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**SUBJECT:** PCSO 33<sup>rd</sup> Annual Ride & Run with the Stars

**ACTION REQUESTED:** Approval, Approval with Modifications, or Denial of PCSO 33<sup>rd</sup> Annual Ride & Run with the Stars for a special event on Saturday November 21, 2026.

**REQUESTED BY:** Julie Inman, Recreation Director  
Joe Cooper, Special Events Supervisor

**SUPPORTING DOCUMENTS:** Yes

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### **SUMMARY**

On March 27, 2026, staff received a Special Event Application for the 33<sup>rd</sup> Annual Ride & Run with the Stars from Pinellas County Sheriff's Office. The event will be a 5K run, 10K run, 10-mile bicycle ride and 62-mile bicycle ride and post-race and expo on the Commission pre-approved 5K and 10K racecourse at Waterfront Park. The running starting line will be in front of the spa, and the finish lines will be on Veterans Memorial Lane. The bicycle races will start and finish on Veterans Memorial Lane with staggered starts. Proceeds from the race are used as a holiday fund-raiser to raise funds for food, clothing, books, and toys for several hundred underprivileged children and their families.

The event is proposed on Saturday, November 21, 2026, at Waterfront Park, from 6:00 a.m. to 12:00 p.m. Event setup will begin Friday, November 20<sup>th</sup> at 12:00 p.m., with overnight security, and cleanup will conclude by 6:00 p.m. on November 21, 2026. The event will feature Santa landing in a helicopter at Waterfront Park, K-9 demonstrations, bouncy house, live auction, food trucks, and vendor tent.

The event application anticipates approximately 1,000 participants and 100 spectators, resulting in an estimated total attendance of roughly 1,100 individuals. If approved, the event is expected to generate increased traffic volumes and parking demand throughout the Main Street/Downtown area during the designated event hours, possibly leading to overflow parking into adjacent residential neighborhoods. These conditions may lead to increased complaints from local businesses and residents related to congestion, limited parking access, and general mobility concerns.

The special event applicant is pending a finalized MOT and parking plan, they are required to communicate event plans with the Chamber of Commerce, and to provide notice to surrounding property owners. The event organizer is looking into Safety Harbor Middle School to offer shuttle parking if registration numbers warrant remote parking.

Organizers are aware of the ongoing Marina/Spa construction and possible site plan adjustments pending construction progress. Organizers will collaborate with Special Events Supervisor Joe Cooper for approval on a final site. Event organizers must submit a finalized maintenance of traffic plan, parking plan, and ADA parking plan. Failure to have an approved plan may cause cancellation of the event.

City staff have reviewed the application contingent on final site plan adjustments to match construction progress, and request approval, approval with modifications, or denial of the Special Event Application



# Special Events Guide &

# Application

[www.cityofsafetyharbor.com](http://www.cityofsafetyharbor.com)

*Welcome to Downtown*  
**Safety Harbor**



## **Special Events in Safety Harbor**

Safety Harbor prides itself on the unique atmosphere and quaintness which is unlike any other city in the Tampa Bay area. The special events and activities within the city reflect this personality and maintain Safety Harbor's uniqueness. Our goal for each special event is to try and provide a wholesome event that enhances the quality of life for the residents of Safety Harbor while showcasing the City to visitors and participants. We strive to host professional events that are well organized and profitable for all parties involved. The City of Safety Harbor realizes that each event has a variety of goals that need to be met in order for the event to be considered a success. City staff is here to ensure the success of each event.

## **Special Events Regulations (Approved 7/15/2024)**

1. All special events must submit a completed application. The application period is from January 1<sup>st</sup> through September 30<sup>th</sup>. The Safety Harbor Mayor and Commission must approve all events that affect facility & road closures and/or public safety.
2. Completing the application and obtaining approval does not guarantee your event will be publicized on the City of Safety Harbor's Special Events Card, website or other marketing materials.
3. Applications for events will only be approved at least 90 days prior to the event date. If not, the event will be considered for the next calendar year. Larger events and festivals will only be approved for the following calendar year.
4. City venues may not be utilized for City-wide events on consecutive weekends by an outside organization.
5. All organizations interested in hosting an event must provide a current certificate of liability insurance naming The City of Safety Harbor as an Additional Insured. Required coverage shall be a commercial general liability policy. Minimum limits required are \$1,000,000 each occurrence combined single limit bodily injury and property damage; \$2,000,000 aggregate. If food or nonalcoholic beverages are sold or served at the event, the policy must also include an endorsement for product liability. If alcoholic beverages are sold or served at the event, the policy must also include an endorsement for host liquor liability. If the event involves athletic or other types of active participants, the policy must include participant coverage. The Leisure Services Director (or designee) may require additional endorsements depending upon the proposed activity.
6. All prospective events must agree to pay the associated costs to hosting an event in Safety Harbor. The City does not waive hard costs for event production. See fee schedule in the attached documentation.
7. A special event shall be held for no more than three (3) consecutive days.
8. Amplified sound may not occur before 8:00am or after 10:00pm. If decibel levels are deemed too loud or raucous by City staff or Pinellas County Sheriff's Deputies the event organizer will be required to lower the overall volume. The second incident/complaint, the event organizers will be required to discontinue the amplified sound.
9. If adequate fixed sanitary facilities are not available for use at the special event, portable toilets shall be provided of a number and type that complies with industry standards as determined by the Leisure Services Director (or designee) within City venues; provided, that no toilets are required for special events that last less than two hours.
10. Safety Harbor Marina slip renters and their guests are permitted at no cost to access their boats at any time during an event. When safely possible during set up or prior to the event opening, slip renters will be permitted to drive in, unload and park their vehicle in the four designated boat slip renter parking spaces.
11. Events that use electricity require a City of Safety Harbor electrician on site during the event at the cost to the event organizer(s). All electric requirements must adhere to the approved electrical plan for power sources. If event exceeds electric presented, then Organizer is responsible for providing the additional electrical needs at the Organizers expense.
12. All events must adhere to the Fire Marshal's regulations. Events with food vendors, pyrotechnics or a large amount of electricity must have a Fire Marshal inspection before the event starts. The event

may not begin until the Fire Marshal deems the event safe. City is not responsible if Fire Marshal requires a vendor to vacate and/or will not let the event proceed due to public safety concerns.

