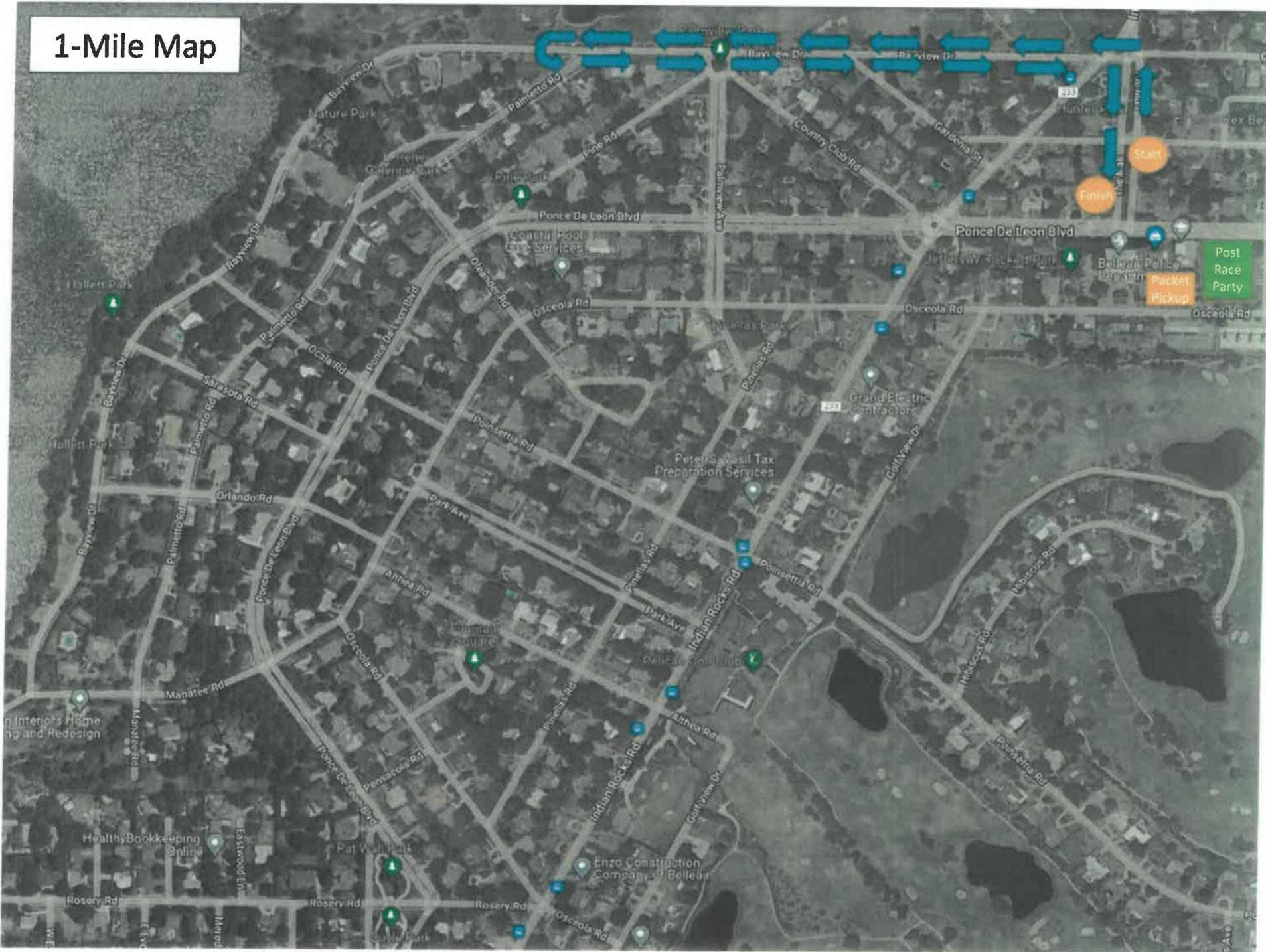
12/31/25
Date

END OF APPLICATION

5K Race Map



1-Mile Map



B Sunset 5k Traffic Plan



| | | | |
|----------------------------|------------------|----------|----------------------------|
| NLT - No left turn | - Police vehicle | - Type 3 | - Detour |
| NRT - No right turn | - PW vehicle | - Type 2 | orange text - Cones |



| | | | |
|----------------------------|------------------|----------|----------------------------|
| NLT - No left turn | - Police vehicle | - Type 3 | - Detour |
| NRT - No right turn | - PW vehicle | - Type 2 | orange text - Cones |

2026 Belleair Sunset 5k & Fun Run - Parking



Yellow areas indicate designated parking for the Belleair Sunset 5k & Fun Run

- Seasons Belleair Memory Care (1145 Ponce de Leon Blvd.) - Enter through north entrance of Belleair Place Apartments
- Public Works Parking Lot (1075 Ponce de Leon Blvd.)
- Biltmore Construction Parking Lot (1055 Ponce de Leon Blvd.) -NO PARKING ON GRAVEL
- Professional Building Parking Lot (1016 Ponce de Leon Blvd.)
- On-street parking is also available throughout the neighborhood.



2026 Belleair Sunset 5k & Fun Run - Party Site Plan

Admission to the Post-Race Party is included with 5k/1-mile race registration. Post-Race Party *only* tickets are available for purchase online *before 9:00am on March 7th*, or at the gate (\$20).



2026

3 officers needed at the Post-Race Party. One at the gate entrance, one on Varona Street near Ponce de Leon Blvd. exit. and one floating.

STAFF WORKFLOW (FOR TOWN USE ONLY)

Police Department Representative: Allison Daniels Date: 01/28/26

Signature: [Signature]

Estimated Department fees: Ø TOWN EVENT

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

Notes: _____

Public Works Representative: Ryan Womack Date: 01/28/26

Signature: [Signature]

Estimated Department fees: Ø

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

Notes: _____

Finance Department Representative: Dan Carpenter Date: 1/21/26

Signature: [Signature]

| | | Due Date: | Date of Receipt: |
|----------------------------------|------|-----------|------------------|
| Application Fee: | \$ Ø | N/A | N/A |
| Total Estimated Town Staff Fees: | \$ Ø | N/A | N/A |

Notes: No fees - Town Event

Town Manager: Gay Lancaster Date: 2/3/26

Signature: Gay Lancaster

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

Notes: _____

Date of Commission Decision: Feb. 17, 2026

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): _____