



Special Event Permit Application

Event	Event Name: Downtown After Dark featuring Drake White	Event Date: 05/27/2022	
	Event Venue/Location requested: 101 West Beach Drive		
	Organization/Applicant Name: Destination Panama City		
Applicant Information	Address: 101 West Beach Drive		
	Contact Name: Jennifer Vigil		
	Office Phone: 850-215-1700	Cell: 850-832-5262	Email: jennifer@DestinationPanamaCity.com
	Social Media/ Website: DestinationPanamaCity.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 checked="" type="checkbox"/> NO <input type="checkbox"/>			

Event Description	Carnival/Fair <input type="checkbox"/> Demonstration <input type="checkbox"/> Concert/Performance <input checked="" 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 type="checkbox"/>
	Brief Description: Downtown After Dark is a concert series held at and hosted by the Destination Panama City destination marketing organization.

Estimated number of spectators: 2500
 Will any fees be charged to the spectators? YES NO
 If so, what fees and amount will be charged? \$10.00

Event Start Date/Time: May 27, 2022 05:00PM Event End Date/Time: May 27, 2022 08:30PM
 Event Set-up Date/Time: May 27, 2022 08:00AM Event Breakdown Date/Time: May 27, 2022 10:30PM

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 available in public lots adjacent to McKenzie Park and the Martin Theatre as well as on street parking. Attendees will also be encouraged to carpool or utilize ride share services.

Do you have designated handicap parking? YES NO
 Location: Each parking lot has dedicated handicap 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



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: 1 or 2

Will Light Towers be used for this event? YES NO If yes, total number of Light Towers: 1

Will this event require a street closure? YES NO If yes, Full or Partial
 What road you are requesting to be closed? 4th Street
 Beginning Crossroad: West Beach Ending Crossroad: West Government
 Requested time of closure from: 12:00PM to: 9:00PM
 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:
Jennifer Vigil 850-832-5262

Will additional garbage carts be needed? YES NO How many? 15
 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): 05/28/2022

Portable Restrooms: YES NO Number of portable restrooms: Standard 13 ADA _____
 Date/Time: Drop off 05/27/2022 12:00P Pick up 05/30/2022 08:00A

Will there be Stages/Platforms or Tent(s)
 Size of stage/platform: 20x24 Location: See Site Map
 Tents: 1 of 10x20 ; 2 of 10x10
 (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 JV

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 4th.



501 Harrison Avenue • Panama City, Florida 32401 • (850) 872-3199 • www.pcfgov.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: Jennifer Vigil	
Applicant's Signature:	<i>Jennifer Vigil</i> <small>eSigned via SeamlessDocx.com Key: 0e5cbe9737736ce9fcd1727ba92f7e</small>	Date: 03/08/2022
Event Coordinator print name: Missy Bagwell		03/20/2022
Event Coordinator Signature:	<i>Missy Bagwell</i> <small>eSigned via SeamlessDocx.com Key: fa0b85d513ba1f0d2668c4030859</small>	

Approvals / Internal Use Only	City Sponsored ___ City Partnered ___ CRA ___
	QOL Department Director's Approval: YES ___ NO ___ Yes, with conditions listed below <input checked="" type="radio"/>
	Conditions: Must obtain Alcohol permit
	QOL Department Director Signature & Date: <i>Sean G. De Palma</i> <small>eSigned via SeamlessDocx.com Key: 40d7037599020d147bb653d853d97888</small>
	Panama City Police Department Approval: YES ___ NO ___ Yes, with conditions listed below <input checked="" type="radio"/>
	Conditions: Two police officers
	Panama City PD Professional Services Signature & Date: <i>Capt. Chris Nichol</i> <small>eSigned via SeamlessDocx.com Key: ee01c7b03c393f173705d29cae6draf</small>
	Panama City Police Department Chief Signature & Date: <i>Mark Smith</i> <small>eSigned via SeamlessDocx.com Key: 3ad7c378d7c2179c58a5fb610e2a</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 SeamlessDocx.com Key: 7395ee1e47739d01559e9bc9ff492</small>	
Application Ready for Commission:	
City Commission consideration and action: Approved ___ Disapproved ___ Date: Jennifer Vigil	

Permit Fees / Internal Use Only	Fees (check paid fees)	
	<input type="checkbox"/> Application Fee	\$ 100.-
	<input type="checkbox"/> Security Deposit	\$ 250.-
	<input type="checkbox"/> Solid Waste – Garbage Carts/Dumpsters	\$ 150.-
	<input type="checkbox"/> Logistics – Electrical Connections	\$ 120.-
	<input type="checkbox"/> Utilities – Water Meter	\$
	<input type="checkbox"/> Police / Security	\$ 586.75
	<input type="checkbox"/> Block Party	\$
	<input type="checkbox"/> Fire / EMT	\$
	<input type="checkbox"/> Other	\$
Total Fees Due	\$ 1188.75	



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 8th day of March 2022

Signed, sealed and delivered
in the presence of

Lori Ubowski I.N.

Print Name of Witness

Lori Ubowski

Print Name of Witness

Destination Panama City

Print Name of Organization or
Individual

eSigned via SeamlessDocs.com
Jennifer Vigil
Key: 0a5cbe6737736c9fcd177ba027a0

Signature

Jennifer Vigil

(Print Name)

Title: President & CEO

Print Name and Title if acting on Behalf of
Above Organization

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 14 2016

PANAMA CITY COMMUNITY DEVELOPMENT
COUNCIL INC
9 HARRISON AVE
PANAMA CITY, FL 32401-2724

Employer Identification Number:
47-2585362
DLN:
17053272360025
Contact Person:
NANCY L HEAGNEY ID# 31306
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
December 31
Form 990/990-EZ/990-N Required:
Yes
Effective Date of Exemption:
October 30, 2014
Contribution Deductibility:
No
Addendum Applies:
No

Dear Applicant:

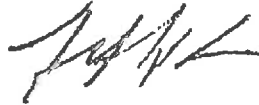
We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(6). This letter could help resolve questions on your exempt status. Please keep it for your records.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to www.irs.gov/charities. Enter "4221-NC" in the search bar to view Publication 4221-NC, Compliance Guide for Tax-Exempt Organizations (Other than 501(c)(3) Public Charities and Private Foundations), which describes your recordkeeping, reporting, and disclosure requirements.

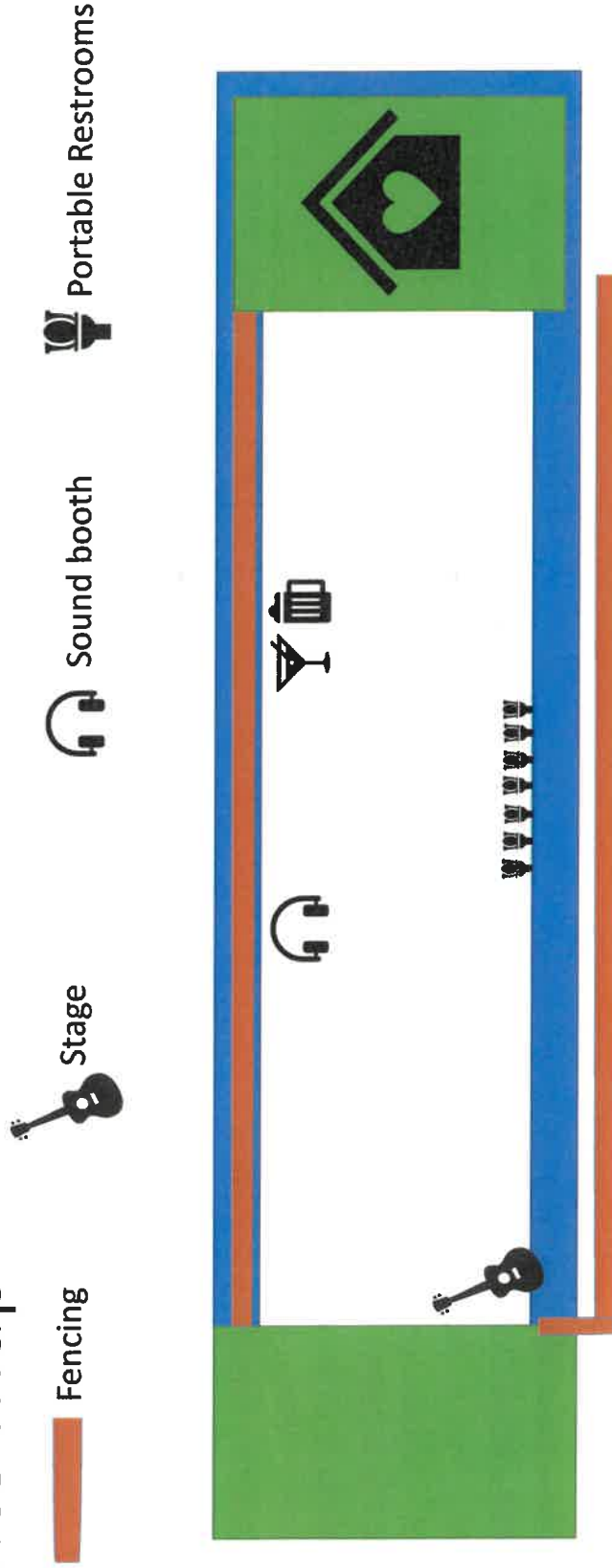
Sincerely,



Jeffrey I. Cooper
Director, Exempt Organizations
Rulings and Agreements

Letter 948

Site Map



Restrooms - There will be a total of 17 public restrooms. 2 are permanent structures on the ground level of the DPC building – these are handicap accessible. 2 are permanent structures on the main floor of the DPC building these are handicap accessible. 4 will be AC equipped portable. 9 will be a standard portable toilets.

Refuse – 15 rolling blue Special Event Garbage Cans will be placed at convenient locations throughout the event site.

4th Street Road Closure. The road closure is purely for logistics of the tour bus and to allow for Emergency Response vehicles. There will be no structures in the road.

The event fencing will abut the roadway.

Vendors – NONE

Beer & Liquor Sales – beverage tent denoted on map.

Sound Booth – sound tent denoted on map.

Event Schedule

Friday, May 27, 2022

- 8AM – Stage construction will begin
- 10AM – Portable Restrooms delivered
- 10AM – Rolling Trash Receptacles delivered
- 12PM – Event Fencing installation will begin
- 12PM – Road Closure of 4th Street (West Beach to West Government)
- 4PM – Sound Check
- 5PM – Gates Open
- 5:30PM-6:30PM – Will Thompson Band
- 7:00PM-8:15PM Drake White Band
- 8:30PM – Clean Up and Tear Down Begin
- 10:30PM – Clean Up Complete

Saturday, May 28, 2022

- ?? – Refuse Collection – City Solid Waste should collect in the morning.
- ?? – Street Sweeper – will be scheduled after trash collection. BCS Environmental is contractor.
- ?? – Light Tree – QoL should collect Light Tree.