13. All alcohol served at events in Safety Harbor must be done so in accordance with local, state and federal laws.
14. If alcohol is served, a minimum of two Pinellas County Deputies are required at the event. Each location where alcohol is poured must have a minimum of one Deputy. There shall be no alcohol sales without the physical presence of a Pinellas County Deputy. Alcohol sales shall only be permitted Monday through Saturday from 9:00 am until 11:00pm and on Sunday from 11:00 am until 11:00am.
15. Mobile vendors, such as food trucks, food trailers, and/or push carts, etc. must be inspected by the Fire Department and Public Works Department before permitted to participate at an event in Safety Harbor. The mobile vendor operator must arrange the inspection by visiting [www.cityofsafetyharbor.com/818/Mobile-Vendor-Regulations](http://www.cityofsafetyharbor.com/818/Mobile-Vendor-Regulations) at least 2 weeks prior to the scheduled event. Permits are good for one year.
16. Waterfront Park Venue requirements: boardwalk, pier, restrooms, and Marina must remain open to the public; no parking of vendor vehicles on the Waterfront Park turf, all vehicles MUST vacate prior to event start.
17. Parking plan required. Plan may include approval from private property parking lot owners, designated ride share drop off/pick up location(s) with notification to ride share operators, designated low speed vehicle parking area or other means of parking. Plan must be submitted 45 business days prior to event.
18. Events contained on commercial private property MUST obtain a Temporary Use permit. To attain Temporary Use permit approvals, please contact the Community Development Department (727) 724-1555 ext. 1702.
19. The City of Safety Harbor is not responsible for any loss of revenue or sponsors.
20. Special Event permit may be revoked by City at any time per Ordinance 2015-10 Sec. 20.34B
21. Events hosted at Waterfront Park/Marina are required to provide a minimum of twelve (12) ADA/handicap spaces within the paved parking area during the hours of the event.
22. Event details must be communicated to the Chamber of Commerce for transparent communication.

*I have read & agree to the listed regulations.*



Signed



Date



Venue	Private Event Organizer (For Profit Events)	Non-Safety Harbor 501(c) Organizer OR ANY 501(c) Organizer w/ Admission Fees	SH 501(c) Organizer w/o Admission Fees
Marina*	\$1,500 per event day \$750 per set up day	\$1,000 per event day \$500 per set up day	\$500 per event day \$250 per set up day
Waterfront Park	\$1,500 per event day \$750 per set up day	\$1,000 per event day \$500 per set up day	\$500 per event day \$250 per set up day
Main Street *	\$1,500 per event day	\$1,000 per event day	\$500 per event day

\*\$.25/head count fee for road races (post-race)

## Venue Rental Fees:

### Rental Fee Waivers:

Safety Harbor Non-Profits ONLY may request full waiver of rental fees at time of application by submitting a waiver letter at time of original application. Application, fees, and waiver information must be complete before it's placed on the City Commission agenda for approval. Waiver letter must include the following:

- Prior year NP financial information to include balance sheet and tax form/information supplied to the State of FL or federal Government for continued NP status.
- Specific event budget balance sheet to include all revenue and expenditures.
- Prior year or recent similar event actual balance sheet to include revenue and expenditures, including amount of event proceeds.
- Specific plans for event proceeds to include % and timeline for disbursement.
- Any additional information which will assist the City Commission in making the waiver request decision.

## Staffing & Services Fees:

### City Staff

- Event set up staff, breakdown staff, cleaning staff
- Four (4) hour minimum

**Actual Cost + 30% administration fee**

### City Electrician

- Four (4) hour minimum
- Must utilize if electricity is needed for an event

**Actual Cost + 30% administration fee**

### Venue Cleanliness Fine

- Fine applicable if venue is not properly cleaned & restored to pre-event conditions; includes turf damage, excess trash/debris and event equipment remaining on site post event.

**\$200/day**

### Main Street Banner

- Install & removal above 10<sup>th</sup> Ave & Main St
- Event organizer must provide the banner
- Banner must meet City specifications

**\$50.00**

### 8 yard dumpster(s)

- Includes set up & removal
- \$100 per dumpster to empty dumpsters between event days.

**Solid Waste Dump Fees will be applied**

### Pinellas County Sheriff's Deputy

- Four (4) hour minimum
- Required for road closures - Required for Alcohol locations
- Minimum requirement of 2 Deputies at an event if alcohol is served
- Supervisor required when more than 4 Deputies are hired.

**\$55/hour for Deputy**

**\$60/hour for Sergeant**

### Sun Star Paramedics

- Event must contract directly with paramedics. Contact (727) 282-8556.



## **Rental Equipment Fees**

Items must be reserved 3 weeks before event date. Late charges will apply for items ordered last minute.

