

CITY OF PANAMA CITY BEACH
110 S ARNOLD ROAD, PANAMA CITY BEACH FL 32413
850-233-5054 ext. 2313
www.pcbgov.com

SPECIAL EVENT PERMIT—MEDIUM AND LARGE EVENTS

COMPLETED APPLICATION REQUIRED PRIOR TO EVENT:

Large Event (5000+ persons): 60 Days Medium Event (500-5000 persons): 30 Days

1. Name and Address of Applicant: _____ Date: _____

_____ Cell Phone # _____
_____ Email: _____

If Applicant is a not a natural person, Names and addresses of all persons controlling or owning 5% or more interest in entity named above:

2. Brief Description of Activities, Goods, Services and Entertainment to be Offered at Event:
(If live music, please provide name and address of entertainer/band)

Number and location of elevated viewing platforms to be provided: _____
Nature and number of other temporary structures to be provided: _____

Date(s) and times of Event each day:

Date _____ Times _____ - _____ Date _____ Times _____ - _____
Date _____ Times _____ - _____ Date _____ Times _____ - _____

Event Location (For events on sandy beach, please provide the Upland property address):

3. Type of Event: _____ Cooler Event
_____ Alcohol Sales Event
_____ No Alcohol

4. Estimated maximum number of patrons at one time _____
Square footage of venue: _____

5. APPLICATION ELEMENTS REQUIRED.

- _____ Site Plan
 - _____ Venue Area and square footage
 - _____ Parking Area
 - _____ Controlled access points
 - _____ If on sandy beach, East/West corridor outside venue
 - _____ If on sandy beach, 25' wide pedestrian corridor at waters edge
- _____ Sanitation Plan
- _____ Lighting Plan
- _____ Transportation and Parking Plan
- _____ Traffic Control and Emergency Access Plan
- _____ Medical Plan
- _____ Plans and permits for placement and protection of Temporary Structures
 - _____ If on sandy beach, Fencing Placement and Protection Plan
 - _____ If Large outdoor Event, Viewing Platform and Protection Plan
- _____ Vendor List
- _____ Pedestrian Access Plan
- _____ Contingency Plans for Excess Persons or Insufficient Parking
- _____ Deposit
- _____ Application Fee

Completed application must demonstrate that applicant is capable of executing each plan.

Submitted this _____ date of _____, 201__.

 Applicant's Signature
 Print Name

FOR CITY USE ONLY

APPLICATION FEES/DEPOSIT RECEIVED BY/ON: _____ AMT: _____

APPLICATION ELEMENTS REVIEWED BY:

<i>Date</i>	<i>Initial</i>	<i>Comments</i>
_____		PCB BUILDING OFFICIAL
_____		CODE ENFORCEMENT
_____		PCB POLICE CHIEF
_____		PCB FIRE CHIEF
_____		BAY CO. MED.SERVICES DIRECTOR
_____		CITY MANAGER

CONDITIONS:

Sec. 4-18. Application for permit. *(Revised 10/8/15)*

Each application for a special event permit required by this Article shall contain the information described below and must be filed, and the permit fee paid, no less than the following number of days before the opening of the event to the public.

- (1) 60 calendar days for a large event or for a medium event to be 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.
- (2) 30 calendar days for a medium event other than at the above times.
- (3) 20 calendar days for a small event.

The City Manager may reduce the number of days required in the event that he finds (i) that the event will provide significant economic or other value to the community or serves a public purpose, (ii) the event promoter files a complete application and fee and stands willing and able to pay and deposits a sum to cover any overtime required for city staff to conduct an ordinary review of it, and (iii) city staff has the capacity to conduct an ordinary review of the application without causing material neglect of other staff duties.

