



CITY OF CLEARWATER

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

11/21/2024

To Whom It May Concern,

The Special Events Department has *tentatively* approved Special Event **#25-042 Marchtober Fest- ½ Way to Oktoberfest** scheduled for **March 28-29, 2025 in Coachman Park**. 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.
 - **727.562.4539**
- **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
 - **727.562.4539**
- **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
 - **850.245.7676**

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"