



**CITY OF PANAMA CITY
SPECIAL EVENTS PERMIT APPLICATION**

Check all that apply:

Parks: _____ Parade: Marina: _____ Festival: _____

Run/Walk: _____ Block Party: _____ Group Feeding: _____

1. Applicant's Name: PCFL Jaycee / Will Hancock
2. Address: PO Box 2215 PC FL 32402
3. Telephone Number Day: 850-258-7336 Evening: ✓

4. Name, Address, Telephone Number of Organization:
same as above

5. Authorized Head of Organization: Will Hancock

6. Chairperson's Name: Dana Hancock
Address: PO Box 825 PC, FL 32402

7. Name of Event: PCFL Jaycees Christmas Parade

8. Purpose of Event: Community

9. Date(s) of Event: December 14th, 2019

10. Event Times: Assembly: 4pm Start: 6:45pm End: 10pm

11. Assembly Location: from the panama city marina to the martin theater on Harrison

12. If more than one day, list other dates/times:
✓

13. Approximate number of persons, vehicles, animals, type of animals, description of vehicles:

200

14. Approximate number of spectators expected: 8,000

15. Description of activities (Music group, political speaker, food, etc):

Christmas Parade, WmBB will record live @ their location, live camera shots down Harrison Ave.

16. Description of public facilities to be used: N/A

17. Route (COPY OF MAP MUST BE ATTACHED): Pg. 20. Harrison Ave Parade Route

18. Will the parade occupy all or part of the street? All (sidewalk to sidewalk)

19. Length of parade or run in miles: 1.3 miles

20. Interval to be maintained between units in feet: 15ft

21. Description of recording equipment, sound amplification devices, banners, signs, or attention getting devices:

banners, signs, music, (blanket brigade will come down Harrison between 5:30 + 7pm to collect donated change)

22. Will the event involve open flame, incendiary devices, or pyrotechnics? If yes, explain. (The Fire Department must be consulted)

NO

23. Will alcoholic beverages be sold or served: NO
(Map must clearly indicate egress from alcohol consumption area)

Type of alcohol served: Beer: _____ Wine: _____ Liquor: _____

Time Start: _____ Time End: _____

**** NOTE: Organizer is responsible for obtaining any applicable State Alcohol, Beverage, Tobacco (ABT) licenses.**

24. Grey water plan: N/A

25. Clean up plan: City of Panama City

26. I have read and agree to comply with the conditions set forth in the City of Panama City Special Events Handbook in accordance with Chapter 17 of the City of Panama City Municipal Code. eltz Initials

27. Organizer assumes all responsibility for any and all damages sustained to park site and will reimburse City for any and all damages, including labor costs. I understand that I must abide by the Regulations as set forth in City of Panama City Ordinance 22.31-22.42 and the rules of the Department of Leisure Services. _____ Initials
(Park Reservations ONLY!)

28. I understand that this application is not approved until it is signed off by the appropriate departments and is approved by the City Commission (if required). eltz Initials

29. Permit fee: _____ Date paid: 9/5/19

Application shall be filed not less than sixty (60) days nor more than one hundred eighty (180) days before the date on which the event is to be conducted.

REQUIRED SIGNATURES

Applicant: eltz

Leisure Services: _____

Public Works: _____

Marina: _____

Fire Department: [Signature]

Police Department: _____

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 5 day of September 2019

Signed, sealed and delivered in the presence of

[Signature]
Erin Clifton

Print Name of Witness

[Signature]
Montanna Watson

Print Name of Witness

PCFL Jaycees

Print Name of Organization or Individual

[Signature]

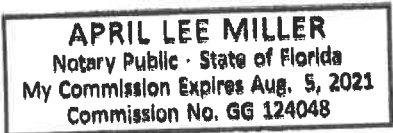
Signature

Will Hancock

(Print Name)

Title: _____

Print Name and Title if acting on Behalf of Above Organization



**CITY OF PANAMA CITY, FLORIDA
TEMPORARY HYDRANT METER
SERVICE AGREEMENT**

The undersigned requests and acknowledges receipt of a fire hydrant meter to be set at N/A for a period not to exceed N/A days. (180 day maximum)

