



### Special Event Permit Application

Event	<b>Event Name:</b> BAY COUNTY EARTH DAY CELEBRATION	<b>Event Date:</b> 04/23/2022	
	Event Venue/Location requested: OAKS BY THE BAY (ST. ANDREWS)		
	Organization/Applicant Name: BEST INC. / FRIENDS OF ST. ANDREWS BAY		
Applicant Information	Address: P.O. BOX 2465 PANAMA CITY FL 32401		
	Contact Name: LARRY HAWKS		
	Office Phone: 8508661191	Cell: 8508661191	Email: 2301h2301@gmail.com
	Social Media/ Website:		
	Organization Classification: Private ___ Corporate ___ 501(c) <input checked="" 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: A CELEBRATION OF EARTH DAY APRIL 23, 2022. FREE TO PUBLIC WITH ENVIRONMENTAL DISPLAYS, ARTS AND CRAFTS, FOOD VENDORS AND SOME MUSIC.			
Estimated number of spectators: <u>1500</u>			
Will any fees be charged to the spectators? YES ___ NO <input checked="" type="radio"/>			
If so, what fees and amount will be charged? _____			
Event Start Date/Time: April 23, 2022 0900AM		Event End Date/Time: April 23, 2022 0400PM	
Event Set-up Date/Time: April 23, 2022 0700AM		Event Breakdown Date/Time: April 23, 2022 0400PM	
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: ADJACENT PARKING AND ON STREET PARKING			
Do you have designated handicap parking? YES <input checked="" type="radio"/> NO ___			
Location: ADJACENT PARKING			
Event Rain Date requested: YES ___ NO <input checked="" type="radio"/> 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 checked="" 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 checked="" 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: \_\_\_\_\_

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)

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

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Is there a Sanitation/Clean-up plan? YES  NO   
 Name and phone number of Company/Person responsible for Sanitation/Clean-up services:  
 BEST, INC. - LARRY HAWKS, PRESIDENT 8528661191

Will additional garbage carts be needed? YES  NO  How many? 4  
 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): 04/23/2022

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Portable Restrooms: YES  NO  Number of portable restrooms: Standard 1 ADA 1  
 Date/Time: Drop off 04/22/2022 1100A Pick up 04/24/2022 1100A

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Will there be Stages/Platforms \_\_\_\_\_ or Tent(s)   
 Size of stage/platform: \_\_\_\_\_ Location: \_\_\_\_\_  
 Tents: 20 of 10x10; \_\_\_\_\_ of \_\_\_\_\_  
 (Number of Tents) (Size) (Number of Tents) (Size)

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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)

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:


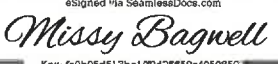
A permit for fireworks or open burn is required. City Ordinance (Sec. 12-165). The following must be submitted to the Fire Chief in order to be considered for a fireworks permit.

- 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.dcrevy.org](http://www.dcrevy.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: LARRY HAWKS	
	Applicant's Signature:  <small>eSigned via SeamlessDocs.com Key: 6a5cbe6737736ce9fcd7277ba927af</small>	Date: 03/16/2022
	Event Coordinator print name: Missy Bagwell	03/16/2022
Event Coordinator Signature:  <small>eSigned via SeamlessDocs.com Key: fa0b95d513ba10d429659c4050859</small>		

Approvals / Internal Use Only	City Sponsored <input type="checkbox"/> City Partnered <input type="checkbox"/> CRA <input type="checkbox"/>
	QOL Department Director's Approval: YES <input type="checkbox"/> NO <input type="checkbox"/> Yes, with conditions listed below <input checked="" type="radio"/>
	Conditions: Alcohol permit needs to be acquired.
	QOL Department Director Signature & Date:  <small>eSigned via SeamlessDocs.com Key: 40d7007569020d147bb65d8f53d</small>
	Panama City Police Department Approval: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Yes, with conditions listed below <input type="checkbox"/>
	Conditions:
	Panama City PD Professional Services Signature & Date:  <small>eSigned via SeamlessDocs.com Key: ec81c7bb3c393f73706d29caebdfdd</small>
	Panama City Police Department Chief Signature & Date:  <small>eSigned via SeamlessDocs.com Key: 3ad7c378d7c2179c58a5fb610e2a2b1</small>
Panama City Fire Department Approval: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> Yes, with conditions listed below <input type="checkbox"/>	
Conditions:	
Panama City Fire Department Chief Signature & Date:  <small>eSigned via SeamlessDocs.com Key: 7395ee1a1e477399f01559e8bc97f49</small>	
I.N. Application Ready for Commission:	
City Commission consideration and action: Approved <input type="checkbox"/> Disapproved <input type="checkbox"/> Date: 03/16/2022	

