



CITY OF PANAMA CITY BEACH
PARKS & RECREATION DEPARTMENT
16200 PANAMA CITY BEACH PARKWAY
PANAMA CITY BEACH, FL 32413
(850)233-5045

WWW.PANAMACITYBEACHPARKSANDRECREATION.COM

December 1, 2014

Re: 2015 Event Calendar

Event Director,

To ensure that payment is made we will now require all rental payments to be made in advance per User Fees approved February 27, 2014. A \$500/ \$1,000 (see User Fees) non-refundable deposit must accompany contract. Contract will not be processed without payment. The balance of all rental fees must be paid a minimum of 5 business days in advance. The deadline for any additional fees accrued by the event rights holder after the event has ended will be 30 days from the last day of the lease term. If payment is not made by the deadline, event rights holder will not be in good standing with the City of PCB. The City may void any future contracts on file and will not process any new reservations or contracts for individuals or groups that are not considered in good standing. When Event Rights Holder is back in good standing with the City, the City will have the right to require double the deposit for any future reservations.

In the event that the Convention and Visitor's Bureau wishes to guarantee payment for the Event Rights Holder, the attached deposit waiver form must be approved/signed by the CVB V.P. Sports & Events Director or his designee and accompany the completed contract. There must be separate contracts for each event, as well as a separate deposit waiver form. The Waiver Form will not be accepted after the contract is submitted to the Parks & Recreation Department. Deposits are non-refundable under any and all circumstances. In the event that the Event Rights Holder does not make final payment by September 1st the Convention and Visitor's Bureau will be responsible for making payment to the City by September 30th for any and all fees billed.

The City of Panama City Beach Parks and Recreation Department is grateful for your support of all the tournaments/special events and with this new procedure it will provide our agency and your agency an extra layer of communication that allows for the two of us to continue to support each other.

If you have any questions or see any issues with the Deposit Waiver Form please contact Melissa Deese. Once again thank you for your support.

Jim Ponek, Parks & Recreation Director

Melissa Deese, Facilities & Special Events Supervisor