The undersigned accepts full responsibility of said meter and agrees to adhere to all rules and procedures set forth herein, including but not limited to the following:

- ◆ Hydrant meters shall be furnished, installed, relocated, and removed by Utilities Department personnel only. The meter shall remain the property of the City and shall be subject to the exclusive control of the Utilities Department. The City reserves the right to deny use of temporary hydrant meters, when in the sole judgment of the Utilities Department, such use is inconsistent with City policy or with the public health and welfare. Privately owned hydrant meters may be used only with prior approval of the Utilities Department and shall be subject to all other provisions of this agreement.
- ◆ Customers shall be supplied with temporary water service at regular commercial consumption rates upon written application by such customers, agents, or other responsible parties and upon payment of a required service deposit and a non-refundable connection fee. The deposit shall be held by the City as a guarantee for the loss or damage of its equipment and the payment for water used. Upon final determination of all applicable charges and the discontinuance of service, such charges shall be deducted from the deposit and the balance, if any, returned to the customer.
- ◆ All hydrant meters shall be read on a monthly basis by Utilities Department personnel. Service agreements shall be paid in full not less than every 30 days. Failure to comply with any provision of this service agreement shall result in the immediate termination of service and removal of the temporary meter. Disputed charges shall be subject to resolution through the same departmental policies /procedures as other permanent meter services.

- ◆ Customers shall be liable for all damages, repairs or replacements of the hydrant meter, meter assembly, fire hydrant, hydrant assembly, connections and other appurtenances, including the City water distribution system, normal wear and tear excepted.
- ◆ Upon the failure of a customer to pay all such applicable costs, the City shall assess such additional fees, penalties, or other remedies as may be provided according to the Code of Ordinances of the City.
- ◆ Customers shall install City approved backflow prevention devices at each hydrant meter connection as may be reasonably required to protect the public drinking water supply from cross-connections or contamination. The customer shall be responsible for the periodic inspection and testing of such backflow device to ensure that such device is in good working order.
- ◆ Customers shall abide by all applicable provisions of Chapter 24 of the Code or Ordinances of the City of Panama City entitled "Utilities" and such other rules and policies as may be required by the Utilities Department or the City to enforce such provisions.

9/5/19
Date

PCFL JOYCEES
Company Name

Will Hancock
Printed Name & Title

PO Box 825 PC, FL 32402
Address

[Signature]
Signature

850-258-7336
Telephone #

For Office Use Only: Service Deposit: \$450.00 Connection Fee \$90.00

Work Order # _____ Meter No. _____ Beginning reading _____

Location _____ Hydrant # _____

Final reading _____ Date removed _____

This application was submitted to the City Commission for consideration and the following action was taken:

Approved
 Disapproved

Date of Action by Commission

PARADE PERMIT/STREET CLOSURE APPLICATION

NOTE: No devices to create holes in the sidewalks or asphalt roadways are allowed. Any markings made on pavement, sidewalks, or roadways shall be made with chalk.

1. Applicant's Name: Dana Hancock (PCFL Jaycees Christmas Parade)
 2. Address: PO Box 2215 Panama City, FL 32402
 3. Telephone Number Day: 850-258-7336 Evening: same
 4. Name, Address, Telephone Number of Organization:
PCFL Jaycees (850) 763-8282
PO Box 2215
Panama City, FL 32402
 5. Authorized Head of Organization: William Hancock
 6. Chairperson's Name: Dana Hancock
Address: 4024 Riverside Dr. Panama City, FL 32404
 7. Date(s) of Event: December 14th, 2019
 8. Name of Event: PCFL Jaycees Christmas Parade
 9. Purpose of Event: community
 10. Route (COPY OF MAP MUST BE ATTACHED): downtown marina to
13th St. on Harrison
 11. Approximate number of persons, vehicles, animals, type of animals, description of vehicles:
200
 12. Date & Time of Event: Assembly 4pm Start: 6:45 End: 10:00pm
If more than one day, list other dates/times: _____
 13. Will the parade occupy all or part of the street? All Part
 14. Length of parade or run in miles: 1.3 miles
 15. Assembly area/route: assemble on Harrison between
Gov. St and Martin Theater
 16. Interval to be maintained between units in feet: 15
 17. If parade/street closure is to be held by someone other than the applicant, applicant shall file a letter with the Chief of Police from the person proposing authorization in order for the applicant to apply for a permit.
- Permit fee: \$5.00 Date paid: _____, 20____

