


# Special Events Application

07/03/2025 1:52 PM (CDT)

## Special Event Permit Application

Event Name	29th Annual Blessing of the Fleet
Event Date	Saturday, May 2nd, 2026
Event Venue/Location Requested	Panama City Marina
Organization/Applicant Name	Second Chance of NWFL
Contact Name	Ellen Miller
Address	819 E. 11th St Bldg 4
Office Phone	850-769-7779
Cell	850-625-3033
Email	ellen.miller@schance.org
Social Media/Website	https://www.facebook.com/secondchancenwfl
Organization Classification	501(c)
Attach copy of your IRS 501 (c) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status.	 doc00076020250703105046.pdf
Event Type	Fundraiser
Brief Description	29th Annual Blessing of the Fleet, Fish Fry and Burning of the Socks. Will be held at the Panama City Marina on Saturday, May 2nd, 2026 . The fish fry will be from 10am -2pm. Processional of water vessels start at 12 noon, followed by the burning of the socks. All proceeds go to Second Chance of NWFL, a non-profit organization that provides services to brain injury survivors and their families in the community.
Estimated Number of Spectators	2000
Will any fees be charged to the spectators?	No
Event Start Date/Time	05/02/2025 9:00 AM (CDT)
Event End Date/Time	05/02/0026 3:00 PM (GMT-5:50:36)
Event Set-up Date/Time	05/02/2025 6:00 AM (CDT)
Event Breakdown Date/Time	05/02/2026 3:00 PM (CDT)
Parking must be planned and designated on the type and	*Parking in the marina at the shoreline. On Harrison. *Not quite sure what other areas will be open by then. Please indicate the areas you plan on utilizing for

location of your event. Please indicate the areas you plan on utilizing for participating/attendee parking:

attendance /participate parking:

Do you have a designated handicap parking?

Yes

Location

Near the 9/11 Monument

Event Rain Date requested?

Yes

Date

05/16/2026

Please indicate the types of advertising:

- Local TV
- Direct Mail/Flyers
- Internet Email
- Billboards
- Social Media Outlet
- Local Radio

Will sound amplifying equipment be used?

Yes

Identify the type of entertainment being requested: Band

Will there be alcoholic beverages involved in this event?

No

Will electricity be needed for this event?

Yes

Total Number of Electrical Panels 4

Will additional power be needed for this event?

No

Will light towers be used for this event?

No

Will this event require a street closure?

Yes

Full or partial street closure?

Partial

What road are you requesting to be closed?

Harrison? Not certain

Beginning Crossroad

not certain

Ending Crossroad

Marina

Requested time of closure from:

05/02/2026 7:00 PM (CDT)

Requested time of closure to:

05/02/2026 4:00 PM (CDT)

Attach site plan detailing the area to be closed, indicating the event location and the placement of barricades, vendors, trash cans, stage, and any other relevant structures.



Is there a sanitation/clean-up plan?	Yes
Name of company/person responsible for sanitation/clean-up services.	Second Chance of NWFL
Phone number of company/person responsible for sanitation/clean-up services.	850-625-3033 Ellen Miller Director
Will additional garbage carts be needed?	Yes
How many?	4
Will dumpsters be needed?	Yes
Please select size of dumpster(s) needed?	<ul style="list-style-type: none"> <li>• 4-yard</li> </ul>
How many 4-yard?	1
Date trash will be removed from event location(s):	05/02/2026
Portable Restrooms?	Yes
Number of standard portable restrooms?	2
Number of ADA portable restrooms?	1
Date/Time Drop Off	05/02/2026 6:00 AM (CDT)
Date/Time Pick Up	05/02/2026 5:00 PM (CDT)
Will there be stages/platforms or tents?	Tents
Please list size(s) of tents and how many of each size.	TBD
Temporary Hydrant Meter requested:	No

Describe any additional equipment requested for placement. TBD

Will food be distributed at this event?

Yes

Will food vendors be utilized in this event?

