

## CITY OF CLEARWATER

Post Office Box 4748, Clearwater, Florida 33758-4748

Municipal Services Building, 100 South Myrtle Avenue, Clearwater, Florida 33756

10/13/25

To Whom It May Concern,

The Special Events Department has <u>tentatively</u> approved Special Event "World's Largest Rubber Duck - Duck Days", scheduled for January 10-24, 2025, at Coachman Park and Downtown Cleveland St. 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:

- <u>Tent Permits</u> Clearwater Planning & Development Dept.
  - o Required for tents larger than 100 sq. ft.
    - **727.562.4567**
- State Alcohol Permit Department of Business & Professional Regulations (DBPR)
  - o Required if selling or serving alcohol on City of Clearwater Property
    - **850.487.1395**
- <u>Downtown Clearwater Event Funding</u> Downtown Development Board (DDB)
  - Organizers may apply for funding if event falls within the Downtown Development Board (DDB) boundaries
    - **727.562.4044**
- <u>City of Clearwater Business Tax Receipt</u> Clearwater Planning & Development Dept.
  - o 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 <u>Events Department for approval\*</u>

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

Sincerely,

## Jewel Smith

Jewel Smith
Programming Supervisor & Committee Co-Chair
Clearwater Special Events
(727) 444-8338