Application shall be filed not less than sixty (60) days nor more than ninety (90) days before the date on which the event is to be conducted.

Parade Permit/Street Closure Application (Continued)

Approved

Disapproved

Field Services Commander

APPLICANT PLEASE NOTE: All barricades required for the function to be supplied by the Applicant. Event sponsors should contact the Public Works Department at 872-3005 to coordinate assistance they may need with electrical hookups, refuse containers, etc.

Field Services Commander's Comments:

Assigned to: _____

Plan of Action / After Action Required

The above application was submitted to the City Commission for consideration and the following action was taken:

<input type="checkbox"/>	Approved	_____
<input type="checkbox"/>	Disapproved	_____

STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
TEMPORARY CLOSING OF STATE ROAD PERMIT

Date: _____

Permit No. _____

Governmental Entity

Approving Local Government _____	Contact Person _____
Telephone _____	Email _____

Organization Requesting Special Event

Name of Organization <u>PCFL Jaycees</u>	Contact Person <u>Dana Hancock</u>
Telephone <u>850-855-7158</u>	Email <u>dana.hancock0827@gmail.com</u>

Description of Special Event

Event Title <u>PCFL Jaycees Christmas Parade</u>	Date of Event <u>Dec 14, 2019</u>
Start Time <u>6:45pm</u>	End Time <u>10:00pm</u>
Event Route (attach map) <u>from the PC Marina to 13th St on Harrison Ave.</u>	
Detour Route (attach map) <u>PC Marina Harrison Ave Route Two</u>	

Law Enforcement Agency Responsible for Traffic Control

Name of Agency _____

US Coast Guard Approval for Controlling Movable Bridge

Not Applicable

Copy of USCG Approval Letter Attached

Bridge Location _____

The Permittee will assume all risk of and indemnify, defend and save harmless the State of Florida and the FDOT from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Permittee shall be responsible to maintain the portion of the state road it occupies for the duration of this event, free of litter and providing a safe environment to the public.