Yes

I understand that I am responsible EM for providing a list of all vendors participating in this event for the purpose license verification, that 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.

Will any LP-Gas, Charcoal, Flammable or Combustible Liquids be used?

Yes

Will these be used near an open flame?

Yes

#### Attach Safety/Security Plan

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

The City of Panama City Police and Fire Chiefs will determine the number of officer 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?

No

Will there be fireworks or open flame?

Yes

Please describe: Burn barrel for Burning of the Socks

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 arrangement (water supply and/or fire extinguisher)
- All the 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 Even, New Year's Day or July 4th.

City of Panama City, Parks, Culture and Recreation Special Event Fees	
Permit Application Processing Fee	\$25.00
Security Deposit < 500 Attendees	\$250.00
Security Deposit > 500 Attendees	\$500.00
Electrical Connections	1 – 5 Panels \$120 6 – 10 Panels \$300 11+ \$600
Water Meter Connections	Connection \$90 Deposit \$450
Solid Waste Garbage	Carts \$10 each cart Dumpster 2-yard \$36 Dumpster 4-yard \$42 Dumpster 6-yard \$47 Dumpster 8-yard \$53
Police/ Security	Costs determined by PCPD, based on # of officers and hours ( minimum of 4 hours)
Fire/ EMS Services	Cost determined by PCFD, based on # of personnel and hours

### **Special Event Payment and Refunds**

\$25 Application Processing Fee + \$250 Security Deposit is due upon receipt of permit application. The \$25 application processing fee is non-refundable.

Additional Security Deposits (for events with over 500 anticipated attendees) and remaining event fees (Electrical Panels, Garbage Carts, Etc.) are due prior to the event being placed on the City's Commission Agenda

Cancellations must be made at least 48 hours prior to event date(s) to receive a refund of the event fees and deposit, minus the \$25 non-refundable application processing fee

If cancellations or changes are made within 48 hours of the scheduled event date(s) the City will retain the deposit.

The deposit is refundable after an inspection approval has been received from a City of Panama City, Parks, Culture and Recreation Department staff member, or if facility/location has not been accessed or used. Any expense occurred by the City of Panama City due to the event will be deducted from the security deposit.

### **Inclement Weather Policy**

The City reserves the right to postpone, cancel or delay any activity on City property. The decision on whether to start or continue an event rests with the Parks, Culture and Recreation staff. Events canceled by the Parks, Culture and Recreation Department will be refunded in full

If inclement weather, the event organizer must cancel the event by 5pm the last business day prior to the event to avoid cancelation fees. If canceled after 5:00pm the last business day prior to the event, the City will retain the 25% reservation fee and the deposit.

### **Sexual Offender/Predator Search and Volunteers**

Permittee shall not permit any person who is listed as a sexual predator or sexual offender on the Florida Department of Law Enforcement Offenders and Predators Website located at <http://www.offender.fdle.state.fl.us> or the United States Department of Justice, National Sex Offenders Website located at [www.nsopw.gov](http://www.nsopw.gov). to work with or around children on City of Panama City Property and provide any services such as performance bounce house attendants, face painters, magicians, etc.), employees, volunteers, sub-contractors, collectively referred to herein as "Event Permittee shall be responsible for conducting this search prior to the special event.

The Special Event Permit Application must be submitted to the City of Panama City, Parks, Culture and Recreation Department a minimum of 60 days prior to the requested event date. Applications will only be accepted with all required documentation, site plan and fees. The application will not be considered complete until it is accepted by the Special Events Coordinator. The review time frame begins after the date of application acceptance by Parks, Culture and Recreation (PCR) staff.

In making this request, the applicant understands that the sponsor will hold harmless and indemnify the City of Panama City, its officers, employees, and agents against injury, less or damage occurring as a result of this special event.

