

User Fees

January 1, 2020

City of Panama City Beach Parks & Recreation Dept.

General Rental Information

Adopted by City Council Oct 24, 2019

The City of Panama City Beach values all profit and non-profit organizations that want to use City Facilities. User fees have been established in different tiers for events/activities based on impact to each site and the estimated amount of time staff will spend before, during and after each event. User fees cannot be discounted or waived without City Manager and City Council approval. All Rentals are on a First Come First Serve Bases one year in advance. There may be some exceptions on some rentals such as Swim Parties at the Aquatic Center.

Rental Dates

Facility Rentals may be booked up to (1) one year in advance. All recognized City Holidays will double the 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 & Labor Day** **Facilities are Closed on Thanksgiving Day and Christmas Day. No Rentals are Available.**

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

Private Rentals

Private rentals are defined as birthday parties, family reunions, weddings, etc. Some activities may change your status from Private Rental to a Special Event. Please consult the Facilities and Special Events Coordinator before adding an activity that may change your status.

Schools

Any school activity/event that takes place in/on P.C.B. Parks/Facilities must have a contract with the Parks & Recreation Department and insurance naming the City of Panama City Beach as additional insured to cover participants on the approved dates. Please see Insurance requirements.

Refunds, Late Fees, Late Pick Up Fee & Date Changes

All Refunds follow the 10% refund policy pursuant to City Code.

Changes to Reservation Dates will be charged a \$25 Administrative Fee.

Registering after Advertised Deadlines for all programs will require a \$10 Late Fee (If space available).

Summer Camps and Recreation/Sport Activity Changes require a \$5 fee for each change.

For all Recreation Programs there will be a \$1 per minute Late Fee established for picking up participants late.

Contracts

An Event Request Form must be completed first for approval. If event is approved by the City Manager or staff depending on the event, a contract will be provided to the event holder and must be completed and submitted back to the P.C.B. Parks & Recreation Department no later than **21 days** after receiving the contract. Submitted contracts are not considered confirmed until all contract information, signatures and deposits are provided. A \$35 Administration Fee is required for each contract. Exception: Picnic Pavilion, Building & Daily Field Reservations must sign contract and pay rental and deposit (if required) at time of the rental.

Note: All contracts must be processed through the P.C.B. Parks & Recreation Department. Any contracts not processed through the P.C.B. Parks & Recreation Department will be deemed invalid and will not be honored. You must return your completed contract(s) to the Facilities & Special Events Coordinator at:

Frank Brown Park
Attention: Facilities & Special Events Coordinator
16200 Panama City Beach Pkwy
Panama City Beach, FL 32413

Set-up/ Take-down Date(s)

Set-up and take-down should be done during the term of the lease. If there are any unscheduled set-up or clean-up date(s) the Events Rights Holder will be charged a per day rental fee. Please see user fee sheet.

Event Director

Event Director/ designee must be on site during set-up, event, and take-down of event/activity. Event Director/ designee must be available to Parks & Recreation staff as well as the public for information.

On-site Equipment, Storage & Deliveries

Any and all deliveries made to Park property should be made to event site. Our department is not able to store equipment or supplies prior to and after each event. If for any reason items are left on site, the Event Rights Holder will be charged a per day rental fee. Please see user fee sheet. Rooms are available for rent to store equipment if needed. You must pre-arrange this with Facilities & Special Events Coordinator and provide your own staffing for the moving of equipment that is shipped.

Scoreboards/ Timing Equipment

Scoreboard use is included in the lease for the Baseball/Softball tournaments. Scoreboards and timing equipment must be operated by a responsible adult. Any damage to equipment will be the sole responsibility of the Event Director. The use of the timing equipment for the Pool is managed by PCST Club Swim Team.

Neighborhood Parks (Maggi Still Park, Scott's Field & Popeye Park)

These parks are not leased or reserved for any events. These parks are open to the public for daily use.

Rules

All participants must abide by park and facility rules; respect the facility, staff and park patrons. Any and all damages to property will be the responsibility of the Leasee. Should problems arise with any group, the City of P.C.B. Parks & Recreation Department reserves the right to refuse service.

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 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 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 (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.

Reservation Fees- Tournaments

Reservation Fees must be paid at the time of reservation. For months October-April, if the tournament director cancels 7 days prior to tournament, the reservation fee will be refunded to the tournament director **with an Administration Fee of \$35.00** applied. If the tournament director cancels 6 days or less prior to the tournament, reservation fee will be forfeited.

For months May-September, if reservation is cancelled for any reason the **Reservation Fee will be forfeited**. Some rentals require upfront payments for the entire rental at the time of booking to secure the dates.

