

# Athletic Facility Guide



2015

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

[WWW.PANAMACITYBEACHPARKSANDRECREATION.COM](http://WWW.PANAMACITYBEACHPARKSANDRECREATION.COM)

It is with a great deal of pleasure that we welcome you to the City of Panama City Beach. We hope that you will be happy here and we will do our best to make sure that you and your participants have a great experience. Enclosed is a tournament guide that should help in your reservation process and tournament preparation. There are a few things that we would like to highlight- detail are included in the guide.

- All completed contracts and deposits/agreements must be submitted to PCB Parks & Recreation Department by February 18, 2015.
- February 19, 2015 all dates on hold without submitted paperwork will be released and open for rent.
- Deposits will be required- unless guarantor agreement accompanies completed contract
- All rental fees are due a minimum of five (5) business days in advance- unless guarantor agreement accompanies completed contract.
- Sunday Field Rental March 1- May 17, 2015- Field 7 will not be available beginning at noon on Sundays during this time period- PCB Parks & Recreation Department will be running an Adult Softball League during this time.
- Field Maintenance Crews must have time to prep fields, please have your set-up requests in by deadlines.
- Baseball pitchers are not permitted to use any hard rubber or metal cleats- turf shoes only.

Jim Ponek, Parks & Recreation Director

Melissa Deese, Facilities & Special Events Coordinator



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January 13, 2015

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 twenty five dollar (\$25) per field per day 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 before first day of lease. 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 you are requesting a waiver of paying fees in advance, you will need a signed agreement from our approved guarantor.

The City of Panama City Beach Parks and Recreation Department is grateful for your support of all the tournaments. If you have any questions or have any issues please contact Melissa Deese. Once again thank you for your support.

Jim Ponek, Parks & Recreation Director

A handwritten signature in black ink, appearing to read "Jim Ponek", is written over a horizontal line.

Melissa Deese, Facilities & Special Events Coordinator

A handwritten signature in blue ink, appearing to read "Melissa Deese", is written over a horizontal line.

# Tournament Schedule

## Panama City Beach

**February 14- 15**

**February 27-29**

**March 7-8**

**March 14-15**

**March 21-22**

**March 28-29**

**April 11-12**

**April 18-19**

**April 25-26**

**May 9-10**

**May 16-17**

**May 23-25**

**May 30-1**

**June 5-7**

**June 9-16**

**June 12-14**

**June 16-20**

**June 22-27**

**June 29-4**

**July 6-11**

**July 13-18**

**July 20-25**

**August 7-9**

**August 14-16**

**August 22-23**

**August 29-30**

**August 29**

**September 10-13**

**September 17-20**

**September 25-27**

**October 3-4**

**October 10-11**

**October 16-18**

**October 30-1**

**November 7-8**

**November 14-15**

**November 21-22**

**November 27-28**

**USFA Fastpitch**

**Arnold High School**

**ISSA**

**Grand Slam**

**NSA Fastpitch**

**Grand Slam**

**USFA Fastpitch**

**Grand Slam**

**USSSA Military**

**Travel Ball, USA**

**ASA Fastpitch**

**Grand Slam**

**USFA Fastpitch**

**Grand Slam**

**MILP (Paintball)**

**Grand Slam**

**Grand Slam**

**Grand Slam**

**Grand Slam**

**USFA Fastpitch**

**USFA Fastpitch**

**USFA & Grand Slam**

**ASA Fastpitch**

**USSSA Baseball**

**USFA Fastpitch**

**NSA SE World Series**

**Hurricane Rugby**

**WSL**

**WSL**

**USSSA Baseball**

**USFA Fastpitch**

**Bay United**

**WSL Military**

**ASA Fastpitch**

**GSL**

**USFA Fastpitch**

**NSA**

**NSA Fastpitch**

TENTATIVE  
CONTRACTS PENDING  
TO BE FINALIZED  
FEBRUARY 18th, 2015

2015

# TOURNAMENT CHECKLIST

✓	DUE DATE	DESCRIPTION
	February 18, 2015	Completed Contract
	February 18, 2015	Deposit
	February 18, 2015	Opening Ceremony Paperwork & Deposit (if using City facilities)
	February 18, 2015	Meeting Paperwork & Deposit (if using City facilities)
	90 Days in advance	Parades- Approval through City Council (Contact Jo Smith 850-233-5100)
	30 Days in advance	Alcohol Addendum ( <b>*\$25 processing fee</b> )
	5 Business Days in Advance (cash or credit card)/ 30 Business Days in Advance (check)	Rent Balance Due (all facilities)
	5 Business Days in Advance	Insurance: minimum \$1,000,000 & Liability & \$3,000,000 Aggregate- <b>No Exceptions</b>
	3 Business Days for Diamonds/ 5 Business Days for Rectangular Fields	Set-up Request Form
	3 Business Days in Advance	Final Schedule
	3 Business Days in Advance	Vendor List (Must use form provided)
	3 Business Days in Advance	Vendor Location Map (Must use form provided)*Any tents must be inspected & permitted- arrangements for inspections and permits are made through the Building & Licensing Department located at City Hall (850-233-5100)
	1 Business Day in Advance	Vendor Fee
	30 Days from Invoice Date	Final Payment for Incidentals Due (i.e. quick dry, lights, etc.)