### **Special Event Trailer**

**\$250 flat fee**

- Include a minimum of 20 six-foot tables & 100 folding chairs
- Delivered & picked up from specified location

### **Barricades**

**\$5/barricade**

- Delivered & picked up from specified location.
- Required for road any closures
- Quantities Limited

## **Safety Harbor Venues:**

*Please call each facility for updated pricing and availability.*

**Safety Harbor Community Center**  
727-724-1530

**650 9<sup>th</sup> Avenue South**

**Rigsby Recreation Center**  
727-724-1545

**605 2<sup>nd</sup> Street North**

**Safety Harbor Museum and Cultural Center**  
727-724-1562

**329 South Bayshore Blvd.**

**Gazebo and John Wilson Park**  
727-724-1558

**401 Main Street**

**Safety Harbor Library**  
727-724-1525

**101 2<sup>nd</sup> Street North**

**Folly Farm Nature Preserve**  
(Gazebo, Barn, Firepit)  
727-724-1552

**1538 Dr ML King Jr Street North**

### **Safety Harbor Park Shelters:**

(Daisy Douglas Park, Veterans Memorial Park, SH City Park, North City Park, Mease Park, Marshall Street, Folly Gazebo)  
727-724-1558

### **Athletic Fields:**

(North City Park, SH City Park or Middle School Track)  
727-724-1558



# City of Safety Harbor Florida

HOME OF ESPIRITU SANTO MINERAL SPRINGS

750 Main Street

Safety Harbor, Florida 34695  
FAX 724-1566

(727) 724-1555

## Release of Liability and Hold Harmless Statement

By applying for this event, \_\_\_\_\_ (Official Name of Applicant/Event Organizer), agrees to assume liability for and indemnify, hold harmless, and defend the City of Safety Harbor, its commissioners, mayor, officers, employees, agents, and attorneys of, from, and against all liability and expense, including reasonable attorneys' fees in connection with any and all claims, demands, damages, actions, causes of action, and suits in equity of whatever kind of nature, including claims for personal injury, property damage, relief, or loss of use, arising out of the event, the application for the event, or resulting from activities in any way connected to the event, whether or not due to or caused by the negligence of the City, its commissioners, mayor, officers, employees, agents and attorneys. I understand that liability hereunder shall include all attorneys' fees and costs incurred by the City in the enforcement of this indemnification provision. This includes claims made by any employees against the City and the applicant hereby waives its entitlement, if any, to immunity under Section 440.11, Florida Statutes. The obligations contained in this provision shall survive the conclusion of the event and shall not be limited by any amount of insurance required to be obtained or maintained as part of the event. Nothing contained herein shall be construed as a waiver of any immunity or limitation of liability the City may be entitled to under the doctrine of sovereign immunity or Section 768.28, Florida Statutes.

I certify and agree that the event will comply with all applicable federal, state, and local laws of the State of Florida and United States Government, and all rules, regulations and ordinances promulgated by the City. The event will be open to all individuals and no individuals will be barred from participation due to race, creed, color, national origin, sex, age, or physical or mental impairment. I further certify and agree that the event will at all times comply with the City's policies on special events and the City's Special Event Guidelines on page 2 of the application packet.

I agree to pay any and all costs and invoices to the City for this event as provided in the City's special event regulations.

Lastly, I understand special event dates and times are limited and filling out this application does not guarantee that this event will receive approval or co-sponsorship.

By: \_\_\_\_\_

Print Name: BOB GUALTIERI

as: SHERIFF  
(title)

of PINELLAS COUNTY SHERIFFS OFFICE  
(Applicant/Event Organizer)

\$50 Application fee due at time of Application submittal

**CITY OF SAFETY HARBOR  
Special Event Application**

The application for a special event must be received at least 90 calendar days prior to event, but not more than one year. The review of this application does not begin until the completed application, \$50 non-refundable application fee and all required attachments, has been submitted.

**Applicant must provide a legible site plan/map with application submittal.** Site plans must include details regarding all operational equipment (tents, barricades, portable toilets, dumpsters, ADA parking, etc.) and other information needed to describe the event. If road closure is requested, the site plan must show proposed Maintenance of Traffic plan.

**GENERAL EVENT INFORMATION:** (Please print)

DATE OF APPLICATION: \_\_\_\_\_

NAME OF EVENT: Pinellas County Sheriff's Office 33rd Annual Ride & Run With The Stars

DATE(S) OF EVENT: Saturday, November 21, 2026

ALTERNATE DATE(S) OF EVENT: \_\_\_\_\_

LOCATION OF EVENT: Waterfront Park

HOURS OF EVENT: 6:00 a.m. to 12:00 p.m.

SET-UP DATE / TIME **BEGIN:** Friday, November 20, 2026, at 12:00 p.m.

BREAKDOWN DATE / TIME **COMPLETION:** Saturday, November 21, 2026, at 6:00 p.m.

PURPOSE OF EVENT: Law Enforcement-organized holiday fundraiser to raise funds for food, clothing, books, and toys for several hundred underprivileged children and their families.

DESCRIPTION / ACTIVITIES OF EVENT (Detailed Operations): The event will begin at 6:00 a.m. with registration. At 6:50 a.m. opening remarks will begin along with the National Anthem. At 7:00 a.m. the 62-mile and 10-mile bicycle rides will begin. At 7:15 a.m. a 10K race will begin followed by a 5K race at 7:20 a.m. At 8:30 a.m. a 1-mile family fun run will begin with runners from all of three foot races expected to return no later than 9:30 a.m. At 9:30 a.m., an awards ceremony for the 5K & 10k races will take place, where all recipients will receive a medal, and the 1st, 2nd, and 3rd place finishers in the 5K & 10K will receive placing medals. At 10:00 a.m. there will be a K-9 demonstration followed by the arrival of Santa & Mrs. Claus via PCSO helicopter, which will land in the marina parking lot. Children will have an oppourtunity to meet Santa followed by a live-auction at 11:30 a.m. During the entirety of the event, there will be city approved food trucks, five vendor tents, and a bounce house area for children.