Permit Fees / Internal Use Only	<u>Fees (check paid fees)</u>	
	<input checked="" type="checkbox"/> Application Fee	\$100
	<input checked="" type="checkbox"/> Security Deposit	\$250
	<input checked="" type="checkbox"/> Solid Waste – Garbage Carts/Dumpsters	\$40
	<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	\$390	





# 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

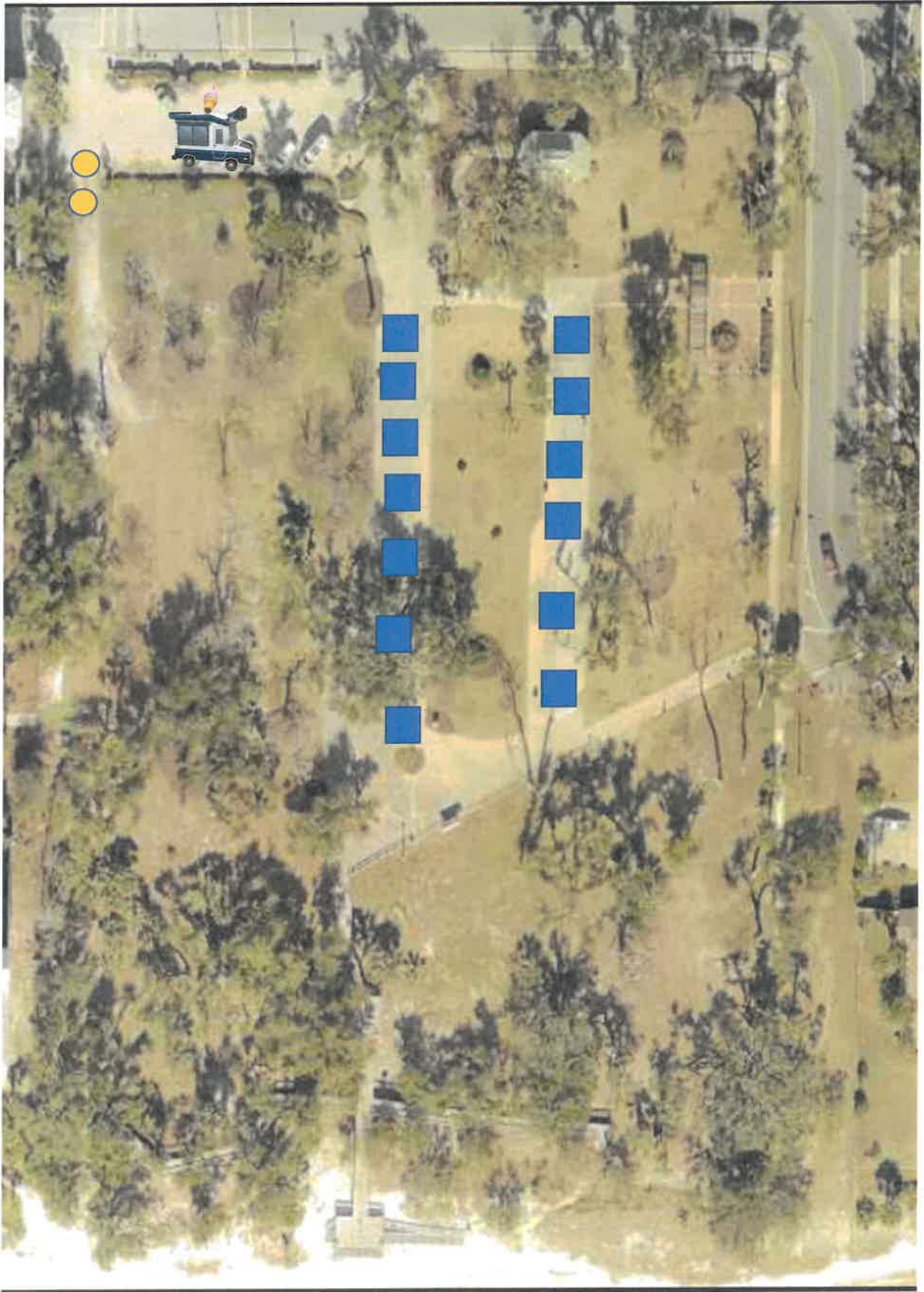
Larry Hawks  
Print Name of Organization or  
Individual


