

Special Events Application (NEW)

08/31/2026 8:56 AM (CDT)



Before You Begin

Before starting your Special Event Permit Application, please make sure you have the following documents prepared and ready to upload:

- A digital copy of a detailed site map showing the event location and all event elements (road closures and traffic control points; barricade placement; vendor and food truck locations; trash receptacle placement; stages, tents, generators, and other temporary structures; parking areas (if applicable); entry and exit points for vehicles and pedestrians)
- A digital copy of your parade route, run route, walk route, or procession route (if applicable)
- A detailed event schedule outlining all activities from setup to breakdown
- Proof of liability insurance naming the City of Panama City as an additional insured (if available at the time of application)
- Alcohol license and alcohol liability insurance documentation (if alcohol will be served or sold)
- Any additional supporting documents required for your event (fireworks permits, burn permits, hydrant meter applications, etc.)

Permit Process

The Special Event Permit process begins when you submit a completed application through the City of Panama City's online Special Event Portal.

Please note that submission of an application does not constitute approval or confirmation of your event.

Once your application and required fees are submitted, the Parks, Culture & Recreation Department will review your application and serve as your primary point of contact throughout the permitting process.

Your application will then be forwarded to all affected City departments for review, including but not limited to Police, Fire, Public Works, Environmental Services, and Electrical, depending on the nature and scope of your event.

During the review process, City staff will evaluate your application for completeness, safety, operational needs, and required City support services. Additional documents may be requested, including:

- Certificate of Insurance
- Alcohol permits/licenses
- Fire permits
- Police service requests
- Traffic control plans
- Vendor documentation

Applicants will be given time during the initial review process to submit any pending documents. However, all required documentation must be received before a Special Event Permit can be issued. Failure to submit required documents in a timely manner may delay the review process and the approval of your event.

Walk-through meetings may be required approximately two (2) weeks prior to the event for events involving road closures or significant operational impacts.

Application Acknowledgment

- I have reviewed the Special Event Handbook and understand the requirements for submitting a Special Event Permit Application.

Special Event Permit Types

PERMIT TYPE	EVENT	APPLICATION SUBMITTAL/ PROCESSING TIME	PROCESSING FEE	REFUNDABLE SECURITY DEPOSIT
Tier 1	Citywide Festivals & Major Events May include outdoor entertainment, stages, vendors, food & beverage sales, alcohol service, revenue generation, and INCLUDES ROAD CLOSURES	90 days prior to the event	\$100 single day, \$200 two or more days	\$500 single day, +\$250 for additional day
Tier 1	Citywide Festivals & Major Events May include outdoor entertainment, stages, vendors, food & beverage sales, alcohol service, revenue generation, and DOES NOT INCLUDE ROAD CLOSURES	60 days prior to the event	\$100 single day, \$200 two or more days	\$500 single day, +\$250 for additional day
Tier 2	Recurring Markets & Seasonal Community Events May include vendors, food sales, entertainment, limited amplified sound and limited road closures	60 days prior to the event	\$100	\$500
Tier 3	Athletic and Parade Events Run, Walk, Parade, Procession, March, or Bicycle Race. May include vendors and roadway restrictions or closures	90 days prior to the event	\$100	\$500
Tier 4	Limited-Impact Community Events Private or Public Gatherings - maximum attendance 250. May include sale of services, outdoor entertainment and services of alcohol. DOES NOT INCLUDE ROAD CLOSURES	30 days prior to the event	\$50	\$250
Tier 5	Neighborhood Block Gathering Private or public gathering involving temporary street closure of a residential street with no alcohol sales or revenue generation	30 days prior to the event	\$50	\$250

Select Your Permit Type

Tier 3 – Athletic and Parade Events

IMPORTANT: If your event includes activities that fall under more than one permit type (Tier), a separate Special Event Permit Application must be submitted for each applicable Tier. For example, if your event includes a 5K race (Tier 3) followed by a festival or celebration (Tier 1), you must submit two separate applications — one for each permit type. Submitting separate applications helps ensure all event components are properly reviewed, coordinated, and approved.

