

RESOLUTION NO. 20221011.2

A RESOLUTION OF THE CITY OF PANAMA CITY
ADOPTING THE SPECIAL EVENTS HANDBOOK THAT WILL
PROVIDE THE SPECIAL EVENT APPLICATION PROCESS
AND FEE SCHEDULE.

WHEREAS, the City of Panama City, Florida (the “City”) has previously codified Chapter 17 of the Municipal Code regarding Special Events for any special events within the City; and

WHEREAS, the City has a responsibility to formally adopt a Special Events Handbook referenced in Section 17-9 of the Municipal Code; and

WHEREAS, the City recognizes the importance of Special Events in terms of community morale, place making, and indirect revenue from taxes realized from locals and visitors attending such events; and

WHEREAS, the City recognizes the direct and indirect benefits of being an event friendly municipality;

NOW THEREFORE, BE IT RESOLVED by the City Commission of the City of Panama City, that:

1. Any person, group, or organization making application to the City for the purposes of holding a Special Event within the City limits of Panama City will use the Special Events Handbook identified in Exhibit “A” and Special Events Fee Schedule identified in Exhibit “B.”
2. The City Manager or his/her designee has authority to revise the Special Events Handbook as needed, so long as the revisions are not substantive in nature. The City Manager or his/her designee will review the Fee Schedule as necessary each fiscal year during the budget process and will update accordingly to increases in costs.

DONE AND ADOPTED, by the City Commission of the City of Panama City, Florida this 11th day of October, 2022.

CITY OF PANAMA CITY, FLORIDA

By: _____
Greg Brudnicki, Mayor

ATTEST:

Jan Smith, City Clerk Treasurer

CITY OF PANAMA CITY, FLORIDA

SPECIAL EVENTS HANDBOOK

The City of Panama City, Florida has a desire to be the premier city in the panhandle and understands the important role community events play in achieving that goal. Special events enhance a community by providing recreation, cultural and educational opportunities; they foster a sense of belonging and a collective identity among residents; they provide economic support for both the nonprofit and private business communities; and they provide opportunities for the development of the destination.

The City of Panama City has assembled this Special Events Handbook to assist organizers, promoters, and event rights holders in successfully planning and executing public events on both public and private property within the City of Panama City limits. The handbook is designed so that anyone planning an event, from large scale to small scale, will be able to navigate the process with ease and confidence. The goal is to see well-organized events planned and produced on a level that compliments and enhances the reputation of the City of Panama City.

It is important that Event Coordinators and City of Panama City staff communicate and cooperate throughout all the phases of an event, from preliminary planning through post-event evaluation. It is the responsibility of the event planners to know and comply with all pertinent codes and department regulations before producing an event in the City of Panama City. Likewise, it is the responsibility of City of Panama City staff to ensure that this Special Events Handbook contains the most up-to-date codes and regulations. This handbook is meant to serve as a complete reference guide for Special Events (as adopted by Ordinance No 3075).

We look forward to working with you and to the many successful events to come!



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EVENT TERMS

Assembly – a public gathering, demonstration, ceremony, celebration, rally, or other gathering in the public right-of-way or park space that is not used for vehicular traffic.

Block Party – an organized neighborhood gathering where event organizers have requested a local street closure.

Event Coordinator – the person or organization that has created, developed, planned, and will oversee the event. This person or organization assumes all responsibility and liability for the event.

Festival – an organized gathering in a public right-of-way that is used for pedestrian and vehicular traffic and/or a park, has specific duration, may require admission, and may include things such as bands, vendors, performers, fireworks, and often requires street closures.

For-Profit Applicant – an individual or organization that profits from its activities and pays taxes on those profits.

Large Event – an event with an anticipated, maximum attendance at any point in time exceeding two hundred and fifty (250) persons.

Nonprofit or Not-For-Profit Applicant – an organization with a 501c3, 501c4 or 501c6 IRS tax status; must show a current and active Certificate of Exemption.

Parade – a public procession of vehicles, floats, and marching bands usually celebrating a national holiday or special day in the community.

Parking Plan – a general plan based upon estimated attendance of where vehicles will park during the event, and of traffic flow arriving and departing. This may include the use of City public parking lots, street parking, or private rental parking.

