



Special Event Permit Application

Event	Event Name: Cove Tree Lighting/Golf Cart Parade	Event Date: 12/16/2022	
	Event Venue/Location requested: Lannie Rowe Park		
	Organization/Applicant Name: Cove Events Committee		
Applicant Information	Address: 1904 Tyndall Drive		
	Contact Name: Brandon Henderson		
	Office Phone:	Cell: 8505576252	Email: brandon.n.henderson@gmail.com
	Social Media/ Website: Facebook- The Cove Events		
	Organization Classification: Private <input checked="" type="radio"/> Corporate <input type="radio"/> 501(c) <input type="radio"/>		
If Organization is a tax exempt, nonprofit entity, you must attach a copy of your IRS 501 (c) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.			
Is your organization requesting a waiver of application fees and/or other fees? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			

Event Description	Carnival/Fair <input type="checkbox"/> Demonstration <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Festival <input type="checkbox"/> Fundraiser <input type="checkbox"/>
	Block Party <input checked="" type="checkbox"/> Outdoor/Farmer's Market <input type="checkbox"/> Marathon/Race/Walk <input type="checkbox"/> Parade/Procession <input checked="" type="checkbox"/>
	Wedding <input type="checkbox"/> Marina <input type="checkbox"/> Other <input type="checkbox"/>
Brief Description: Cove Tree Lighting Event - We have a community donated christmas tree with solar lights that will be placed at Lannie Rowe Park on Dec 4, and will be removed Dec 27. The event will be a golf cart parade with award ceremony, tree lighting event, and food trucks may be present.	

Estimated number of spectators: <u>200</u>	
Will any fees be charged to the spectators? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
If so, what fees and amount will be charged? _____	
Event Start Date/Time: 12/16/2022 500pm	Event End Date/Time: 12/16/2022 830pm
Event Set-up Date/Time: 12/16/2022 400pm	Event Breakdown Date/Time: 12/16/2022 830pm
Parking must be planned and designated depending on the type and location of your event. Please indicate the areas you plan on utilizing for participant/attendee parking: Most parking will be golf cart parking as designated on event map. Overflow parking will in the Dollar General parking lot, and parking spaces at Lannie Rowe Park and at Cafe del Mundo. We do not anticipate much vehicle parking, except for golf carts.	
Do you have designated handicap parking? YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>	
Location: _____	
Event Rain Date requested: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Date: _____	
You may request to cancel your event which may render a partial refund, up to 48 hours before the date and time of the event. Cancellation requests made within those 48 hours of the event date/time will forfeit full security deposit.	
Please indicate the types of advertising (check all that apply):	
Local Radio <input type="checkbox"/> National Radio <input type="checkbox"/> Local TV <input type="checkbox"/> National TV <input type="checkbox"/> Cable TV <input type="checkbox"/> Local Newspaper <input type="checkbox"/>	
National Newspaper <input type="checkbox"/> Direct Mail/Flyers <input checked="" type="checkbox"/> Internet Email <input type="checkbox"/> Billboards <input type="checkbox"/> Social Media Outlet <input checked="" type="checkbox"/>	



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Will sound amplifying equipment be used? YES NO Type of equipment: Donated by City

Identify the type of entertainment being requested: BAND DISC-JOCKEY OTHER Caroling and

Will there be alcoholic beverages involved in this event? YES NO
 Will alcoholic beverages be for sale? YES NO
 If yes, which type of alcohol will be served? WINE BEER LIQUOR
 Describe the circumstances involved with the use of alcoholic beverages for this event.
 A Temporary Alcohol permit for the event must be provided by the applicant. City Ordinance (Chapter 3)
 N/A

Will electricity be needed for this event? YES NO
 Will additional power be needed for this event? YES NO If yes, total number of electrical panels: _____

Will Light Towers be used for this event? YES NO If yes, total number of Light Towers: _____

Will this event require a street closure? YES NO If yes, Full or Partial
 What road you are requesting to be closed? Cherry Street- Please see attached event map
 Beginning Crossroad: Bonita Ave Ending Crossroad: Harris Ave
 Requested time of closure from: 400pm to: 0830pm
 Attach site plan detailing the area to be closed and requested barricade locations.

All Parade/ Race/Walk routes must utilize a Commission approved route map.
 Parade : _____ Run/Walk : _____
 What is the approximate number of persons, vehicles, animals, type of animals and description of vehicles?
50 golf carts, 30 minute parade through the community. Please see parade map

Is there a Sanitation/Clean-up plan? YES NO
 Name and phone number of Company/Person responsible for Sanitation/Clean-up services:
Brandon Henderson 8505576252

Will additional garbage carts be needed? YES NO How many? 4 total

Will dumpsters be needed? YES NO How many? 2-Yard 4-Yard 6-Yard 8-Yard
 Date trash will be removed from event location(s): 12/16/2022

Portable Restrooms: YES NO Number of portable restrooms: Standard _____ ADA _____
 Date/Time: Drop off _____ Pick up _____

Will there be Stages/Platforms _____ or Tent(s) _____
 Size of stage/platform: _____ Location: _____
 Tents: 1 of 10x10; _____ of _____
 (Number of Tents) (Size) (Number of Tents) (Size)

Temporary Hydrant Meter requested: YES NO City Ordinance (Sec. 23-24, 25.)
 If YES, you must complete the Temporary Hydrant Meter Service Agreement Application.

