

EVENT CONTACT INFORMATION

Applicant Name: Town of Belleair 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 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: 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 Manager
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 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 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 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 11/26 and removed on 12/8.

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.

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.

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:

DJ Brian Akin

Bounce Party of Tampa

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.

Lucas Johnston
Applicant signature

10/08/2025
Date

END OF APPLICATION



Ponce de Leon Blvd

Entrance

ROAD CLOSURES: 3:30PM
PARADE BEGINS: 4:30PM
PARTY BEGINS: APPROX. 5:15PM

DJ

Santa
Pictures

Entrance

Cookie Decorating

Indoor
Restrooms

Food and
Drinks at
Concession
Window



Event Parking

Small
Bounce
House

Large Bounce
House

Event Parking

Dimmitt
Community Center

Crafts

Face Painting
TBD

Event Parking

Event Parking

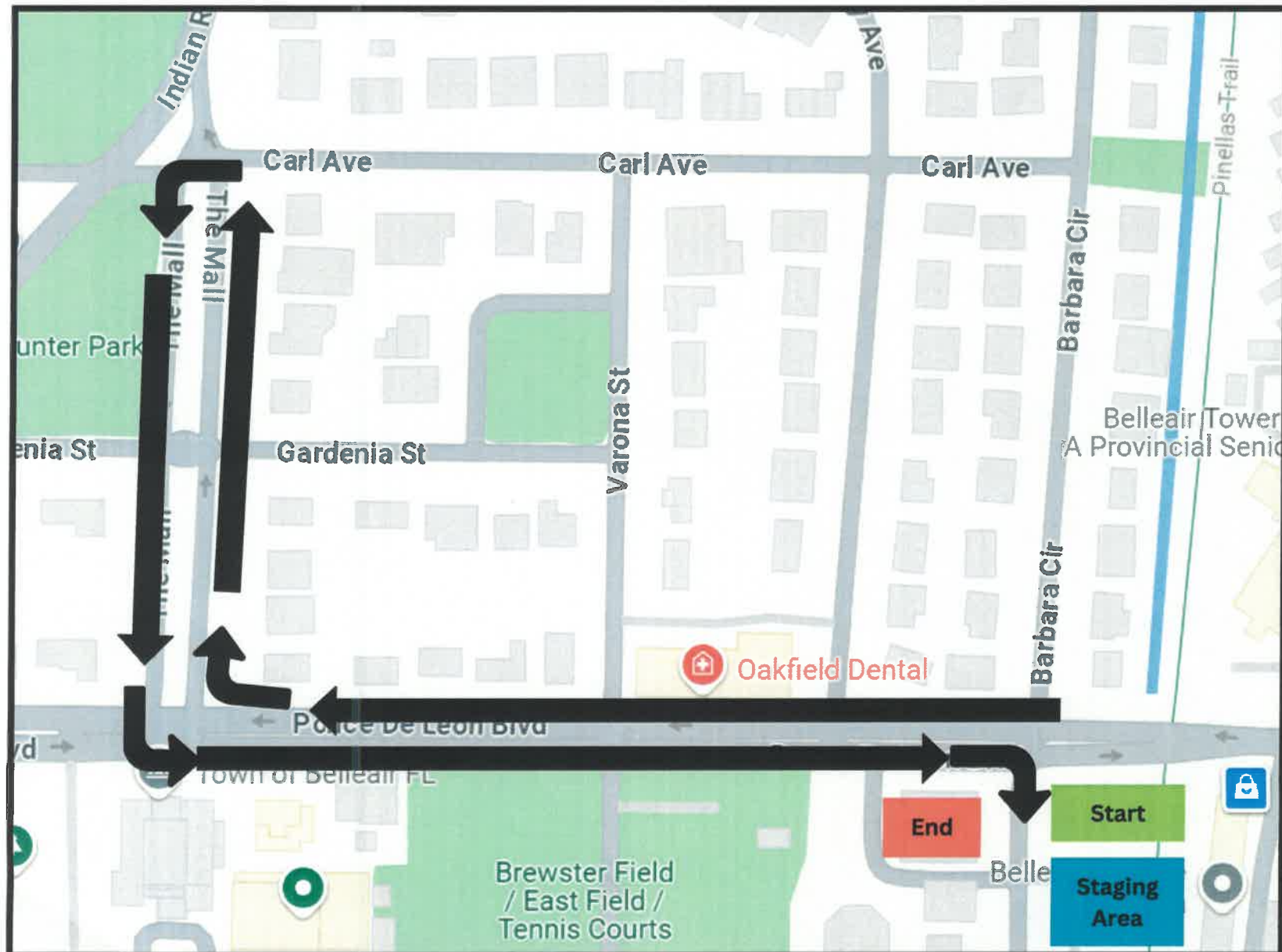
Additional Parking at Biltmore
Construction, Ponce de Leon
Blvd office complex, and streets
of Carl Ave. and Barbara Cir.