- (1) The name and address of the applicant and if not a natural person the names and addresses of all persons controlling or owning greater than a five (5) percent interest in the applicant or a parent company of the applicant.
- (2) The dates and times of the event and a brief description of the activities, goods and services and entertainment to be offered. The names and addresses of all bands or other entertainers shall be disclosed for the sole purpose of the City, first, investigating whether sufficient adverse secondary effects have accompanied the entertainer's performance(s) within the immediately preceding two (2) years to raise a concern that a performance at the event could endanger the public health, safety and welfare or materially contribute to the development of a public nuisance and then, second, consider the results of that investigation as part of the evaluation of the feasibility, credibility and sufficiency of the various plans proposed in the application for the purpose of protecting persons and property.
- (3) Whether (i) patrons will be permitted to bring alcoholic beverages into the event (herein a "coolers event"), or (ii) patrons will not be permitted to bring alcoholic beverages into the event but patrons will be offered alcoholic beverages within the event (herein an "alcohol sales event"), or (iii) alcoholic beverages will be prohibited within the event (herein a "no alcohol event").
- (4) An estimate of the largest number of persons anticipated to be in attendance in the event venue at any point in time and a feasible, credible and sufficient plan for determining the actual number of patrons in attendance in the event venue as the event progresses and keeping the City informed in real time of that number, and a feasible, credible and sufficient plan to manage and control or disburse the persons desiring to enter the event after capacity is reached.
- (5) A feasible, credible and sufficient plan for adequate sanitation facilities and sewage, garbage and litter collection and disposal (during and after the event) generated by the event or by its patrons (wherever such garbage or litter may be located), water supply and food service. For the purpose of evaluating any such plans, any rules promulgated by the Department of Health or other executive department pursuant to F.S. Ch. 381 (Public Health), F.S. Ch. 386 (Sanitary Nuisances), F.S. Ch. 509 (Food Service), or similar laws, may be considered.
- (6) A feasible, credible and sufficient plan for flood-lighting the special event and parking areas if any activities are to be offered during darkness.
- (7) A feasible, credible and sufficient plan for adequate parking facilities and plans for transporting or conducting patrons from said facilities to the special event venue.
- (8) A feasible, credible and sufficient plan for provision of adequate traffic control, security and emergency vehicle access in and around the special event venue. The plan shall include a detailed description of the plan of security, on site and off site traffic control, communications, fire protection and emergency services, including ambulance service, and emergency vehicle access into the event venue and how the plan is to be implemented, and the general background of the training and ability of the personnel to be used in implementing the plan.

- (i) The plan shall provide for at least one (1) person professionally trained or experienced in vehicular traffic control for every five hundred (500) anticipated, maximum attendees to actively guide traffic during the event.
- (ii) The plan shall also provide for the following on site security officers to work the event:
 - (a) for a "cooler event" at least five (5) persons on duty for every one thousand (1,000) attendees or portion thereof, at least one (1) of whom shall be a certified law enforcement officer and the remainder of whom shall be either licensed as a security guard under F.S. Ch. 493 (Class "D" or better) or in-house security professionally trained according to standards approved by the Chief of Police.
 - (b) for an "alcohol sales event" at least three (3) persons on duty for every one thousand (1,000) attendees or portion thereof, at least one of whom shall be a certified law enforcement officer and the remainder of whom shall be either licensed as a security guard under F.S. Ch. 493 (Class "D" or better) or in-house security professionally trained according to standards approved by the Chief of Police.
 - (c) for a "no alcohol event" at least at least one certified law enforcement officer on duty for every one thousand (1,000) attendees or portion thereof.

No security or traffic control personnel may work more than one (1) twelve (12) hour shift in any twenty-four (24) hour period. The plan shall include a detailed description of the plan of security, traffic control, communications, fire protection and emergency services, including ambulance service, to be used and how it is to be implemented, and the general background of the training and ability of the personnel to be used in implementing the plan.

- (9) A feasible, credible and sufficient plan for adequate medical facilities at the special event. The staffing guidelines for events presenting a moderate hazard which are set forth below shall be used to evaluate the plan and may be decreased or increased by the City Manager or his designee after consultation with the Chief of Police, the Fire Chief and one (1) or more persons serving as a Director of Emergency Medical Services in Bay County, depending upon whether the event presents a lower or higher hazard based upon the illustrations set forth below.
 - (i) For a small event: none.
 - (ii) For a medium event: two (2) EMTs or paramedics.
 - (iii) For a large event: two (2) EMTs or paramedics, plus an additional two (2) EMTs or paramedics for each eight thousand (8,000) anticipated maximum attendees, or portion thereof, over five thousand (5,000) anticipated maximum attendees.

By way of illustration, moderate hazard events include, but are not limited to, regional events, concerts, carnivals and fairs. Similarly, low hazard events include, but are not limited to, car shows, flea markets, local festivals, craft shows, local sporting events, and organized sporting tournaments. High hazard events include, but are not limited to, an event with stunts or having the potential for special danger to participants or spectators, or the potential for sustained exposure to extreme ambient temperatures. A low or moderate event may present a higher hazard due to extreme temperatures. Higher hazard events may be required to provide an Advanced Life Support Unit with transport capability. Staffing shall be equipped with customary supplies necessary to treat injuries and illnesses commonly associated with outdoor activities or similar events.