***\*All documents are subject to PCB Parks & Recreation Department approval.\****

# Deposit Calculations

	1 Field	2 Fields	3 Fields	4 Fields	5 Fields	6 Fields	7 Fields	8 Fields	9 Fields
1 Day	\$25	\$50	\$75	\$100	\$125	\$150	\$175	\$200	\$225
2 Days	\$50	\$100	\$150	\$200	\$250	\$300	\$350	\$400	\$500
3 Days	\$75	\$150	\$225	\$300	\$375	\$450	\$525	\$600	\$675
4 Days	\$100	\$200	\$300	\$400	\$500	\$600	\$700	\$800	\$900
5 Days	\$125	\$250	\$375	\$500	\$625	\$750	\$875	\$1,000	\$1,125
6 Days	\$150	\$300	\$450	\$600	\$750	\$900	\$1,050	\$1,200	\$1,350

Use the above chart to determine your deposit amount. Enclose a check made payable to the City of Panama City Beach or an approved Deposit Waiver Form with your contract. **Holiday rates are double- see User Fees for details and holiday listing.** Deposits are non-refundable and are credited to your rental balance.

## P.C.B. PARKS & RECREATION SPORTS FACILITY USE AND LICENSE AGREEMENT

**THIS AGREEMENT** is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_, by and between the City of Panama City Beach, Florida, a municipal corporation (the "City"), and \_\_\_\_\_ ("Licensee");

**CITY HEREBY GRANTS** to Licensee a license to use the Frank Brown Park Sports Facilities in Bay County, Florida, upon the terms and conditions of this Agreement, which are:

1. **TERM.** Licensee shall be entitled to use the following described facilities (the "Site"):

Circle:

Aaron Bessant Park	Soccer Fields	A1 A2 A3
	Trails	
Beach Front	Volleyball Courts	# _____
Conservation Park	Trails	
Frank Brown Park	50 Meter Pool	# of Lanes _____
	Activity Pool	
	Baseball/ Softball Fields (South Complex)	F1 F2 F3 F4
	Baseball/ Softball Fields (North Complex)	F5 F6 F7 F8 F9
	Basketball Court- Indoor (Gymnasium)	
	Basketball Court- Outdoor	B1 B2
	Gayle's Trails	
	Multipurpose Fields (Festival Site)	M1 M2 M3
	Soccer Fields	S1 S2 S3
	Tennis Courts	T1 T2 T3 T4

Other: \_\_\_\_\_  
on the following dates \_\_\_\_\_ and times \_\_\_\_\_ (the "Term").

2. **LIMITED USE OF SITE.** Licensee shall use the Site for the exclusive purpose of \_\_\_\_\_  
Official Event Title: \_\_\_\_\_ (the "Event").

Circle:

Baseball	Basketball	Cheerleading
Diving	Football	Lacrosse
Soccer	Softball (Fastpitch)	Softball (Slowpitch)
Swimming (Short Course)	Swimming (Long Course)	Volleyball

Circle:

Youth	Adult	Senior
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The possession, consumption, and sale of alcoholic beverages are prohibited unless expressly such use is expressly authorized and approved in writing by the City.

**3. FEE.**

- a. No later than ten (5) days in advance of the Event, Licensee shall pay City *all* rental fees due, plus all applicable late fees and sales and use taxes for use of the Site in accordance with the Schedule of Fees and Costs attached and incorporated as Appendix A hereto.
- b. A deposit shall be paid to the City at the time Sports Facility Agreement is returned to Parks & Recreation Department in the amount described in Appendix B for aquatic & beach activities; use Appendix A for all other sporting activities.

**4. ACCEPTANCE OF SITE.** Licensee represents and warrants that it has inspected or caused to be inspected the Site, including all facilities, utilities and improvements thereon, and that they are all acceptable "as is" and appropriate for the Event. In the event of a material change in the condition of the Site adversely affecting Licensee's ability to produce the Event, Licensee's sole remedy shall be to terminate this Agreement upon written notice to the City, any use fee that has been paid will be refunded.

**5. UTILITIES.** The City shall pay the cost of utilities reasonably consumed during the Term, including water, sewer, gas and telephone. Licensee shall pay the cost of those utilities generated or consumed on or within the Site during the Term which exceed normal operating standards, including but not limited to, electricity, gas, telephone-internet, cable television, and solid waste.

