



## Quality of Life Department Special Event Permit Application

The Special Event Permit Application must be submitted to the City of Panama City, Quality of Life 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 Quality of Life (QoL) 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, loss or damage occurring as a result of this special event.

**Important Notice:** The City of Panama City, Quality of Life, 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 \$1 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, Quality of Life Department at 850-872-3199. 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 (Sec 3-1 b.)
- Temporary Hydrant Permit. City Ordinance (Sec. 23-24, 25)
- Permit Fees (\$100 Application Processing Fee & \$250 Security Deposit required with application submission)

**(Incomplete applications will not be accepted)**



<b>City of Panama City, Quality of Life Department Special Event Fees</b>	
Permit Application Processing Fee	\$100
Security Deposit < 500 Attendees	\$250
Security Deposit > 501 Attendees	TBD
Block Party Permit	\$50
Electrical Connections	1-5 Panels \$120 6-10 Panels \$300 11 or More Panels \$600 Electrician Callout \$75/call
Water Meter Connection	Connection \$90 Deposit \$450
Solid Waste Garbage	Carts \$10 each cart, each dump. Dumpsters priced by size (see cover letter)
Police / Security	Costs TBD by PCPD, based on # of officers and hours (minimum 4 hours)
Fire / EMS Service	Costs TBD by PCFD, based on number of personnel and hours

**Special Event Payment and Refunds**

\$100 Application Processing Fee + \$250 Security Deposit is due upon receipt of permit application. The \$100 application processing fee is non-refundable.

Additional Security Deposits (for events with over 500 anticipated attendees) and remaining event fees (PCPD, 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 \$100 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, Quality of Life 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 Quality of Life staff. Events canceled by the Quality of Life 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, subcontractors, collectively referred to herein as "Event Permittee" shall be responsible for conducting this search prior to the special event.

TM **I have read and understand the special event permit application process and policies listed above.**



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

### Special Event Permit Application

Event	<b>Event Name:</b> Sea-Doo Dealer Safety Training		<b>Event Date:</b> 03/30/2022	
	Event Venue/Location requested: Carl Gray Park Park			
	Organization/Applicant Name: Watertop Unlimited/Tim McKercher			
Applicant Information	Address: 203 E Melbourne Ave. Melbourne FL 32901			
	Contact Name: Tim McKercher			
	Office Phone:	Cell: 321-446-6116	Email: tim@look-marketing.com	
	Social Media/ Website:			
	Organization Classification: Private <input type="checkbox"/> Corporate <input checked="" type="checkbox"/> 501(c) <input 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 checked="" 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 type="checkbox"/> Parade/Procession <input type="checkbox"/>			
Wedding <input type="checkbox"/> Marina <input type="checkbox"/> Other <input checked="" type="checkbox"/>				
Brief Description: Closed to public, watercraft safety training demonstration. Half of time spent on-water, other half is land-based classroom setting.				

Estimated number of spectators: 10

Will any fees be charged to the spectators? YES  NO

If so, what fees and amount will be charged? \_\_\_\_\_

Event Start Date/Time: March 30, 2022 09:00      Event End Date/Time: March 30, 2022 04:00

Event Set-up Date/Time: March 30, 2022 08:00      Event Breakdown Date/Time: March 30, 2022 05:00 PM

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:

Parking lot \_\_\_\_\_

Do you have designated handicap parking? YES  NO

Location: \_\_\_\_\_

Event Rain Date requested: YES  NO  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  National Radio  Local TV  National TV  Cable TV  Local Newspaper

National Newspaper  Direct Mail/Flyers  Internet Email  Billboards  Social Media Outlet



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

Will sound amplifying equipment be used? YES  NO  Type of equipment: \_\_\_\_\_

Identify the type of entertainment being requested: BAND  DISC-JOCKEY  OTHER \_\_\_\_\_

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)

---

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: \_\_\_\_\_ to: \_\_\_\_\_  
 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?

---

Is there a Sanitation/Clean-up plan? YES  NO   
 Name and phone number of Company/Person responsible for Sanitation/Clean-up services:  
 Employees working event will clean up \_\_\_\_\_  
 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): \_\_\_\_\_

---

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 TM

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)

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>.



**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:** Tim McKercher

**Applicant's Signature:** *Tim McKercher*  
eSigned via SeamlessDocx.com  
Key: 8e6cbe8737736ca8fcdf7277ba9217a8  
**Date:** 01/20/2022

**Event Coordinator print name:** Special Events Coordinator  
**01/20/2022**

**Event Coordinator Signature:** *Special Events Coordinator*  
eSigned via SeamlessDocx.com  
Key: fa0b95d513ba1f0d29659c4050859

**City Sponsored** \_\_\_ **City Partnered** \_\_\_ **CRA** \_\_\_

**QOL Department Director's Approval:** YES  NO \_\_\_ Yes, with conditions listed below \_\_\_

**Conditions:**

**QOL Department Director Signature & Date:** *Sean G. De Palma*  
eSigned via SeamlessDocx.com  
Key: 40d7c37599020d147bb5d8653d91685

