

RESOLUTION 17-36

A RESOLUTION AMENDING, UPDATING AND IN SOME CASES ESTABLISHING USER FEES FOR CITY RECREATIONAL FACILITIES; REPEALING ALL RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

BE IT RESOLVED by the people of the City of Panama City Beach, from and after the effective date of this Resolution, the fees for use of City recreational facilities shall be as follows (new text Underlined, omitted text ~~stricken~~):

Lyndell Conference Center <i>Note: Lessee does not have sole use of facility (including kitchen) unless entire facility is leased.</i>	
7% Tax is not included in rental rates.	<i>Parks & Recreation Department may lease any unrented space to another user/group.</i>
Description – Events will be staffed with one City employee. (Costs include Kitchen)	Fee
Meeting Room: Reservation Fee goes towards holding Date/Set-up/Clean-up/Staff) It is Required on Fri, Sat & Sun to use the Meeting Room you must reserve the Ballroom.	
Meeting Room- (Holiday add \$20 hr)-Fees paid upfront (Mon-Thur after 4pm Only)	\$35.00 \$40.00
Reservation Fee - Fees to be paid upfront at time of rental	\$50.00
Tax Exempt Groups-Hourly (Tax-Exempt Groups with Certificate on file)- Holiday add \$20 hr	\$20.00 \$25.00
Ballroom: (Reservation Fee goes towards holding Date/Set-up/Clean-up/Staff) It is required to have a minimum of 3 hour rental for the Ballroom	
Ballroom- Hourly (Holiday add \$20 per hr to Rate)- Fees to be paid 5 days prior of rental	\$60.00 \$70.00
Reservation Fee- Fees to be paid upfront at time of rental	\$200.00
Tax Exempt Groups-Hourly (Tax-Exempt Groups with certificate on file) –Holiday add \$20 hr	\$40.00 \$50.00
Day Before Set Up- 12-4pm Block \$100/and or 4-8pm Block \$250 – Additional add \$60 hr	\$100/\$250
Day After- Renter Break Down if facility available – Holiday add \$20 per hr	\$20.00 \$30.00
Ballroom & Meeting Room:(Reservation Fee goes towards holding Date/Set-up/Clean-up/Staff) It is required to have a min of 3 hr rental for Ballroom/Meeting Room	
Ballroom & Meeting Room-Hourly (Holiday add \$20hr) - Fees to be paid 5 days prior to rental	\$80.00 \$90.00
Reservation Fee- Fees to be paid upfront at time of rental	\$250.00
Tax Exempt Groups-Hourly (Tax-Exempt Groups with Certificate on file)- Holiday add \$20 hr	\$50.00 \$60.00
Day Before Set Up- 12-4pm Block \$100 and or 4-8pm Block \$250 – Additional add \$60 hr	\$100/\$250
Day After- Renter Break Down if facility available – Holiday add \$20 per hr	\$20.00 \$30.00
Lyndell Conference Center Other Fees:	
Alcohol Addendum (<i>In reference to page 4</i>)	\$25.00
Senior Center Co-op- Not to exceed 8hrs per day use. After 8hrs add \$20 per hr	\$100.00 \$120.00

Community Center- Frank Brown Park 7% Tax is not included in rental rates.

