



City of Panama City Beach

Frank Brown Park- Festival Site

Event Request Form



Contact Information

Business/ Organization _____

Contact/ Event Coordinator _____

Phone # _____ Cell Phone # _____

Mailing Address _____

City _____ State _____ Zip _____

Email _____ Website _____

Non- Profit No Yes

Tax Exempt No Yes State of Florida tax exempt # _____

Copy of Tax Exempt Certificate and/or non-profit status documentation must accompany application if applicable.

Event/ Promoter History

How many years has this event been conducted? _____

Site of last event _____

List 3 references of other event venues that you have worked with in the past 3 years.

1.) Venue Name _____ Location _____
 Event Name _____ Event Date(s) _____
 Contact Name _____ Phone # _____

2.) Venue Name _____ Location _____
 Event Name _____ Event Date(s) _____
 Contact Name _____ Phone # _____

3.) Venue Name _____ Location _____
 Event Name _____ Event Date(s) _____
 Contact Name _____ Phone # _____

1st Choice Date(s) Requested

Event Name _____				
Set-up Date(s) _____	Time of Set-up (from) _____	(to) _____		
Event Date(s) _____	Time of Set-up (from) _____	(to) _____		
Clean-up Date(s) _____	Time of Clean-up (From) _____	(to) _____		
Estimated # of Participants _____	(Check box)	Ticketed	Free	Private

2 nd Choice: _____	3 rd Choice: _____
Non Event Day(s):	Non Event Day(s):
Set-up: __/__/__ - __/__/__	Set-up: __/__/__ - __/__/__
Clean-up: __/__/__ - __/__/__	Clean-up: __/__/__ - __/__/__

Event Information

Event Description & Parking Plan (attach additional page(s) if additional space is needed)

Check all that apply to your event	
<input type="checkbox"/>	Alcohol Sales/ Distribution
<input type="checkbox"/>	Merchandise Vendors
<input type="checkbox"/>	Temporary Structures Constructed
<input type="checkbox"/>	Fireworks/ Pyrotechnics
<input type="checkbox"/>	Parade/ Walk/ Run
<input type="checkbox"/>	Gated/ Ticketed
<input type="checkbox"/>	Other _____

Park Services/ Facilities Requested (See diagram for location)

Check all that apply to your event

- Multipurpose Field 1
- Multipurpose Field 2
- Multipurpose Field 3
- Multipurpose Field 4/ Vendor Area
- Gravel Track
- Restrooms
- Trash Disposal Set-up
- Scissor Lift Rental
- Sound Equipment Rental
- Tables (# _____)
- Chairs (# _____)

Please return to with proposed site map:

PCB Parks & Recreation
16200 Panama City Beach Pkwy
Panama City Beach, FL 32413

Email: ParksAndRecreation@pcb.gov

Fax: (850)233-5161

For Office Use Only

Approved _____ Denied _____ Resubmit (Additional Info Needed) _____

Mario Gisbert, City Manager: _____ Date: ____/____/____