NUMBER OF PARTICIPANTS: 1000 NUMBER OF SPECTATORS: 100

**APPLICANT:**

NAME OF ORGANIZATION/INDIVIDUAL: Pinellas County Sheriff's Office

ADDRESS: 10750 Ulmerton Road

CITY: Largo STATE: Florida ZIP CODE: 33778

PHONE NUMBER: (727) 582-6200

AUTHORIZED PERSON IN CHARGE: Lieutenant A.J. Scarpati

PHONE: Work: (727) 582-6901 Cell: (352) 650-2714 Fax: \_\_\_\_\_

E-MAIL: Ascarpati@pcsonet.com

**TYPE OF SPECIAL EVENT: (check one ✓)**

- Special event, closed to the public: **\$50 non-refundable application fee required.**
- Special event, open to the public: **\$50 non-refundable application fee required**

**EVENT COMPONENTS, ACTIVITIES & FORMS: (check all that apply ✓)**

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> Amplified sound will be used (8:00am to 10:00pm) | <input type="checkbox"/> Arts & Crafts or Retail sales                 |
| <input type="checkbox"/> Fireworks   | <input checked="" type="checkbox"/> Road closure request               |
| <input checked="" type="checkbox"/> Insurance, \$1,000,000 liability                 | <input checked="" type="checkbox"/> Inflatables                        |
| <input type="checkbox"/> Parades or racing events *                                  | <input checked="" type="checkbox"/> Pinellas County Sheriff's Deputies |
| <input checked="" type="checkbox"/> Portable Restrooms                               | <input checked="" type="checkbox"/> Over Main Street banner            |
| <input checked="" type="checkbox"/> Trash containers & cleanup                       | <input type="checkbox"/> Tents/Canopies 150 sq ft or larger            |
| <input type="checkbox"/> Food or beverage/free                                       | <input type="checkbox"/> Tents/Canopies less than 150 sq ft            |
| <input checked="" type="checkbox"/> Food or beverage/sold                            | <input checked="" type="checkbox"/> Quantity: Up to 10                 |
| <input type="checkbox"/> EMS On Site   | <input checked="" type="checkbox"/> Venue diagram (site plan)          |
| <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/> Special Event Trailer              |
| <input type="checkbox"/> Onsite Food Prep/Cook                                       |  |
| <input type="checkbox"/> Onsite Food Prep/Cook                                       |  |
| <input checked="" type="checkbox"/> Food Truck(s)                                    |  |

\*\$.25 head count fee for road races (post race)


- Alcohol not permitted on City property unless approved by City of Safety Harbor
- Food Vendors must be licensed by the State of Florida and have proper equipment and food handling procedures. The City of Safety Harbor is not responsible for food vendors that do not meet Department of Health standards or Fire Marshall requirements.
- Events not sponsored by the City may have to pay rental fees or other costs prior to the commencement of the event. The City of Safety Harbor is not responsible if event is cancelled for any reason.

**APPLICANT CERTIFICATION:**

I hereby certify that I have read this application and that all information contained herein is true and correct to the best of my knowledge, information and belief. I agree to comply with all Statutes, County and City Ordinances, and the general instructions stated in this application and the special conditions issued by the City in connection with the approval of the Special Event contemplated herein. I, and the organization on whose behalf I make this application, if any, represent, stipulate, contract and agree that we will, jointly and severally, defend, indemnify, save and hold the City harmless from any and all claims, lawsuits, judgments, and liability for death, personal injury, bodily injury, or property damage arising directly or indirectly from the exercise of the Special Event Permit and performance of the Special Event by Applicant, the organization represented by Applicant, its employees, subcontractors, or assigns, including acknowledges that he/she, together with any organization represented by Applicant, shall be solely responsible by complying with the terms of the Permit. I further understand that failure to comply with any of the provisions specified herein, or the unauthorized modifications of any event parameter, may result in immediate cancellation of this event by City officials.

**The non-refundable application processing service fee must be submitted at the time of application. Please make all checks payable to the City of Safety Harbor.**

Applicant  
Signature:

