

# AARON BESSANT PARK

*City of Panama City Beach*



## VENUE GUIDE

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## Contacts

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### CITY OF PANAMA CITY BEACH- [www.PCBGOV.com](http://www.PCBGOV.com)

110 South Arnold Road  
Panama City Beach, FL 32413  
(850)233-5100

### P.C.B. PARKS & RECREATION DEPARTMENT

16200 Panama City Beach Parkway  
Panama City Beach, FL 32413  
(850)233-5045

**PARKS & RECREATION DIRECTOR:** Jim Ponek- (850)819-3035  
[JPonek@pcb.gov](mailto:JPonek@pcb.gov)

**FACILITIES & SPECIAL EVENT SUPERVISOR:** Melissa Deese (850)896-0708  
[MBDeese@pcb.gov](mailto:MBDeese@pcb.gov)

**PARKS RESOURCES SUPERVISOR:** Dale Colby- (850)258-4413  
[DColby@pcb.gov](mailto:DColby@pcb.gov)

### P.C.B. POLICE DEPARTMENT

(850)233-5000

**CHIEF OF POLICE:** Drew Whitman  
[Dwhitman@beachpolice.org](mailto:Dwhitman@beachpolice.org)

### P.C.B. FIRE DEPARTMENT

(850)233-5120

**FIRE INSPECTOR:** David Jordan  
[DJordan@pcbfire.com](mailto:DJordan@pcbfire.com)

### BUILDING DEPARTMENT

(850)233-5100; Ext 2310

**BUILDING OFFICIAL:** Ken Thorndyke  
[bldofficial@pcb.gov](mailto:bldofficial@pcb.gov)

**INSPECTIONS/ PERMITS:** [bldgdept@pcb.gov](mailto:bldgdept@pcb.gov)

**LICENSING:** Susan Griffin [SGriffin@pcb.gov](mailto:SGriffin@pcb.gov) Nelda Fields [NFields@pcb.gov](mailto:NFields@pcb.gov)

## Pricing

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Labor Rates	
Professional Sound Tech	\$50.00/ hr.
PCB PD Security/ FD-EMT	\$30.00/ hr.
Special Event Manager	\$25.00/ hr.
Maintenance/ Restrooms	\$20.00/ hr.
*4 Hour Minimum For All Positions	

Park Facility Rental Rates	
Amphitheater/ Stage/ Restrooms	\$5,000.00/ day
Non- Event Days (Set-up/ Take-down)	\$500.00/ day
Facility Fee (Based on ticket price)	<\$50.00 = \$1.00 per ticket >\$50.00 = \$2.00 per ticket

Park Event Space & Equipment	
Multi-Purpose Soccer Fields (3)	\$100.00/ day (ea.)
Special Event Restroom	\$1,000.00/ day
Non-profit & Tax Exempt Facility Fee**	\$500.00/ day
Trash Disposal- Dumpster/ Fees	\$350.00/ pull
Grounds Sweeper w/ Operator	\$100.00/ hr.
32' Scissor Lift w/ Operator	\$50.00/ hr.
Sound Equipment Rental	\$50.00/ hr.
Table Rental (6 ft.)*	\$4.00/ day (ea.)
Chair Rental *	\$1.00/ day (ea.)
*Does not include delivery or set-up	
**Fee is applicable only for non-commercial events	

PCB Special Event Permit Fees	
Special Event Permit Application	\$350.00
Business Tax Receipt Fee	\$50.00
Insurance Bond- Damage Deposit	\$2,000.00- \$5,000.00
Vendor Fees- Business Licensing	\$25.00 + 1% tax
Temporary Structure- Tent Permit	\$10.00- \$40.00

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\*Please do not forget to include the 1% City Sales Tax on your ticket sales.\*

## Aaron Bessant Park Site Diagram & Location

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The official name, Aaron Bessant Park should be utilized while marketing your event. This consistent information will help us better serve the residents and tourists who visit us for special events throughout the year.

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Aaron Bessant Park  
500 West Park Drive  
Panama City Beach, FL 32413

**NOTE:** Veteran's Memorial Plaza was built to honor the men and women of Bay County who served in all branches of the armed forces. Please respect this area by allowing residents and tourists to visit site around your event schedule day light to dark. Rod iron gates prohibit bicyclists, skateboards, and golf carts from entering. No motorized vehicles of any kind. Only foot traffic is allowed in this area.