**6. ALTERATIONS, ADDITIONS, IMPROVEMENTS.** No permanent alterations, additions or improvements shall be made to the Site. The City shall require the Licensee to remove any alteration, addition or improvement and restore the Site to its original condition at the Licensee's expense. Licensee need not obtain the City's consent for temporary improvements made by Licensee on the Site necessary to produce the Event, including by way of example and not limitation, portable toilets, temporary electrical cords and junction boxes, water hoses, temporary lighting, temporary fencing, equipment, generators, trailers, tents, temporary vendor facilities, trash receptacles, portable gazebos, and all other improvements of a similar nature. Licensee shall remove all such temporary improvements existing on the Site or Parking Lots at the conclusion of the Event, failing which the City or its designee may seize, impound, remove and destroy the same at Licensee's expense.

**7. REPAIRS, MAINTENANCE, AND CLEANUP.** Licensee shall at its expense keep and maintain the Site in good repair during the Term. Licensee agrees to repair, replace or compensate the City for any excessive cleanup required or for any damage sustained to City property during the Term, as determined by the City in its sole discretion.

**8. CONDITION AND VACATION OF SITE.** Licensee shall neither commit nor permit waste of the Site. At the termination of this Agreement by lapse of time or otherwise, Licensee shall vacate and return the Site to the City in the same or better condition as received, failing which the City or its designee may take any necessary steps to return the Site to the same or better condition as they were received by Licensee, at Licensee's expense.

**9. COMPLIANCE WITH LAWS.** Licensee shall comply and cause its employees, agents and subcontractors to comply with all laws, ordinances and regulations applicable to the occupation, use or maintenance of the Site, and shall promptly comply and cause the same to comply with all governmental orders and directives for the correction, prevention and abatement of nuisances in or upon or associated with the Site.

**10. RIGHT OF ENTRANCE.** The City shall have the right to enter the Site at all times during the Term and shall have free access at all times to all spaces occupied by the Licensee, its employees, agents and subcontractors.

**11. TOURNAMENT VENDORS—FEES AND REGULATIONS.** The City reserves the right to approve all tournament vendors. The tournament promoter shall guarantee the spaces needed for vendors 2 weeks in advance of the Event, and no promoter shall be authorized to provide more than six vendors for an Event. The tournament vendor fee is \$25 per vendor per day, covers a 20' x 20' space, and covers the costs of City Business Registration and licensing, utility fees and special parking permits. Promoters shall provide vendor

information to the City no later than three business days prior to the event. Each vendor shall pay the 1% sales tax on gross receipts within 20 days of the conclusion of the Term. Please be advised that no Promoter shall be authorized to provide temporary food or beverage vendors at Frank Brown Park. For public safety purposes, no vehicles or vendors shall be permitted to offer merchandise or services inside the sports complexes or on the sidewalks or paved walking trails within PCB Parks & Recreation facilities.

#### **12. INSURANCE AND INDEMNIFICATION.**

- a. Licensee shall at its expense maintain in force during the Term a comprehensive public liability coverage insuring Licensee against liability arising from Licensee's occupation, use or maintenance of the Site. Licensee's coverage shall be in the amount of not less than \$1,000,000 for property damage and bodily injury to or death of one person in any accident or occurrence and in the amount of not less than \$3,000,000 for property damage and bodily injury to or death of more than one person in any one accident or occurrence. All such insurance shall name the City, its officers, employees and agents as additional insured.
- b. City shall at its option and expense maintain in force during the Term such fire, casualty, and extended coverage insurance covering any City owned improvements on the Site as the City may desire.
- c. Licensee shall at its option and expense maintain in force during the Term such fire, casualty and extended coverage insurance on Licensee's personal property located on the Site, including trade fixtures, equipment, machinery, inventory or other personal property belonging to or in the custody of Licensee, and all such policies may waive any right of subrogation against the City.
- d. All coverage maintained by Licensee pursuant to Subparagraph (a) shall be provided by companies registered and licensed to sell insurance in the state of Florida and which may legally provide the coverage set forth herein, and shall be provided by companies reasonably satisfactory to the City and in form and substance reasonably satisfactory to the City, and shall provide that coverage will not be subject to cancellation, termination, revocation or material change except after thirty (30) days' prior written notice to the City.
- e. Within thirty days of the date of this agreement, and in no event less than seventy two hours (72) hours prior to the Term, and thereafter upon the written request of the City, Licensee shall furnish to the City such certificates of coverage and certified copies of policies pursuant to subparagraph (a). In order to satisfy this provision, the documentation required by this part must be sent to the following address: PCB Parks & Recreation, Attn: Facilities & Special Events Coordinator, 16200 Panama City Beach Parkway, Panama City Beach, FL 32413, Facsimile 850.233.5161.
- f. Licensee shall indemnify and hold harmless and defend the City and its officers, employees, agents and representatives from and against any and all damages, lawsuits, liabilities, claims, costs and expenses including reasonable attorney's fees ("Damages") arising in whole or in part from: (i) the occupation, use or maintenance of the Site by Licensee or anyone claiming by, through or under Licensee; or (ii) the breach of any of Licensee's representations, warranties, covenants or agreements hereunder, including any Damages arising from the combined fault of Licensee and City, but excluding any Damages arising solely from the negligence or willful misconduct of the City. The covenants contained in this paragraph shall survive the termination of this Agreement.
- g. If any third party claim is made against the City that, if sustained, would give rise to indemnification liability of the Licensee under this Agreement, the City shall promptly cause notice of the claim to be delivered to the Licensee and shall afford the Licensee and its counsel, at the Licensee's sole expense, the opportunity to join in defending or compromising the claim. The covenants contained in this paragraph shall survive the termination of this Agreement.