Signature

LARRY HAWKS  
(Print Name)

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

# Oaks by the Bay Aerial



-  Tents
-  Restrooms

**IN RE: PANAMA CITY / BAY ENVIRONMENTAL STUDY TEAM INC. AGREEMENT**

**USER AGREEMENT FOR THE ANNUAL HOSTING OF THE BAY ENVIRONMENTAL STUDY TEAM  
INC'S "BAY COUNTY EARTH DAY CELEBRATION" (OAKS BY THE BAY PARK)**

This User Agreement for the Bay County Earth Day Celebration ("Agreement") is made and entered into this \_\_\_\_\_ day of March, 2022, by and between the City of Panama City, a political subdivision of the State of Florida, (the "City"), and the Bay Environmental Study Team Inc., a non-profit (the "Contractor").

**RECITALS**

WHEREAS, the CITY OF PANAMA CITY, a municipality within Bay County, Florida is a FLORIDA COMMUNITIES TRUST Recipient as identified in FLORIDA COMMUNITIES TRUST P3A AWARD #93-027-P3A, FLORIDA COMMUNITIES TRUST Contract # 9GCT-67-93-3A-J1-027 dated August 24, 1995 as evidenced by "Exhibit B" recorded in the BAY COUNTY COURTHOUSE OFFICIAL RECORDS BOOK 1585 PAGE 4;

WHEREAS, the purpose of the FCT grant awards are to encourage conservation, recreation and open space, and bring awareness to the coastal elements of Florida communities;

WHEREAS, Section III (1) entitled "Project Site Obligations Imposed By FCT on the FCT Recipient" states, "The project site shall be managed only for the conservation, protection and enhancement of natural and historical resources and for passive, natural resource-based public outdoor recreation which is compatible with conservation, protection and enhancement of the Project Site, along with other related uses necessary for the accomplishment of this purpose.";

WHEREAS, Section IV (1) (a)(b) of "Exhibit B", entitled "Obligations Incurred By FCT Recipient As A Result Of Bond Proceeds Being Utilized To Purchase The Project Site" states, "the FCT Recipient shall provide at least 60 days written notice of any such activity or interest to FCT prior to the activity taking place, and shall provide to FCT information with respect thereto as FCT reasonably requests in order to evaluate the legal and tax consequences of such activity or interest: a) any lease of any interest in the Project Site to a non-governmental person or organization; b) the operation of any concession on the Project Site to a non-governmental person or organization;"

WHEREAS, the Bay Environmental Study Team Inc., a 501c(3) based in Bay County, Florida has for 17 years hosted the annual "Bay County Earth Day Celebration" as a free event open to the public, thereby creating cultural heritage activity and awareness to the coastal elements of St. Andrews Bay;

WHEREAS, the Bay Environmental Study Team Inc., has requested use of the "Oaks By the Bay Park" as the venue for their 18<sup>th</sup> Annual Bay County Earth Day Celebration; which includes one day of environmental displays, arts and crafts, food and music;

WHEREAS, the CITY OF PANAMA CITY recognizes the charitable work and contributions made by the Bay Environmental Study Team Inc. in terms of cultural events, student scholarships, and community pride; and whereas, Bay Environmental Study Team Inc. acknowledges the purpose and value of the natural resource of Oaks By the Bay Park and agrees to leave the park in as good or better condition as it was before their one day event; and

WHEREAS, the CITY OF PANAMA CITY and the Bay Environmental Study Team Inc., jointly request approval from FLORIDA COMMUNITIES TRUST to utilize OAKS BY THE BAY PARK as the venue for the 18<sup>th</sup> Annual Bay County Earth Day Celebration.

**IN WITNESS WHEREOF**, the parties hereto are seeking approval to this Agreement before execution on their behalf by their duly authorized representatives, all as of the date and year first written above.

Bay Environmental Study Team Inc.,

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

PANAMA CITY, a political  
subdivision of the State of Florida.