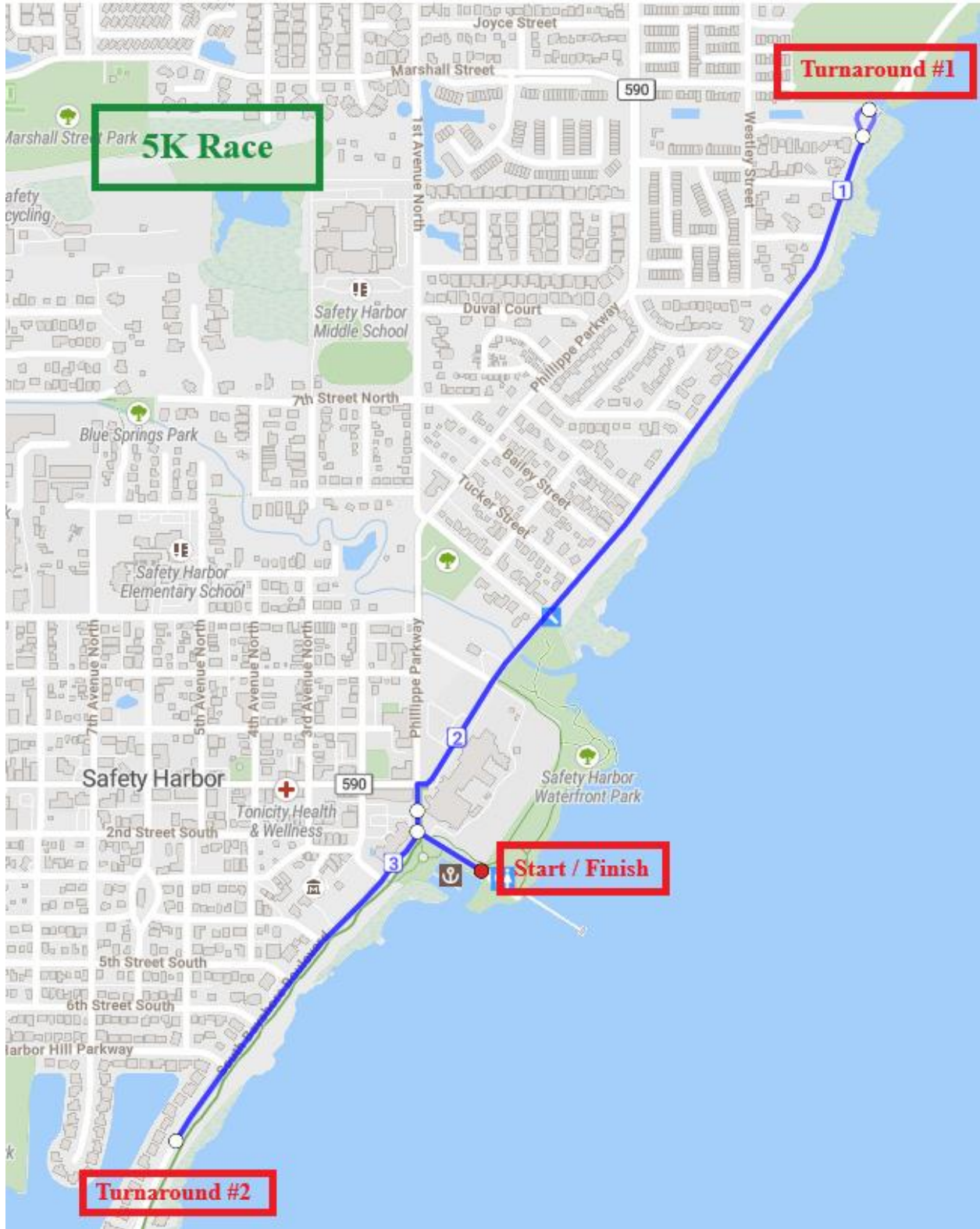
  
Signature of Applicant (Applicant must be 18 years of age or older)