Description- Events will be staffed with one City employee. (Costs include Kitchen)	Fee
Classroom: (Reservation Fee goes towards holding Date/Set-up/Clean-up/Staff)	
Classroom- Hourly (Holiday add \$20 per hr to Rate)-Fees to be paid upfront	\$35.00 \$40.00
Reservation Fee - Fees to be paid upfront at time of rental	\$50.00
Tax Exempt Groups-Hourly (Tax-Exempt Groups with Certificate on file)- Holiday add \$20 hr	\$20.00 \$25.00
Gymnasium: (Reservation Fee goes towards holding Date/Set-up/Clean-up/Staff)	
It is required to have a minimum of a 3 hour rental for the Gymnasium	
Gymnasium- Hourly (Holiday add \$20 per hr to Rate)- Fees to be paid 5 days prior of rental	\$60.00 \$70.00
Reservation Fee- Fees to be paid upfront at time of rental	\$200.00
Tax Exempt Groups-Hourly (Tax-Exempt Groups with Certificate on file)- Holiday add \$20 hr	\$40.00 \$50.00
Package: (Reservation Fee goes towards holding Date/Set-up/Clean-up/Staff)	
It is required to have a minimum of a 3 hour rental for the Gymnasium & Classroom	
Gymnasium & Classroom-Hourly (Holiday add \$20hr) - Fees to be paid 5 days prior to rental	\$80.00 \$90.00
Reservation Fee- Fees to be paid upfront at time of rental	\$250.00
Tax Exempt Groups-Hourly (Tax-Exempt Groups with Certificate on file)- Holiday add \$20 hr	\$50.00 \$60.00
Miscellaneous Fees: For both the Lyndell Conference Center & Community Center	
Sound System or Portable Score Clock- Daily	\$50.00
AFTER HOURS FEE - If staff is forced to stay longer than event is scheduled- Per ½ hr Plus Tax	\$100.00
Table Cloth Rental—Rectangle & Round Tables (Only in White)(40 Round & 40 Rectangle)	\$10.00 Each
Table Skirt Rental -14 Foot Skirt – (Only in White) (15 skirts available)	\$30.00 Each
Deposit Fee – All Rentals must provide Cash Deposit 14 days prior to event - Damage/After hrs	\$200.00

Pavilion

Description	Fee
Pavilion Rental: Fees to be paid up front at time of rental plus 7% tax.	
Non Refundable	
Playground Pavilion- Half Day- Frank Brown Park (10-2 p.m. / 3-7 p.m.)	\$50.00 \$60.00
Playground Pavilion- Full Day- Frank Brown Park (10- 7 p.m.)	\$100.00 \$110.00
Lakeside Pavilion- Half Day- Frank Brown Park (10-2 p.m. / 3-7 p.m.)	\$50.00 \$60.00
Lakeside Pavilion- Full Day- Frank Brown Park (10- 7 p.m.)	\$100.00 \$110.00
Pavilion – Half Day Conservation Park (Sun Up to Noon or Noon to Sun Down)	\$60.00
Pavilion- Full Day- Conservation Park (Sun Up to Sun Down)	\$100.00 \$110.00
Outdoor Classroom-1/2 Day Conservation Park (Sun Up to Noon/Noon to Sun Down)	\$60.00
Outdoor Classroom – Full Day Conservation Park (Sun Up to Sun Down)	\$100.00 \$110.00
Staff Walking Tour – Per Hour Rate If Staff available	\$30.00 per hr
Staff Wagon Tour - Per Hour Rate If staff available	\$50.00 per hr
School Discount to Pavilion/Classroom Rentals – Deduct \$30.00 from Rental	-\$30.00
Schools & Non Profits are Tax Exempt – (Must provide Tax Exempt Form)	

Pier & Beach

Tax is included in all Pier rates

Description	Fee
Daily Admission: (Age 7 and Under is Free)	
Spectator	\$3.00
Fishing	\$6.00 \$7.00
Disabled, Active Military & Senior Rate- Includes Fishing	\$3.00
Additional Rod (After 5 Poles)	\$2.00
Passes: (All Passes to be purchased at Parks and Recreation Dept)	
20 Visit Spectator Only Pass	\$60.00 \$40.00
20 Visit Fishing Pass	\$60.00 \$80.00
3 Month Spectator Pass	\$60.00 \$40.00
3 Month Fishing Pass	\$60.00 \$80.00
Annual Spectator Pass	\$90.00
Annual Fishing Pass	\$90.00 \$120.00
Disabled, Active/Retired Military & Senior Pass	50% Discount
Beach Volleyball-7% Tax is not included in Beach Volleyball rentals	
Courts- First Come First Serve Basis	Free
Daily Club/Private Rental(Must provide Insurance) (Follow Club Sport Fees)	
Daily Tournament Rental of All 11 Courts (Must Provide Insurance)	\$50.00 \$100.00
Daily Tournament Rental-5 or less Courts (Must Provide Insurance)	\$75.00
Court Prep (Lines & Net- per court)	\$20.00 \$25.00

