



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

### Special Event Permit Application

Event	<b>Event Name:</b> History Class Birthday Bash Carnival	<b>Event Date:</b> 06/05/2022	
	<b>Event Venue/Location requested:</b> Park Avenue between 3rd Ct and Luverne Ave		
	<b>Organization/Applicant Name:</b> Jessica Moore		
Applicant Information	<b>Address:</b> 6 East 4th Street		
	<b>Contact Name:</b> Jessica Moore		
	<b>Office Phone:</b>	<b>Cell:</b> 850-628-6680	<b>Email:</b> jessica.moore@historyclassbrewin
	<b>Social Media/ Website:</b> @historyclassdowntown/ www.historyclass.beer		
	<b>Organization Classification:</b> 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.		
<b>Is your organization requesting a waiver of application fees and/or other fees?</b> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/>			

Event Description	Carnival/Fair <input checked="" type="checkbox"/> Demonstration <input type="checkbox"/> Concert/Performance <input type="checkbox"/> Festival <input type="checkbox"/> Fundraiser <input checked="" 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"/>			
<b>Brief Description:</b> Various games, arts, crafts, and other activities along Park Ave. Estimated guests 500; Proceeds raised for local non profit.			
Estimated number of spectators: <u>500</u>			
Will any fees be charged to the spectators? YES <input checked="" type="radio"/> NO <input type="radio"/>			
If so, what fees and amount will be charged? <u>\$0.00</u>			
Event Start Date/Time: June 05, 2022 2:00pm Event End Date/Time: June 05, 2022 5:00pm			
Event Set-up Date/Time: June 05, 2022 11:00am Event Breakdown Date/Time: June 05, 2022 5:00pm			
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: Street parking along Luverne Ave & rest of Park Avenue			
Do you have designated handicap parking? YES <input checked="" type="radio"/> NO <input type="radio"/>			
Location: <u>Street Parking</u>			
Event Rain Date requested: YES <input checked="" type="radio"/> NO <input type="radio"/> Date: <u>June 26, 2022</u>			
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 checked="" 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 checked="" type="checkbox"/> Billboards <input type="checkbox"/> Social Media Outlet <input checked="" type="checkbox"/>			



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

Identify the type of entertainment being requested: BAND  DISC-JOCKEY  OTHER Brewery sound

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) Temporary Extension of licensed premise. Application submitted to TBPR.

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? Park Avenue between 3rd court and Luverne Ave  
 Beginning Crossroad: 3rd Court Ending Crossroad: Luverne Ave  
 Requested time of closure from: 11:00am to: 5:00pm  
 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:  
Jessica Moore 850-628-6680

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): 06/05/2022

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: 10x10 Location: Throughout Park Ave. (Map attached)  
 Tents: 6 of 10x10; \_\_\_\_\_ 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.  
 Some games may be inflated but nothing that people will be entering i.e. bounce house, etc.



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 JM

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)  
Open air outdoor event; social distancing encouraged; PCPD on site; barricades used to block the roads;

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>.



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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: Jessica Moore	
Applicant's Signature: <i>Jessica Moore</i> <small>eSigned via SeamlessDocs.com Key: 6a5cb9873738ca9fcd7277ba9217a11</small>	Date: 03/02/2022	
Event Coordinator print name: Missy Bagwell	03/20/2022	
Event Coordinator Signature: <i>Missy Bagwell</i> <small>eSigned via SeamlessDocs.com Key: fa0b95d513ba1f0d29659ca05085913</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 SeamlessDocs.com Key: 40d7037509020d147bb5d853d6781111</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 SeamlessDocs.com Key: ec61e7bb3c303f73708d29caebdf615</small>
	Panama City Police Department Chief Signature & Date: <i>Mark Smith</i> <small>eSigned via SeamlessDocs.com Key: 3ad7c378d7c2174c58a5fb810e2a2101</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: 7395wef1e477389f01859a8bc9ff492</small>	
Application Ready for Commission:	
City Commission consideration and action: Approved ___ Disapproved ___ Date: _____	

Permit Fees / Internal Use Only	<b>Fees (check paid fees)</b>	
	<input type="checkbox"/> Application Fee	\$ 100
	<input type="checkbox"/> Security Deposit	\$ 250
	<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	\$ 245
	<input type="checkbox"/> Block Party	\$ _____
	<input type="checkbox"/> Fire / EMT	\$ _____
	<input type="checkbox"/> Other	\$ _____
	Total Fees Due \$ 595.-	