Event Name

Bay County Annual Veterans Day Parade

Event Date

November 11, 2026

Event Venue/Location Requested

11 St. Parade from Frankford to Woods Ave

Please upload a detailed site map or event layout showing the event location and all planned event components, including but not limited to vendor booths, food trucks, trash receptacles, stages, tents, barricades, entrances/exits, parking areas, and any other relevant event infrastructure.

 parade permit-map-09092021151701.pdf

Organization/Applicant Name

Bay County Veterans Service Office

Contact Name	Lori Spradlin
Address	840 West 11th Street
Office Phone	850-248-8280
Email	lspradlin@baycountyfl.gov
Organization Classification	Private
Event Type	Parade/Procession
Brief Description	The parade will be a tribute to honor the men and women from all periods of service. Also, a salute to the men and women now serving for our freedom and the freedom of other's.
Please select:	Parade
What is the approximate number of persons, vehicles, & animals?	75
Provide type of animals and description of vehicles.	floats, police cars, trucks, jeeps and walkers
Estimated Number of Spectators	200
Will any fees be charged to the spectators?	No
How many days will your event last?	One Day
Day 1 Event Start Time	11/11/2026 8:30 AM (CST)
Day 1 Event End Time	11/11/2026 10:00 AM (CST)
Event Set-up Date/Time	11/11/2026 7:00 AM (CST)
Event Breakdown Date/Time	11/11/2026 10:00 AM (CST)
Parking must be planned and designated on the type and location of your event. Please indicate the areas you plan on utilizing for participating/attendee parking:	public parking
Do you have a designated handicap parking?	Yes
Event Rain Date requested?	No
Will this event require a street closure?	Yes

Applicants may be required to hire sworn off-duty City of Panama City Police Officers through the Off Duty Management (ODM) system to provide security and help ensure public safety during the event. The number of officers

required will be determined by the City of Panama City Police Department based on the nature, size, and operational needs of the event. Current off-duty officer rates are \$56.75 per hour, per officer, with a minimum of four (4) hours.

Full or partial street closure?	Partial
What road are you requesting to be closed?	Frankford Ave, 11th Street, Wood Ave
Beginning Crossroad	Frankford Ave
Ending Crossroad	Wood Ave
Requested time of closure from:	11/11/2026 8:30 AM (CST)
Requested time of closure to:	11/11/2026 10:00 AM (CST)
Attach site plan detailing the area to be closed, indicating the event location and the placement of barricades.	 parade permit-map-09092021151701.pdf
Will sound amplifying equipment be used?	No
Will there be alcoholic beverages involved in this event?	No
Do you plan to provide portable restroom facilities at your event?	No
Will there be stages/platforms or tents?	No
Will food be distributed at this event?	No
Will food vendors be utilized in this event?	No
I understand that I am responsible for providing a list of all vendors participating in this event for the purpose of license verification, as well as any required Fats, Oils, and Grease (FOG) discharge plans and any additional documentation requested by the City of Panama City or the FOG Inspector. I understand that failure to provide all required information may result in the rejection of this application.	LS
Will any LP-Gas, Charcoal, Flammable or Combustible Liquids be used?	No
Are you hiring additional security from a private security company?	No

Will there be fireworks or open flame?	No
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The City of Panama City does not provide event amenities such as portable restrooms, sound systems, tables, chairs, generators, or other event-related equipment.

Will electricity be needed for this event?	No
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Is there a sanitation/clean-up plan?	No
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Will additional garbage carts be needed?	No
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Will dumpsters be needed?	No
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Temporary Hydrant Meter requested:	No
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Fee Schedule

Permit Application Fees	Standard Department Services	Police, Fire, and Recreation Department Services	Other Department Services
Permit Application Fee, \$100 (Non-refundable)	Permit Application Fee, \$100 (Non-refundable)	Permit Application Fee, \$100 (Non-refundable)	Permit Application Fee, \$100 (Non-refundable)
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Special Event Payment, Refunds & Cancellation Policy

After submitting your Special Event Permit Application, a Special Event Coordinator will review your application and contact you regarding the next steps. Once your event has been reviewed, you will receive an invoice for all applicable permit fees, refundable security deposits, and any requested City services based on your event tier and operational needs.

Please note that submission of an application does not guarantee approval. Applications will not move forward in the review process until all required initial fees have been paid.

Additional fees may apply for City services requested or required for your event, including but not limited to electrical services, sanitation services, barricades, Parks, Culture & Recreation Department staffing, Fire Department inspections, or other City resources. All applicable service fees must be paid before a permit can be issued.

If police services are required for your event, they must be requested and paid separately through the City's Off-Duty Management (ODM) system ([Hire an Off Duty Officer | Enhance Community Safety Today — Panama City Police Department](#)). Police staffing requirements are determined by the City of Panama City Police Department based on the event's size, location, and public safety needs. Off-duty officers are billed at the current approved hourly rate with a minimum of four (4) hours per officer. Police requests and payment must be completed no later than two (2) weeks prior to the event.

Cancellation requests must be submitted in writing to the Parks, Culture & Recreation Department. If an event is canceled before a permit is issued, eligible fees may be refunded, excluding the non-refundable application fee.