Private Applicant – an individual, group of individuals, or family that is hosting a private event such as an anniversary party, birthday party, or wedding.

Portable Restrooms/Hand Wash Stations – Portable restrooms and hand wash stations are required for special events in open venues without public restroom facilities, or in an event where the expected attendance is greater than current recommended capacity for established restrooms.

Road Closure Request – a request by the Event Coordinator to close a specific portion of public right-of-way for use during the event. A road closure for a local road is approved by the Panama City Police Chief; a road closure for a state roadway requires an FDOT Road Closure permit. Partial road closure is one side of the street, full road closure is all lanes.

Run/Walk Events – an organized athletic event that takes place on the public right-of-way or within the walking areas of public parks.

Site Plan – a layout of anticipated event elements such as tents, vendors, generators, stages, power panels, performers, portable restrooms, staging vehicles, refuse containers, road closure points, ingress and egress for pedestrians and vehicles, first aid / emergency personnel stations, lighting plans, etc. A site plan does not have to be to scale; however, it should be relatively close in estimation, and it should include street names.

Small Event – an event with an anticipated maximum attendance at any point in time of two hundred and fifty (250) persons or less.

Tax ID / EIN – an identification number issued by the IRS. This information can be found by utilizing the Sunbiz.org website.

M.O.T. (Maintenance of Traffic) Plan – a road closure or any diversion of vehicular traffic requires a mitigation of traffic plan. This accompanies road closure requests by identifying alternative routes/ temporary detours.

Special Event Permit – an event approved by the City of Panama City, Board of Commissioners then a permit issued by the Quality of Life Department granting the necessary approval to host a special event in the City of Panama City.

DO I NEED A PERMIT?

OUTDOOR ACTIVITIES AND EVENTS WHICH INCLUDE THE FEATURES LISTED BELOW REQUIRE A SPECIAL EVENT PERMIT

- 50 OR MORE PEOPLE*
- ADVERTISING OR SPONSORSHIP ACTIVITIES
- ALCOHOL
- BLOCK PARTY, FESTIVAL, CONCERT, PARADE, RUN/WALK EVENTS, DEMONSTRATIONS
- CEREMONIES, BIRTHDAYS, BAPTISMS, DEDICATIONS, WEDDINGS, REUNIONS
- ANY ACTIVITY THAT TAKES PLACE ON PUBLIC PROPERTY (STREETS, PARKS, FACILITIES)
- AMPLIFIED SOUND (LOUDSPEAKERS, AMPLIFIERS, POWERED MEGAPHONES)
- ANIMALS (PETTING ZOO, PONY RIDES, HORSES, PIGS, PET ADOPTION)
- FLYING MACHINES (DRONES, RC PLANES, HOT AIR BALLOONS, HELICOPTORS)
- GENERATORS
- INFLATABLES
- SELLING AND/OR DISTRIBUTING MERCHANDISE, SERVICES OR FOOD
- VENDORS
- STAGES
- TENTS/CANOPIES
- WALK/RUN/BIKE/PARADE ROUTE
- FIREWORKS
- EVENTS THAT REQUIRE ROAD CLOSURES, ADDITIONAL PARKING OR TRAFFIC ASSISTANCE

SOME SPECIAL EVENTS ON PRIVATE PROPERTY ALSO REQUIRE PERMITTING. FOR EXAMPLE, EVENTS THAT INCLUDE FIREWORKS, AMPLIFIED SOUND, AND TRAFFIC ASSISTANCE. A PERMIT IS NOT REQUIRED TO DISCHARGE FIREWORKS ON NEW YEAR'S EVE, NEW YEAR'S DAY OR JULY 4TH.