Important Notice: The City of Panama City, Parks, Culture and Recreation requires organizers of the special event to provide proof of valid certificate of insurance prior to application approval. Sponsors of special events held on public property will be required to provide Special Event Liability Insurance in an amount not less than 51 million dollars, naming the City of Panama City its officers, officials, employees and agents as an additional insured party to the contract. If you have a 3rd party vendor, they shall provide a current certificate of insurance indicating at least \$1 million in general liability and completed operations coverage and certificate of workers' compensation coverage, if applicable. For additional information regarding this requirement please contact the City of Panama City, Parks,

Culture and Recreation Department at 850-372-3199. During every event, the permittee is required to have on hand proof of the approved Special Event Permit and Special Event Liability Insurance.

The cost of repairing or replacing any damaged items/areas or any additional city services shall be deducted from the security deposit, and the balance remaining, if any, shall be returned to the permitted within 30 days of the date of the event. If the cost of repair/replacement or additional city services exceeds the amount of the security deposit, the city shall invoice the permittee for the excess amount. The permittee shall pay such amount within ten days of his or her receipt of the invoice, and the permit holder shall not be eligible to apply for an outdoor special event permit until such amount is paid in full per City Ordinance (Sec.17-8 (3)).

#### Application Checklist

- Completed Application. City Ordinance (Sec. 17-8)
- Site plan detailing location of amenities, equipment and/or apparatuses, event resources, etc.
- Traffic mitigation plan and/or Race/Walk Route
- FDOT Request form, if the event is on a non city owned roadway
- Copy of Bay County Health Department Temporary Food Service Permit
- Fireworks Information & Proof of Notifications
- Copy of IRS 501(c)(3) Tax Exemption Status Certificate
- Proof of Liability Insurance. City Ordinance (Sec. 17-18)
- Police Department Extra Duty/Request Form
- Hold Harmless Agreement
- List of all participating Food Vendors
- Alcohol Permit City Ordinance (See 3-1 b.)
- Temporary Hydrant Permit. City Ordinance (Sec. 23-24, 25)
- Permit fees (\$25 Application Processing Fee + \$250 Security Deposit required with application submission)

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, Parks Culture, and Recreation 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 Signature



Applicant's Name

Ellen M Miller

#### **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.

Application Date

07/03/2025

Event Coordinator's Name

Ellen M Miller


Event Coordinator's Signature



# Special Events - Approval

07/08/2025 8:37 AM (CDT)

Approved by Nadia Dawson (ndawson@panamacity.gov)

Any conditions?	No
Approver's Name	Nadia Dawson
Approver's Signature	
Date	07/08/2025

# Special Events - Approval

07/09/2025 8:35 AM (CDT)

Approved by Mark Smith (msmith@panamacitypolice.gov)

Any conditions?	Yes
Conditions	No need to close Harrison Ave. event occurs on the marina, two officers required for crowd control.
Approver's Name	Chief Mark Smith
Date	07/09/2025



# Special Events - Approval

07/09/2025 9:55 AM (CDT)


Approved by David Collier (dcollier@panamacity.gov)

Any conditions?	Yes
Conditions	Safety Plan Needs to be Provided A burn permit will be required prior to the event
Approver's Name	David W Collier
Approver's Signature	
Date	07/09/2025

# Special Events - Approval

07/09/2025 1:19 PM (CDT)


Approved by Kristain Shaw (kshaw@panamacitypolice.gov)

Any conditions?	Yes
Conditions	No need to close Harrison Ave. event occurs on the marina, two officers required for crowd control.
Approver's Name	Captain Kris Shaw
Approver's Signature	
Date	07/09/2025

# Special Events - Approval

07/09/2025 1:31 PM (CDT)


Approved by Nadia Dawson (ndawson@panamacity.gov)

Any conditions?	No
Approver's Name	Keith Mefford
Approver's Signature	
Date	07/09/2025

# Special Events - Approval

07/09/2025 1:36 PM (CDT)

Approved by Nadia Dawson (ndawson@panamacity.gov)

Any conditions?	No
Approver's Name	Nadia Dawson
Approver's Signature	
Date	07/09/2025