Describe any additional equipment requested for placement: Equipment includes the use of a moon, bounce and or inflatable carnival type rides and activities provided by a 3rd party vendor. Proof of insurance by the vendor providing such equipment will be required prior to permit approval.
 City donated sound system
 PCPD road closure requested



Will food be distributed at this event? YES NO

Will food vendors be utilized in this event? YES NO

If yes, you must acknowledge and abide by the following requirement.

I understand that I am responsible for providing a list of all vendors participating in this event for the purpose of license verification, the Fats, Oil and Grease discharge plan, and any additional materials as requested by the City of Panama City Quality of Life Department or FOG Inspector. I understand that failure to supply all required information will result in the rejection of this application.

Initial BH

Will any LP-Gas, Charcoal, Flammable or Combustible Liquids be used? YES NO OPEN FLAME

Safety/Security Plan: (Attach a detailed Plan of Action or briefly describe safety/security plan to include, but not limited to, COVID-19, crowd control, EMS, internal security, venue safety, traffic control and barricades beyond Panama City Police & Fire) (Barricades must be FDOT Compliant)
Please see attached event flyer with timeline of events. Controlled setting. Committee managed by 8 members will be wearing red tshirts with white lettering "Cove Events"

The City of Panama City Police and Fire Chiefs will determine the number of officers and other city personnel necessary to ensure the safety of the community during the event.

Are you hiring additional security from a private security company? YES NO

Private security is not a substitute for City of Panama City Police Department law enforcement personnel.

If yes, list the Name and Contact Number of private security company:

Will there be fireworks or open flame? YES NO

If yes, describe:

A permit for fireworks or open burn is required. City Ordinance (Sec. 12-165). The following must be submitted to the Fire Chief in order to be considered for a fireworks permit.

- City Permit
- No local or state burn ban in effect
- Arrangements made with owners of adjoining properties
- Proof of Liability Insurance
- FAA Notification
- Coast Guard Notification
- ATF Notification
- Current permit/license to discharge fireworks
- Site plans including aerial maps, proposed shell count and size paperwork
- Safety arrangements (water supply and/or fire extinguishers)
- All following guidelines are met:
 - NFPA-1123 – Fireworks Display,
 - NFPA 1124 – Manufacture, Transportation, Storage and Retail Sales of Fireworks & Pyrotechnic Articles
 - NFPA 1126 – Use of Pyrotechnics Before a Proximate Audience
 - NFPA 1127 – High Power Rocketry

*A permit is not required to discharge fireworks on New Year's Eve, New Year's Day or July 4th.



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Affidavit	To the best of my knowledge, this special event permit application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Panama City, Quality of Life Department. I understand that failure to supply all required information per the relevant Applicant Checklists and Requirements will result in the rejection of this application.	
	Applicant's Name: Brandon Henderson	
	Applicant's Signature: <i>Brandon Henderson</i> <small>eSigned via SeamlessDocs.com Key: 9e5cbe6737736e9fcd7277ba827a8</small>	Date: 11-11-2022
	Event Coordinator print name: Missy Bagwell	11-14-2022
Event Coordinator Signature: <i>Missy Bagwell</i> <small>eSigned via SeamlessDocs.com Key: fa0b95d513ba1m0d26a59c4050856</small>		

Approvals / Internal Use Only	City Sponsored <input type="checkbox"/> City Partnered <input type="checkbox"/> CRA <input type="checkbox"/>
	QOL Department Director's Approval: YES <input checked="" type="radio"/> NO <input type="radio"/> Yes, with conditions listed below <input type="checkbox"/>
	Conditions:
	QOL Department Director Signature & Date: <i>Sean G. De Palma</i> <small>eSigned via SeamlessDocs.com Key: 40d7037509020d147bb65d8153d67</small>
	Panama City Police Department Approval: YES <input type="checkbox"/> NO <input checked="" type="radio"/> Yes, with conditions listed below <input checked="" type="checkbox"/>
	Conditions: Two officers
	Panama City PD Professional Services Signature & Date: <i>Chris Taylor</i> <small>eSigned via SeamlessDocs.com Key: ee81c7bb3c393f173706d29caebdfds</small>
	Panama City Police Department Chief Signature & Date: <i>Mark Smith</i> <small>eSigned via SeamlessDocs.com Key: 3ad7c378d7c2179c56a5b610e2a21</small>
	Panama City Fire Department Approval: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> Yes, with conditions listed below <input checked="" type="checkbox"/>
	Conditions: COI be provided
Panama City Fire Department Chief Signature & Date: <i>David W Collier</i> <small>eSigned via SeamlessDocs.com Key: 7395eafa1e477399f01559e8bc9ff45</small>	
Application Ready for Commission:	
City Commission consideration and action: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date: _____	