*IF YOUR EVENT HAS LESS THAN 50 ATTENDEES OR YOU ARE UNSURE IF A SPECIAL EVENT PERMIT IS REQUIRED, PLEASE CONTACT THE CITY OF PANAMA CITY, QUALITY OF LIFE DEPARTMENT AT 850-704-6959

CANCELLATION POLICY

THE APPLICATION FEE IS NON-REFUNDABLE AND NON-TRANSFERABLE
ALL CITY OF PANAMA CITY SERVICES (I.E. POLICE, FIRE, EMT, PUBLIC WORKS) MUST BE CANCELED 48 HOURS PRIOR TO THE EVENT SETUP TIME OR APPLICANT WILL FORFEIT 100% OF DEPOSIT

SPECIAL EVENTS Q&A

How much does it cost to host a Special Event?

Costs will vary based on the size and scope of the event. As the Event Coordinator, you are responsible for all costs incurred with a Special Event Permit. The City's costs will generally be limited to permit processing (Quality of Life Department) and City of Panama City support service fees such as trash (Solid Waste Department), security/traffic management (City of Panama City Police Department), safety (Panama City Fire Department and EMS), and power panels (Public Works Department). Please see the Fee Schedule to obtain approximate costs incurred with the budget for your Special Event.

How far in advance do I need to apply for my Special Event Permit?

Proper planning of Special Events is paramount in their potential success. Each application for a special event permit must be filed electronically via City portal, and the permit fee paid, no less than the following number of days prior to the event, but no more than 720 days prior. We strongly urge all Large Special Event Permit Applications be submitted 90 days in advance, but no less than 60 days in advance.

Large Events are defined as over 250 anticipated attendees or include street closures (except block parties in a residential zone), alcohol being served, will be advertised, or requires any other permits from other State Agencies or City of Panama City Departments. Large Events require an application be submitted at least sixty (60) calendar days prior to the requested event date. There will only be one "large" special event application approved per day for the following events: Mardi Gras, Fourth of July, Oktoberfest, Veteran's Day, Memorial Day, and the Christmas Parade. Any other dates will depend on the availability of City resources. No special event application will be approved for any events scheduled on Good Friday, Easter, Thanksgiving Day and three days following Christmas Eve or Christmas Day.

Small Events are defined as less than 250 anticipated attendees, do not include street closures (except block parties in a residential zone), alcohol being served, has no advertisement, or does not require any other permits from other State Agencies or City of Panama City Departments. Small Events require an application be submitted at least twenty (20) calendar days prior to the requested event date. Multiple small events on the same day can be approved if City resources are not required.

Event Permit Applications must be submitted to the City of Panama City, Quality of Life Department electronically via City portal, following the minimum guidelines as stated above, prior to the requested event date. Early application is encouraged, especially if the event intends to draw visitors to the City of Panama City. The number of events will be limited where resources (staff and equipment) required are so great that the deployment of City of Panama City Services would have an immediate and adverse effect upon the welfare and safety of persons and property. Coordination with Destination Panama City, the official destination marketing organization, is available for financial or marketing assistance.

When is "Quiet Time"?

The City of Panama City has a noise control ordinance codified in the Municipal Code, Chapter 12 Environment, Article VI. – Noise Control. "Quiet Time", even for permitted Special Events, is 7:00 am - 10:00 pm unless approved by the City of Panama City Commission. Copies of the Special Event Permit should be clearly affixed to the stage/performance areas and clearly visible.

What are the public safety requirements for a special event?

The City of Panama City Police Department and Fire Department will review the Special Event Permit Application to determine based on the scope and size of the event what appropriate security resources will be required. For the safety of participants, volunteers, and attendees' private security may be required within the event zone (See sec. 561.25, Florida Statutes, as they may be amended from time to time). Sworn police officers must be present and in uniform during events that sell alcoholic beverages. City of Panama City Police Department evaluates each special event on a case-by-case basis to determine what level of staffing may be necessary. The Panama City Police Department will determine the duties and responsibilities of officers assigned to the event and will remain at the direction of the Police Department Supervisor. Some factors they take into consideration are the size and type of crowd expected to attend, the time of day, location of the event, planned entertainment and activities, and alcohol use. The Police Department Supervisor will make the final determination for the number of officers necessary and will be responsible for coordinating with the event organizer.

Traffic Control

City of Panama City may require assigning Uniformed Police Officers for traffic control to your event. City of Panama City Police Department determines what is the adequate number of officers necessary and assigns their specific posts based on location, intersection and street type, and input or requirements by FDOT.