PCB Special Event Fees

**These fees are paid through the PCB Building/Planning Department as part of the Special Event process. **

Please visit www.PCBGOV.com for details

Event Sites

Description- (Security Deposits to be paid at time of the rental).	Fee
7% Tax is not included in rental rates.	
Festival Site- Frank Brown Park: (Additional Charges may apply)	
Event Rent- Per Day (Fees to be paid 14 days prior of rental)	\$2,500.00
Event Rent-Per Day - Non Profit/Tax Exempt (Does not include Staff for event)	\$500.00
Set-up/ Break-down Per Day Rent-(Fees to be paid 14 days prior of rental)	\$500.00
Unscheduled Set-up/Break-down-Per day Rent (Plus staffing costs)	\$750.00
Reservation Deposit- 1,000 people or less (Deposit applied to the rental)	\$500.00
Reservation Deposit-1,000 people or more (Deposit applied to the rental)	\$1,000.00
Aaron Bessant Park Amphitheater:Fees to be paid 14 days prior of rental	
Event Rent Per Day-Includes 10hrs Special Event Restrooms. After add \$40hr	\$5,000.00
Event Rent Per Day- Non-Profit/Tax Exempt (Event Restrooms; same as above)	\$500.00
Set-up/Break-down Per Day Rent- (Fees to be paid 14 days prior of rental)	\$500.00
Special Event Restrooms-Includes Staff/Clean. <u>After 10hrs+\$40 per hr</u>	\$1,000.00
Unscheduled Set-up/Break-down-Per day Rent (Plus staffing costs)	\$750.00
Reservation Deposit- 1,000 people or less (Deposit applied to the rental)	\$500.00
Reservation Deposit-1,000 people or more (Deposit applied to the rental)	\$1,000.00
Office – Per Day Fee (For Event Holders only)	\$100.00
Miscellaneous Fees:	
Facility Fee- Aaron Bessant Park- Less than \$50 ticket price	\$1.00 Per Ticket
Facility Fee- Aaron Bessant Park- \$50 or more ticket price	\$2.00 Per Ticket
Additional Maintenance- Hourly Per Staff (May require 2 staff)	\$20.00
Trash Disposal/ Dumpster Fee (if we provide disposal)-per dump	\$350.00
Grounds Sweeper w/ Operator (Costs vary depending on event)	Starts at \$50.00 hr
32' Scissor Lift w/ Operator (Costs vary depending on event)	Starts at \$50.00 hr
Sound/ Light Equipment Rental (Costs vary depending on event)	Starts at \$50.00 hr
Table Rental	\$4.00
Chair Rental	\$1.00
Bleacher Per Day – Frank Brown Park Only - No Off Site Available	\$50.00
Clay Parking Lot – Parking per day with insurance	\$100.00
Clay Parking Lot – For Events/Activities – Per Day	\$500.00
Staging (16' x 16') Per Approval & Availability – Per Day	\$250.00

**Trails – (Trails Open at Sun Up and Close at Sun Down)
(Fees to be paid up front at time of rental)**

Gayle's Trails (Includes Staff 5k Race Prep. For 10k+ add \$30)	\$150.00
Conservation Park Trails (Includes Staff 5k Race Prep. For 10k+ add \$30)	\$200.00
Race Package: Signs, Cones, Water Jugs, Table, 2 Chairs, Trash Cans-Value =\$300	
Trash clean up fee – After Event	\$100.00
Damage Assessment – After Event	\$300 or portion there of