**13. ATTORNEY'S FEES.** In the event of any litigation hereunder, each party shall be responsible for its own attorney's fees and court costs at all trial and appellate levels and at any mediation or arbitration.

**14. TIME.** Time is of the essence in this Agreement.

**15. FORCE MAJEURE.** The City's failure or inability to provide any facility for public use at any time as a result of circumstances beyond its control, such as, but not limited to, war, terrorism, strikes, fires, floods, hurricanes, acts of God, power failures, or damage or destruction of any facility related thereto, shall not be deemed a breach of this Agreement.

**16. REMEDIES.** Failure to cure a breach of a material term hereunder within four (4) hours of Licensee's receipt of written notice thereof shall entitle the City to terminate this Agreement. All rights and remedies conferred upon the parties in this Agreement shall be cumulative and in addition to those available under the laws of the State of Florida.

**17. ASSIGNMENT.** This Agreement is not assignable.

**18. SEVERABILITY.** In the event any provision of this Agreement shall be held invalid or unenforceable by any court of competent jurisdiction, such holding shall not invalidate or render unenforceable any other provision hereof.

**19. MODIFICATIONS.** No modification, amendment, or alteration in the terms or conditions contained herein shall be effective unless contained in a written document prepared with the same or similar formality as this Agreement and executed by the City and Licensee.

**20. WAIVER.** Failure by the City to enforce any provision of this Agreement shall not be deemed a waiver of the provision or modification of this Agreement. A waiver by the City of any breach of a provision of this Agreement shall not be deemed a waiver of any subsequent breach and shall not be construed to be a modification of the terms of this Agreement.

**21. ENTIRE AGREEMENT.** This Agreement, and any appendixes attached hereto and incorporated herein, constitutes the entire agreement between parties pertaining to the subject matter hereof, and supersedes all prior and contemporaneous agreements, understandings, negotiations and discussions of the parties, whether oral or written, and there are no representations, warranties, covenants or other agreements among them.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

Signed in the presence of:

Licensee

\_\_\_\_\_  
Witness 1 (Print Name):

\_\_\_\_\_  
By:  
Its: \_\_\_\_\_

\_\_\_\_\_  
Witness 2 (Print Name):

STATE OF FLORIDA  
COUNTY OF BAY

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_  
by \_\_\_\_\_ as \_\_\_\_\_ of \_\_\_\_\_

( ) who is personally known to me.

( ) who produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

CITY OF PANAMA CITY BEACH, FLORIDA a  
municipal corporation

\_\_\_\_\_  
By: Mario Gisbert, City Manager

ATTEST:

\_\_\_\_\_  
Holly J. White, City Clerk

STATE OF FLORIDA  
COUNTY OF BAY

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 201\_\_\_\_  
by Mario Gisbert and Holly J. White as City Manager and City Clerk of Panama City Beach, FL who  
are personally known to me

\_\_\_\_\_  
Signature of Notary Public

2. Special Provisions for the Event

\*\*\* NOTE \*\*\* Execution of this Appendix A does not constitute confirmation of your Event at a PCB Parks & Recreation facility. To lock in the date(s) and facilities requested, you must submit a completed and fully executed and notarized Document Package Including the USE AND LICENSE AGREEMENT, a Certificate of Insurance, and any applicable vendor and special event permits to the City of Panama City Beach PCB Parks and Recreation, Attn: Facilities & Special Event Supervisor, 16200 Panama City Beach Parkway, Panama City Beach, FL 32413, Fax: 850.233.5161. Events will be scheduled upon receipt of the complete Document Package.

I, the undersigned, understand and agree to abide by the terms and conditions set forth in this Appendix A to the City of Panama City Beach's PCB PARKS & RECREATION SPORTS FACILITY USE AND LICENSE AGREEMENT. I also have reviewed and accept the terms of the User Fees General Rental Information

By:  
On Behalf Of:  
As its:

Date:

**For Office Use Only**

Estimated Fees

*This is an estimate of fees based on information given in this contract by the Lessee. A final total will be given at the conclusion of the event that includes any damages and/or additional charges incurred by the Lessee during the term of the lease.*

Estimate Total: \_\_\_\_\_

Total Event Fees Accrued

*This is a final total of fees accrued by the Lessee during the term of the lease. These may be from damages or any other charges that have been incurred. This total may be more or less than that of the estimate.*

Total Event Fees: \_\_\_\_\_

**Appendix A (For Fields, Courts, & Trails Use)**

Sponsoring Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Website: \_\_\_\_\_

Contract Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Event Director Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Event Name: \_\_\_\_\_  
 Dates Requested: \_\_\_\_\_  
 Facilities Requested: \_\_\_\_\_

**1. SCHEDULE OF FEES AND COSTS.**

**Softball/ Baseball/ Multi-Purpose Fields (Fields Close at 1 a.m.)**

Tournament Field Rental	< 32 teams- if holiday double	\$12 per hr.
Tournament Field Rental	32 or < teams- if holiday double	\$10 per hr.
Security Rental Deposit	Due at time of reservation- applied to final fee total	\$25 per day/field

**Press Box (Outside of Tournament Hours)**

Press Box	Meeting Room & Set-up Day Before	\$35 per hr.
Set-up & Clean-up	If tables & chairs are needed	\$100

**Tennis Courts & Outdoor Basketball Courts**

Tennis Courts & Outdoor Basketball Courts		\$10 per hr.
Tournament Tennis Courts (4) & Outdoor Basketball	7 a.m. - 11 p.m.	\$200 all courts (4)

**Batting Cages**

Batting Cages- Day Time	First Come First Serve	Free
Batting Cages- Night Time		\$20 per hr.

**Trails**

Gayle's Trails	Includes Staff 5K Race Prep; For 10K add \$30	\$150 per race
Conservation Park Trails	Includes Staff, 5K Race Prep; For 10K add \$30	\$200 per race

**Miscellaneous Fees**

Quick Dry		\$12 per bag
Vendor Fee		\$25 per day
Field Prep- Baseball/ Softball	Per Field for 3 Staff	\$45 per field
Field Prep- Equipment Set-up	Soccer/ Lacrosse/ Football	\$100 per field
Field Prep- Equipment Set-up	3V3	\$30
PCB School Rentals	Aaron Bessant Soccer Fields- no field prep	\$15 per day
Organized Club Sports	Max 2 hrs; no field prep	\$5 per hr.
Long Term Club Sports	20 hrs up front; @ \$5 per hr ; includes lights	\$100
<b>6.5% Florida Sales Tax</b>		

*Please see User Fee Packet for additional options and details.*

**Appendix B (For Aquatic & Beach Use)**

Sponsoring Organization: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Website: \_\_\_\_\_

Contract Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Event Director Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Email Address: \_\_\_\_\_

Event Name: \_\_\_\_\_  
 Dates Requested: \_\_\_\_\_  
 Facilities Requested: \_\_\_\_\_

**2. SCHEDULE OF FEES AND COSTS.**

**Swim Meets**

Short Course Meet	<i>Half Day 3-8 p.m. / Full Day 6:30 a.m.- 9:30 p.m. Up to 16 Lanes; Half Day Max \$1,000; Full Day Max \$2,000</i>	\$10 per hr. per lane
Full Use Meet	<i>Half Day 3-8 p.m. / Full Day 6:30 a.m.- 9:30 p.m. Up to 20 Lanes; Half Day Max \$1,000; Full Day Max \$2,000</i>	\$10 per hr. x20 lanes
Set-Up & Take Down		\$100
Facility Fee	<i>Per Swimmer In addition to rent</i>	\$5
Hospitality Room	<i>Includes Set-up &amp; Take Down</i>	\$150 per day

**Swim Practice**

School Practice	<i>Per Day Per Swimmer- Max 3 hrs. / Max 6 lanes</i>	\$4 per hr. per lane
Club Practice	<i>Per Day Per Swimmer- Max 3 hrs. / Max 13 lanes</i>	\$2.50 per hr. per lane
Visiting Team	<i>Per Day Per Swimmer- Max 4 hrs. / Max 6 swimmers per lane</i>	\$8 per day per swimmer
Visiting Team Off Season	<i>Per Day Per Swimmer- Max 4 hrs. / Max 6 swimmers per lane</i>	\$8 per day per swimmer
Lane Rental	<i># of lanes _____; from _____ to _____ Days of week: _____</i>	\$10 per hr. per lane

**Beach**

Volleyball Court	<i>Per Court/ 2 Hours</i>	\$25
Volleyball Court- Daily Tournament	<i>All Courts</i>	\$50
Court Prep	<i>Per Court/ Lines &amp; Net</i>	\$25