**Panama City Police Department Approval:** YES  NO \_\_\_ Yes, with conditions listed below \_\_\_

**Conditions:**

**Panama City PD Professional Services Signature & Date:** *Capt. Chris Edmundson #2077*  
eSigned via SeamlessDocx.com  
Key: ec81c7bb3c363f173706d29caebdd

**Panama City Police Department Chief Signature & Date:** *Mark Smith*  
eSigned via SeamlessDocx.com  
Key: 3ad7c378d7c2179c58a5b810e2a1b5

**Panama City Fire Department Approval:** YES  NO \_\_\_ Yes, with conditions listed below \_\_\_

**Conditions:**

**Panama City Fire Department Chief Signature & Date:** *David W. Collier*  
eSigned via SeamlessDocx.com  
Key: 7395eeef1e477396f0155e4b9c9ff462

**Application Ready for Commission:**  
**City Commission consideration and action:** Approved \_\_\_ Disapproved \_\_\_ **Date:** \_\_\_\_\_

**Permit Fees / Internal Use Only** **Fees (check paid fees)**

- Application Fee \$ 100. ✓
- Security Deposit \$ 250. ✓
- Solid Waste – Garbage Carts/Dumpsters \$ \_\_\_\_\_
- Logistics – Electrical Connections \$ \_\_\_\_\_
- Utilities – Water Meter \$ \_\_\_\_\_
- Police / Security \$ \_\_\_\_\_
- Block Party \$ \_\_\_\_\_
- Fire / EMT \$ \_\_\_\_\_
- Other \$ \_\_\_\_\_
- Total Fees Due \$ 350. ✓**



# 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 20 day of January 2022

Signed, sealed and delivered  
in the presence of

Keeley Hemmel KH  
Print Name of Witness

Keeley Hemmel  
Print Name of Witness

Tim McKercher  
Print Name of Organization or  
Individual

  
Signature

Tim McKercher  
(Print Name)

Title: Tim McKercher  
Print Name and Title if acting on Behalf of  
Above Organization

**SEA-DOO.**

#SEADOO LIFE  
TEST RIDE EVENT  
Panama City, Florida  
Carl Gray Park



Unit Staging  
Bathroom  
Event Truck  
Registration Tent

Carl Gray Park

Moody Ave

98



No.: 2021-322

Dated: January 19, 2022

This document supersedes any certificate previously issued under this number

**This is to certify that the Policy(ies) of insurance listed below ("Policy" or "Policies") have been issued to the Named Insured identified below for the policy period(s) indicated. This certificate is issued as a matter of information only and confers no rights upon the Certificate Holder named below other than those provided by the Policy(ies).**

**Notwithstanding any requirement, term, or condition of any contract or any other document with respect to which this certificate may be issued or may pertain, the insurance afforded by the Policy(ies) is subject to all the terms, conditions, and exclusions of such Policy(ies). This certificate does not amend, extend, or alter the coverage afforded by the Policy(ies). Limits shown are intended to address contractual obligations of the Named Insured.**

**Limits may have been reduced since Policy effective date(s) as a result of a claim or claims.**

**Certificate Holder:**

 City of Panama City  
 1900 W. 11th St.  
 Panama City, FL 32401

**Named Insured and Address:**

 BRP Inc. (Sea-Doo Marketing)  
 565, de la Montagne  
 Valcourt, QC J0E 2L0

**This certificate is issued regarding:**

 Watercraft Training Event  
 SEADOOLIFE Florida Dealer Training

March 30, 2022

On-Water Sea-Doo Safety/Demo Training with Sea-Doo dealers

Type(s) of Insurance	Insurer(s)	Policy Number(s)	Effective/ Expiry Dates	Sums Insured Or Limits of Liability	
COMMERCIAL GENERAL LIABILITY • Occurrence Format	Allianz Global Risks US Insurance Company	USL00016521	Mar 31, 2021 to Mar 15, 2022	Each occurrence	USD 2,000,000
				Aggregate	USD 2,000,000
PROPERTY ALL RISKS	Allianz Global Risks US Insurance Company	USP00007821	Mar 15, 2021 to Mar 15, 2022	Any One Occurrence	USD 500,000
				Deductible - Flood	3% of the total location value, subject to a minimum of \$753,443 combined all coverage per occurrence
				Deductible - Earthquake	5% of the total location value, subject to a minimum of \$753,443 combined all coverages per occurrence

**Additional Information:**

City of Panama City, WaterTop Unlimited LLC, and LOOK Visual Marketing LLC is added as additional insured, but only with respect to the liability of the Named Insured arising out of the above mentioned event.

**Notice of cancellation:**

The insurer(s) affording coverage under the policies described herein will not notify the certificate holder named herein of the cancellation of such coverage.

**Marsh Canada Limited**

 1 Place Ville-Marie, Suite 1500  
 Montreal, QC H3B 2B5  
 Telephone: 1-844-990-2378/416-868-2378  
 Fax: (514)-8454548  
 montrealcert@marsh.com

Marsh Canada Limited



By:

Lorne Donnelly