Reservation Security Deposits – Special Events

Reservation Security Deposits must be paid at the time of reservation. If reservation is cancelled for any reason the **Reservation Security Deposit Fee will be forfeited**. Some Reservation Security Deposits will be applied to the fees of the event. Please check User Fee descriptions.

Damage and After-Hours Deposit - Building Rentals

A \$300 Cash Deposit will be provided to the Parks & Recreation Office a minimum of 14 days in advance. The Cash Deposit less damages/after hour fees 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.

Fees

All building rental fees (cash or credit card) must be paid a minimum of 14 business days in advance. To pay with check, payments must be made a minimum of 21 days prior to rental. In the event that fees are not paid in full by the deadline, the reservation will be cancelled and the deposit will be forfeited. **All Special Events and Tournaments require a nonrefundable Reservation Fee. Final Fees from these events must be received no later than the deadline term of 30 days from the last day of the event. If fees have not been paid by the end of the 30 days, the**

Event Rights Holder will no longer be considered in good standing with the City. The City may then void or require upfront total payment or double deposit of any future contracts. For the Event Rights Holder to be back in good standing with the City, the Event Rights Holder must prove 2 successful seasons of outstanding payments on time.

Concessions (Food & Beverage)

-Concessions for all Sporting Events at Frank Brown Park to be provided by the City contracted concessionaire.
-Concessions for Special Events located at Aaron Bessant Park and Frank Brown Park Festival Site may be provided by Event Rights Holder. All concessionaires must have all the appropriate licenses/permits and pass inspection through the Health Department. **Note: Any food being served with a shell needs to be pre-approved and additional clean up to be provided by concessionaire. (Example: peel and eat shrimp, peanuts).**

Tents

Any tents placed on Park property must have prior approval from Park staff. Any tent larger than 10' x 10' will need a permit and fee through the PCB Planning/Building Department as well as inspection by the PCB Fire Department. Utility locates must be coordinated through the Parks & Recreation Department for tents that have stakes longer than 6 inches.

Inclement Weather

The Panama City Beach Parks & Recreation Department will work very close with the Event Director. In the case of inclement weather, the final decision of cancelling an event will be the Event Director's decision--- unless otherwise deemed unsafe by the City Manager, Parks & Recreation Director or designee. **Note:** Due to uncontrollable weather situations, The City of Panama City Beach Parks and Recreation Department will work with the Event Director based on staff costs, hourly rates and security deposits. **For Tournaments, If All Games are cancelled the day before by 6pm, there will be no fees charged for that day. If Games are cancelled by 11am the day of due to bad weather, Tournament Director will be charged 6 hours for that day.**

Community Activities/Events

To be considered a Community Activity/Event an organization must meet **all** of the following criteria.

1. Must be a non-profit and tax-exempt organization.
2. Event is not a gated and/or ticketed event.
3. Event is open to the public.
4. Alcohol is not involved.
5. There will be no items for sale.

Special/Commercial Events

An event is considered a Special or Commercial Event if **any** of the following is part of the event:

1. Hosting organization does not hold tax exempt and non-profit status.
2. The event is gated/ ticketed.
3. The event is providing Alcohol.
4. Vendors offering sales.

Security

Security may be required for any event on City property. This is the sole discretion of the City of Panama City Beach. Security personnel must be licensed and insured.

Schedules, Field Set-up & Per Day Usage Fees

All Tournament and Swim Meet Directors must have final schedules to the Athletic or Aquatics Department a minimum of 3 business days in advance. Tournament Directors must provide (in writing) the set-up request a minimum of 3 business days in advance and 5 business days for any type of rectangular fields.

Daily Field Maintenance and Field Prep Costs for Baseball and Softball Games is included in the costs.

Field Prep Cost/Set Up per field/Pool is required before each tournament, swim meet or event.

When reserving fields, Tournament Director must reserve each site and pay for a minimum of 12 hours for June, July and 1st week of August and a minimum of 4 hours per site for all other days.

Field Sites: North Complex 5 fields, South Complex 4 fields, Soccer Fields 3, Festival Site Fields 2 or 3 and Aaron Bessant Fields 2 or 3. Staff will have fields prepared for first game of the day (by 8 am). For all activities at Frank Brown Park, the Parks hours are from 7am to 11pm. However, for games running behind, event holders need to understand that lights for all fields will be turned off and closed at **1am**. Aaron Bessant Park Sports Events park hours will be from 7am to Sundown.

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 or \$75 Max fee for three or more days. (This is based on 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.