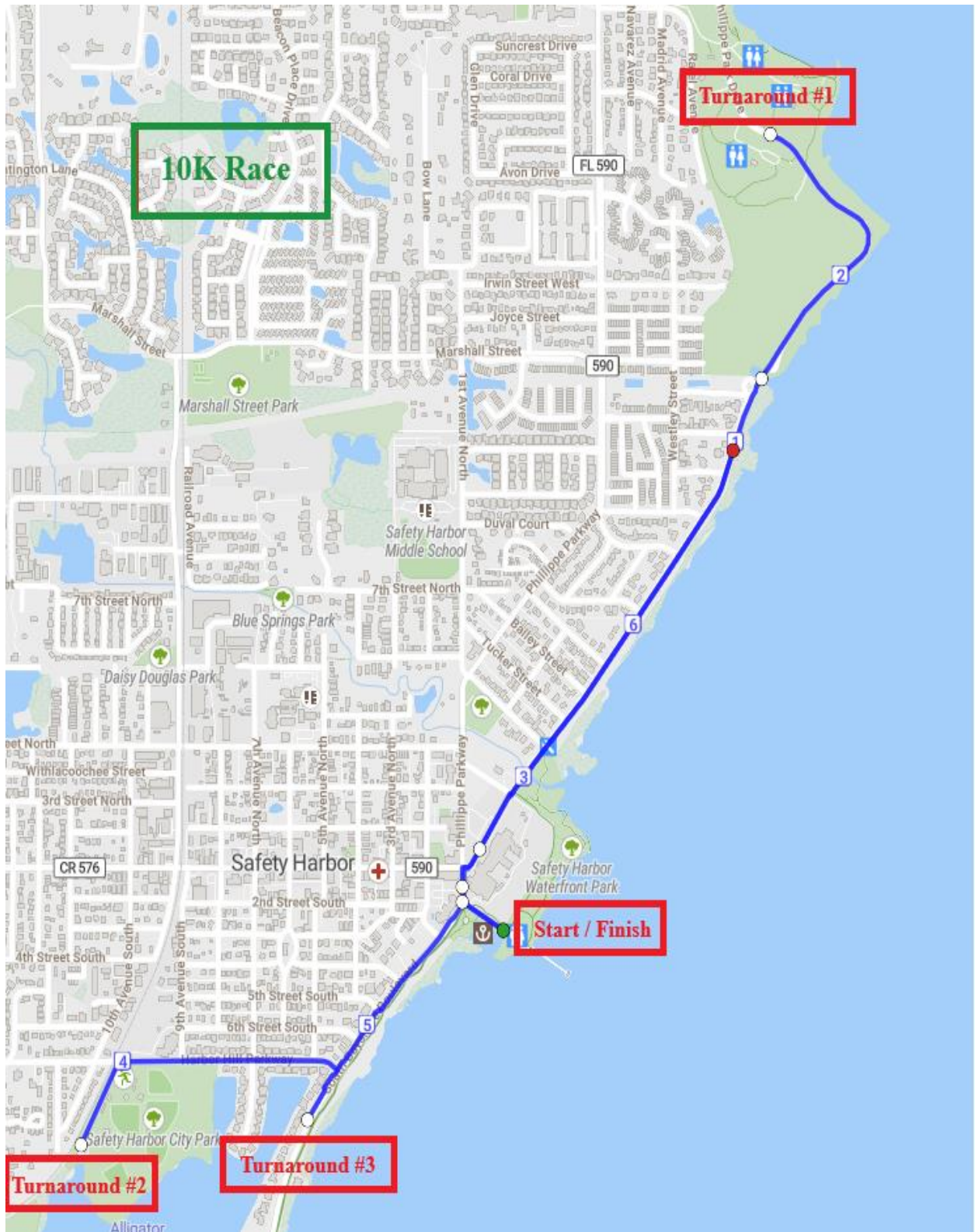
3/27/26  
Date

Applicant Name (Printed): BOB GRALNICK

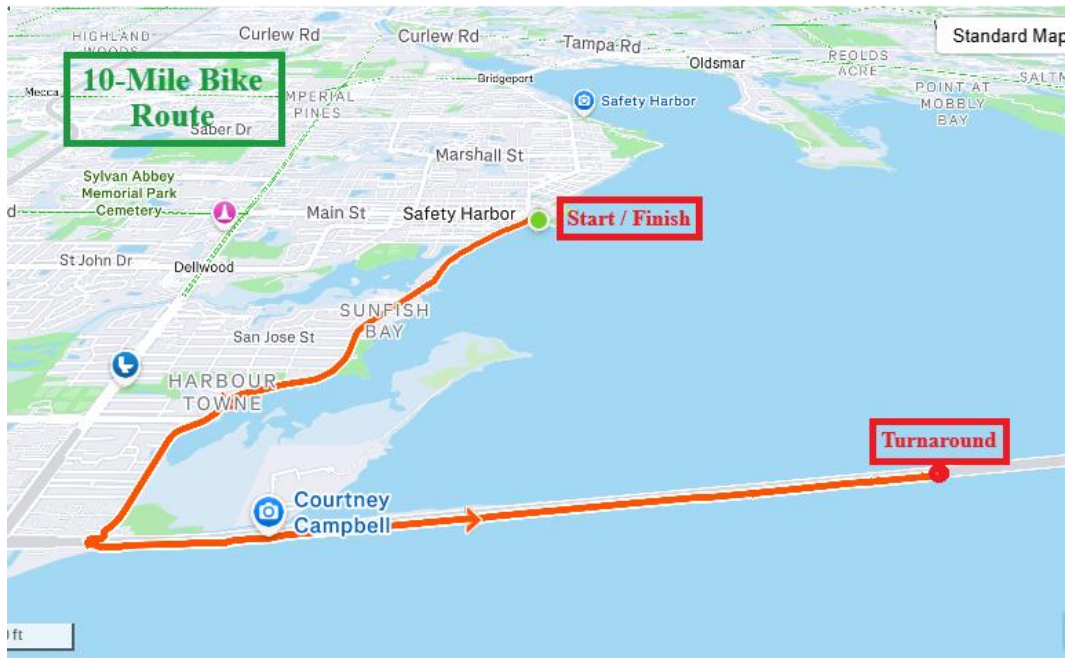
If you have questions, please call (727) 724-1572. Upon completion, please return via e-mail, [jcooper@cityofsafetyharbor.com](mailto:jcooper@cityofsafetyharbor.com) or fax to (727) 724-1566, or mail to:

City of Safety Harbor  
Special Events Division  
750 Main Street  
Safety Harbor, FL 34695









**AFFIDAVIT**

I, Shannon K. Lockheart, General Counsel for the Pinellas County Sheriff's Office, affirm under oath pursuant to Florida Statutes the following insurance information for the period from March 1, 2026, through February 28, 2027.

- (a) The Pinellas County Sheriff is self-insured.
- (b) The name of each insured is not applicable.
- (c) The limits of liability are as set forth under Florida Statute 768.28.
- (d) There are no coverage defenses that we are aware of at this time.
- (e) There is no copy of a policy because there is no physical policy.
- (f) There is excess coverage for settlements, judgments, and verdicts that are in excess of \$1,000,000.00. Certain policy exclusions may apply.
- (g) There is no Uninsured Motorist coverage.
- (h) The Pinellas County Sheriff is also self-insured through the County's Risk Management Self-Insurance Fund for Workers' Compensation
- (i) The execution of this affidavit is not to be considered an admission of liability and is not a waiver of any rights, privileges, or defenses in the event of litigation.

3/3/26  
Date

Shanna Lockheart  
Shannon K. Lockheart  
General Counsel  
Pinellas County Sheriff's Office

STATE OF FLORIDA  
COUNTY OF PINELLAS

On this 3rd day of March 2026, Shannon K. Lockheart, General Counsel for the Pinellas County Sheriff's Office, who is personally known to me, being duly sworn, has affixed her signature hereto.

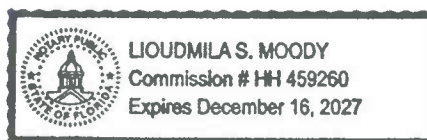
Loudmila S. Moody  
Signature

Notary Public  
Title

Loudmila S. Moody  
Type, Print, Stamp Name

HH 459260  
Serial No.