Per City of Panama City Municipal Ordinance No. 3075, Panama City Police Officers are mandatory at intersections where traffic control requires overriding traffic signals. At the discretion of City of Panama City Police Department and FDOT, staffing at other intersections may be allowed to be performed by certified flaggers, event personnel, or volunteers.

City of Panama City Police Department will work with you to determine whether placing non-police staffing is safe, legal, and operationally feasible as a condition of your permit. If required non-police staffing fails to be provided and/or prove inadequate, any or all components of the event may be shut down, and the event organizer may incur additional fees and/or fines. Event staffing may not be approved if an event or event organizer has a history of inadequate monitors or volunteer/monitor training, or if the training provided is inadequate.

The fee for police staffing at a special event is determined by the City's pay schedule and charged per hour per officer, with a four-hour minimum per officer.

Marine Events

Special events using City of Panama City waterways are reviewed by Panama City Police Department and the PCPD Marine Division. City of Panama City Police Department determines if any police staffing is required for the event to ensure the safety of event participants and other users of the waterway.

Where do I get electrical power or water for my Special Event?

Depending on your location, some power may be available on-site for your use with rented City of Panama City power panels. It is the responsibility of the Event Coordinator to contract with private companies to secure generators, if necessary, to ensure adequate power.

If water access is needed a Temporary Hydrant Meter Service Agreement Application must be completed at the Utility Customer Service Department and approved by the planning department at least one week prior to the event. For additional information contact (850) 872-3166.

Can alcohol be sold at a Special Event?

If you plan to serve or sell alcoholic beverages at the special event the following is required:

- Valid Alcohol license from DBPR (Florida Department of Business and Professional Regulation, Alcoholic Beverages & Tobacco Division <http://www.myfloridalicense.com/DBPR/alcoholic-beverages-and-tobacco/>)
- Insurance Policy that covers alcohol liability with the minimum coverage per City Ordinance
- DBPR Permit(s) must be clearly posted in the area distributing alcohol during the event.
- ID Check Plan to ensure alcoholic beverages are only distributed to persons 21 or older.

What are Vendor Tax Receipts?

Event vendors participating in your event are required to have a Business Tax Receipt for the City of Panama City Business Licensing Department. If the vendor is from out of the area and does not have one, a temporary Business Tax Receipt may be applied and paid for. A temporary Business Tax Receipt is simple to apply for, and any vendor you are contacting or booking for your event should be made aware of this. To apply for a Business Tax Receipt, go to www.panamacity.gov/184/Business-Services.

A vendor registering the day of the event, without a Business Tax Receipt, may file and pay for it on the first working day after the event. Vendors who do not comply may be prohibited from future events.

Where Do I Start?

Special events generally have ten steps that ensure a successful event. Each of those steps are critical in the execution of

a successful event. The first eight steps should be well thought out and close to completion before a Special Event Permit Application is completed.

The steps are as follows:

Define Goals & Objectives

Establish a Budget

Build an Event Team

Identify Venue & Date

Develop Event Branding

Plan Event Schedule

Establish Tech Tools

Create a Marketing Plan

Execute Event

After Action Evaluation & Report

Apply for Special Event Application at: www.panamacity.gov/693/apply-for-Special-Event

For additional information contact by email at specialevents@panamacity.gov or 850 704-6959

What is the cancellation policy?

The application processing fee is non-refundable. All other City of Panama City services, including any on or off duty Panama City Police Department services must be canceled at least 48 hours prior to the event set-up time. The City of Panama City reserves the right to cancel or postpone an event due to inclement weather or state of emergency. Other unforeseen circumstances include, but are not limited to, hurricane, tropical storm, weather service warning, state of emergency announcements, or other circumstances deemed warranted by the City of Panama City Commission.

Use of City Logo

The City of Panama City does not sponsor private events. Using the City of Panama City logo is not authorized without written consent of the City of Panama City. Unauthorized use of the City logo or seal can result in legal action.

Permits and Authorizations Required (Municipal Code Sec. 17-9.)

No person shall promote, conduct, or advertise a special event without initiating a special events permit application with the City of Panama City.