Alcohol

Alcohol is prohibited in Panama City Beach Parks & Facilities with the following exceptions:

Lessee may request approval for alcohol by completing an Alcohol Addendum, paying a \$25 Administrative Processing Fee and receiving City Manager approval for the following facilities: **Frank Brown Park Festival Site, Athletic Fields, Aaron Bessant Park, Frank Brown Park Community Center & Lyndell Conference Center.**

If City Manager approval is granted, leasee must secure a temporary alcohol permit or work through an approved licensed caterer/vendor as well as provide insurance for the event/activity. *Insurance Requirement for Alcohol: Caterer must carry a minimum of \$1,000,000 Liability and \$3,000,000 Aggregate and must include alcohol liability on the insurance certificate naming the City of Panama City Beach as additional insured.

Event Information

Each event/activity must furnish the Parks & Recreation Department with a flyer/poster, event schedule, public information number and website information.

Insurance

Insurance is required for all activities/events.

A minimum of \$1,000,000 Liability and \$3,000,000 Aggregate is required for any and all Sporting and Commercial/Ticketed Events. A minimum of \$1,000,000 Liability and \$2,000,000 Aggregate is required for any and all Community Activities and for Vendors. The Certificate of insurance must list the City of Panama City Beach as additional insured and list the event site by name and address. Insurance Certificate must be specific/detailed and must be provided to the P.C.B. Parks & Recreation Department a minimum of 14 business days before event holder takes possession of the site/facility. Insurance policies must cover the entire term of lease (including set-up and take-down dates). Exceptions can be made by approval from City Manager. All Insurance Policies will be reviewed by City Staff and approved or denied. If denied it will be the event holder's responsibility to provide the proper insurance or event will be cancelled.

Penalty Fees for Special Events & Sporting Events

Late Contract - Less than (14) days prior to event	\$100 per agreement in addition to rental fee
Unauthorized Club Rental/No Show & Rebooking Fee	\$25 each incident

****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

Pavilion & Trail Rental Fees

Holiday Event Days Rates Double – See Page 1 for details	Fee
Pavilion Rental: Fees to be paid up front at time of rental plus 6.7% tax	
Non Refundable Holiday Rate – Double the Per Hour Rate	
Playground Pavilion - Half Day - Frank Brown Park (10-2 p.m. / 3-7 p.m.)	\$60
Playground Pavilion - Full Day - Frank Brown Park (10- 7 p.m.)	\$110
Lakeside Pavilion - Half Day - Frank Brown Park (10-2 p.m. / 3-7 p.m.)	\$60
Lakeside Pavilion - Full Day - Frank Brown Park (10- 7 p.m.)	\$110
School Discount (Must provide Tax Exempt Form) – Deduct \$30 from Rental	-\$30
Trails – (Trails Open at Sun Up and Close at Sun Down)	
(Fees to be paid up front at time of reservation)	
Gayle's Trails - Includes Staff 5k Race Prep (For 10k+ add \$30)	\$150
Race Package – included for Gayle's Trails: Signs, Cones, Water Jugs, Table, 2 Chairs, Trash Cans (Value =\$300)	
Damage Assessment – After Event	\$300 or portion there of
Conservation Park- Fee to be paid to Utilities Division	
(Trails Open at Sun Up and Close at Sun Down) (Fees to be paid up front at time of reservation)	
Pavilion & Classroom – Daylight Hours Only	\$200
5K Race Event	\$200
10K Race Event	\$250
Damage Assessment – After Event	\$300 or portion there of

Lyndell Conference Center *Note: Lessee does not have sole use of facility (including kitchen) unless entire facility is leased.*

6.7% Tax is not included in rental rates.

Parks & Recreation Department may lease any unrented space to another user/group.

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 - Fees to be paid upfront (Mon-Thur after 4pm only) (Holiday-Double Rate per hr)	\$45/hr
Reservation Fee - Fees to be paid upfront at time of rental. Waived for City Employees	\$50
Tax Exempt Groups - Hourly (Tax-Exempt Groups with Certificate on file) (Holiday-Double Rate per hr)	\$30/hr
Ballroom: (Reservation Fee goes towards holding Date/Set-up/Clean-up/Staff) (3 hour min)	
Ballroom - Hourly Fees to be paid 5 days prior to rental (Holiday-Double Rate per hr)	\$75/hr
Reservation Fee - Fees to be paid upfront at time of rental. Waived for City Employees	\$200
Tax Exempt Groups - Hourly (Tax-Exempt Groups with certificate on file) (Holiday-Double Rate per hr)	\$55/hr
Day Before Set Up - 12-4pm Block: \$100 or 4-8pm Block: \$250 (Additional add \$60/hr)	\$100/\$250
Day After Break Down - Renter Break Down if facility available (Holiday-Double Rate per hr)	\$30/hr
Ballroom & Meeting Room: (Reservation Fee goes towards holding Date/Set-up/Clean-up/Staff) (3 hour min)	
Ballroom & Meeting Room - Hourly Fees to be paid 5 days prior to rental (Holiday-Double Rate per hr)	\$100/hr
Reservation Fee - Fees to be paid upfront at time of rental. Waived for City Employees	\$250
Tax Exempt Groups - Hourly (Tax-Exempt Groups with Certificate on file) (Holiday-Double Rate per hr)	\$70/hr
Day Before Set Up - 12-4pm Block: \$100 or 4-8pm Block: \$250 (Additional add \$60/hr)	\$100/\$250
Day After Break Down - Renter Break Down if facility available (Holiday-Double Rate per hr)	\$35/hr
Lyndell Conference Center Other Fees:	
Alcohol Addendum (<i>In reference to page 5</i>)	\$25
Senior Center/P&R Co-op - Not to exceed 8hrs/day (After 8 hours add \$20/hr) (Holiday-Double Rate)	\$130