## Special Event Permit & Guidelines

A special event is an event open to the public that will exceed 500 people in attendance; these events require a Special Event Permit. The application for the permit requires a \$350 processing fee. The application and fees should be turned in to the P.C.B. Planning Department. Please view the Special Event Guidelines to view information about the deposit, safety inspections and associated fees (PCB Code Sec. 4-18).

## Event Liability Insurance

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The City of P.C.B. Parks & Recreation requires that any event open to the public must provide insurance in the amount of One Million (\$1,000,000) liability coverage per occurrence- 3,000,000 aggregate. This can be in the form of a one (1) day event insurance or by including the event as a rider on an existing insurance policy. The insurance policy must name the City of Panama City Beach as an additional insured and cover the all leased dates (set-up, event and take-down dates). (See sample insurance certificate pg. 12)

## Guidelines for Food & Beverage

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All food and beverages served and/or sold on City Property or Public Grounds shall comply with all state and local health codes. This includes concessions, cook-offs, benefit plates, and booth vendors. Any persons handling open food and/or beverage items must possess a valid Food Handlers Permit. They must present this Permit at any time while handling food and/or beverages. Food Handlers Permits may be obtained by contacting the Florida Department of Business & Professional Regulation. Pre-Packaged food and drink are exempt from the Food Handlers Permit requirement. Potable water or self-contained hand washing station must be available. Electric power circuits may be limited to 20 amps.

## Alcoholic Beverage Policy

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If alcohol is to be sold or consumed on premises the event organizer must obtain:

- 1.) Approval- P.C.B. City Council/ City Manager/ Complete and sign Alcohol Addendum
- 2.) Appropriate license/ permit for alcohol sales/ distribution. Contact the Division of Alcoholic Beverages and Tobacco (850-717-1253; 1940 N. Monroe St., Tallahassee, FL 32399-1026).

## Electrical or Lighting Requirements

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The City facilities and parks have limited electrical and lighting available. The Event Coordinator may need to make arrangements for generators, portable lights, etc.

Electrical Power	3 phase power- 480 volts	2-dedicated 400 amp panels	Lights & sound separate panels
West Side of Stage (Outside Power)	(1) 50 amp	(0) 30 amp	(2) 20 amp
Back of Stage (Outside Power)	(2) 50 amp	(2) 30 amp	(6) 20 amp
East Side of Stage (Outside Power)	(1) 50 amp	(0) 30 amp	(2 ) 20 amp
Vendor Area I (Merchandise)	(4) 50 amp	(11) 20 amp	(0) Potable H2O
Vendor Area II (Food)	(3) 50 amp	(6 ) 20 amp	(4 spigots) Potable H2O

## Park Hours

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All City Parks and facilities have scheduled hours of operation. No activity shall take place in any City Park or facility between the hours of 11:00 p.m. and 7 a.m. without permission from the P.C.B. Parks Department. A schedule of any activities during these hours must be pre-approved.

## Trash & Litter Removal

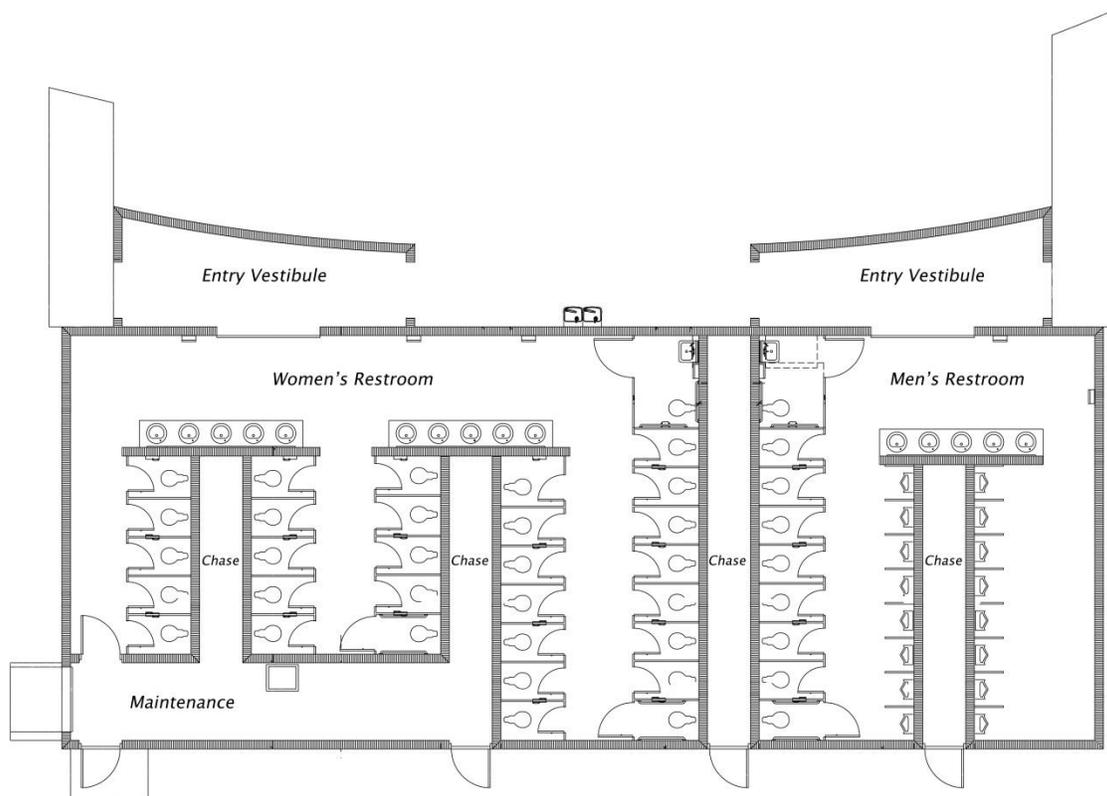
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Clean well-kept grounds are important to the safety and satisfaction of the event participants as well as returning the public grounds back to pre-event conditions. Placing large numbers of trash containers throughout the event, especially in high traffic and eating areas, will help reduce the amount of trash ending up on the ground. Use of rental dumpsters to remove and dispose of trash is highly recommended. Facility dumpsters are not to be considered when planning your event. The Event Coordinator is responsible for facility scheduling, paying for and removal of all trash generated by the event. All cost associated with removing trash and debris after 24 hours of event will be deducted from the deposit. Copy of trash/ waste removal agreement must be submitted to P.C.B. Parks & Recreation Department no later than (10) days prior to event.

## Restroom Facilities

Depending on the size and duration of your event, additional portable restrooms may be required. Please work with the Parks & Recreation Department to determine the number and location of these services. You are to supply adequate clean-up crews and additional supplies to make sure your event is a pleasant one. ADA approved and accessible toilets must be supplied. Copy of agreement with supplier needed at least 10 days prior to event.

Facility Type	# Toilets	# Sinks	# Urinals	# Showers
<i>Daily Park Restrooms</i>				
Women	4	4	0	0
Men	3	4	3	0
<i>Event Restrooms</i>				
Women	32	11	0	0
Men	9	6	16	0
<i>Stage Restrooms</i>				
Green Room	2	1	0	1
Stage	1	1	0	1
<b>Totals</b>	<b>51</b>	<b>27</b>	<b>19</b>	<b>2</b>



## Parking Plans & Regulations

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No vehicles are allowed on grass areas without permission from Parks Department. Adequate parking must be provided for your expected number of guests and participants. The Event Coordinator must make arrangements for the required handicap parking. The event plan must provide and control safe pedestrian access between parking areas and event areas. You must provide a plan to control access to parking areas. Any damage caused by parking, including but not limited to, tire ruts, damage to trees, poles and structures will be deducted from the deposit. A Parking Plan must be submitted and approved by the P.C.B. Parks Department no later than 30 days prior to event.

Acreage & Parking			
Acreage & Parking	Total Site: 70 Acres	Festival Field Parking: 10 Acres	Parking Spaces: 750

## Load-In & Out

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Motorized vehicles are prohibited on Gayle's Trails. Vehicles must back from road to stage during load-in (no turn around available). Amphitheater Lawn does not support the weight of vehicles. All violators will be responsible for damage.

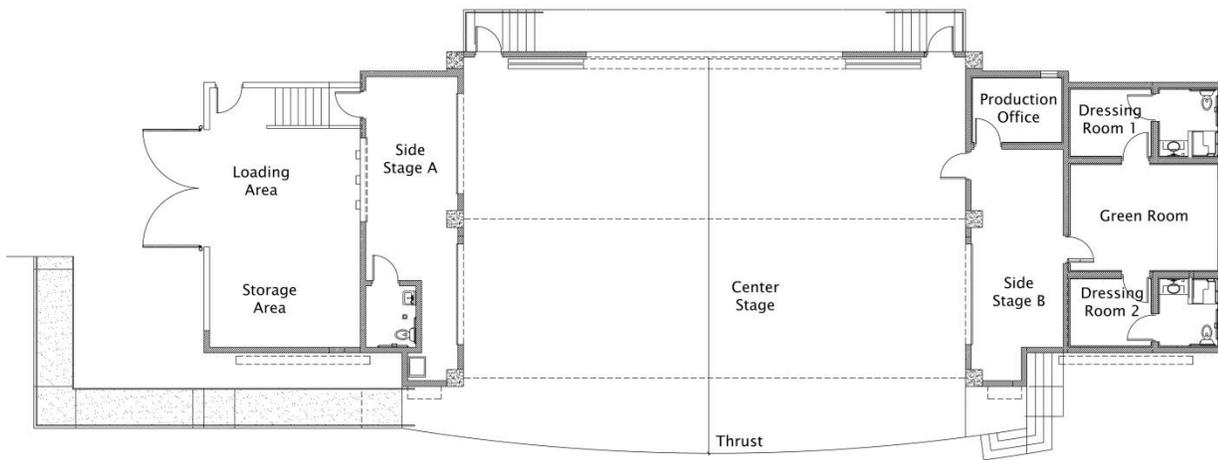


The event organizer must be present when deliveries are received or prior arrangements made with the city at least 48 hours in advance. The park is not responsible for any equipment, electronics, staging, or supplies that are not secured by the event organizer. 24 hour security is recommended if anything is left overnight. A 32' scissor lift is available for rent with an operator. Leasing from local rental company is an expense absorbed by the lease and equipment must be removed prior to vacating the park, but before the final site inspection can be released.

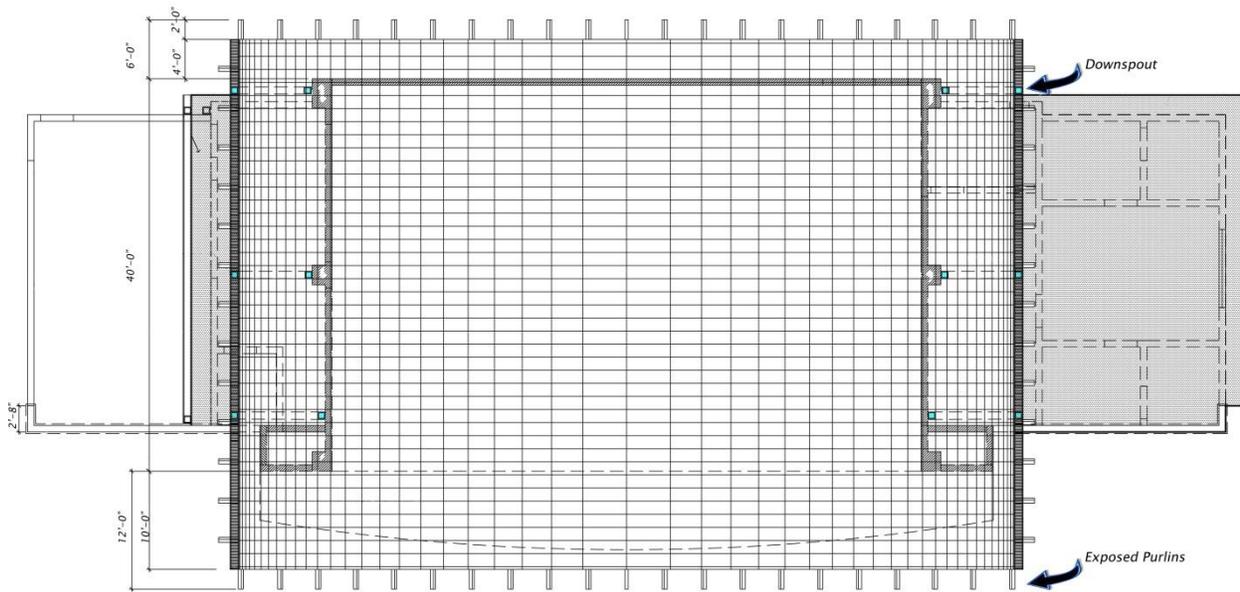
## Stage

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Stage Dimensions	Covered 60' x 40'	10 ft.- thrust outward	(6) wall outlets 20 amp
Covered Stage- Roof & Truss Height	35' roof highest point	25' truss height	(6) truss outlets 20 amp
Lighting Weight Limits	100,000 lbs. roof max	Clips- 3,500 lbs./ each max	300 clip max
Speaker Weight Limits	10,000 lbs. rack mount max	4,500 lbs./ each max	50 amp outlets each side
Back Stage Doors	30' x 18'	Open Air or Closed Back Drop	
Scissor Lift *city operator required	Weight Limit: 700 lbs. max	Height: 32'	4' Slide
Green Room	12' x 17'	(6) 20 amp	
Dressing Room (2)	9' x 8'	(2) 20 amps	(2) Restroom with Shower (7' x 8')
Production Office	10'x 7'	(2) 20 amps	
Loading Area (Uncovered)	14' x 18'	14' Gate	
Storage Area (Uncovered)	13' x 18'		
Side Stage A	23' x 10'	Garage Doors (2) 12' x 10'	Restroom
Side Stage B	23' x 10'	Garage Door (1) 12' x 10'	



Roof Overhang Above



## Telephones & Internet Access

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There is no telephone or internet access at this time. Please make prior arrangements for temporary use.

## Timeline & Approval Requirements

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Items to be Completed (note minimum # of days in advance for approval)	Minimum Due Date	Approved By (Initial)	Date Completed
Special Event Request Form (90)	/ /	Parks-	/ /
\$500 Deposit (90 after site reservation)	/ /	Parks-	/ /
City Council Approval (60)	/ /	City-	/ /
Completed Agreement (including all * items) (60)	/ /	Parks-	/ /
*Special Event Permit Fee-\$350 (60)	/ /	Planning-	/ /
*Site Plan (60)	/ /	Parks-	/ /
*Route Map (60)	/ /	Parks-	/ /
*Security (60)	/ /	PCB PD-	/ /
*Traffic Control (60)	/ /	PCB PD-	/ /
*Safety Management Plan (60)	/ /	PCB FD-	/ /
*Parking Plan (60)	/ /	Parks-	/ /
City Manager Approval (60)	/ /	M. Gisbert-	/ /
50% Base Rent Due (30)	/ /	Parks-	/ /
Production Schedule (30)	/ /	Parks-	/ /
Electrical/ Lighting Plan (30)	/ /	Parks-	/ /
Flyer/ Poster & Ticket Info (20)	/ /	Parks-	/ /
Event Liability Insurance (14)	/ /	Parks-	/ /
Waste Removal (14)	/ /	Parks-	/ /
Port-a-let Rental Agreement (14)	/ /	Parks-	/ /

# Sample Certificate of Insurance



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
MM/DD/YYYY

PRODUCER  <b>Name &amp; Address of Insurance Agency</b>	THIS CERTIFICATION IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
	INSURERS AFFORDING COVERAGE	NAIC #
INSURED  <b>Name &amp; Address of Insured</b>	INSURER A:	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS								
	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Required	MM/DD/YY	MM/DD/YY	EACH OCCURRENCE \$ <b>1,000,000</b> DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b> MED EXP (Any one person) \$ <b>1,000</b> PERSONAL & ADV INJURY \$ <b>1,000,000</b> GENERAL AGGREGATE \$ <b>3,000,000</b> PRODUCTS - COM/PO/ AGG \$ \$								
	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Recommended			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$								
	<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$								
	<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$								
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<table border="1"> <tr> <td>WC STATU-TORY LIMITS</td> <td>OTH-ER</td> </tr> <tr> <td>E.L. EACH ACCIDENT</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - EA EMPLOYEE</td> <td>\$</td> </tr> <tr> <td>E.L. DISEASE - POLICY LIMIT</td> <td>\$</td> </tr> </table>	WC STATU-TORY LIMITS	OTH-ER	E.L. EACH ACCIDENT	\$	E.L. DISEASE - EA EMPLOYEE	\$	E.L. DISEASE - POLICY LIMIT	\$
WC STATU-TORY LIMITS	OTH-ER												
E.L. EACH ACCIDENT	\$												
E.L. DISEASE - EA EMPLOYEE	\$												
E.L. DISEASE - POLICY LIMIT	\$												
	<b>OTHER</b> Liquor Liability	Required (Only if alcohol distributed)	MM/DD/YY	MM/DD/YY									

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

<b>CERTIFICATE HOLDER</b>  City of Panama City Beach Aaron Bessant Park 500 West Park Dr. Panama City Beach, FL 32413	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL _____ DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.  AUTHORIZED REPRESENTATIVE
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