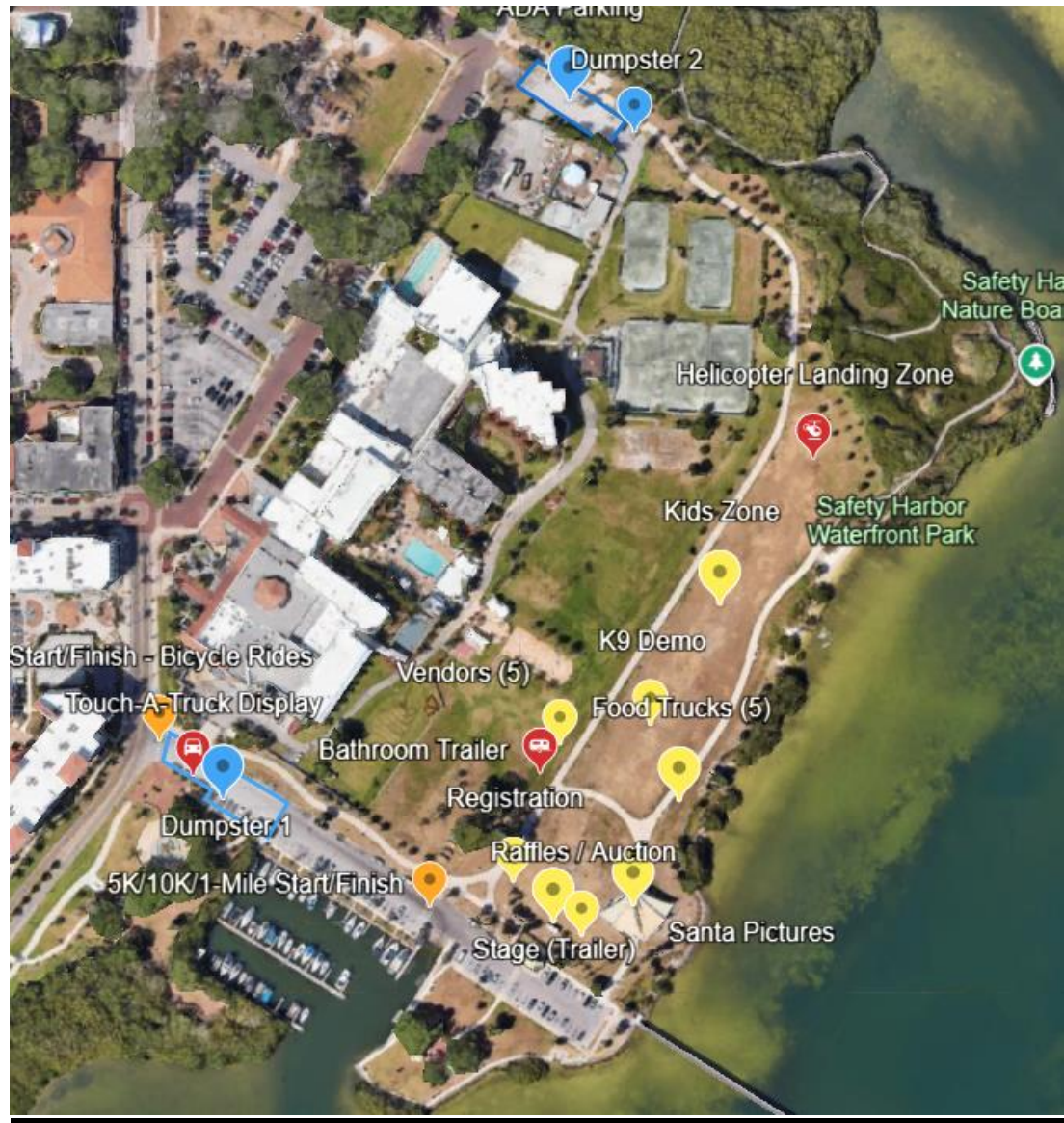
My commission expires: 12/16/27



## **Event Day Timeline**

- 0600 – On-site registration / check-in opens
- 0630 – The bicycle ride and 5/10K on-site registration closes
  - Family Fun Run, registration will stay open
- 0650 – Opening Remarks / National Anthem
- 0700 – 62-Mile & 10-Mile Bicycle Ride Starts
  - 0705 – Wave 2 for 62-Mile Ride (If Needed)
  - 0710 – Wave 3 for 62-Mile Ride (If Needed)
- 0715 – 10K Run Starts
- 0720 – 5k Run Starts
- 0800 – 10-Mile Bicycle Ride Returns
- 0820 – 5k Run Returns
- 0830 – Family Fun Run Starts
- 0900 – 10K Run Returns
- 0915 – Family Fun Run Returns
- 0930 – 5/10K Award Ceremony Starts
- 0930 – 1000 – 62-Mile Bicycle Ride Returns
- 1000 – K9 Demo
- 1030 – Santa & Mrs. Claus arrive via Eagle
- 1130 – Silent Auction & Closing Remarks