**6.5% Florida Sales Tax**

*Please see User Fee Packet for additional options and details.*

## ALCOHOLIC BEVERAGE ADDENDUM

THIS ALCOHOLIC BEVERAGE ADDENDUM ( the "Addendum") made this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_, is an addition to and forms a part of that certain Frank Brown Park Use Agreement dated \_\_\_\_\_ (the "Agreement") between the City of Panama City Beach, Florida, a municipal corporation ( the "City"), 110 South Arnold Road, Panama City Beach, Florida 32413, and \_\_\_\_\_ (the "Licensee"), [address] \_\_\_\_\_, related to the Event known as \_\_\_\_\_ to be held on \_\_\_\_\_.

IN CONSIDERATION of reliance upon these presents, City and Licensee agree:

1. To the extent of any inconsistency between the terms and conditions of this Addendum and the Agreement, this Addendum shall control. Capitalized terms used herein shall have the meaning ascribed in the Agreement.

2. Alcoholic beverage sale, possession and consumption are hereby approved, subject to the terms and conditions of this Addendum and the Agreement, for the [insert use here] \_\_\_\_\_ during the Event Proper (\_\_\_ days) within the Site but not the Parking Lots. Possession, consumption and sale of alcoholic beverages at any other time, including Set Up and Takedown, is prohibited.

4. Nothing in this Addendum shall be construed to exempt the Licensee from full compliance with, or amend or modify, applicable City Ordinances or State Statutes.

5. Licensee shall have full responsibility for the supervision of the sale, possession and consumption of alcoholic beverages within the Site, and shall suspend such sale, possession and consumption whenever necessary to preserve the peace or protect to the safety of sponsors, guests or the facility.

6. Licensee shall at its expense maintain in force during the Term a liquor liability insurance policy in the amount of not less than \$1,000,000 for property damage and bodily injury to or death of one person in any accident or occurrence and in the amount of not less than \$3,000,000 for property damage and bodily injury to or death of more than one person in any one accident or occurrence arising on or about the Site or the Parking Lots from or associated with the sale, possession or consumption of alcoholic beverage during the Term. Such policy shall name the City, its officers, employees and agents as additional insureds.

7. Licensee shall at its expense comply or cause compliance with the following policies and procedures regarding alcoholic beverages during the Event Proper:

- a. A wrist band, stamp, or invitation system shall be strictly enforced by ID check.
- b. Licensee shall provide no less than two (2) additional security personnel

monitor and be stationary inside the areas designated for consumption of alcoholic beverages.

- c. Volunteers/employees assigned to the alcohol consumption area shall be recognized through a badge/name tag identification/ticket/pass.
- d. Volunteers/employees shall be trained in the responsible distribution of alcoholic beverages.
- e. No glass containers shall be used, sold or served in the consumption area.

8. Prior to commencement of the sale, possession or consumption of alcoholic beverages, Licensee shall provide the City with the following documents:

- a. Evidence of a liquor liability policy;
- b. A sketch of the designated area where alcoholic beverages will be permitted;
- c. A written plan for toilet facilities, electricity, public safety, security, traffic control, parking, solid waste disposal, responsible consumption of alcoholic beverages, and clean up;
- d. A written plan that outlines who will be involved with the distribution of alcoholic beverages and the plan for training those individuals who will be providing or distributing these products;
- e. Copies of the state alcohol application, state certificate and state special event permit covering the Site where alcohol will be consumed.

9. Licensee understands and acknowledges that the permission granted is a special exception to the City's policy of prohibiting the possession, consumption and sale of alcoholic beverages in Frank Brown Park and that the City Council reserves the right to revoke the special exception at any time, without cause. Moreover, the City, as owner of the Site, reserves the right at all times to immediately suspend the sale, possession and consumption of alcoholic beverages within the Site whenever the City Manager or his designee shall determine, in his or her sole discretion, that such suspension is necessary or prudent to protect the safety of sponsors, guests or the facility. Licensee acknowledges that the City would not have entered this Addendum without reserving all of the above rights.

10. Licensee represents that it was not requested to obtain this variance by a licensed retailer and that every person or organization which receives any funds from the net proceeds realized from the sale of alcoholic beverages will have been qualified as an exempt organization under the provisions of s. 501(c)(3) of the Internal Revenue Code of 1954.

[SIGNATURES ON FOLLOWING PAGE]

LICENSEE

CITY OF PANAMA CITY BEACH,  
FLORIDA, a municipal corporation.