- (10) Plans demonstrating that all stages, booths, tents, scaffoldings or structures of any nature on, under or within which persons may congregate, shall conform to the applicable building and other construction codes then in effect in the City, and that any entertainment stage erected on the sandy beach in connection with a special event will be guarded by a person professionally trained in house security and authorized and instructed to prevent unsupervised, public use or activity on or about the stage twenty-four (24) hours a day, seven (7) days a week.
- (11) 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 the goods, services or entertainment comprising the special event, including a description of the goods, services or entertainment 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. This requirement does not apply to a small event.

- (12) A site plan showing the location and size of the event venue and all parking areas (including required handicap parking), and the location of all other features required by this section. For a sandy beach event, the site plan shall show a cleared east/west corridor on the sandy beach outside the event venue adequate to permit the one-way passage of an emergency vehicle, and a cleared east/west pedestrian corridor at and above the wet sand at the water's edge at least twenty five (25) feet wide. This requirement may be waived for an event held in a venue with adequate on-site parking, for example a walk-up event.
- (13) A feasible, credible and sufficient plan to provide and control safe pedestrian access between parking area(s) and the event venue which will minimize adverse impacts upon surrounding properties and businesses. For a sandy beach event, feasible, credible and sufficient plan to keep the east/west emergency vehicle corridor and the waterfront pedestrian corridor open for traffic at all times. This requirement may be waived for an event with only on-site parking.
- (14) A feasible, credible and sufficient plan to enclose, restrict or control access to all parking and the event venue and to limit the number of persons within the event venue to the maximum number anticipated, and a feasible, credible and sufficient contingency plan to deal with persons in excess of that number to minimize adverse impacts upon surrounding properties and businesses.
- (15) A feasible, credible and sufficient contingency plan to deal with persons congregating outside the event venue, regardless of whether attempting to enter the event, in such numbers as to call for additional municipal resources to address any one or more of the numbered factors set out in section 4-16 (F) of this Article.
- (16) Additionally, for a medium or large event held in any part on the sandy gulf beach, plans demonstrating that the event space on the sandy beach event venue will be enclosed on all sides by fences or other structures adequate to prevent access to the event at any point other than controlled access gates, and also demonstrating adequate egress facilities and routes to clear the event venue in case of an emergency. If any entertainment or activity is provided for the event which may attract a crowd outside the event venue, the fences or other structures shall be opaque and a minimum of six (6) feet high so as to prevent persons standing on ground level outside the fence or event venue from viewing the entertainment; except that in lieu of a six (6) foot opaque fence on the gulf water side there may be substituted two parallel fences each a minimum of four (4) feet high lying parallel to the gulf water's edge and no less than ten (10) feet apart.

During sea turtle nesting season, the fences required by this law for a sandy beach event shall be removed from the beach daily before 9:00 pm and not replaced until after the beach has been inspected for turtle nests the next morning.
- (17) For a large event out of doors, a feasible and credible plan to provide sufficient elevated viewing platforms to permit event security and upon request City police to oversee the crowd and be able to pinpoint and respond to a disturbance or unusual activity before it escalates.
- (18) To be credible, a plan must include either evidence that the applicant is qualified, experienced and capable of executing it alone, or written commitments from one or more qualified, experienced and capable third parties promising to execute or assist the applicant in executing the plan and acknowledging that the commitment is being made to induce the City to issue a permit for the event.
- (19) To be sufficient, a plan must provide adequate, immediately available resources to reasonably handle issues known to occur at similar type events.
- (20) For medium events a cash deposit in the amount of two thousand dollars (\$2,000.00) or one thousand dollars (\$1,000.00) per day, whichever is greater, but not to exceed five thousand dollars (\$5,000.00). For large events a cash deposit in the amount of three thousand dollars (\$3,000.00) or one thousand five-hundred dollars (\$1,500.00) per day, whichever is greater, but not to exceed six thousand dollars (\$6,000.00). The return of such deposit, in whole or in part, shall be conditioned upon the applicant timely and completely performing all of the plans submitted with the application or reimbursing the City for all direct and indirect costs incurred to protect public or private health, safety or welfare in the absence of such performance or to pay the City any rent due the City for the use of city facilities in the event. In the event any such cost shall exceed the amount of the deposit, the applicant shall be liable to the City for such excess to the extent permitted by law.