## Event Site Overview



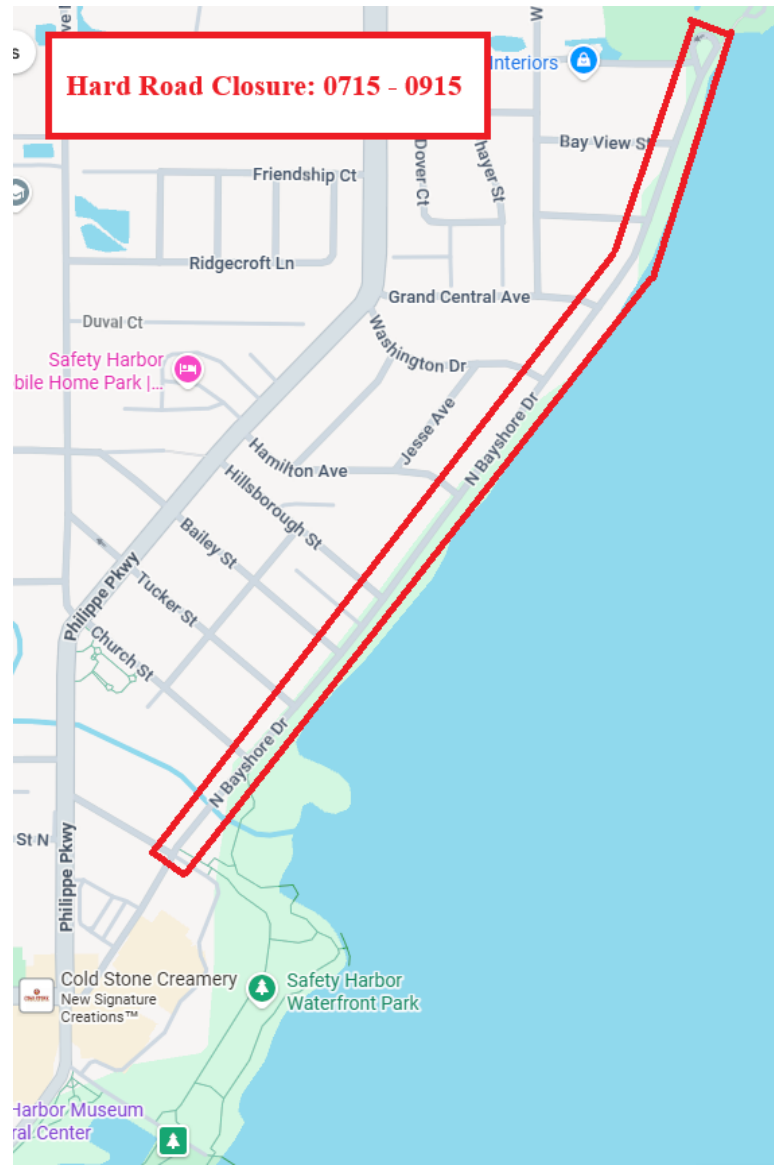
## Event Site Overview #2



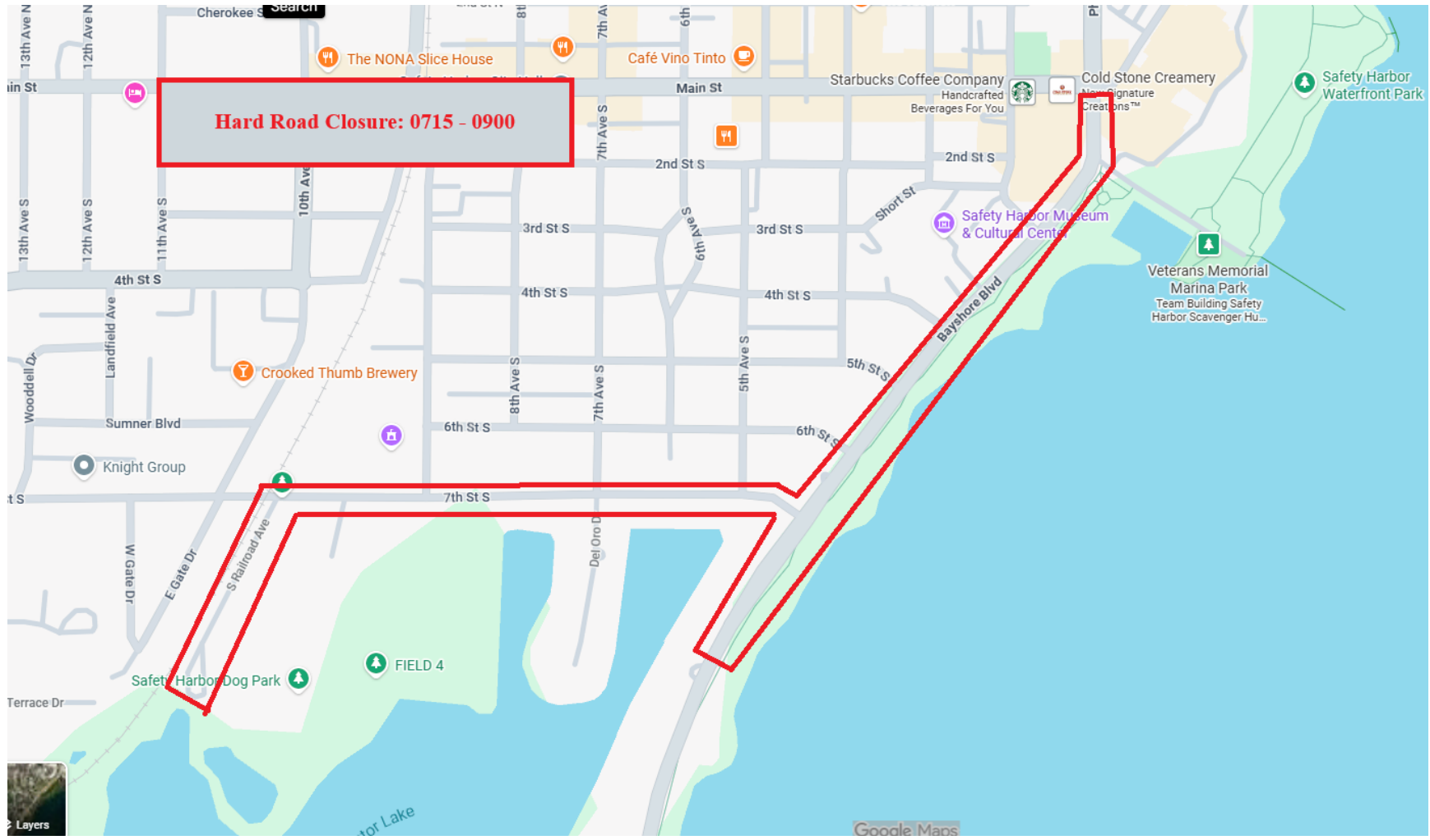
## Event Site Overview #3



## Hard Road Closure – North



## Hard Road Closure – South



## Rolling Road Closure