Athletic Facilities

Description- Frank Brown Park Opens at 7am & Closes at 11pm	Fee
Softball/Baseball/Soccer/Multi-Purpose Fields: For games going after park hours, fields/lights will shut down at 1am, No Exceptions! There are No Overtime Fees for Tournament Rates. All hourly per field rates include Field Maintenance after each game if needed.	Fees do not include 7% Tax
Hourly Rental- (If Holiday double) Does not include Lights (No Insurance)	\$10.00 hr \$15.00 hr
Field Prep- Per Game Per Field	
Field Prep - Per Field (Baseball/Softball)	\$45.00 \$50.00
Field Prep- Per Field Goals, Equipment/Set-up (Soccer/ Lacrosse/ Football)	\$100.00 \$150.00
Field Prep- 3V3 Fields Per Field; Goals, Equipment/Set-up -(Soccer/ Lacrosse)	\$30.00 \$50.00
Tournament Rates- (Must Rent all fields at chosen site) (June, July & 1st week of August - 12 hr minimum per field per site) (4 hr minimum for all other Tournaments per field per site) (North Complex 5 Fields), (South Complex 4 Fields), (Soccer 3 Fields) (Festival 3 Fields) & (Aaron Bessant Park 3 Fields). Includes all field set up, lights, field maintenance, trash, restroom janitorial cleanup, Umpire Blue Lounge & UIC Office.	Holiday Rates Double
No Refunds – No Exceptions	
Tournament Hourly Rate – (Per Field 12hr min) (Includes Field Prep/Staff)	\$10.00 hr \$13.00 hr
Based on 12 hours per day: After 12 hr minimum, rates are per field per hour.	
North Complex (5) fields= \$780 x 6 days= \$4,680 (2014-2016 Average = \$3,000)	
South Complex (4) Fields = \$624 x 6 days= \$3,744 (2014-2016 Average \$2,400)	
Both Complexes (9) fields= \$1404 x 6days=\$8,424 (2014-2016 Average \$5,400)	
Festival Fields (3)=\$648; Aaron Bessant (3) Fields=\$648; Soccer Fields (3)=\$648	
Reservation Security Deposit —Per Field Per Day (Deposit is due at time of rental & will go towards final costs of tournament). Min of \$25 per day per field to hold fields	\$25.00
Tennis, Pickleball & Outside Basketball Courts -	
All Day (7am-11pm) Includes lights on Basketball & Tennis Courts	
Tennis, Basketball & Pickleball Courts - First Come First Serve	Free
Tennis, Basketball & Pickleball Reserved Per Court Per Hour	\$10.00
Tennis Courts (4), Basketball Courts (2), Pickleball Courts (2) —per facility/location	\$200.00
Club Sports, Schools, Fitness Clubs, For Profit – Must Provide Insurance (Fees to be paid up front at time of rental) (A \$25 No Show Fee/Rebooking Fee applies)	
Daily Rental – (Does not Include field prep or Lights)	\$10.00 hr \$13.00 hr
Long Term Rental Fee - (Not Available for Profit Groups)	
Must pay for 20 hrs up front at \$7 per hour/Practice	
(Includes Lights). (Must provide Insurance) (Does not include field prep)	\$5.00 hr \$7.00 hr
Reservations must be made in advance and include all dates for season/session	
Not available for the months of June, July and first two weeks of August.	
Field Prep – Moving of Bases	\$30.00
Field Prep – Moving of Pitching Mound	\$20.00

Field Prep – Chalking of Field \$20.00

Miscellaneous Fees:

Lights per field per hour - This includes Batting Cages when fields not being used	\$20.00
Quick Dry- Per Bag- For Frank Brown Park Only. Includes labor	\$12.00 \$13.00
Vendor Fee – Per Vendor paid by Tournament Director	\$25 \$30 per day
North Press Box –For set up/clean up and use for the day	\$100.00 per day

Pool Fees

Tax is included in all pool rates

Description	Fee
Daily Admission: (Under 1 year old are free)	
Open Swim Sessions (All Ages)	\$5.00
Lap Swim & Modified Open Swim —(All Ages) (Discounts apply below)	\$8.00
Active/Retired Military	\$5.00
Senior (65+ years)	\$5.00
Toddler Play Time/Kiddie Pool pm hrs (Designated swim days/times) Per Person	\$3.00
Water Aerobics	\$3.00
Groups 20 or more (Churches/Schools/Civic Groups/Teams- <u>With Contract/Reservations</u>)	\$4.00
Non Swimmer Gate Fee (with paid admission of others)	\$2.00
Guest Shower Use	\$5.00
Passes:	
20 Visit (Transferable- each person 1 visit)	\$80.00
10 Visit Pass (Transferable- each person 1 visit)	\$40.00
Individual- Annual	\$225.00 \$275.00
Individual Annual- (Active/Retired Military & Senior 65+)	\$150.00 \$200.00
Family Annual (5 Person Max- Must be in same household)	\$350.00 \$400.00
Family Annual- (Additional Member)	\$70.00
Summer Individual Pass-(Jun-Sept Open Swim/Toddler/Kiddie Pool Swim/Aerobics)	\$90.00
Summer Family Pass-(5 max)(May-Sep Open Swim/Toddler/Kiddie Pool H2O Aerobics)	\$250.00
Mid-Summer Individual Pass - (Aug-Sept Open Swim/Toddler/Kiddie Pool/Aerobics)	\$45.00
Mid-Summer Family Pass-(5 max)(Aug-Sep Open Swim/Toddler/Kiddie Pool/Aerobics)	\$125.00
Classroom:	
Classroom- Hourly	\$35.00 \$40.00
Classroom- Daily	\$150.00
Miscellaneous Fees:	
Scuba Diving (Contract- Certified Instructor 11am- 4pm)	\$16.00 Per Diver
Gazebo ½ Day Rental – (11:15am-1:30pm or 1:45pm -4pm)	Does not include admission \$75.00
Gazebo Full Day Rental- (11am-4pm Mon-Fri or 11am-4:30pm Sat & Sun)	Does not include admission \$150.00

