### **EVENT CONTACT INFORMATION**

Applicant Name: Town of Bell	eair Recreation Department
Address: 918 Osceola Rd	
City: Belleair	State: FL Zip Code: 33756
Phone: 7275183728	Email: ljohnston@townofbelleair.net
Are you requesting that this event l	be held (at least in-part) on public property?   Yes No
Are you the property owner/lessee	of the event site? Ves No*
* If no, please attach a written lette	er of consent to use the event site from the property owner
	ntact information in the section below
	n applicant): Lucas Johnston
Role with the Event: Recreation	Programmer II - Special Events
Address: 918 Osceola Rd	
City: Belleair	State: FL Zip Code: 33756
Phone: 7275183728	Email: ljohnston@townofbelleair.net
Emergency Contact (MUST BE	ON-SITE FOR EVENT): Kelly Flowers
Role with the Event: Recreation	
Phone: 7275183728	Email: kflowers@townofbelleair.net
EVENT OVERVIEW	
Event Name: Holiday Parade	and Party Date of Event: Saturday, December 6th, 2025
Start Time: 4:30	□ am / □ pm End Time: 7:30 □ am / □ pm
Site Address: Please see atta	ached parade route and party site map
Current Zoning of the Subject Parc	Public Public
Expected # of Attendees: 500	Expected # of Vehicles (Including Vendors): 150

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 Town of Belleair's Annual Holiday Parade and Party will be held on Saturday, December 6th, from approximately 4:30pm to 7:30pm. The parade allows our community to come together to kickoff 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 Mail - north on The Mall - U-turn on The Mall - south on The Mail past Hunter Memorial Park - eastbound on Ponce de Lean 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 receieve 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 welt 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 11/26 and removed on 12/8.

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

The Town of Belleair Recreation will be selling alcohol during this event and will have a Temporary Alcohol Permit. We will have a Temporary Alcohol Permit one week prior.

* If yes, please provide the	ny private security services/officers on-site? Yes* No name of the business and the name(s) and cell phone numbers of the te. Attach additional sheets as necessary.
Name:	Cell Phone:
Name:	
	y parking services for this event? Yes* No  y) of the vendor(s) below along with company contact information.
Vendor:	Phone:
Vendor:	Phone:
Vendor:	Phone:

Provide the name(s) of any other commercial ve	endor(s) contracted for the event:		
DJ Brian Akin	Bounce Party of Tampa		
REQUIRED APPLICATION ATTAC	HMENTS		
Unless exempted by the Town Manager, please a	ttach the following documents to this application.		
Site Layout: May be printed out or hand-draw			
Parking Plan: May be printed or drawn or designate space for public safety services access	a a map that is 8.5" x 11" or larger. Plan must and parking.		
Neighbor Input Letters: Signed letters from lots of the event-site that include a statement of a	at least four (4) neighbors who reside within three approval or disapproval.		
SPECIAL RELIEF DOCUMENTATION	<u>ON</u>		
Check any sections below that are relevant for ye	our event and attach relevant documentation.		
☐ Alcohol Licensure (Code Section 6-2): If resell alcohol, attach all necessary alcohol licensur	questing to serve alcohol on public property or to e applications, including State Form ABT 6003.		
☑ Noise Mitigation Plan (Code Section 74-48 anticipated noise impacts, including the nature, of	34): If requesting to exceed noise limits, explain luration, and location of any amplified sound.		
Road Closures: If the proposed event will so other public spaces, attach a map of these closures	require the temporary closing of Town roads or es and an explanation for their necessity.		
Sanitary Plans: If regular on-site restrood accommodations are to be made, provide a write location(s) on the required site layout.	ms are not sufficient for the event and other ten explanation of those plans and include their		
☐ Special Event Insurance: Proof of special event on public property, with the Town of Belle	vents insurance coverage if requesting to hold the eair listed as additional insured.		
☑ Street Vending: If planning to contract street letter explaining the vendor's purpose and impact	vending for this event (i.e. food trucks), attach a t, along with the vendor(s) contact information.		
☑ Temporary Signage (Code Section 74-572 excess of what the Code allows, attach a plan for	2): If requesting to place temporary signage in the signage and a statement of its purpose.		
☑ Waste Elimination/Restoration Plans: If the dumpster or other cleanup not covered by regular	e event will create a level of waste that requires a pickup, provide an explanation of waste removal.		

