

EVENT CONTACT INFORMATION

Applicant Name: Town of Belleair Recreation Department

Address: 918 Osceola Road

City: Belleair State: Florida Zip Code: 33756

Phone: (727) 518-3728 Email: recdesk@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: Florida Zip Code: 33756

Phone: (727) 420-3365 Email: kmurray@townofbelleair.net

Emergency Contact (MUST BE ON-SITE FOR EVENT): Katie Murray

Role with the Event: Event Coordinator

Phone: (727) 420-3365 Email: kmurray@townofbelleair.net

EVENT OVERVIEW

Event Name: Community-Wide Garage Sale & Market Event Date: February 8th, 2025

Start Time: 8:00 am / pm End Time: 2:00 am / pm

Site Address: Private residence throughout Belleair / Also in Town Hall parking lot / Hunter park

Current Zoning of the Subject Parcel: Private and Public

Expected # of Attendees: 500 Expected # of Vehicles (Including Vendors): 300

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:

Belleair's annual Community-Wide Garage Sale and Market will be held on Saturday, February 8th, 2025 from 8:00am to 2:00pm. Dozens of homes participate in this sale each year, making it the perfect time for the community to see our beautiful town and shop for treasures.

Belleair residents may be a part of the Community-Wide Garage Sale by filling out two simple forms: (1) 2025 Garage Sale registration form and (2) A Temporary Activity Permit. Once completed, residents must submit both forms to the Belleair Police Department service desk during normal business hours.

10'x10' sale spaces will also be available at the Town Hall parking lot (901 Ponce de Leon Blvd). These spaces are ideal for Belleair condo residents and non-residents who would like to be part of the sales. Residents may rent one of these spaces for no cost. The non-resident cost is \$25 per space. To reserve a space, complete a 2025 Garage Sale registration form and submit it to the Dimmitt Community Center (918 Osceola Rd) during normal business hours, along with applicable payment.

Local craft vendors will have the opportunity to reserve a 10'x10' space at Hunter Park. The cost of reserving a market space is \$50. To reserve a space, complete a 2025 Market Vendor registration form and submit it to the Dimmitt Community Center (918 Osceola Rd) during normal business hours, along with payment, proof of liability insurance, and a summary of products for sale. A maximum of 4 food truck vendors will also have a space opportunity at Hunter Park. The cost is \$100 and the vendor must complete a 2025 Food Truck Vendor registration form and submit it to the Dimmitt Community Center (918 Osceola Rd) during normal business hours, along with payment, proof of liability insurance, food service license, and a menu summary. Food truck vendors are not permitted to sell alcoholic beverages.

Town Hall and the Dimmitt Community Center will be open during the sale for restroom access. Port-o-potties will also be available at Hunter Park. On-street parking will be available. "No parking" signs may be placed upon the discretion of the Belleair Police Department. Staff is requesting temporary promotional yard signs in local parks (ex. Doyle/Wall Park, Hallett Park, Hunter Memorial Park), as well as around the Dimmitt Community Center two weeks prior to the event. We are requesting assistance from the Belleair Police Department of one officer to patrol around Hunter Park and The Mall from 8:00am to 2:00pm. We are also requesting assistance from the Public Works Department to provide one staff member to help with set-up and trash at Hunter Park from 8:00am to 2:00pm.

A few days before the sale, the Recreation Department will post a map of participating properties at www.townofbelleair.com/garagesale to make the shopping experience as easy as possible. Any registrations received after Tuesday, February 4th may not be included on the map. Residents who may be impacted by the market at Hunter Park will receive door hangers 2 weeks prior to the sale.

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:

Food Truck Vendors (Maximum of 4) TBD

Market Vendors (Maximum of 15) 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.

