



CITY OF PANAMA CITY BEACH

17005 Panama City Beach Pkwy, Panama City Beach, FL 32413
 850.233.5100 ext. 6858
 specialeventpermit@pcbfl.gov

Submittal Date

BEACH WEDDING PERMIT APPLICATION

SECTION A- WEDDING CATEGORY	
Small Beach Wedding <input checked="" type="checkbox"/> 40 ≤ anticipated attendees	Submit notification through City website only <i>Do not complete this form</i>
Medium Beach Wedding <input type="checkbox"/> 41 – 100 anticipated attendees	Complete this beach wedding permit application (\$50 Application Fee)
Large Beach Wedding <input checked="" type="checkbox"/> 101 ≥ anticipated attendees	Complete a special event permit application <i>Do not complete this form</i>

SECTION B- APPLICANT INFORMATION		
Applicant Name:		Contact Number:
Applicant Address:		
City:	State:	Zip Code:
Email Address:		
If applicant is not a natural person, natural person, names and addresses of all persons controlling or owning 5% or more interest in entity named above:		
Is the applicant a business? Yes <input type="checkbox"/> No <input type="checkbox"/>		
<i>Any business entity who files a beach wedding permit application must have an active business tax receipt with the City.- If you answered "yes", complete Section C.</i>		

SECTION C- INFORMATION FOR BUSINESS TAX RECEIPT <i>(Complete only if applicant is a business entity)</i>		
Contact Name:		Contact Number:
Email Address:	DOB:	Driver's License:
Business Name:		Business Phone:
Business Address:		Fax:
City:	State:	Zip Code:
Do you have a valid City Business Tax Receipt? Yes <input type="checkbox"/> No <input type="checkbox"/> <i>(Required unless exempted by State law.)</i>		

SECTION D- WEDDING EVENT INFORMATION	
Wedding Event Name:	&
<i>(Wedding Party #1 Name)</i>	<i>(Wedding Party #2 Name)</i>
Number of anticipated attendees (including wedding party):	
Ceremony Location:	
Upland Property Address:	
<i>Must complete venue property ownership information and use authorization form (see page 4)</i>	
Date:	Time of Ceremony: -
Setup Time: -	Breakdown Time -
<i>Beach wedding events must take place between 4:00 p.m. and one hour after sunset and are limited to 4 hours with one additional hour for event setup and breakdown.</i>	

SECTION E- TRANSPORTATION AND PARKING PLAN

















A plan for parking facilities including parking area, handicap parking spaces, any off-site parking areas and pickup / drop-off sites; plan for transporting patrons from said facilities to the wedding event venue if applicable. (Attach separate page if additional space is required.)

SECTION F- SITE PLAN

The site plan shall show location, setup, and a cleared east/west corridor on the sandy beach outside the event venue adequate to permit the one-way passage of an emergency vehicle, and a cleared east/west pedestrian corridor above the wet sand at the water’s edge at least twenty-five (25) feet wide.

Site Plan Attached? Yes (Required)

SECTION G- ALL BEACH WEDDING EVENTS SHALL BE SUBJECT TO THE FOLLOWING REQUIREMENTS:

-  Beach wedding events shall be limited to marriage ceremonies.
-  The following is prohibited from taking place during or associated with any beach wedding event:
 -  Post-ceremony receptions, celebrations, or similar events.
 -  Food and beverage service other than water.
 -  Musical performances featuring amplified sound in excess of 60 decibels.
 -  Driving a motor vehicle on the sandy gulf beach.
 -  Dance floors, confetti, rice, glitter, sky lanterns, balloons, fireworks, grills, tiki torches, or other stationary lighting, generators, signs or banners.
 -  Any wedding event within one hundred (100) feet from a marked sea turtle nest.
-  Beach wedding events shall be limited to four (4) hours with one (1) additional hour for event setup and breakdown. Beach wedding events must take place between beginning four (4) hours before sunset and ending one (1) hour after sunset as those times are published by the U.S. Naval Observatory, Astronomical Applications Department.
-  Beach wedding events shall not impede public beach access along the sandy gulf beach.
-  Any business entity who files a beach wedding permit application must have an active business tax receipt with the City.
-  A copy of any required permit shall be kept at the ceremony location for which the permit is issued and presented upon request.
-  Following the beach wedding event, the event site shall be cleaned of all debris and restored to its natural condition. No trash or debris may be stored in a public trash container.
-  It shall be the applicant’s responsibility to ensure compliance with all laws or rules adopted by the City during the beach wedding event.
-  Any violation of this section may be enforced pursuant to section 4-27 of this Code.
-  Compliance with this section or the issuance of a permit by the City shall not entitle any person(s) to host a beach wedding event on any specific portion of the sandy gulf beach.