Pool Parties

Tax is included in all pool rates

Description	Fee
Private Parties – To reserve the entire pool you would be required to rent the Activity Pool & 50 Meter Pool or there is a chance that there could be two private parties at the same time.	
Kiddie Pool Hourly (includes 3 Lifeguards, Big Slide & Clean Up)	\$150.00 \$160.00
Big Pool Hourly (Includes 3 guards, Diving Boards, Obstacle & Clean Up)	\$250.00 \$260.00
Both Pools Hourly (Includes 6 Guards and all above)	\$400.00 \$420.00
Entire Facility Rental All Day (8 hours) Includes 6 Lifeguards	\$4,500.00
Lifeguards- Hourly	\$20.00
Birthday Party Full Day- Includes up to 23 Guest Admissions & Gazebo	\$225.00
Birthday Party ½ Day - Includes up to 23 Guest Admissions & Gazebo	\$100.00 \$150.00
Full Day = 11am-4pm Mon-Fri or 11am-4:30pm Sat & Sun	
Half Day = 2hr 15 min Gazebo Rental (11:15am-1:30pm or 1:45pm -4pm)	
(Half Day Rentals are allowed to use the pool for the entire open Swim Session)	

Private Party Guard Requirements

# of People	Activity Pool	
	No slide	With Slide
1-50	2	3
51-75	3	4
75-100	4	5
50 Meter Pool – Includes Diving Boards		
# of People	Guards required	
1-50	2	
51-75	3	
75-100	4	

Pool Party Packages

Gazebo Rentals & Birthday Parties-

Gazebos are free to use on a first come first serve basis or may be reserved at **\$75** per day for Half Day Rental or **\$150** for Full Day Rental. Birthday Party Packages are **\$150** which includes Gazebo Rental and 32 admissions to the Aquatics Complex. Participants will be provided with 23 tokens for admission. If participants have less than 23 for the party, the extra tokens can be used at a later date.

There will be Meal Deals available for an additional charge at the concession stand for Parties

Private Parties- Saturdays & Sundays 6:00pm-9:00pm. One (1) Hour Minimum. Call 236-2205

Kiddie Pool ~~\$150~~ **\$160** per hr (Price Includes 3 Lifeguards, Big Slide & Clean Up Fee).

Big Pool ~~\$250~~ **\$260** per hr (Price Includes 3 Lifeguards, Diving Boards, Obstacle Course & Clean up).

Both Pools ~~\$400~~ **\$420** per hr (Price Includes 6 Guards & all amenities above).

Additional Guard Fee \$20 per hr for groups over 75 people & \$40 per hr for groups over 100.

Parties allowed set up 15 min early. Note: Private Parties are **Not** completely Private unless you reserve both pools. If you only reserve one pool, you may be sharing the facility with another party. All private parties are

allowed to come in 15 minutes early to set up.

End of the School Year Parties- Call the Aquatic Center to book your Class Party! Note: School Parties are Not Private Parties unless you reserve both pools. If you only reserve one pool, you may be sharing the facility with another school. *Seven lanes in Big Pool are designated to Lap Swimmers. Prices are above.*

Swim Meets, Swim Teams, Training & Conferences

Tax is included in all pool rates

Description

Swim Meets – (Half Day Meets are no more than 5 hours).

(Full Day Meets are 5 to 15 hours per day).

Additional Rates would apply over 15 hours even at the max rate.