The issuance of a special events permit shall not relieve any person from the duty to secure other permits or approvals as may be required by the City Code to include, but not be limited to, a tent permit, drone permit, an occupational license, street, lane, or sidewalk use/closure authorization, a permit for loud speaker or other sound amplification device, and approval for sale of items on public property, permits as required by the Health Department, permits as required by the Department of Agriculture and Consumer Services, and permits for fireworks in accordance with sec. 791.02, Florida Statutes, as it may be amended from time to time.

GENERAL EVENTS INFORMATION

The application process begins with a special event permit application submission to the City of Panama City via the website. If you are a first time Event Coordinator or it is a new event, it is recommended to request a pre-application meeting with the Quality of Life Department to ensure all permit requirements are satisfied. Applications will only be accepted electronically via the City of Panama City Special Event portal. An application is not considered complete until the application fee and security deposit is paid.

Once you have completed and submitted your application form electronically via City portal and have paid the non-refundable application fee and damage deposit, the Quality of Life Department will distribute your application to all necessary City of Panama City Departments for their review, estimated support service fees, and recommendation for approval. Event Coordinators can access the City of Panama City portal to view the status of the application.

The Quality of Life Department will provide Event Coordinator with an itemized estimate of support service fees as well as the anticipated date the application may be considered by the Panama City Commission. All remaining unpaid service fees must be fully paid within seven (7) days after Commission approval .

If the City of Panama City Commission denies the Special Event Permit Application, all fees excluding the non-refundable application fee will be returned to the Event Coordinator within ten (10) business days.

If the City Commission approves the Special Event Permit Application the Quality of Life Department will contact the Event Coordinator to schedule an on-site walk-thru with the Quality of Life Department, Event Coordinator, and City of Panama City Departments that will support the approved event.

Once the details of the event support services are established between the Quality of Life Department, Event Coordinator and all necessary City of Panama City Departments, a Special Event Permit will be issued and sent to the Event Coordinator.

LARGE EVENT TIMELINE

A minimum of 60 days prior to the event

Event Coordinator submits Special Event Permit Application to the Quality of Life Department via the City's electronic portal at www.panamacity.gov/693/apply-for-special-event

Payment for the non-refundable application fee and refundable security deposit must be provided within fifteen (15) days after the application is submitted. Application payments can be made at <https://secure.rec1.com/FL/PCQOL/catalog>

Approximately 55 days prior to the event

Quality of Life Department distributes to all necessary City Departments and receives confirmation from each department Must be paid no later than fifteen (15) days after the application is submitted.

Approximately 40 days prior to the event

Quality of Life Department provides Event Coordinator with:
Breakdown of all Fees
Invoice for Estimated event support service fees
Estimated date of City Commission Meeting

Approximately 30 days prior to the event

If Commission approves Event, Commission authorizes Special Event Permit.
Quality of Life notifies all necessary City Departments to assign event point of contact.

Approximately 15 days prior to the event

Individual City Departments and Event Coordinator schedule pre-event walk-thru and day-of event communication protocols.
Final reconciliation of estimate vs actual is provided to the Event Coordinator.

Approximately 7 days prior to the event

Quality of Life confirms all fees have been paid and COI has been received.
Special Event Permit is issued and sent to Event Coordinator.

Approximately 3 days following the event

Complete After Event Evaluation Report.
Quality of Life Department provides invoice for any fees as a result of violations.

SMALL EVENT TIMELINE

A minimum of 20 days prior to the event

Event Coordinator submits Special Event Permit Application to the Quality of Life Department via the City's electronic portal at www.panamacity.gov/693/apply-for-special-event

Payment for the non-refundable application fee and refundable security deposit must be provided within 5 days after the application is submitted. Application payments can be made at <https://secure.rec1.com/FL/PCQOL/catalog>

Approximately 15 days prior to the event

Quality of Life Director review application for approval.
Quality of Life provides Event Coordinator with an invoice for any remaining fees (trash carts, electrical panels, equipment rentals, etc.)

Approximately 10 days prior to the event

Individual City Departments and Event Coordinator schedule pre-event walk-thru and day-of event communications protocols.