Permit Fees / Internal Use Only	<u>Fees (check paid fees)</u>	
	<input type="checkbox"/> Application Fee	\$ _____
	<input type="checkbox"/> Security Deposit	\$ _____
	<input type="checkbox"/> Solid Waste – Garbage Carts/Dumpsters	\$ _____
	<input type="checkbox"/> Logistics – Electrical Connections	\$ _____
	<input type="checkbox"/> Utilities – Water Meter	\$ _____
	<input type="checkbox"/> Police / Security	\$ _____
	<input type="checkbox"/> Block Party	\$ _____
	<input type="checkbox"/> Fire / EMT	\$ _____
	<input type="checkbox"/> Other	\$ _____
	Total Fees Due	\$ _____



INDEMNITY AND HOLD HARMLESS AGREEMENT

IN CONSIDERATION of the City of Panama City, Florida ("City") approving the use of the City's streets and other City properties by the Undersigned, the Undersigned agrees to indemnify and hold harmless the City, its agents, employees and assigns, from any and all claims, demands, damages, actions, causes of actions, or suits for injury or death to any person and damages to property of others, including the property of the City, arising out of or from the use of the City's streets and properties or from the sale, consumption or possession of alcoholic beverages by those attending or participating in the activities sponsored by the Undersigned, as well as any injury resulting from the previous negligence of the City regarding the construction and maintenance of its properties.

The Undersigned represents that (1) the Undersigned has read and understands the terms of the foregoing Indemnity and Hold Harmless Agreement, (2) that the Undersigned's execution of this instrument constitutes its free and voluntary act, (3) that the execution hereof is made without any representations of inducement or otherwise by those indemnified hereby; (4) that this Agreement has been properly approved by the Undersigned and if applicable in accordance with its organizational structure, and (5) that no other signature other than the one affixed to this document is necessary to make this indemnity and hold harmless agreement binding on the Undersigned or its organization.

IN WITNESS WHEREOF, the Undersigned has hereunto set its hand and seal,

this 11 day of November 2022

Signed, sealed and delivered
in the presence of

Stacy Lessley SL

Print Name of Witness

Stacy Lessley

Print Name of Witness

Cove Events Committee

Print Name of Organization or
Individual

eSigned via SeamlessDocs.com
Brandon Henderson
Key: 6eSche8737738ce90d17277ba9217a8
Signature

Brandon Henderson

(Print Name)

Title: Committee Member

Print Name and Title if acting on Behalf of
Above Organization



Harris Ave

Cherry St

S Harris Ave

S Harris Ave

Barricade

Golf Carts

Cherry St

Event

Cherry St

Food Trucks

Cherry St

Barricade

Bonita Ave

Bonita Ave

Bonita Ave

Calle Del Mundo

Christmas In The Cove

2022

The Cove Events Committee and Cove Crew

invite you and your family to the

Cove Tree Lighting & Golf Cart Parade Decorating Contest

Fri Dec 16th 5-8pm at Lannie Rowe Park

across from Cherry Street Elementary School

5:00pm GOLF CART LINE-UP AT LANNIE ROWE PARK - VOTING BEGINS!

6:00pm GOLF CART PARADE THROUGH THE COVE NEIGHBORHOOD
CAST YOUR VOTE FOR YOUR FAVORITE DECOR

7:30pm TREE LIGHTING & CAROLS AT LANNIE ROWE PARK

(PRIZES WILL BE AWARDED TO TOP 3 GOLF CARTS)

**Cafe del Mundo will have coffee and treats
available for purchase from 5-8pm**



THE COVE 2022
ORNAMENTS ARE
AVAILABLE
FOR PURCHASE FOR \$10
PROCEEDS GO TOWARD
THIS & FUTURE COVE
EVENTS



SPECIAL THANKS TO OUR SPONSORS!

TO SPONSOR FUTURE COVE EVENTS OR FOR
MORE INFO CONTACT: STACY AT 626.643.4241

Email: stacymlessley@gmail.com

OR BRANDON 850.557.6252

Email: brandon.n.henderson@gmail.com

SCAN QR CODE FOR
THE COVE EVENTS
FACEBOOK PAGE



ADDITIONAL PARKING WILL BE AVAILABLE AT THE DOLLAR GENERAL LOT ON CHERRY ST

