



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)



City of Panama City, Quality of Life Department Special Event Fees	
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, 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.

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



Special Event Permit Application

Event	Event Name: 9th St July 4 Celebration		Event Date: 07/02/2022	
	Event Venue/Location requested: 1410 E 9th St, Panama City, FL 32401			
	Organization/Applicant Name: j Dia Green-Jones			
Applicant Information	Address: 716 Bay Ave, Panama City, FL 32401			
	Contact Name: j Dia Green-Jones			
	Office Phone:	Cell: 850 814-4682	Email: jaiagreen@aol.com	
	Social Media/ Website:			
	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 type="checkbox"/> Wedding <input type="checkbox"/> Marina <input type="checkbox"/> Other <input type="checkbox"/>			
	Brief Description: Community Block Party			
Estimated number of spectators: <u>50</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: July 02, 2022 4pm		Event End Date/Time: July 02, 2022 11pm		
Event Set-up Date/Time: July 02, 2022 2pm		Event Breakdown Date/Time: July 02, 2022 12am		
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: Private yards for parking				
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 type="checkbox"/>	
Internet Email <input type="checkbox"/>	Billboards <input type="checkbox"/>	Social Media Outlet <input checked="" type="checkbox"/>		



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

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? 9th St & Satsuma
Beginning Crossroad: 9th St & Cactus Av Ending Crossroad: See Map
Requested time of closure from: 2pm to: 11pm
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:
Organizers
Will additional garbage carts be needed? YES NO How many? 5
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): 07/04/2022

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 JDG

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)
Bay County Sheriff Dept - Lt. Myron Guilford

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.



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: J Dia Green-Jones	
Applicant's Signature: <i>J Dia Green-Jones</i> <small>eSigned via SeamlessDocs.com Key: 0e5cbe8737736e80c07217b89277e5</small>	Date: 02/15/2022	
Event Coordinator print name: Missy Bagwell	02/15/2022	
Event Coordinator Signature: <i>Missy Bagwell</i> <small>eSigned via SeamlessDocs.com Key: fa0b85d513ba1f0cd26659c40508563</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:
	QOL Department Director Signature & Date: <i>Sean G. De Palma</i> <small>eSigned via SeamlessDocs.com Key: 40d7037569020d147bb5d8f53d97955</small>
	Panama City Police Department Approval: YES <input checked="" type="radio"/> NO ___ Yes, with conditions listed below ___
	Conditions:
	Panama City PD Professional Services Signature & Date: <i>Capt Chris Edmundson</i> <small>eSigned via SeamlessDocs.com Key: ec81c7bb3c393f173705d29cae6d9d1f</small>
	Panama City Police Department Chief Signature & Date: <i>Mark Smith</i> <small>eSigned via SeamlessDocs.com Key: 9ad7c378d7c2170c58a5d810e2a2f5</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: <i>David W. Collier</i> <small>eSigned via SeamlessDocs.com Key: 7395ee61e477329f01550e8bc9f9d2</small>	
Application Ready for Commission:	
City Commission consideration and action: Approved ___ Disapproved ___ Date: _____	

Permit Fees / Internal Use Only	Fees (check paid fees)	
	<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	\$ 50.00
	<input type="checkbox"/> Fire / EMT	\$ _____
	<input type="checkbox"/> Other	\$ _____
	Total Fees Due	\$ 50



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 15 day of February 2022

Signed, sealed and delivered
in the presence of

Missy Bagwell MB
Print Name of Witness

Missy Bagwell
Print Name of Witness

J Dia Green-Jones
Print Name of Organization or
Individual

eSigned via SeamlessDocs.com

Key: 645cbe0737730ca91cd172771a027a0
Signature

J Dia Green-Jones
(Print Name)

Title: N/A
Print Name and Title if acting on Behalf of
Above Organization