Osceola Rd

← Road closed ahead



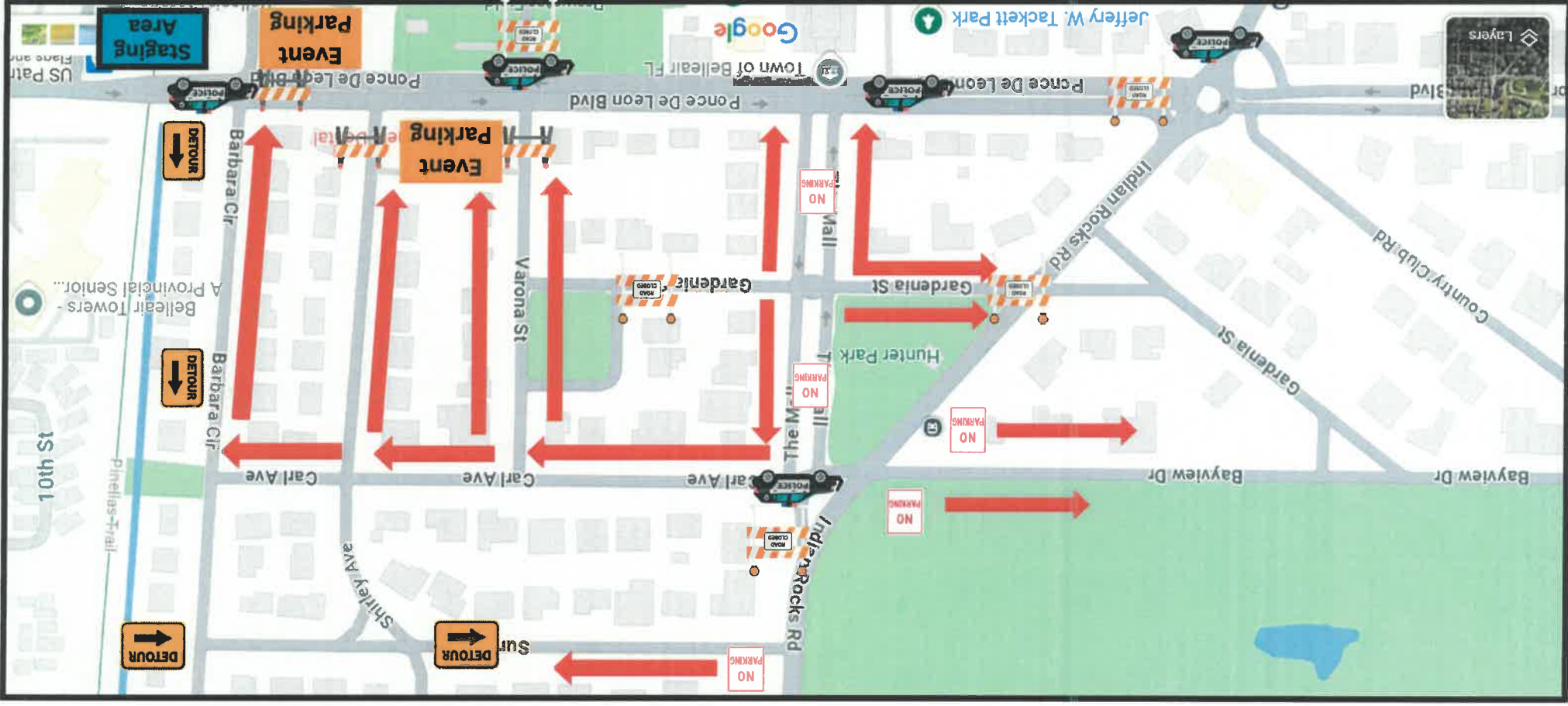
Belleair Holiday Parade Route Saturday, December 6th, 2024





Timeline:

- 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.

STAFF WORKFLOW (FOR TOWN USE ONLY)Police Department Representative: ofc. Torch Date: 11/03/25Signature: [Signature]Estimated Department fees: 0Does the Police Department recommend approval of this permit? ☒ Yes ☐ No

Notes: _____

Public Works Representative: Ryan Womick Date: 10/30/25Signature: [Signature]

Estimated Department fees: _____

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

Notes: _____

Finance Department Representative: Michelle Minor Date: 11-4-25Signature: [Signature]

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

Notes: No fees - Town event

Town Manager: Gay LancasterDate: 11/4/2025Signature: Gay LancasterDoes the Town Manager recommend approval of this permit? ☒ Yes ☐ NoNotes: _____
_____Date of Commission Decision: 11/18/25Special 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 ☐ Due or ☐ Owed	\$

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