Approximately 7 days prior to the event

Quality of Life confirms all fees have been paid and COI has been received.
Special Event Permit is issued and sent to the Event Coordinator.

Approximately 3 days following the event

Complete After Event Evaluation Report.
Quality of Life Department provides invoice for any fees as a result of violations.

SPECIAL EVENT APPLICATION REQUIREMENTS

These items must be submitted with initial application a minimum of 60 days prior to the event:

- Completed City of Panama City Special Event Permit Application electronically via City portal
- Detailed Site Plan
 - Vendors
 - Alcoholic Beverage Booths
 - Portable Toilets and/or Hand Wash Stations
 - Road Closures/Traffic Mitigation Plan
 - Plan for Safe Ingress and Egress for Pedestrians and Vehicles
 - Recommended Parking Areas
 - Barricades and/or Fencing
 - Trash Receptacles
 - Fire / Safety EMS Staging
 - Generator Locations
 - Stages
- Schedule of Events – from load in to load out

These items must be submitted three business days before the event:

- Any Site Plan adjustments
- Event Insurance naming the City of Panama City as additional insured with a minimum coverage of one million dollars and \$500,000 coverage per incident.

These items may be required based on the nature of the special event:

- Alcohol Permit
- FDOT Road Closure request – if it is necessary to close a State Road, the FDOT Road Closure form should be completed and submitted with the initial application. From there it will be routed by the Quality of Life Department.
- Carnival and Amusement Companies must:
 - Submit a request to the City Clerk-Treasurer's Office for proposed dates of carnival a minimum of (60) sixty days prior to expected opening
 - Complete local occupational business tax receipt application and submit to the Business Services Department
 - Provide an active business license and separate certificate of liability insurance for one million dollars (\$1,000,000)
 - After Commission approval, Carnival/Attractions checklist provided by Business Services Department must be completed and taxes paid for issuance of BTR
- Special Event involving Fireworks must have:
 - Fireworks or Open Burn Permit from City of Panama City Fire Chief
 - Separate site plan for launch and fall out zone
 - Fireworks Acknowledgement Form
 - Fireworks vendor will supply separate liability insurance
 - Fireworks vendor will obtain Coast Guard approval certificate

LARGE SPECIAL EVENT APPLICATION CHECKLIST

MINIMUM OF 60 DAYS BEFORE EVENT (No more than 720 days before event)

- Event Coordinator submits City of Panama City Special Event Application electronically via City's electronic portal
- Event Coordinator pays Non-refundable Application Fee and Refundable Damage no later than 15 days after the application is submitted
- Event Coordinator submits detailed site map and schedule of events
- Submit Traffic Mitigation Plan and/or Race/Walk Route
- Submit DOT Permit paperwork if required
- Provide City Quality of Life Department with IRS 501(c)(3) Tax Exemption Certificate
- Complete the Indemnity and Hold Harmless Agreement (Must be Notarized)

MINIMUM OF 55 DAYS BEFORE EVENT

- City Departments provide fee estimates to Quality of Life for support services and receives confirmation from each department

MINIMUM OF 40 DAYS BEFORE EVENT

- Quality of Life Department will send an itemized estimate of support service fees and estimated date of City Commission review

MINIMUM OF 30 DAYS BEFORE EVENT

- City Commission Approves Special Event Application
- Necessary City Departments assign Special Event Point of Contact
- Provide City Quality of Life Department with Certificate of Insurance for Event
- All remaining unpaid service fees must be 100% paid within seven (7) day of Commission approval

MINIMUM OF 15 DAYS BEFORE EVENT

- Site walk-thru with all event support staff
- No City services will be added less than fifteen (15) days prior to the event (30 days for police services)

MINIMUM OF 7 DAYS BEFORE EVENT

- Quality of Life Department provides Event Coordinator with Invoice for any remaining fees
- Individual City Departments and Event Coordinator schedule pre-event walk-thru and day-of schedule review
- Temporary Hydrant Permit

MINIMUM OF 2 DAYS BEFORE EVENT

- Quality of Life Department issues Official Printed Special Event Permit

WITHIN 10 DAYS FOLLOWING EVENT

- Complete Quality of Life After Event Evaluation Report
- Security deposit refund will be issued if no fees are incurred or outstanding