Swim Meets (Short Course up to 20 Lanes)- Half Day 3-9 pm (Max\$1,200)	\$10 per lane/per hr
Swim Meets (Short Course up to 20 Lanes) - Full Day 6:30am-9:30pm (Max \$3,000)	\$10 per lane/per hr
Swim Meet(Long Course- Closed to Public)-1/2 Day-3-9pm Priced at 8 lanes (Max \$1,200)	\$25 per lane/per hr
Swim Meet(Long Course- Closed to Public)-Full Day-6am-9pm Priced at 8 lanes(Max \$3,000)	\$25 per lane/per hr
Large Swim Meets- (Setup/Take Down)Extreme Set Up. Barricades, Bleachers, etc	\$100.00 \$300.00
Small Swim Meets- (Setup/Take Down) Basic Set Up. Lanes, Tables & Chairs	\$100.00
Per Swimmer Fee - In addition to rent (All Swim Meets)	\$5.00
Swim Meet Hospitality Room (Includes Setup and Take Down)	\$150.00
Swim Meet Rain Policy – No Lane Rental, Only Paying for Facility until Rain Stops	\$50 per hr

Swim Practice- Long Course Rate would double - Dependent on normal schedule availability

School Swim Practice- Per Day max 6 lanes (2016 & 2017-\$4.25)(2018+=\$5.00)	\$5.00 per hr/lane
PCST Club Swim Practice - Per lane Per hour fee/max 3 hrs/max 14 lanes	\$3.50 per hr/lane
PCST Club Increases(2016-2017-\$3.50) (2017-2018-\$4.25) (2018+=\$5)	\$5.00 per hr/lane
PCST Club/School Increase (2019-2020 \$5.75) (2020-2021 \$6.50) (2021-2022 \$7.25) (2022-2023 \$8)	\$8.00 per hr/lane
PCST Club Swim Practice—Long Course Practice –Fee doubles per approved fee	\$10/\$16 per hr/lane
Local Club Swim Team Practice - Long Course Practice –Fee doubles (If Space Available)	\$9.00 per hr/lane
Visiting Team (\$10 Per swimmer 2 practices per day)(Teams also pay \$5 per hr per lane)	\$10 day/ \$5 hr lane
Visiting Team (\$6 Per Swimmer 1 day practice)(Teams also pay \$5 per hr per lane)	\$6 day/\$5 hr lane
Visiting Team- (Private Rental-Includes 2 lifeguards) (Not Included-\$6 per swimmer fee)	\$80.00 per hr
Holiday Visiting Rate (Min 2hrs – Same info as above – Short Course Only) (City Observed Holidays)	\$150.00 per hr
Winter Month Private Rental – Add an additional \$40.00 for Pool Set up/Covers	\$40.00
Visiting Team –Water Polo – Facility Set Up Fee (Only if Days are available)	\$60.00 per day

Training & Conferences - Dependent on Pool and classroom availability – Holidays Rates Double

Conference/ Training - Includes classroom, 8 lanes Short Course- During normal Scheduled pool hours	\$120.00 per hr
Conference/ Training - Includes classroom, 8 lanes Short Course- During normal Scheduled pool hours	\$800.00 Daily
Conference/Training – Per Hr Pool Only 8 lanes Short Course- During normal scheduled pool hours	\$80.00 per hr
Conference/Training Private Rental – Includes 2 Guards, Classroom & Big Pool	\$300.00 per hour
Classroom Rental – Dependent on daily pool schedule	\$40 per hr \$150 daily

Rental Dates

Facility Rentals may be booked up to one (1) year in advance, contact PCB Parks and Recreation Dept. For Pool rentals & Beach Volleyball Court rentals, please contact Aquatic Center for information.

Note: All recognized City Holidays will change rental rate for requested dates.

Holiday rates apply to Veteran's Day, Day after Thanksgiving, Christmas Eve, New Year's Eve, New Year's Day, President's Day, Memorial Day, Easter Sunday, 4th of July, and Labor Day. No Reservations will be taken on Thanksgiving Day and Christmas Day.

No Reservations will be taken for Special Events during the following Blackout Event Dates:

(Exception: Sporting Events, Aquatics Center & Lyndell Conference Center)

BLACKOUT DATES - March 1- April 15, Memorial Day Weekend & June 10- August 10.

Refunds

All Refunds & Date/Facility Changes to Reservations will be charged a \$25.00 Administrative Fee.

