



CITY OF PANAMA CITY BEACH

116 S Arnold Road, Panama City Beach FL 32413

850-233-5054, ext 2304

SPECIAL EVENT GUIDELINES

1. All requirements for Special Events can be found in the City of Panama City Beach's Code of Ordinances Chapter 4, Article II.
2. Based on the size, location, and type of event and the activities associated within, all or some of the requested information in the Special Event Permit Application will be required.
3. Use of City property (Aaron Bessant Park, Frank Brown Park, City Pier) for events also requires approval through the City of Panama City Beach Parks and Recreation Department.
 - a. For use of City property, the Parks and Recreation Department should be contacted prior to submittal of the Special Event Application to the Building Department.
 - b. Policies for Aaron Bessant Park include the following "Black-Out Dates" during which no Medium or Small Park Activity shall be held: Spring Break (typically first week of March through first two weeks of April), subject to adjustment by resolution of the City Council; and Memorial Day weekend
 - c. Policies for Aaron Bessant Park include the following "Black-Out Dates" during which no Medium or Park Activity shall be held: June 10 through August 10. *Exception may be made by the City Council for an extraordinary opportunity for a One-Off Activity which is widely supported by the community as benefit to their quality of life even though there is no need to attract additional tourists. All other applicable standards shall apply.
4. Approval from the Parks and Recreation Department for a Special Event does not exempt any group or individual from submitting a Special Event Permit Application to the City of Panama City Building Department.
5. Applicants must provide to the City a detailed site map for the event illustrating the location of any tents, viewing platforms, port-a-lets, parking, waste receptacles, etc.
6. The Special Event Permit Application includes requests for information for other potential requirements including temporary use, tents and business tax receipt application.
7. A list of the names, contact information, and vendor information of all vendors associated with the applicant/event is required. Should such a list not be available at the time application is made, the applicant shall give a written statement to that effect and agreeing to furnish such a list no later than thirty-six (36) hours before the event and acknowledging that failure to timely provide such a list may result in termination of the special event permit.
8. The application fee should be submitted with the completed application but may not be processed until approval of the event.
9. Deposit monies must be received with the special event application and will be returned in whole or in part, upon the performance of the plan submitted with the application and/or reimbursement to the City as required.

10. Depending on the time, size, and location of the special event, a sanitation plan, lighting plan, transportation plan, and a plan for medical, security and other municipal services may be required per the Code of Ordinances. If such services are required, the applicant will discuss the specific need with the appropriate departments and will be notified of all responsibilities for the cost of the services.
11. Tents, stages, viewing platforms, and other structures may require inspection after set up but prior to the event.
12. Special Event Permit Applications may be downloaded at the City of Panama City Beach's website at www.pcbgov.com and are also available in person at the Building Division.

Special Event Application Due Dates {Secs. 4-16, 4-20}

Application due dates are based on the date and the size of the event:

Small event (<500 persons): 20 calendar days prior to the first day of the event;

Medium event (500-5000 persons): 30 calendar days prior to the first day of the event or 60 calendar days prior to the first day of the event if event is held in whole or in part during the month of March, Memorial Day weekend, 4th of July and its closest weekend or Labor Day weekend;

Large event (5000+ persons): 60 calendar days prior.

** If application is tardy, the event promoter must stand willing and able to deposit a sum of money to cover any overtime for City staff to conduct an ordinary review of the application.*

Special Event Fee Schedule {Secs 4-20(2), 4-21(1); Chapter 14; LDC 5.03.04, 10.14.02}

Application Fee

Small event: \$50.00	Medium event: \$225.00	Large event: \$350.00
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Deposit

Medium Event: \$1000 per day, \$2000 minimum, \$5000 maximum

Large Event: \$1500 per day, \$3000 minimum, \$6000 maximum

Tent Fees

\$65 per tent for any tents larger than 10' x 10'

Business Tax Receipt: \$50

A list of the names and addresses of all vendors, independent contractors or other persons or firms which will be engaged by or associated with the applicant to offer goods or services during the special event, including a description of the goods and services offered by each and the name and address of the person who will have on-site responsibility, if different. The names and addresses of such persons shall be used only for the purposes of (i) identifying the source of goods or services after the event, if necessary, (ii) allowing the City to collect all business license taxes due, and (iii) contacting such persons or firms as necessary in the normal course of City business. The information may not be used to grant or deny a permit. Should such a list not be available at the time application is made, applicant may give a written statement to that effect and agreeing to furnish such a list no later than thirty-six (36) hours before the event and acknowledging that failure to timely provide such a list will result in termination of the special event permit.