


# Special Events Application

01/27/2026 9:44 AM (CST)

## Special Event Permit Application

|  |   |
|--|---|
| Event Name   | Bay County Chamber of Commerce Annual Block Party   |
| Event Date   | March 12, 2026  |
| Event Venue/Location Requested   | 235 W. 5th St. Panama City, FL 32401  |
| Organization/Applicant Name  | Bay County Chamber of Commerce  |
| Contact Name   | Lisa Moore  |
| Address  | 235 W. 5th St. Panama City, FL 32401  |
| Office Phone   | 850-215-3761  |
| Cell   | 850-774-4779  |
| Email  | <a href="mailto:lisa@baychamberfl.com">lisa@baychamberfl.com</a>  |
| Social Media/Website   | <a href="https://www.facebook.com/baychamberfl">https://www.facebook.com/baychamberfl</a>   |
| Organization Classification  | 501(c)  |
| Attach copy of your IRS 501 (c) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status. |  2025 W9 chamber.pdf   |
| Event Type   | Block Party   |
| Brief Description  | The Bay County Chamber of Commerce Annual Block Party is a free, family-friendly community event open to the public. The event will feature a live band, interactive activities including T-Rex races, local vendors providing free giveaways, and free food and beverages. The purpose of the event is to bring the community together in a safe, welcoming environment while celebrating local businesses and community partners. |
| Estimated Number of Spectators   | 200   |
| Will any fees be charged to the spectators?  | No  |
| Event Start Date/Time  | 03/12/2026 5:00 PM (CDT)  |
| Event End Date/Time  | 03/12/2026 7:00 PM (CDT)  |
| Event Set-up Date/Time   | 03/12/2026 1:00 PM (CDT)  |
| Event Breakdown Date/Time  | 03/12/2026 7:00 PM (CDT)  |
| Parking must be planned and designated on the type and   | Parking will be available via on-street parking surrounding the building, public parking lots throughout the downtown area, Harrison Avenue parking, and  |

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

additional parallel parking in the immediate vicinity.

Do you have a designated handicap parking?

Yes

Location

On the street.

Event Rain Date requested?

Yes

Date

03/26/2026

Please indicate the types of advertising:

- Local Radio
- Local TV
- Local Newspaper
- Billboards
- Social Media Outlet

Will sound amplifying equipment be used?

Yes

Identify the type of entertainment being requested: Band

Will there be alcoholic beverages involved in this event?

Yes

Will alcoholic beverages be for sale?

No

What type of alcohol will be served?

- Wine
- Beer

Describe the circumstances involved with the use of alcoholic beverages for this event.

Alcoholic beverages will be limited to beer and wine and will be served under a temporary alcohol permit. Consumption will be limited to two drinks per person, with drink tickets distributed to enforce this limit. No alcohol will be sold at the event.

Will electricity be needed for this event?

Yes

Total Number of Electrical Panels 1

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?

5th Street & Oak Ave.

Beginning Crossroad

Oak

Ending Crossroad

Mercer

Requested time of closure from:

03/12/2026 2:00 PM (CDT)

Requested time of closure to:

03/12/2026 7:30 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.



Block Party Map.pdf

Is there a sanitation/clean-up plan?

No

Will additional garbage carts be needed?

Yes

How many?

5

Will dumpsters be needed?

No

Date trash will be removed from event location(s):

03/13/2026

Portable Restrooms?

Yes

Number of standard portable restrooms?

1

Number of ADA portable restrooms?

1

Date/Time Drop Off

03/12/2026 1:00 PM (CDT)

Date/Time Pick Up

03/13/2026 9:00 AM (CDT)

Will there be stages/platforms or tents?

Both

Size of stage/platform

unsure right now - will be in the alcove area between InkTrax & ReliantSouth

Please list size(s) of tents and how many of each size.

10 x 10 spaces for tents - for approximately 25 vendors

Temporary Hydrant Meter requested:

No

Describe any additional equipment requested for placement.

A bounce house may be placed on the side of our building located at 235 W/ 5th St. in the grassy area - still deciding.

