

MEMO

To: Chief Scott Ervin
Chief of Police
&
Chief Baird
Fire Chief

VIA Chain of Command

From: Tonie Hall 850 872-3199

Date: 01/22/2020

Re: Phoebe Davis Wedding at Oaks by the Bay Pay Feb 22, 2020

Attached is a special event application for Phoebe Davis Wedding. For Feb 22nd 2020 from 12:00 pm until 5:00 pm at Oaks by the Bay park. They are expecting possibly 100 people to attend this event.

KEEP THIS PAGE WITH PACKET

Permit Fees Remittance Sheet

<input type="checkbox"/> Permit Application Fee	\$ <u>100.00</u>
<input type="checkbox"/> Block Party	\$ <u>—</u>
<input type="checkbox"/> Security Deposit	\$ <u>250.00</u>
<input type="checkbox"/> Police / Security	\$ <u>—</u>
<input type="checkbox"/> Public works - Electrical Connections	\$ <u>—</u>
<input type="checkbox"/> Public Works - Trash Carts	\$ <u>—</u>
<input type="checkbox"/> Utilities - Water	\$ <u>—</u>
Total	\$ <u>350.00</u>

CK#1455
SSLSH

Proof of Liability Insurance received	Date <u>—</u>
DOT Permit (if required)	Date <u>—</u>
Panama City Fire Dept. Authorization Sheet (if required)	Date <u>—</u>

Payment received:

Organizer Signature

Date _____

Witness Signature

Date _____



**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: Phoebe Davis
2. Address: 2946 Palmetto Ridge Way Lynn Haven 32444
3. Telephone Number Day: (850) 319-4844 Evening: same
4. Name, Address, Telephone Number of Organization:
n/a
5. Authorized Head of Organization: n/a
6. Chairperson's Name: n/a
Address: n/a
7. Name of Event: n/a
8. Purpose of Event: Wedding
9. Date(s) of Event: 2/22/20
10. Event Times: Assembly: noon Start: 3:30p End: 5p
11. Assembly Location: Oaks By the Bay
12. If more than one day, list other dates/times: _____

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

Approx. 100 people

14. Approximate number of spectators expected: 100

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

wedding ceremony

16. Description of public facilities to be used:

none

17. Route (COPY OF MAP MUST BE ATTACHED):

18. Will the parade occupy all or part of the street? n/a

19. Length of parade or run in miles: n/a

20. Interval to be maintained between units in feet: n/a

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

mic setup
wedding decor

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: _____

25. Clean up plan: _____

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. PD 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. PD 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). PD Initials

29. Permit fee: _____ Date paid: _____

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:

Phoebe Davis

Leisure Services:

Public Works:

Marina:

Fire Department:

Police Department:

**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 _____
for a period not to exceed _____ 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.

Date	Company Name
Printed Name & Title	Address
Signature	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 _____

