



### Special Event Permit Application

Event	<b>Event Name:</b> Holy Nativity Episcopal School 20th Annual Fun Run		<b>Event Date:</b> 03/05/2022	
	Event Venue/Location requested: Holy Nativity School House - 205 Hamilton Avenue Panama City, FL			
	Organization/Applicant Name: Holy Nativity Episcopal School			
Applicant Information	Address: 205 Hamilton Avenue Panama City, FL 32401			
	Contact Name: Laura Grissett			
	Office Phone:	Cell: 8505321554	Email: lgrissett@hnes.us	
	Social Media/ Website: www.holynativityschool.com			
	Organization Classification: Private <input type="checkbox"/> Corporate <input type="checkbox"/> 501(c) <input checked="" type="checkbox"/>			
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 type="checkbox"/> Outdoor/Farmer's Market <input type="checkbox"/> Marathon/Race/Walk <input checked="" type="checkbox"/> Parade/Procession <input type="checkbox"/>			
Wedding <input type="checkbox"/> Marina <input type="checkbox"/> Other <input type="checkbox"/>				
Brief Description: Families of Holy Nativity and Community Members come together on March 5th for the 20th annual 1 mile Fun Run and 5K Race to benefit Holy Nativity Episcopal School.				
Estimated number of spectators: <u>300</u>				
Will any fees be charged to the spectators? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				
If so, what fees and amount will be charged? <u>\$30.00</u>				
Event Start Date/Time: March 05, 2022 07:00		Event End Date/Time: March 05, 2022 12:00		
Event Set-up Date/Time: March 05, 2022 06:00		Event Breakdown Date/Time: March 05, 2022 01:00		
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: Established School grounds parking, Use of Holy Nativity Episcopal Church and Shuttle for overflow				
Do you have designated handicap parking? YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>				
Location: <u>Several areas around the school</u>				
Event Rain Date requested: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Date: <u>March 12, 2022</u>				
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 type="checkbox"/> Internet Email <input checked="" type="checkbox"/> Billboards <input type="checkbox"/> Social Media Outlet <input checked="" type="checkbox"/>				



Will sound amplifying equipment be used? YES  NO  Type of equipment: Microphone and

Identify the type of entertainment being requested: BAND  DISC-JOCKEY  OTHER None

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)

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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? \_\_\_\_\_  
 Beginning Crossroad: \_\_\_\_\_ Ending Crossroad: \_\_\_\_\_  
 Requested time of closure from: 08:00 to: 11:00  
 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 \_\_\_\_\_ : Scenic Cove 5k  
 What is the approximate number of persons, vehicles, animals, type of animals and description of vehicles?  
 300 persons and vehicles

Is there a Sanitation/Clean-up plan? YES  NO   
 Name and phone number of Company/Person responsible for Sanitation/Clean-up services:  
 Holy Nativity Episcopal School 8505321554

Will additional garbage carts be needed? YES \_\_\_\_\_ NO  How many? \_\_\_\_\_  
 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): 03/05/2022

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: \_\_\_\_\_ of \_\_\_\_\_ ; \_\_\_\_\_ 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.



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 LG

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)

We will have sign in tables based on number of registrations. We will post signs and encouraged social distancing. We are hoping to have the event at our school house and will be able to utilize all established traffic and safety procedures we have have in place at the school.

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:


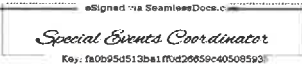
A permit for fireworks or open burn is required. City Ordinance (Sec. 12-165). The following must be submitted to the Fire Chief in order to be considered for a fireworks permit.

- 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 4<sup>th</sup>.



501 Harrison Avenue • Panama City, Florida 32401 • (850) 872-3199 • [www.dcsroy.org](http://www.dcsroy.org)

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: Laura Grissett	
Applicant's Signature:	 <small>eSigned via SeamlessDocx.com Key: 0e5cbe6737795e8fcd17277ba027a</small>	Date: 12/16/2021
Event Coordinator print name:	Special Events Coordinator	12/16/2021
Event Coordinator Signature:	 <small>eSigned via SeamlessDocx.com Key: f80b95d513ba1f0d2865e40508593</small>	

Approvals / Internal Use Only	City Sponsored ___ City Partnered ___ CRA ___
	QOL Department Director's Approval: YES <input checked="" type="radio"/> NO ___ Yes, with conditions listed below ___
	Conditions: COI is to come.
	QOL Department Director Signature & Date:  <small>eSigned via SeamlessDocx.com Key: 40d7037566020d147bb55d8253d77888</small>
	Panama City Police Department Approval: YES <input checked="" type="radio"/> NO ___ Yes, with conditions listed below ___
	Conditions: 5 QOL and 5 Police Officers
	Panama City PD Professional Services Signature & Date:  <small>eSigned via SeamlessDocx.com Key: ec81c7bb3c39317370ed29c9ebd8a11</small>
	Panama City Police Department Chief Signature & Date:  <small>eSigned via SeamlessDocx.com Key: 3ad7c378d7c2179c58a5fb810a2a2f5</small>
Panama City Fire Department Approval: YES <input checked="" type="radio"/> NO ___ Yes, with conditions listed below ___	
Conditions:	
Panama City Fire Department Chief Signature & Date:  <small>eSigned via SeamlessDocx.com Key: 739b0e1e477306f01550e8bc9f462</small>	
Application Ready for Commission:	
City Commission consideration and action: Approved ___ Disapproved ___ Date: _____	

Permit Fees / Internal Use Only	<b>Fees (check paid fees)</b>	
	<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 16 day of December 2021

Signed, sealed and delivered  
in the presence of

Amy Moody I.N.

