

## Parks & Recreation

# Memo

**To:** Chief Scott Ervin  
Chief of Police

**VIA** Chain of Command

**From:** Missy Bagwell 850 691-4607

**Date:** 1/10/20

**Re:** History Class Family Fun Festival

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Attached is a special event application for the History Class Family Fun Festival April 3, 2020, 6-10pm on 4th Ave. They are requesting for street closures on 4th from Harrison to Luverne Ave. They will be serving beer, have games and art areas on both 4<sup>th</sup> and the Center for the Arts parking lot. They are also requesting an extension for their liquor license.



**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: Eric Darnell
2. Address: 7324 Lake Suzanne Way PC, FL 32404
3. Telephone Number Day: 850-532-5058 Evening: 850-532-5058
4. Name, Address, Telephone Number of Organization:  
History Class Brewing Company 6 E 4th St. PC, FL 32401
5. Authorized Head of Organization: Allan Branch
6. Chairperson's Name: Allan Branch  
Address: 316 Park Ave PC, FL 32401
7. Name of Event: 4th Street Feel Good
8. Purpose of Event: Family fun festival.
9. Date(s) of Event: April 3, 2020
10. Event Times: Assembly: 10am Start: 6pm End: 10pm
11. Assembly Location: 4th Street between Harrison and Luverne Ave.
12. If more than one day, list other dates/times: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

500 people. Pets are allowed

14. Approximate number of spectators expected:

500

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

Live Music, Art, Food, Family Activities

16. Description of public facilities to be used:

Center for the arts parking lot.

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

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

All

19. Length of parade or run in miles:

20. Interval to be maintained between units in feet:

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

Live music will be amplified from the entrance of History Class Brewing Co.

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

23. Will alcoholic beverages be sold or served:

Yes

(Map must clearly indicate egress from alcohol consumption area)

Type of alcohol served: Beer:  Wine: \_\_\_\_\_ Liquor: \_\_\_\_\_

Time Start: 6pm Time End: 10pm

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

24. Grey water plan: \_\_\_\_\_

25. Clean up plan: Volunteers from History Class Brewing Co. and The Center for the arts will clean up.

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. EO 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). EO 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: Eric Damell  
Leisure Services: \_\_\_\_\_  
Public Works: \_\_\_\_\_  
Marina: \_\_\_\_\_  
Fire Department: \_\_\_\_\_  
Police Department: [Signature]

## 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 10 day of January 2020

Signed, sealed and delivered  
in the presence of

Missy Bagwell  
Print Name of Witness

Tanya Tableriou  
Print Name of Witness  
Tanya Tableriou



1-10-20

Revised: 04/16/2012

History Class Brewing Co.  
Print Name of Organization or  
Individual

Eric Darnell  
Signature

Eric Darnell  
(Print Name)

Title: Eric Darnell - Marketing  
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.

January 10, 2020  
Date

Eric Darnell Marketing  
Printed Name & Title

Eric Darnell  
Signature

History Class Brewing Co.  
Company Name

6 E 4th Street  
Address

850-532-5058  
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

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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.

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4. Name, Address, Telephone Number of Organization:

5. Authorized Head of Organization: Allan Branch
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Address: 316 Park Ave. PC, FL 32401
7. Date(s) of Event: April 3, 2020
8. Name of Event: 4th Street Feel Good
9. Purpose of Event: Family fun
10. Route (COPY OF MAP MUST BE

1

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

12. Date & Time of Event: Assembly 10am Start: 6pm End: 10pm

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: \_\_\_\_\_

15. Assembly area/route: \_\_\_\_\_

16. Interval to be maintained between units in fact:
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: \_\_\_\_\_ 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)**

\_\_\_\_\_  
Command Member

\_\_\_\_\_  
Date Received

**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 Captain'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:**

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

HISTORY CLASS BREWING COMPANY & THE PANAMA CITY CENTER FOR THE ARTS PRESENT

# THE 4TH STREET FEEL GOOD!

★ MUSIC + GAMES + ART + HISTORIC DOWNTOWN PANAMA CITY, FL ★







# CENTER FOR THE ARTS

19E 4th Street • Panama City, FL • 850.640.3670 • [www.BayArts.org](http://www.BayArts.org)

January 10, 2020

To Whom it May Concern:

This is a letter of consent to use the Center for the Arts parking lot for a partnered event on April 3.

Bay Arts Alliance gives our consent for the aforementioned parking lot of the Center for the Arts to be used on April 3, 2020. Any questions regarding this consent can be directed to me using the following contact information:

Jayson Kretzer  
Phone: (850) 640-3670  
Mobile: (850) 532-3394  
Email: [jayson@bayarts.org](mailto:jayson@bayarts.org)

Thank you for your assistance in this matter.



Jayson Kretzer

KEEP THIS PAGE WITH PACKET

## Permit Fees Remittance Sheet

<input checked="" type="checkbox"/> Permit Application Fee	\$ <u>100.00</u>
<input type="checkbox"/> Block Party	\$ _____
<input checked="" type="checkbox"/> Security Deposit	\$ <u>250.00</u>
<input checked="" type="checkbox"/> Police / Security	\$ <u>600.00</u>
<input type="checkbox"/> Public works - Electrical Connections	\$ _____
<input checked="" type="checkbox"/> Public Works - Trash Carts (6)	\$ <u>N/C</u>
<input type="checkbox"/> Utilities - Water	\$ _____
<input checked="" type="checkbox"/> Portlets (3)	<u>N/C</u>
<b>Total</b>	\$ _____

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 \_\_\_\_\_

\_\_\_\_\_  
Witness Signature

Date \_\_\_\_\_