Reservation Fees- Club Sport Rentals

Reservation Fees must be paid at time of reservation; fields will not be scheduled until payment is received. If reservation is cancelled for any reason the **Reservation Fee will be forfeited**. A minimum of three (3) Full Business Days is required to reschedule a practice. A \$5.00 Rebooking Fee will be applied to the rescheduled date. If a request to cancel or reschedule is made within the minimum three (3) Business Days an Administrative Fee of \$25.00 will be applied. Should it be brought to our attention that a game/practice was canceled without notifying us, a No-Show Fee of \$25.00 (covering staff time, chalk/materials, lights, etc.) will be applied per occurrence to the next agreement; Club will not be in good standing with City until fee is paid.

Damage and After Hours Deposit-Building Rentals

A \$200.00 Cash Deposit will be provided to the Parks & Recreation Office a minimum of 14 days in advanced. The Cash Deposit less damages/after hour fee will be given back to customer on 3rd business day after event. Out of Town deposits by check need to be processed by check or credit card a minimum of 21 days prior to event.

Vendors

All vendors must be approved by Event Director and be in good standing with the City. Vendors must set-up in pre-approved locations, have a vendor permit, and pay 1% sales tax to the City of Panama City Beach.

Permits for Special Events to be obtained through the PCB Building/Planning Dept.

Tournament Vendors: **\$30** fee per day (This is a per day set-up fee for the vendor). There are no discounts, waiving of fees, refunds, or rain checks. All fees will be billed to Tournament Director. Food and beverage may only be provided by the P.C.B. Parks & Recreation Department concessionaire. Permits for Athletic Events can be obtained through the Facilities & Special Events Coordinator at the Parks and Recreation Dept.

Insurance Program Process & Risk Management Administration Fee

Insurance naming the City of Panama City Beach as additional insured is required for all events. To help the event Director to make sure the proper amount of insurance is in place, an Insurance Program Process and Risk Management Administration fee has been established.

For a nominal application fee, an independent Insurance consultant will review the event and Insurance policy and provide professional advice to make sure the proper liability and aggregate insurance policies are in place. (Tier 1) is estimated for all events that have less than 5,000 participants and spectators. (Tier 2) is estimated for all events over 5,000 participants and spectators. (Tier 3) is estimated for events that are unusual types of events with higher exposure of potential insurance claims. **These fees are subject to change. Insurance Program & Risk Management Fee is required for all activities and events. No Exceptions.**

Tier 1 Risk Management Fee - \$35.00

Tier 2 Risk Management Fee- \$55.00

Tier 3 Risk Management Fee- \$75.00

Penalty Fees for Special Events & Sporting Events

Non Submittal of Vendor List (3) business days before event-	\$20.00 per vendor in addition to vendor fee
Late Contract (including Insurance policy)- Less than (14) days prior to event	\$100.00 per agreement in addition to rental fee

BE IT FURTHER RESOLVED that all resolutions or parts of resolutions in conflict herewith are repealed to the extent of such conflict.

THIS RESOLUTION SHALL TAKE EFFECT January 1, 2017.

PASSED, APPROVED AND ADOPTED, this 8th day of December, 2016.

CITY OF PANAMA CITY BEACH, FLORIDA

BY: 
Mike Thomas, Mayor

ATTEST:


Diane Fowler, City Clerk



CITY OF PANAMA CITY BEACH AGENDA ITEM SUMMARY

1. DEPARTMENT MAKING REQUEST/NAME:

Parks and Recreation

2. MEETING DATE:

December 8, 2016

3. REQUESTED MOTION/ACTION:

By Resolution, to approve the attached recommended User Fees for 2017

4. AGENDA

PRESENTATION
PUBLIC HEARING
CONSENT
REGULAR

<input type="checkbox"/>
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5. IS THIS ITEM BUDGETED (IF APPLICABLE)? Yes No

N/A

BUDGET AMENDMENT OR N/A

DETAILED BUDGET AMENDMENT ATTACHED Yes No

N/A

6. BACKGROUND: (WHY IS THE ACTION NECESSARY, WHAT GOAL WILL BE ACHIEVED)

On December 1, 2016, at a City Council Work Shop, staff recommended to update the Parks and Recreation User Fees.

The Final recommended User Fees are attached for approval through resolution. New User Fees for the Parks and Recreation Department will go into effect beginning January 1, 2017.

The City Attorney, City Manager and Finance Director have reviewed User Fees and approve the recommendation. City Attorney has prepared a resolution for City Council approval, approving new User Fees for 2017.