Will food be distributed at this event?

Yes

Will food vendors be utilized in this event?

No

I understand that I am responsible LM  
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?

No

Attach Safety/Security Plan



Safety & Security Plan.docx

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?

No

| City of Panama City, Parks, Culture and Recreation<br>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<br>6 – 10 Panels \$300<br>11+ \$600   |
| Water Meter Connections  | Connection \$90<br>Deposit \$450   |
| Solid Waste Garbage  | Carts \$10 each cart<br>Dumpster 2-yard \$36<br>Dumpster 4-yard \$42<br>Dumpster 6-yard \$47<br>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**

Lisa Moore

#### **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.

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|                         |            |
|-------------------------|------------|
| <b>Application Date</b> | 01/27/2026 |
|-------------------------|------------|

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|---------------------------------|------------|
| <b>Event Coordinator's Name</b> | Lisa Moore |
|---------------------------------|------------|


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|                                      |  |
|--------------------------------------|--|
| <b>Event Coordinator's Signature</b> |  |
|--------------------------------------|--|

# Special Events - Approval

01/27/2026 10:29 AM (CST)

Approved by Nadia Dawson (ndawson@panamacity.gov)

|                      |  |
|----------------------|--|
| Any conditions?      | No   |
| Approver's Name      | Nadia Dawson   |
| Approver's Signature |  |
| Date                 | 01/27/2026   |

# Special Events - Approval

01/27/2026 11:20 AM (CST)

Approved by Mark Smith (msmith@panamacitypolice.gov)

|                 |  |
|-----------------|--|
| Any conditions? | Yes  |
| Conditions      | One officer for the event, paid through ODM. |
| Approver's Name | Chief Mark Smith                             |
| Date            | 01/27/2026                                   |



# Special Events - Approval

01/27/2026 11:56 AM (CST)


Approved by Howard Demro (hdemro@panamacity.gov)

|                      |              |
|----------------------|--------------|
| Any conditions?      | No           |
| Approver's Name      | Howard Demro |
| Approver's Signature | Howard Demro |
| Date                 | 01/27/2026   |

# Special Events - Approval

01/27/2026 4:58 PM (CST)


Approved by Dustin Patterson (dpatterson@panamacitypolice.gov)

|                      |  |
|----------------------|--|
| Any conditions?      | Yes  |
| Conditions           | One officer for the event, paid through ODM. \$46.50 per hour. Officer on site from 2:00 PM to 7:30 PM. for a total of 5.5 hours. The approximate total is \$255.50 paid through ODM prior to the event. I suggest voiding permit if officer is not scheduled. |
| Approver's Name      | Captain Dusty Patterson #1409  |
| Approver's Signature |    |
| Date                 | 01/27/2026   |

# Special Events - Approval

01/28/2026 7:43 AM (CST)

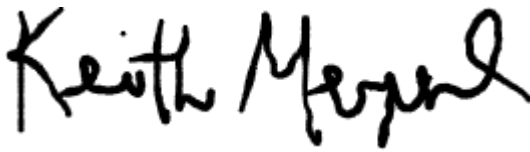
Approved by charles gibbs (cgibbs@panamacity.gov)

|                      |  |
|----------------------|--|
| Any conditions?      | No   |
| Approver's Name      | Charles Gibbs  |
| Approver's Signature |  |
| Date                 | 01/28/2026   |

# Special Events - Approval

01/29/2026 9:25 AM (CST)


Approved by Keith Meyerl (kmeyerl@panamacity.gov)

|                      |  |
|----------------------|--|
| Any conditions?      | No   |
| Approver's Name      | Keith Meyerl   |
| Approver's Signature |  |
| Date                 | 01/29/2026   |

# Special Events - Approval

01/29/2026 9:54 AM (CST)

Approved by Nadia Dawson (ndawson@panamacity.gov)

|                      |  |
|----------------------|--|
| Any conditions?      | No   |
| Approver's Name      | Nadia Dawson   |
| Approver's Signature |  |
| Date                 | 01/29/2026   |