



# CITY OF CLEARWATER

POST OFFICE BOX 4748, CLEARWATER, FLORIDA 33758-4748  
MUNICIPAL SERVICES BUILDING, 100 SOUTH MYRTLE AVENUE, CLEARWATER, FLORIDA 33756

3/26/2026

To Whom It May Concern,

The Special Events Department has *tentatively* approved Special Event **#26-184 47<sup>th</sup> Clearwater Jazz Holiday** scheduled for **October 15-18, 2026**, at Coachman Park in Clearwater. Final approval is dependent on the satisfactory completion of the items on the *PRE-EVENT CHECKLIST*. Once the completed checklist has been received by the required due date, a Special Event Permit will be issued.

**If applicable, please provide this letter to the following entities to continue planning your event:**

- **Tent Permits - Clearwater Planning & Development Dept.**
  - Required for tents larger than 100 sq. ft.
    - **727.562.4567**
- **State Alcohol Permit - Department of Business & Professional Regulations (DBPR)**
  - Required if selling or serving alcohol on City of Clearwater Property
    - **850.487.1395**
- **Downtown Clearwater Event Funding - Downtown Development Board (DDB)**
  - Organizers may apply for funding if event falls within the Downtown Development Board (DDB) boundaries
    - **727.562.4044**
- **City of Clearwater Business Tax Receipt - Clearwater Planning & Development Dept.**
  - Required if event is charging admission or hosting vendors
    - **727.562.4005**
- **Department of Environmental Protection (DEP) Permit - Office of Resilience and Coastal Protection**
  - Required for events covering an area of 1000 square feet or larger and located seaward of the coastal construction control line on the coastal sands of Clearwater Beach
    - **850.245.2094**

\*Before submitting this letter for any purpose other than those listed above, please contact the Special Events Department for approval\*

We wish you the best with your activity and we remain available should you have questions or concerns.

Sincerely,

*Michelle Leach*

Michelle Leach  
Special Event Supervisor & Committee Chair  
Clearwater Special Events  
(727) 444-8324



"EQUAL EMPLOYMENT AND AFFIRMATIVE ACTION EMPLOYER"