



CITY OF PANAMA CITY BEACH

116 S Arnold Road, Panama City Beach FL 32413

850-233-5054, ext 2304

SPECIAL EVENT GUIDELINES

- Special Events are governed by Chapter 4, Article II of the City's Code of Ordinances.
- A permit for a Special Event is required by Section 4-17 of the City's Code of Ordinances.
- 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.
- Use of City property (Aaron Bessant Park, Frank Brown Park) for events also requires permission and approval through the City of Panama City Beach Parks and Recreation Department.
- 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.
- 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. {Sec 4-20}
- The Special Event Permit Application includes information requests for other potential requirements including temporary use, tents, and business tax receipt application.
- 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, 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 will result in termination of the special event permit.
- Application fee should be submitted with the completed application but may not be processed until approval of the event.
- Deposit monies must be received with the special event application and will returned in whole or in part, upon the performance of the plan submitted with the application and/or reimbursement to the City as required.
- 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.
- 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 Department.

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

Medium event (500-5000 persons): 30 calendar days prior or 60 calendar days prior 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

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

Medium event: \$225

Large event: \$350

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 License Tax

\$50

A Business License under the Event Promoter's name will be provided for the promoter and each vendor, which will permit the promoter and all vendors to conduct business during the duration of the event. The promoter must provide the City 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. Should such a list not be available at the time application is made, 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 will result in termination of the special event permit.

The City's business license tax for merchants is based on one-percent (1%) of gross retail sales of good and must be paid to the City. All vendors operate under the license of the promoter.

Following the event, the applicant must collect each vendor's Business Tax Return and payment of the business license tax and submit to the City no later than thirty (30) days after the event.

This may be submitted by the applicant of the event or the Event Promoter (if different).