WITHIN 30 DAYS FOLLOWING EVENT

- Submit payment for any fees incurred as a result of Event

SMALL SPECIAL EVENT APPLICATION CHECKLIST

MINIMUM OF 20 DAYS BEFORE EVENT (No more than 720 days before event)

- Event Coordinator submits City of Panama City Special Event Application electronically via City's electronic portal
- Event Coordinator pays Non-refundable Application Fee and Refundable Damage no later than 5 days after the application is submitted
- Event Coordinator submits site map and schedule of events

MINIMUM OF 15 DAYS BEFORE EVENT

- Quality of Life reviews application for approval
- Quality of Life provides Event Coordinator an itemized estimate of event support service fees (trash carts, electric panels, equipment rentals, etc.) *No City services will be added less than fifteen (15) days prior to event

MINIMUM OF 10 DAYS BEFORE EVENT

- Quality of Life Department will send an invoice for finalized support service fees

MINIMUM OF 7 DAYS BEFORE EVENT

- All remaining unpaid service fees must be fully paid
- Temporary Hydrant Permit

MINIMUM OF 2 DAYS BEFORE EVENT

- Quality of Life Department issues Official Printed Special Event Permit

WITHIN 10 DAYS FOLLOWING EVENT

- Complete Quality of Life After Event Evaluation Report
- Security deposit refund will be issued if no fees are incurred or outstanding

WITHIN 30 DAYS FOLLOWING EVENT

- Submit payment for any fees incurred as a result of Event

EXHIBIT "B"**FEE SCHEDULE**

Permit Application Fee	\$100
Block Party Permit	\$50
Special Event Security Deposit <250	\$250
Special Event Security Deposit >250	\$500
Electric Connections	
1-5 Panels	\$120
6-10 Panels	\$300
11+ Panels	\$600
Electrician Call Out	\$75
Special Metered Connection Fee	\$90
Meter Service Deposit	\$450 deposit
Solid Waste (per garbage cart per day)	\$10
Dumpsters	
2-yard dumpster	\$36
4-yard dumpster	\$42
6-yard dumpster	\$47
8-yard dumpster	\$53
Tent (10'x10')	\$25
Tent (10'x20')	\$50
Barricade (each)	\$10.00
Barricade Delivery Fee	\$50.00
Projector System & Screen with Delivery Fee & Setup Included (4 hour rental)	\$100.00 / \$150.00 deposit
Light Tower (per unit) with Delivery Fee & Setup Included (one day rental)	\$150.00 / \$50.00 deposit
Sound System, Speaker & Microphone with Delivery & Setup (4 hour rental)	\$100.00 / \$150.00 deposit
Tables 6' Rectangle	\$15.00
Folding Chairs (per chair)	\$3.00
Generator	\$100.00 / \$150.00 deposit
Police Officers (per hour per officer)	TBD by City Manager
Unauthorized vehicles on grass, beaches, athletic fields, paths or service roads	\$100 per axle
Damage to City Property	100% of deposit + costs of repair
Failure to observe approved route	100% of deposit and/or denial of future requests
Failure to observe approved hours of amplified sound	100% of deposit
Missing Pre-event Walk-Thru	100% of deposit
Fire/EMS Service	TBD by City Manager
FOG (Fats, Oil and Grease) violation	\$50

FACILITY RENTAL FEES (Minimum 2-hour rental)

Pavilion Rental up to 2 hours	\$0
Pavilion Rental 2-4 hours	\$100
Entire Park Reserved Space	\$500
Daffin Park Clubhouse	\$100
Frank Nelson Park Clubhouse	\$50
Joe Moody Harris Clubhouse	\$50
Lake Huntington Clubhouse	\$25
Oakland Terrace Clubhouse – Grand Room	\$50
Oakland Terrace Clubhouse – Rooms 1-4	\$25
Truesdell Park Clubhouse	\$25
Tax Exempt Group – All Facilities MON-THUR ONLY	\$15
Charge for Kitchen Use – Flat Rate	\$20
Facility Deposit	\$50.00