



501 Harrison Avenue • Panama City, Florida 32401 • (850) 872-3199 • www.dcreg.org

Special Event Permit Application

Event	Event Name: St. Patrick's Day festival		Event Date: 03/17/2022	
	Event Venue/Location requested: Harrison Avenue Street Closure between 4th and 5th			
	Organization/Applicant Name: House of Henry			
Applicant Information	Address: 461 Harrison Avenue			
	Contact Name: Bobby Beard			
	Office Phone:	Cell: 615-975-8973	Email: bobby@saltyhobo.com	
	Social Media/ Website: www.hohpub.com			
	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 checked="" 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 type="checkbox"/>			
	Brief Description: One day street closure for St. Patrick's Day festival between 4th and 5th streets on Harrison Ave, Panama City. This will be a family friendly event with music, food, and vending for all ages.			

Estimated number of spectators: 1000

Will any fees be charged to the spectators? YES NO

If so, what fees and amount will be charged? _____

Event Start Date/Time: March 17, 2022 11:00 Event End Date/Time: March 17, 2022 9:00 pm

Event Set-up Date/Time: March 17, 2022 9:00 am Event Breakdown Date/Time: March 17, 2022 10:00 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 will be any legal parking spaces on the streets and in designated lots on a first come basis in the Downtown Panama City area

Do you have designated handicap parking? YES NO

Location: Public City spaces

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



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Will sound amplifying equipment be used? YES NO Type of equipment: P/A

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: 10

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? Harrison Avenue from 4th to 5th streets,
 Beginning Crossroad: 5th Street Ending Crossroad: 4th Street
 Requested time of closure from: 9:00 am to: 10:00
 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 _____ :
 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:
 using city Sanitation or we can contract _____

Will additional garbage carts be needed? YES NO How many? 10
 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): 03/18/2022

Portable Restrooms: YES NO Number of portable restrooms: Standard 6 ADA 2
 Date/Time: Drop off 03/17/2022 09.00 Pick up 03/18/2022 12:00

Will there be Stages/Platforms or Tent(s) _____
 Size of stage/platform: 20X24 Location: On Harrison Avenue
 Tents: 1 of 20X40 ; 1 of 20X20
 (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 I.N.

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)
Hiring of PCPD per City Packet.

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.



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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: Bobby Beard	
	Applicant's Signature: <i>Bobby Beard</i> <small>eSigned via SeamlessDocs.com Key: 6a5cbe0737739ce9fcd727ba02f7a1</small>	Date: 02/17/2022
	Event Coordinator print name: Missy Bagwell	02/17/2022
Event Coordinator Signature: <i>Missy Bagwell</i> <small>eSigned via SeamlessDocs.com Key: fa0b95d513ba170d26656c4050050</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: Large tent 20x24 requires an additional permit
	QOL Department Director Signature & Date: <i>Sean G. De Palma</i> <small>eSigned via SeamlessDocs.com Key: 40d7037599020d147bb6548f53d87801</small>
	Panama City Police Department Approval: YES <input checked="" type="radio"/> NO ___ Yes, with conditions listed below ___
	Conditions: 2 officers from 9am to 3pm 4 officers from 3pm to 10pm
	Panama City PD Professional Services Signature & Date: <i>Capt Chris Edmondson # 2077</i> <small>eSigned via SeamlessDocs.com Key: ec01c7bb3c393f173705d2bcaebd1d01</small>
	Panama City Police Department Chief Signature & Date: <i>Mark Smith</i> <small>eSigned via SeamlessDocs.com Key: 3ad7c378d7c2179c58a5f010e2a17f51</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: 7365ee1a1e47739e011559e0bc901012</small>	
I.N. Application Ready for Commission:	02/17/2022
City Commission consideration and action: Approved ___ Disapproved ___	Date: ___

Permit Fees / Internal Use Only	<u>Fees (check paid fees)</u>	
	<input checked="" type="checkbox"/> Application Fee	\$ 100.00
	<input checked="" type="checkbox"/> Security Deposit	\$ 250.00
	<input checked="" type="checkbox"/> Solid Waste – Garbage Carts/Dumpsters	\$ 100.00
	<input checked="" type="checkbox"/> Logistics – Electrical Connections	\$ 300.00
	<input type="checkbox"/> Utilities – Water Meter	\$
	<input checked="" type="checkbox"/> Police / Security	\$ 490.00
	<input type="checkbox"/> Block Party	\$
	<input type="checkbox"/> Fire / EMT	\$
	<input type="checkbox"/> Other	\$
Total Fees Due	\$ 1240.00	



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 8 day of February 2022

Signed, sealed and delivered
in the presence of

Richard Capobianco I.N.

Print Name of Witness

Richard Capobianco

Print Name of Witness

House Of Henry

Print Name of Organization or
Individual

eSigned via BeamlessDocs.com
Bobby Beard
Key: 0e5cb6737735ce9fcd7277ba927a11

Signature

Bobby Beard

(Print Name)

Title: Owner House of Henry

Print Name and Title if acting on Behalf of
Above Organization



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/8/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Acentria Insurance - Panama City 306 E 19th St Panama City FL 32405 License#: L100460 HOUSOFH-02	CONTACT NAME: PHONE (A/C, No, Ext): 850-257-2990 FAX (A/C, No): 850-257-2991 E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
INSURED House of Henry Irish Pub, LLC 2319 S Highway 77 Unit 670 Lynn Haven FL 32444	INSURER A: Northfield Insurance Company 27987	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 1867081626


REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y		WS456430	6/14/2021	6/14/2022	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

City of Panama City 501 Harrison Ave Panama City FL 32401	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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2022 St. Patrick's Day Festival presented by House of Henry
Street Closure on Harrison between 4th/5th
Thursday March 17th Festival Hours 11:00 AM to 9:00 PM