Ordinance No. 1655

Printed Name:

Signature:

Date:

SECTION H- APPLICANT ACKNOWLEDGEMENTS

The applicant/authorized agent signed below understands that this application is not considered complete unless all applicable questions have been answered and all attachments included in accordance with the PCB Code of Ordinances Chapter 4 and with any other documentation required by the City.

Submission of a Beach Wedding Application does not guarantee event approval; a final permit will not be issued until all approvals have been granted and all applicable requisites have been met as determined by the City.

The applicant/authorized agent signed below understands that the City Manager shall accept a tardy application if:

- (i) City staff has the capacity to conduct an ordinary review of the application without causing material neglect of other staff duties or,
- (ii) (ii) the applicant stands willing and able to pay a sum of money to cover any overtime for City staff to conduct an ordinary review of the application.

If staff volunteers such overtime, then the City will use reasonable efforts to process a tardy application in time to allow the event to be held. Applications shall be reviewed in the order received and priority shall be given to timely filed applications.

The applicant understands that any permits allowing for vehicles on the sandy beach are separate from this application and will be handled by the Police Department of the City of Panama City Beach per the PCB Code of Ordinances Chapter 7.

The applicant shall obtain any other required permits and authorizations from all applicable governing agencies or departments as needed independent of this Beach Wedding Application.

Printed Name:

Signature:

Date:

VENUE PROPERTY OWNERSHIP INFORMATION AND USE AUTHORIZATION

Venue Property Owner Name: _____ Contact Number: _____

Property Owner Address: _____

City: _____ State: _____ Zip Code: _____

Business Phone: _____ Fax: _____ Email: _____

Name of Acting Agent (if applicable): _____ Phone Number: _____

If an agent will be acting on behalf of the property owner with regard to the beach wedding permit application and any associated procedures, the property owner’s permission and notarized signature is required:

_____ is a representative of _____
(Acting Agent) (Property Owner’s Signature)

and is authorized to act as my agent with regard to this application and associated procedures.

(Property Owner’s Signature)

STATE OF FLORIDA, COUNTY OF _____

Notary Name _____

Seal

Sworn to (or affirmed) and subscribed before me

this _____ day of _____ 20_____, Personally known or I.D. _____

Unless provided in a separate document, the applicant shall provide written notarized permission from the property owner and/or acting agent to conduct the event and associated activities on the property as well as permission for all attendees and participants to use the restrooms of the property. This is required in addition to submittal of the application and a comped site plan. Additional plans, documents, and reports may be required as deemed necessary by the City Manager or his designee.

_____ is a representative of _____
(Applicant’s Name) (Property Owner or Acting Agent authorized above)

(Property Owner’s Signature)

STATE OF FLORIDA, COUNTY OF _____

Notary Name _____

Seal

Sworn to (or affirmed) and subscribed before me

this _____ day of _____ 20_____, Personally known or I.D. _____

SECTION I- APPLICATION REVIEW COMMENTS & DEPARTMENTAL APPROVAL *(For Office Use Only)*

PLANNING DIVISION: Approve Deny

(Planning Division Signature)

Printed Name

Date

CITY MANAGER: Approve Deny

(City Manager Signature)

Date

Payment Received By:

Date: