



# City of Panama City Beach

## Aaron Bessant Park

### 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 # \_\_\_\_\_

**1<sup>st</sup> 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)	Ticked	Free	Private

2 <sup>nd</sup> Choice: _____	3 <sup>rd</sup> 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/ Ticked
<input type="checkbox"/>	Other _____

**Park Services/ Facilities Requested**

Check all that apply to your event

- Amphitheater Lawn
- Stage
- Special Event Restrooms
- Multipurpose Festival Lawn (Field 1 \_\_\_\_\_ Field 2 \_\_\_\_\_ Field 3 \_\_\_\_\_)
- Daily Restrooms
- Park Office
- Trash Disposal Set-up
- Scissor Lift Rental
- Sound Equipment Rental
- Tables (# \_\_\_\_\_)
- Chairs (# \_\_\_\_\_)

**Please return to:**

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

Email: [info@playballinparadise.com](mailto:info@playballinparadise.com)

Fax: (850)233-5161

**For Office Use Only**

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Resubmit (Additional Info Needed) \_\_\_\_\_

Mario Gisbert, City Manager: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_