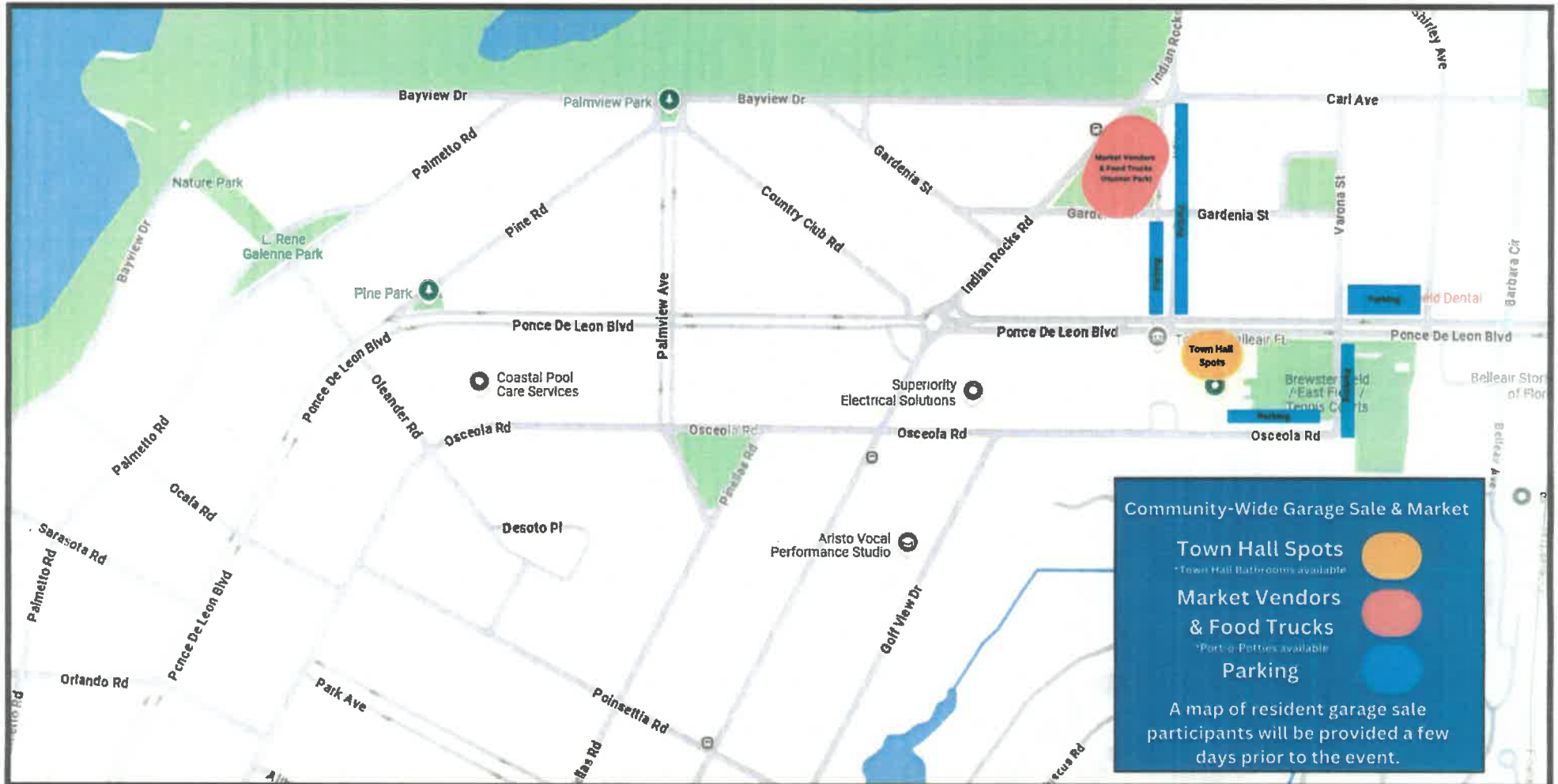
SPECIAL RELIEF DOCUMENTATION

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:** _____

Community-Wide Garage Sale & Market

February 8th, 2025



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 _____ *Dec. 19th, 2024* _____
Applicant signature *Date*

END OF APPLICATION

STAFF WORKFLOW (FOR TOWN USE ONLY)

Police Department Representative: Allison Danicks Date: 12/19/24

Signature: [Signature]

Estimated Department fees: _____

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

Notes: _____

Public Works Representative: Ryan Womack Date: 12/19/24

Signature: [Signature]

Estimated Department fees: 0

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

Notes: PW will place "No Parking Signs" to control traffic.

Finance Department Representative: Michelle Mims Date: 12/19/24

Signature: Michelle Mims

		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: _____

Town Manager: Gay Lancaster Date: 12/19/24

Signature: Gay Lancaster

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

Notes: _____

Date of Commission Decision: January 14, 2025

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): _____