



**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: Shawn Holmes
2. Address: 2829 Mary Baldwin Circle PC FL 32405
3. Telephone Number Day: 8506247341 Evening: \_\_\_\_\_
4. Name, Address, Telephone Number of Organization:  
(Family Event - See above)  
\_\_\_\_\_  
\_\_\_\_\_
5. Authorized Head of Organization: Shawn Holmes
6. Chairperson's Name: \_\_\_\_\_  
Address: \_\_\_\_\_
7. Name of Event: Holmes / Keister Wedding
8. Purpose of Event: Wedding
9. Date(s) of Event: March 13, 2020
10. Event Times: Assembly: 1pm Start: 4:30 End: 5:30
11. Assembly Location: McKenzie Park
12. If more than one day, list other dates/times: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Approximate number of persons, vehicles, animals, type of animals, description of vehicles: 80 family members
14. Approximate number of spectators expected: See above
15. Description of activities (Music group, political speaker, food, etc): Wedding
16. Description of public facilities to be used: Gazebo + Park @ McKenzie Park
17. Route (COPY OF MAP MUST BE ATTACHED): N/A
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: one speaker for wedding music, benches for seating
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: <sup>N/A</sup> Beer: \_\_\_\_\_ Wine: \_\_\_\_\_ Liquor: \_\_\_\_\_

Time Start: 4:30 Time End: 5:30

**\*\* 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. JS 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. JS 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). JS 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: JS  
Leisure Services: \_\_\_\_\_  
Public Works: \_\_\_\_\_  
Marina: \_\_\_\_\_  
Fire Department: \_\_\_\_\_  
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.

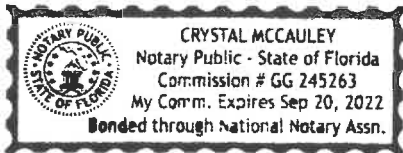
The Undersigned represents that (1) the Undersigned has read and understands the terms of the foregoing Indemnity and Hold Harmless Agreement, (2) that the Undersigned's execution of this instrument constitutes its free and voluntary act, (3) that the execution hereof is made without any representations 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 22 day of October 2019

Signed, sealed and delivered in the presence of

Haley Holmes  
Print Name of Witness

Crystal McCauley  
Print Name of Witness



Crystal McCauley  
10/22/19

Revised: 04/16/2012

Shawn Holmes  
Print Name of Organization or Individual  
[Signature]  
Signature  
Shawn Holmes  
(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 \_\_\_\_\_  
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 \_\_\_\_\_

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

Approved  
 Disapproved

\_\_\_\_\_  
Date of Action by Commission

### BUSINESS / ORGANIZATION EXTRA DUTY REQUEST

Date of Request 3/13/2020  
 Name of Business / Organization Shawn Holmes (wedding party)  
 Address 2829 Mary Baldwin Circle  
 Phone 8506247341 Fax \_\_\_\_\_  
 Contact Person Shawn Holmes  
 Dates and times needed 3/13/2020 2-6  
 Type of event Wedding Party  
 Nature of duties to be performed by officers Security (Basic)

Expected attendance 80  
 Anticipated problems N/A

Number of officers requested 1  
 Will officers be needed on a recurring basis? ( ) Yes (  ) No

Method of Payment Cash/Check

I understand that officers shall receive a minimum hourly fee of \$25.00 and will be paid for a minimum of 4 hours regardless of the length of the detail.

Signature [Signature] Date 3/10/20/19  
 Business/Organization Representative

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**To Be Completed By Department Personnel**

Uniform presence: (  ) Uniformed ( ) Alternative Uniform ( ) Plain Clothes

Signature \_\_\_\_\_ Date \_\_\_\_\_ Approved ( ) Disapproved ( )  
 Supervisor of Extra Duty

Signature \_\_\_\_\_ Date \_\_\_\_\_ Approved ( ) Disapproved ( )  
 Chief of Police / Designee



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 type="checkbox"/> Police / Security                     | \$ <u>N/A</u>    |
| <input type="checkbox"/> Public works - Electrical Connections | \$ <u>N/A</u>    |
| <input type="checkbox"/> Public Works - Trash Carts            | \$ <u>N/A</u>    |
| <input type="checkbox"/> Utilities - Water                     | \$ <u>N/A</u>    |

**Total**

\$ 350.-

55647  
Pol 10/22/19  
CA# 390  
+ \$25 car

Proof of Liability Insurance received

Date N/A

DOT Permit (if required)

Date N/A

Panama City Fire Dept. Authorization Sheet (if required)

Date N/A

**Payment received:**

Organizer Signature

M. Seymou

Witness Signature

Date \_\_\_\_\_

Date 10-22-19

Off Duty Security \$28/hr x 4 hr min.

Email Shawn M. Holmes3@gmail.com

# Memo

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

**VIA** Chain of Command

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

**Date:** 2/3/20

**Re:** Holmes / Keister Wedding – McKenzie Park 3/13/20

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Attached is a special event application for the Holmes / Keister Wedding at McKenzie Park, 3/13/20, 1pm-5:30PM. They are expecting approximately 80 attendees and have requested additional security.