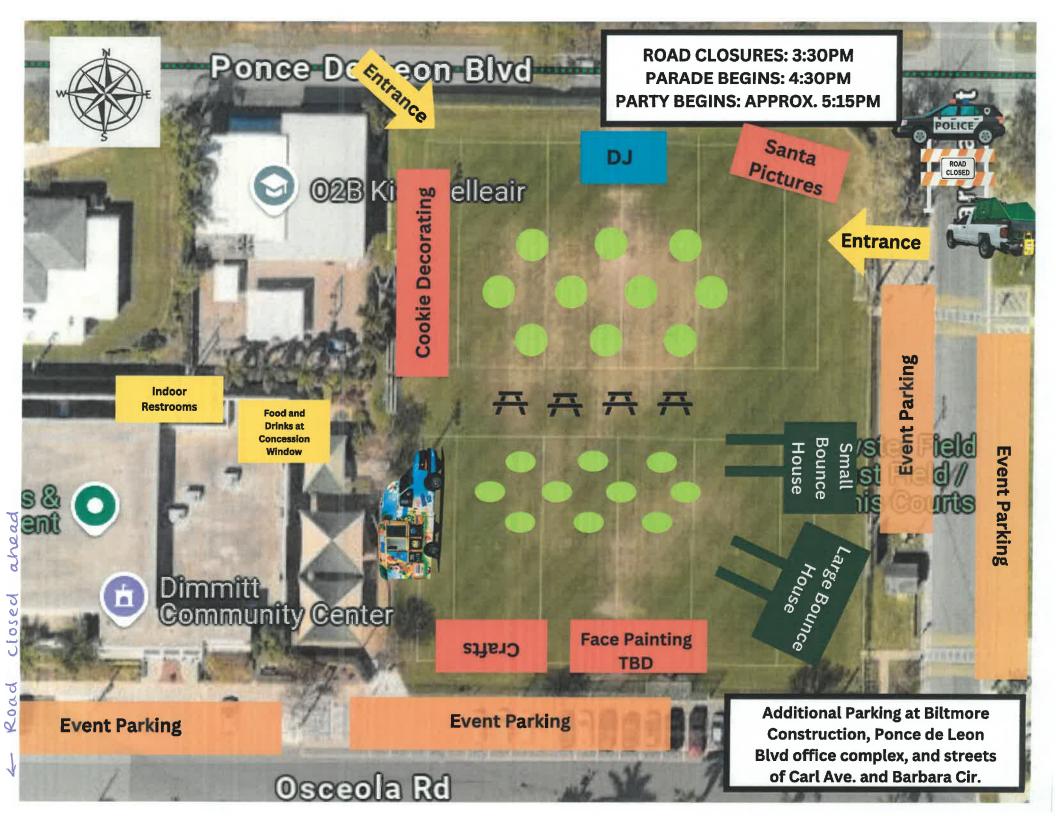
#### **AUTHORIZATION**

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.

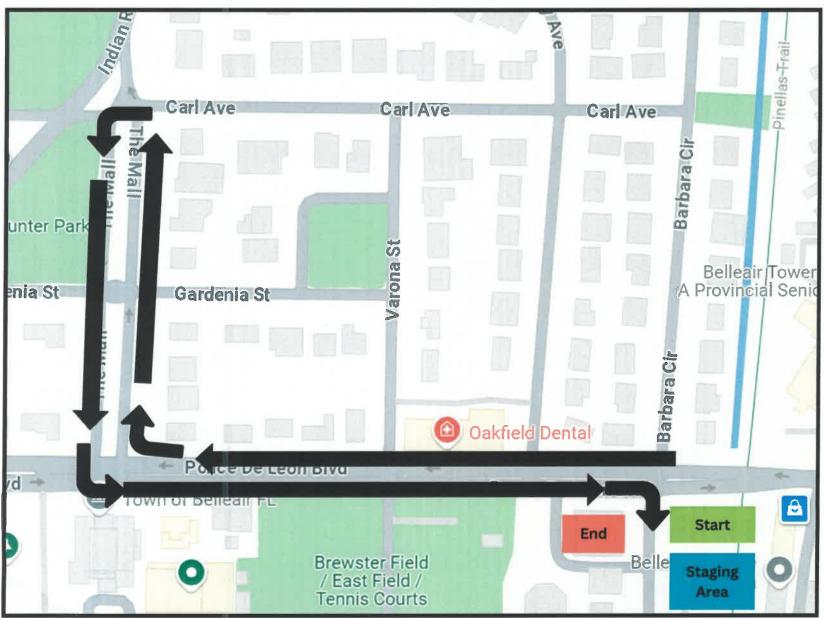
Lucas Johnston 10/08/2025
Applicant signature Date