\_\_\_\_\_  
By:  
Its:

\_\_\_\_\_  
By: Mario Gisbert, City Manager



# Tournament Vendors

**Tournament Name:**

**Date(s):**

**Vendor Name:**

**Vendor Site Location:**

Vendor Contact Information		
Phone Number:		
Address:		
Email:		
Vehicle Make:	Model:	Tag#:

## Checklist

	Should be completed by	✓ When Complete
Pick-up Vendor Permit/Packet from Community Center	Before setting up for tournament	
Set-up your Vendor Area	Prior to 1 hour before games begin	
Is your tent at least 5' off the paved walking trail?	Prior to 1 hour before games begin	
Are all 4 corners of tent secured?	Prior to 1 hour before games begin	
Tent permit and inspection for tents larger than 10' x10'	Prior to 1 hour before games begin	
Is there a minimum spacing of 2' between all tents?	Prior to 1 hour before games begin	
Maximum of (2) banners (maximum size 3' x 6')	Prior to 1 hour before games begin	
Remove all vehicles from vendor area before the first game begins each day	Prior to 1 hour before games begin	
Vendors may reenter vendor gate after last game of day	Once the last game is over for the day, you have (2) hours to vacate	
Remove all banners, tents, vehicles, trash from vendor area at conclusion of tournament	Once the last game is over, you have (2) hours to vacate	
Pay City Sales Tax (1%)	1.)Pay at end of tournament 2.)Pay at office before next event 3.)Pay within 20 days *Future permits will not be issued until paid*	

## Vendor Area/Site

**[A Vendor Site is an area that is 20' x 20'. There is a maximum of 6 vendors per tournament.]**

Located between the North and South ball field complexes- east of the flagpole (see attached map) and (2) vendor areas located outside North Complex- between Fields 5 & 9. Vendors must stay a minimum of 5' off the paved walking trail.

---

## 1 Entrance

**[You must enter & exit the vendor area from the Festival Site parking lot through the double yellow gates.]**

Motorized vehicles are prohibited on the paved walking trails and inside the North & South Complexes. You may enter the vendor area with a vehicle up to 1 hour before the 1<sup>st</sup> game or after the conclusion of the last game of the day. No vehicles may be left in the vendor area or between the complexes during the event. **Exception:** *A motorized van that the vendor is working out of, with City approval.*

(Ord. No. 1216, § 1, 1-12-2012)

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## 2 Tents

**[Each vendor site can have up to (2) 10' x 10' pop up tents. Any tent larger than a 10' x 10' is a \$45 permit fee, to be paid at the building department by the Tournament Director.]**

Tents that are larger than 10' x 10' and/or staked to the ground: you must provide a site map to the City at least 2 weeks in advance of the tournament with location and size for approval. If approved the tent must be inspected by the City's Fire Inspector. It is the responsibility of the Tournament Director to have it inspected and pay for permit. All 4 corners of the tent must be secured (i.e. buckets of sand, jugs of water). There must be at least a 2' walkway between each tent regardless of size.

- **Certificate of insurance for all tents larger than 10'x10' must be given to Parks & Recreation Department at least 72 hours before set-up.**
- 

## 3 Vacate

**[Vendors must vacate the park within 2 hours of the end of the tournament]**

No trailers, motorhomes, or vehicles may be left in the park. All tents must be removed within 2 hours.

#### **4 Motorized Vehicles**

No vendors are permitted to use motorized vehicles (including golf carts) on trails or inside sports complexes. **[Note: Tournament Directors may request to use a maximum of (4) preapproved electric golf carts for tournament staff only.]**