Once a permit has been issued and City resources have been scheduled, refunds will be reviewed based on the timing of the cancellation and any costs already incurred by the City.

Refundable security deposits will be processed after the event following a final site inspection. Deposits may be reduced or withheld if there is damage to City property, excessive cleanup required, permit violations, or unpaid balances related to the event.

Inclement Weather Policy

The City of Panama City reserves the right to postpone, delay, or cancel any event on City property if conditions are unsafe or may cause damage to City property.

If the City cancels an event due to weather or emergency conditions, eligible City fees may be refunded, excluding the non-refundable application fee.

If the Event Coordinator chooses to cancel due to weather, written notice must be submitted by 5:00 p.m. on the last business day before the event. Late cancellations may result in the loss of refundable fees or deposits if City costs have already been incurred.

Insurance Requirements

All Special Event Permit applicants are required to provide proof of insurance prior to final permit approval. Submission of an application without insurance documentation may be accepted during the initial review process; however, a permit will not be issued until all required insurance documents have been received and approved.

Events held on City property or within the public right-of-way must provide a Certificate of Insurance with minimum general liability coverage of \$1,000,000 per occurrence, naming the City of Panama City, its officers, officials, employees, and agents as additional insured.

If your event includes vendors, contractors, performers, food vendors, amusement providers, or any third-party participants, each may be required to provide their own current Certificate of Insurance with a minimum of \$1,000,000 in general liability coverage and workers' compensation coverage, if applicable.

Additional insurance requirements may apply depending on the event type, activities involved, or risk level, including but not limited to alcohol service, inflatables, rides, or other high-risk activities.

The Event Coordinator is responsible for ensuring that all required insurance documentation is submitted prior to permit issuance and that proof of the approved Special Event Permit and insurance coverage is available on-site during the event.

To the best of my knowledge, this special event permit application form is correct and complete. If additional materials are determined to be necessary, I understand that I am responsible for filing additional materials as specified by the City of Panama City, Parks Culture, and Recreation Department. I understand that failure to supply all required information per the relevant Applicant Checklists and Requirements will result in the rejection of this application.

Applicant's Signature



Applicant's Name

Anthony Workman

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.

Application Date	08/31/2026
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Event Coordinator's Name	Lori Spradlin
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Event Coordinator's Signature



Special Events - Approval

08/31/2026 9:19 AM (CDT)

Approved by Angie Bates (abates@panamacity.gov)

Any conditions?	No
Approver's Name	Angie Bates
Approver's Signature	
Date	08/31/2026

Special Events - Approval

09/07/2026 4:18 PM (CDT)

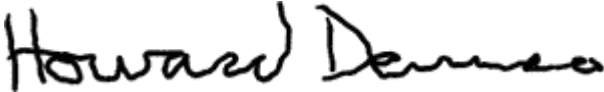
Approved by Mark Smith (msmith@panamacitypolice.gov)

Any conditions?	Yes
Conditions	This event requires 26 officers due to its size. The estimated cost to the city for providing security for this event is approximately \$ 4,600.00.
Approver's Name	Chief Mark Smith
Date	09/07/2026

Special Events - Approval

09/08/2026 7:14 AM (CDT)

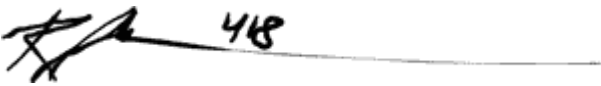
Approved by Howard Demro (hdemro@panamacity.gov)

Any conditions?	No
Approver's Name	Howard Demro
Approver's Signature	
Date	09/08/2026

Special Events - Approval

09/08/2026 9:30 AM (CDT)

Approved by Robert Johnson (rjohnson@panamacitypolice.gov)

Any conditions?	Yes
Conditions	26 officers per Chief Smith's comments.
Approver's Name	Robert Johnson
Approver's Signature	
Date	09/08/2026

Special Events - Approval

09/08/2026 9:42 AM (CDT)

Approved by CRISTINA CHIZMAR (CCHIZMAR@panamacity.gov)

Any conditions?	No
Approver's Name	Cris Chizmar
Date	09/08/2026

Special Events - Approval

09/08/2026 1:12 PM (CDT)

Approved by Keith Meyerl (kmeyerl@panamacity.gov)

Any conditions?	No
Approver's Name	Keith Meyerl
Approver's Signature	
Date	09/08/2026

Special Events - Approval

09/08/2026 1:42 PM (CDT)

Approved by Angie Bates (abates@panamacity.gov)

Any conditions?	No
Approver's Name	Angie Bates
Approver's Signature	
Date	09/08/2026