Print Name of Witness

Amy Moody

Print Name of Witness

Holy Nativity Episcopal School

Print Name of Organization or  
Individual

eSigned via SeamlessDocx.com  
*Laura Grissett*  
Key: 6a5cb66737736ce9fcd7127ba9217a8  
Signature

Laura Grissett

(Print Name)

Title: Laura Grissett - Teacher

Print Name and Title if acting on Behalf of  
Above Organization





## Consumer's Certificate of Exemption

DR-14  
R. 01/18

Issued Pursuant to Chapter 212, Florida Statutes

85-8012984586C-4	01/31/2019	01/31/2024	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

THE HOLY NATIVITY EPISCOPAL PRIVATE  
SCHOOL OF BAY COUNTY  
205 HAMILTON AVE  
PANAMA CITY FL 32401-3817

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



## Important Information for Exempt Organizations

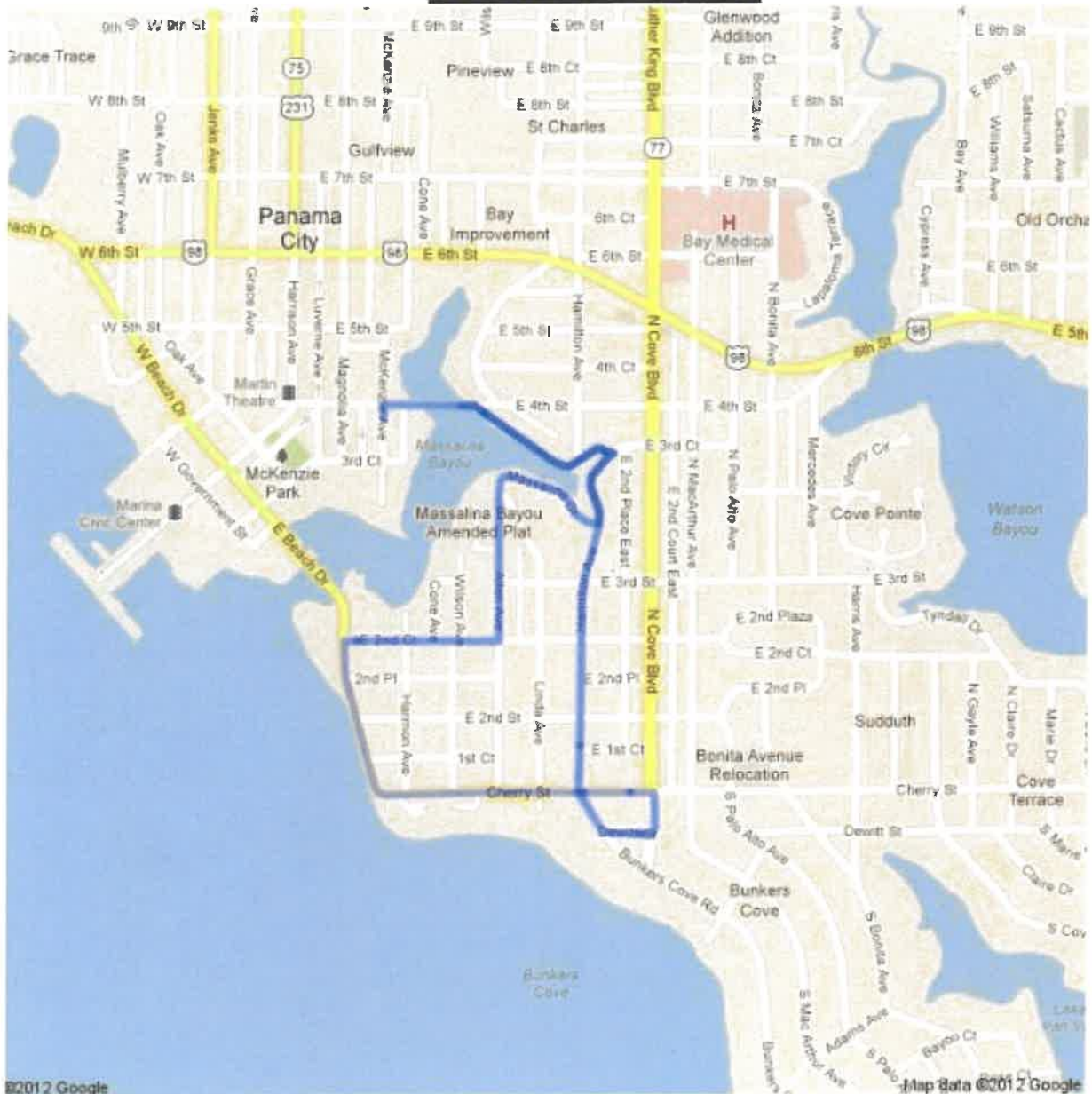
DR-14  
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.





# Scenic Cove 5k



Starting from 205 Hamilton Avenue

1. Head north on Hamilton Ave
2. Continue straight onto Massalina Dr
3. Turn left to stay on Massalina Dr
4. Turn left onto E 4<sup>th</sup> St
5. Turn around at City Courthouse
6. Continue back on E 4<sup>th</sup> St
7. Turn right on Massalina Dr
8. Turn right on Allen Ave
9. Turn right on E 2<sup>nd</sup> Ct

10. Turn left onto E Beach Dr
11. Continue onto Cherry St
12. Turn right onto Bunkers Cove Rd
13. Turn left onto Dewitt St
14. Turn left onto S. Cove Blvd
15. Take the first left onto Cherry St
16. Take the first right onto Hamilton Ave

**TOTAL: 5K**