#### **5 Tournament Directors**

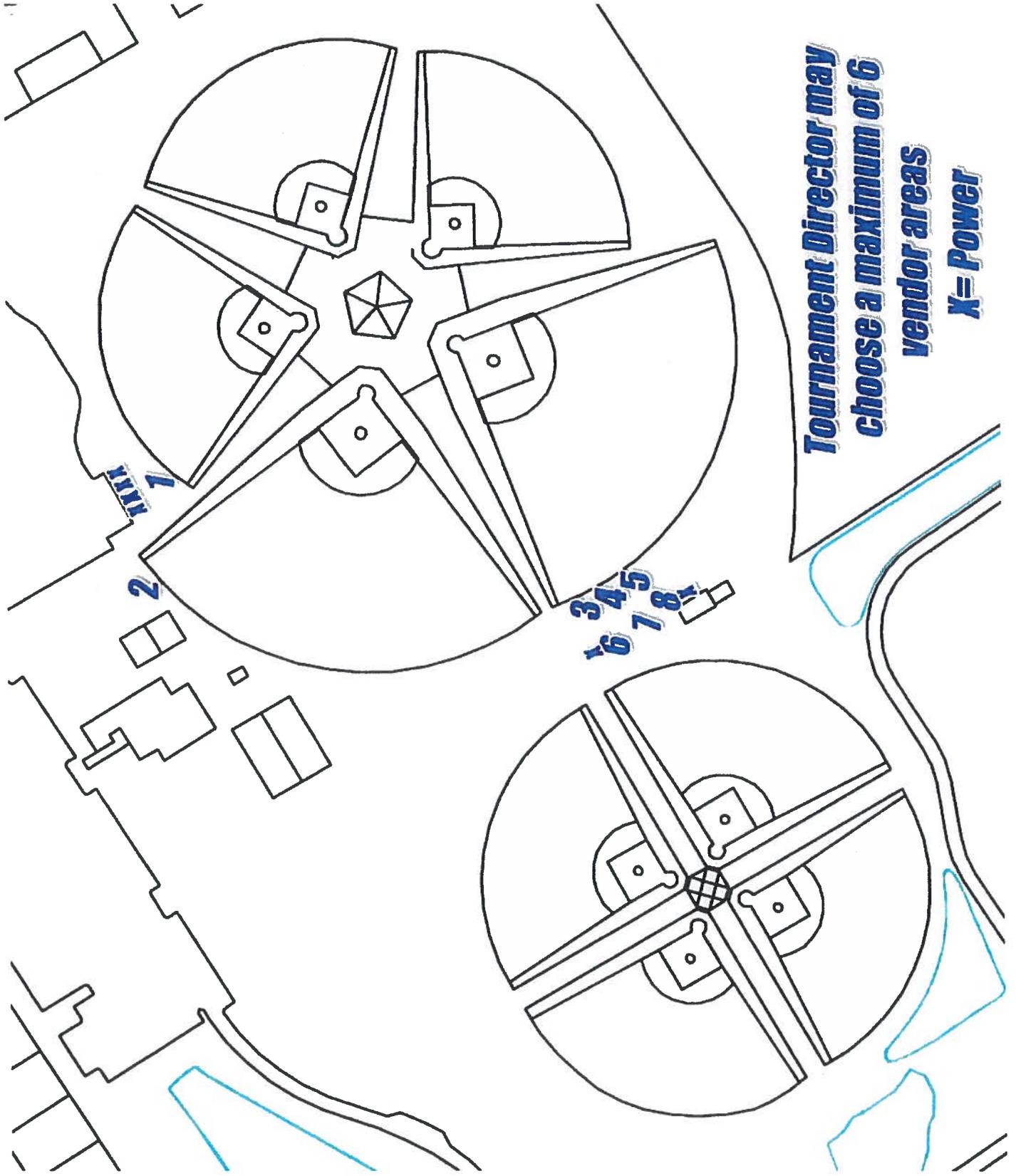
Must submit vendor form and site map 2 weeks in prior to the event. Changes to vendor form and site map may be made up to 72 hours prior to tournament. Site map is to include vendor location, trailers, tents, etc. All permit fees are the responsibility of the Tournament Director.

#### **6 Signage**

Each vendor is allowed a maximum of (2) banners (maximum size: 3' x 6'). One banner may be at the vendor's site and the other may be on the chain link fence located at the Parks Department's discretion. Tournament vendor and sponsor banners must be approved by Athletic Director before they are put up.

#### **7 Tournament Directors**

The City reserves the right to terminate any vendor agreement at any point and time during a tournament. If a vendor agreement is terminated, the vendor forfeits any and all fees.



**Tournament Director may  
choose a maximum of 6  
vendor areas  
X= Power**



Park Staff: \_\_\_\_\_

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

WWW.PANAMACITYBEACHPARKSANDRECREATION.COM

## Athletic Field Set-up Request

Please indicate your request below.

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

I understand that this is a request that must be approved by the Parks & Recreation Dept.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Day: \_\_\_\_\_ Time: \_\_\_\_\_

Baseball \_\_\_\_\_ FastPitch \_\_\_\_\_ SlowPitch \_\_\_\_\_

### Available Pitching Distance

Baseball	35'	40'	46'	50'	54'	60'
Softball	35'	40'	43'	50'	53'	-

### Available Bases

50'	60'	65'	70'	80'	90'
-----	-----	-----	-----	-----	-----

### Complete This Section For All Fields Used

Field #	Pitching Distance	Pitching Radius (Softball Only)	Bases	Fences
F1				
F2				
F3				
F4				
F5				
F6				
F7				
F8				
F9				



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

## Athletic Field Set-up Request

*Please indicate your request below.*

Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_

I understand that this is a request that must be approved by the Parks & Recreation Dept.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Field Assigned: \_\_\_\_\_

### Available Goals

Size	24'	21'	18'	12'	8'	6'	3V3
Count	4	4	3	3	2	4	

### Complete This Section for Multi-Field Use

Field #	Field Size	Goal Size	Center Circle Radius
S1			
S2			
S3			
M1			
M2			
M3			
A1			
A2			
A3			
F1			
F2			
F3			
F4			
F5			
F6			
F7			
F8			
F9			

*Recreation in Paradise!*