**END OF APPLICATION** 





# Belleair Holiday Parade Route Saturday, December 6th, 2024



# <u>Timeline:</u>

12:00pm - All staff arrive for set up
2:30pm - The Mall shuts down
3:30pm - Police arrive/shut down parade route
3:30pm - Parade staging begins
4:15pm - Hard shut down of parade route
4:30pm - Parade begins





## Belleair Holiday Parade & Party - Saturday, December 6th Dimmitt Community Center - 918 Osceola Road Belleair, Florida 33756

Event Contact: Lucas Johnston - (727) 420-3365 - ljohnston@townofbelleair.net Alternative Contact: Kelly Flowers (727) 742-0123



- Ponce de Leon Blvd. will close at 3:30pm
- Use Osceola Rd. and Indian Rocks Rd. to enter and exit.
- Firetruck will wait with Santa on Varona Street (between two fields) until parade entrance.
- Once parade is over, fire truck will turn right on Varona Street, Right on Osceola Road, drop
  off Santa at the Belleair Rec, and exit through Osceola Road/Indian Rocks Road.

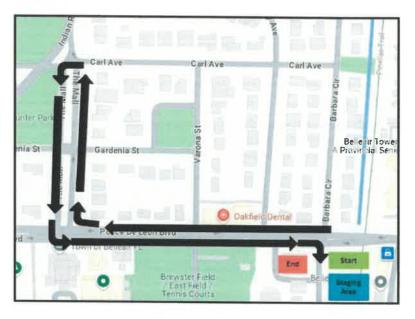


#### **EVENT NOTICE**

November 21st, 2025

Dear Resident.

The Town of Belleair Parks and Recreation Department will be hosting its annual Holiday Parade and Party on Saturday, December 6, 2025. 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,

**Lucas Johnston** 

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

Lucas Johnston

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

Police Department Representative: of c. Torch	Date: _	11 03	25
Signature:		l.	l,
Estimated Department fees:			
Does the Police Department recommend approval of this permit? \(\simeg\) Yes	□ No	(	
Notes:			
Public Works Representative: Ryan Womick	Date:	10/30	125
Signature: 1/2 MAC			
Estimated Department fees:			
Does the Public Works Department recommend approval of this permit?	Yes	□ No	
Notes:			
Finance Department Representative: <u>Michelle Mims</u>	Da	ate: <u>/ -</u> 4	1-25
Signature: Michaelle Mins		-	
Due Da	ıte:	Date o	f Receipt:
Application Fee: \$		,	/
Total Estimated Town Staff Fees: \$ /			/
Notes: No fees - Town event			

Updated 7/2/24

Town Manager: Gay Lancaste Signature: Say Lancaste	Date: 11/4./2026			
Signature: Say and	auter			
Does the Town Manager recommend approval of				
Notes:				
Date of Commission Decision:	8 25			
Special Relief Permit is APPROVED	Special Relief Permit is <b>DENIED</b>			
Notes:				
N				
;======================================				
Town Manager Signature				
FINAL FEES				
Final (Astrol) Town St. CCF				
Final (Actual) Town Staff Fees: Initial Amount Due:	\$			
	\$			
Difference L Due or L Owed	\$			
Difference Due or Owed	S			
Due Date for Difference Due or Owed:	Date of Receipt (If Due):			