# 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 3 day of MARCH 2022

Signed, sealed and delivered  
in the presence of

Fontella Thompson FT  
Print Name of Witness

Fontella Thompson  
Print Name of Witness

Jessica Moore  
Print Name of Organization or  
Individual

eSigned via SeamedDocs.com  
*Jessica Moore*  
Key: 6e5cbe6737736ce9bd7277ba927a8

Signature

Jessica Moore  
(Print Name)

Title: Jessica Moore History Class Brewing  
Print Name and Title if acting on Behalf of  
Above Organization

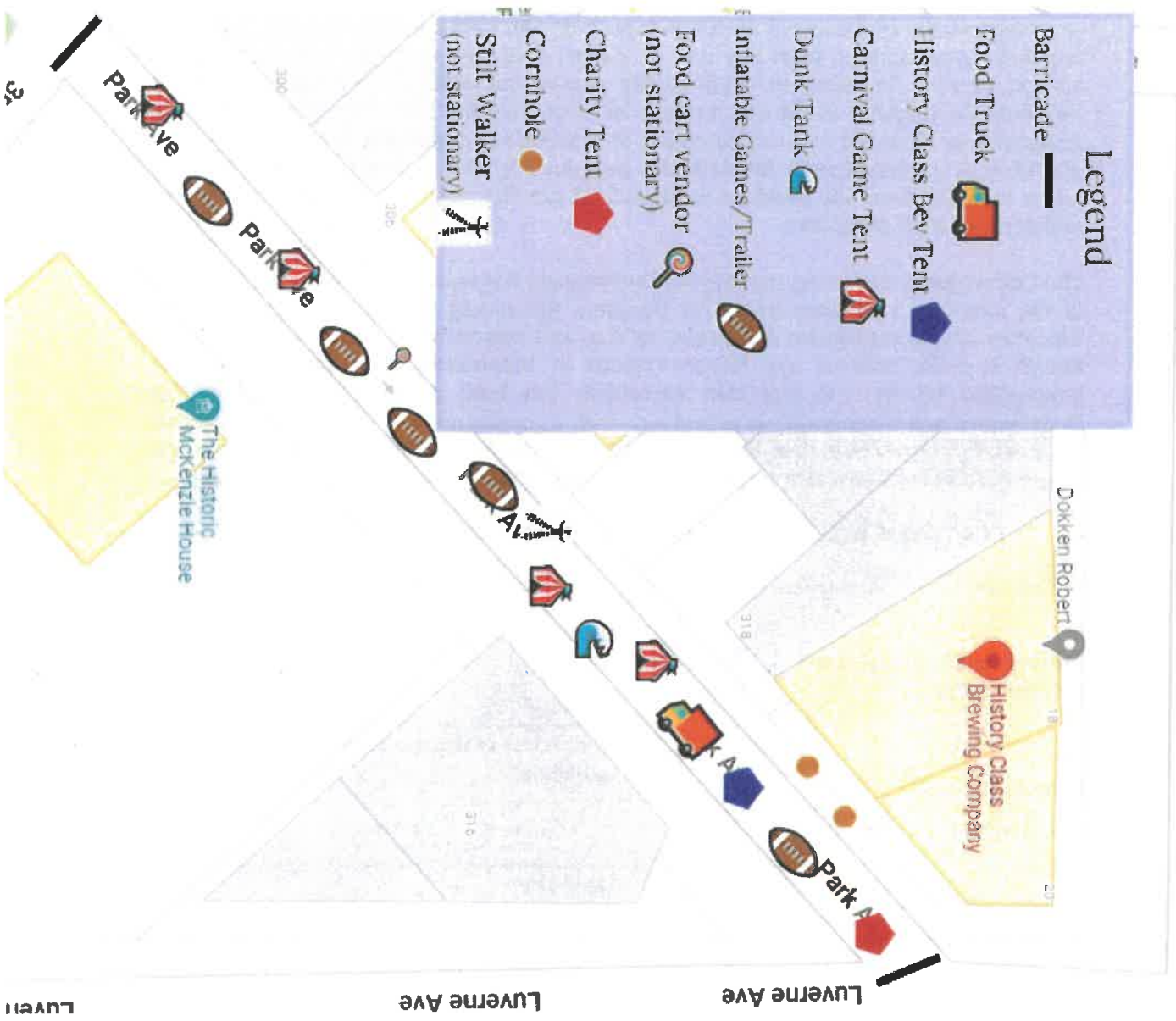


E 4th St

E 4th St

# Legend

- Barricade
- Food Truck
- History Class Bev Tent
- Carnival Game Tent
- Dunk Tank
- Inflatable Games/Trailer
- Food cart vendor (not stationary)
- Charity Tent
- Cornhole
- Stilt Walker (not stationary)



Luverne Ave

Luverne Ave

Luverne Ave