By: \_\_\_\_\_

Mark McQueen  
City Manager

\_\_\_\_\_  
Nevin Zimmerman  
City Attorney





BLACKWELL INSURANCE AGENCY, LLC  
 P.O. BOX 520  
 PANAMA CITY, FL 32402  
 Phone: (850) 769-2225  
 Fax: (850) 785-4942

To: B.E.S.T. INC. / FRIENDS OF ST. ANDREW BAY

**\* BINDER \***  
 03/01/2022

From: Erica Wilson  
 ericawilson@blackwellinsurance.net/850 769 2255

Renewal Of: NEW

Insured: **B.E.S.T. INC. / FRIENDS OF ST. ANDREW BAY**

Thank you for your order to bind. We appreciate your business! We have bound the below coverage. Policy to Follow Shortly

**POLICY INFORMATION**

<b>COMMERCIAL LIABILITY POLICY</b>		
Policy Number:	<b>SE 2009619</b>	
Policy Period:	04/23/2022 to 04/25/2022	
Carrier:	Mount Vernon Fire Insurance Company	
Status:	Non-Admitted	
A.M. Best Rating:	A++ (Superior) - XII	
<b>COVERAGE PART</b>		<b>PREMIUM</b>
Commercial Liability		\$250.00
Each Occurrence Limit	\$1,000,000	
Personal & Advertising Injury Limit (Any One Person/Organization)	\$1,000,000	
Medical Expense Limit (Any One Person)	\$1,000	
Damages To Premises Rented To You (Any One Premises)	\$100,000	
Products/Completed Operations Aggregate Limit	See L-535	
General Aggregate Limit	\$2,000,000	
<b>POLICY PREMIUM</b>		<b>\$250.00</b>
<b>ADDITIONAL COSTS</b>		
Broker Fee		\$35.00
Service Fee		\$0.17
Surplus Lines Tax		\$14.08
<b>TOTAL</b>		<b>\$299.25</b>

**Location of All Covered Special Event(s)**

1 - 2715 W 10th Street , Panama City, FL 32401

**APPLICABLE FORMS & ENDORSEMENTS**

Please contact us with any questions regarding the terminology used or the coverages provided.

**The following forms apply to the Commercial Liability coverage part**

2110 04/15	Service Of Suit	CG0001 12/07	Commercial General Liability Coverage Form
CG0068 05/09	Recording And Distribution Of Material Or Information In Violation Of Law Exclusion	CG0220 03/12	Florida Changes - Cancellation And Nonrenewal
CG2107 05/14	Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data-Related Liability - Limited Bodily Injury Exception Not Included	CG2109 06/15	Exclusion - Unmanned Aircraft
CG2136 03/05	Exclusion - New Entities	CG2139 10/93	Contractual Liability Limitation
CG2144 07/98	Limitation Of Coverage To Designated Premises Or Project	CG2147 12/07	Employment-Related Practices Exclusion
CG2244 04/13	Exclusion-Services Furnished by Health Care Providers	IL0017 11/98	Common Policy Conditions
IL0021 09/08	Nuclear Energy Liability Exclusion Endorsement	Jacket 07/19	Policy Jacket
L 427 01/20	Exclusion for Fireworks and Other Pyrotechnic Devices	L 428 FL 06/16	Firearms Exclusion
L 535 03/15	Exclusion - Products-Completed Operations Hazard Other Than Food Or Beverage Products	L-206 04/15	Fully Earned Premium Endorsement
L-224 12/17	Punitive or Exemplary Damages Exclusion	L-387 12/19	Exclusion - Mechanical Riding Devices and Mechanical Amusement Devices
L-423 04/15	Exclusion For Structure Collapse	L-526 01/15	Absolute War Or Terrorism Exclusion
L-536 04/15	Exclusion - Participation In Athletic Activity, Physical Activity Or Sports	L-549 04/15	Absolute Professional Liability Exclusion
L-599 04/15	Absolute Exclusion For Pollution, Organic Pathogen, Silica, Asbestos And Lead With A Hostile Fire Exception	L-606 04/15	Exclusion For Injury To Performers, Entertainers And Participants
L-607 10/16	Exclusion for Climbing, Rebounding and Interactive Games and Devices	L-609 04/15	Animal Exclusion
L-610 11/04	Expanded Definition Of Bodily Injury	L-656 02/06	Extension Of Coverage - Committee Members
L-686 04/15	Absolute Exclusion For Liquor And Other Related Liability	L-816 11/18	Amendments of Conditions - Limits of Insurance Under Multiple Coverage Parts
L-820 12/18	Special Events Blanket Additional Insured Endorsement	LLQ 102 02/15	Event Vendor, Exhibitor And Contractor Exclusion
LLQ100 04/15	Who Is An Insured Clarification Endorsement	LLQ101 08/06	Expanded Definition Of Employee
LLQ368 04/15	Separation Of Insureds Clarification Endorsement	SPE 300 05/09	Special Events Property Damage Amendment
SPE 312 03/15	Who Is An Insured	TRIADN 12/20	Disclosure Notice of Terrorism Insurance Coverag