Signatures of Authorization

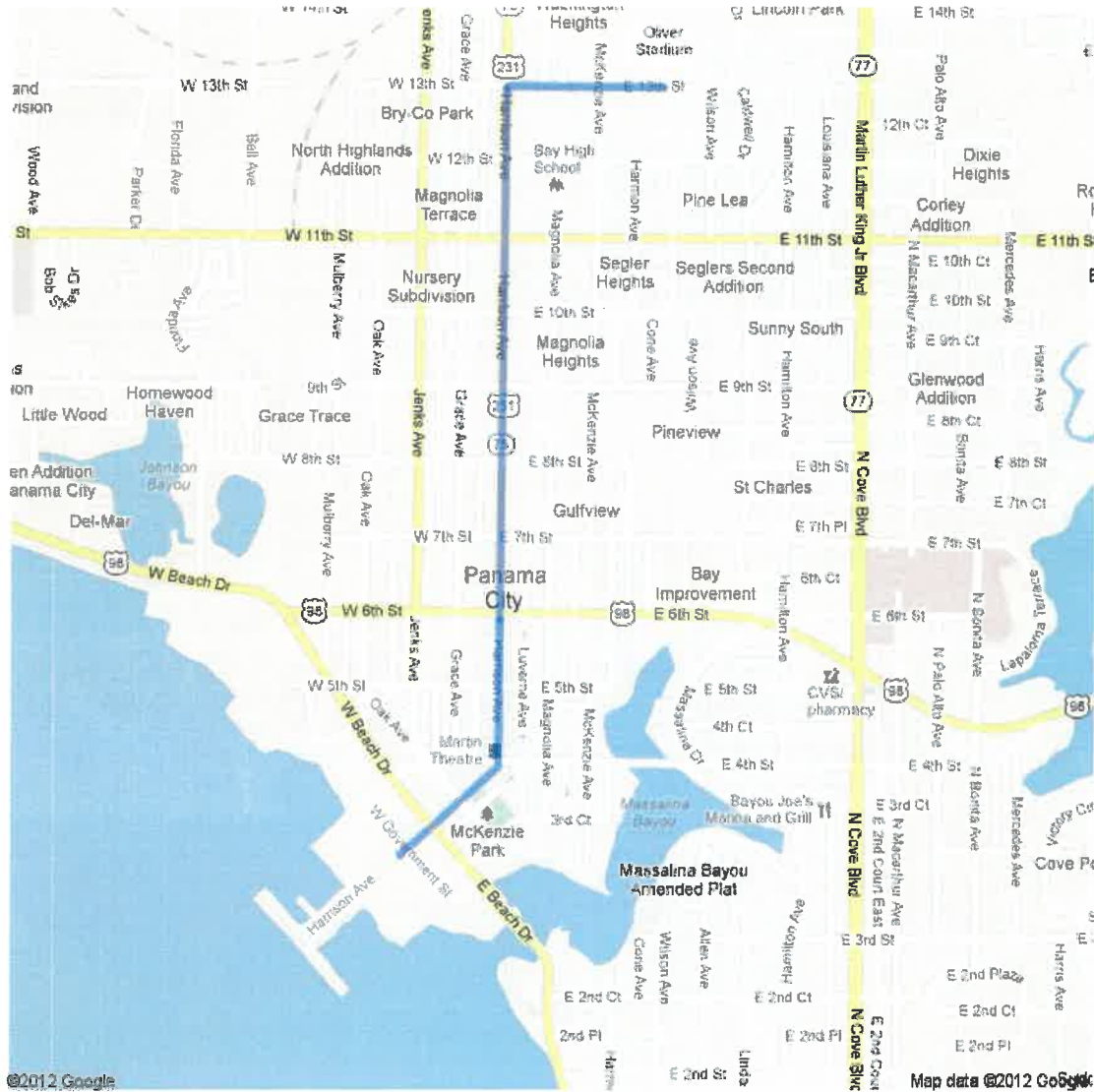
Event Coordinator <u>Dana Hancock</u>	Signature <u>Dana Hancock</u>	Date <u>10/1/19</u>
Law Enforcement Name/Title _____	Signature _____	Date _____
Government Official Name/Title _____	Signature _____	Date _____

FDOT Special Conditions

FDOT Authorization

Name/Title _____	Signature _____	Date _____
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Harrison Ave Parade Route



Route one:

Assemble at Tommy Oliver Stadium
 Travel West on 13th Street to Harrison Ave
 Turn South on East Ave towards the City Marina
 End at the City Marina

Route Two:

Assemble at the City Marina
 Travel North on Harrison Ave to 13th Street
 Turn East on 13th Street to Tommy Oliver Stadium

DOT PERMIT REQUIRED

KEEP THIS PAGE WITH PACKET

Permit Fees Remittance Sheet

<input checked="" type="checkbox"/> Permit Application Fee	\$ 100.00 N/C
<input type="checkbox"/> Block Party	\$ N/A
<input type="checkbox"/> Security Deposit	\$ N/C
<input type="checkbox"/> Police / Security	\$ N/C
<input type="checkbox"/> Public works - Electrical Connections	\$ N/A
<input type="checkbox"/> Public Works - Trash Carts	\$ N/A
<input type="checkbox"/> Utilities - Water	\$ N/A
Total	\$ 100.00 N/C

Proof of Liability Insurance received

Date _____


DOT Permit (if required)

Date _____

Panama City Fire Dept. Authorization Sheet (if required)


Date _____

Payment received:



Organizer Signature

Date 9/5/19



Witness Signature

Date 9-9-19