Community Center- Frank Brown Park 6.7% 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 - Fees to be paid upfront (Holiday-Double Rate per hr)	\$45/hr
Reservation Fee - Fees to be paid upfront at time of rental. Waived for City Employees	\$50
Tax Exempt Groups - Hourly (Tax-Exempt Groups with Certificate on file)(Holiday-Double Rate per hr)	\$30/hr
Gymnasium: (Reservation Fee goes towards holding Date/Set-up/Clean-up/Staff) (3 hour min)	
Gymnasium - Hourly - Fees to be paid 5 days prior of rental (Holiday-Double Rate per hr)	\$75/hr
Reservation Fee - Fees to be paid upfront at time of rental. Waived for City Employees	\$200
Tax Exempt Groups-Hourly (Tax-Exempt Groups with Certificate on file) (Holiday-Double Rate per hr)	\$55/hr
Package: (Reservation Fee goes towards holding Date/Set-up/Clean-up/Staff) (3 hour min)	
Gymnasium & Classroom - Hourly - Fees to be paid 5 days prior of rental (Holiday-Double Rate per hr)	\$100/hr
Reservation Fee - Fees to be paid upfront at time of rental. Waived for City Employees	\$250
Tax Exempt Groups- Hourly (Tax-Exempt Groups with Certificate on file) (Holiday-Double Rate per hr)	\$70/hr
Miscellaneous Fees: For both the Lyndell Conference Center & Community Center	
Sound System or Portable Score Clock - Daily	\$50
After Hours Fee - If staff is forced to stay longer than event is scheduled - Per ½ hr Plus Tax	\$100/half hr
Table Cloth Rental – 40 white round & 40 white rectangular available	\$10 Each
Table Skirt Rental – 15 white 14-foot skirts available	\$30 Each
Damage Deposit – All Rentals must provide Cash Deposit 14 days prior to event - Damage/After hours	\$300

Event Site Rental Fees

Description - (Security Deposits to be paid at time of the rental).	Fee
6.7% Tax is not included in rental rates. (Reservation Fee Paid at time of rental)	
Festival Site- Frank Brown Park: (Additional Charges may apply)	
Event Rent - Per Day (Does not include Staff for Restrooms)	\$2,500
Event Rent - Non-Profit/Tax Exempt - Per Day (Does not include Staff for Restrooms)	\$500
Set-up/Break-down - Per Day Rent	\$500
Restroom Staff for Events - Over 500 Participants 2 staff/ Over 4000 3 staff	\$20/hr/staff
Unscheduled Set-up/Break-down - Per day Rent (Plus staffing costs)	\$750
Reservation Deposit - 1,000 people or less (Deposit applied to the rental)	\$500
Reservation Deposit - 1,000 people or more (Deposit applied to the rental)	\$1,000
Aaron Bessant Park Amphitheater: (Reservation Fee Paid time of rental)	
Event Rent - Per Day (Does not include Staff for Restrooms)	\$5,000
Event Rent - Per Day - Non-Profit/Tax Exempt (Does not include Staff for Restrooms)	\$500
Set-up/Break-down - Per Day Rent	\$500
Staffing for Restrooms - Cleaning Restrooms. After 8 hours + \$40/hr	\$1,000/day
Unscheduled Set-up/Break-down - Per day Rent (Plus staffing costs)	\$750
Reservation Deposit - 1,000 people or less (Deposit applied to the rental)	\$500
Reservation Deposit - 1,000 people or more (Deposit applied to the rental)	\$1,000
Office – Per Day Fee (For Event Holders only)	\$100
Miscellaneous Fees: Restroom Supplies are Included	
Facility Fee - Aaron Bessant Park - Less than \$50 ticket price	\$1/Ticket
Facility Fee - Aaron Bessant Park - \$50 or more ticket price	\$2/Ticket
Additional Maintenance - Hourly Per Staff (May require 2 staff)	\$20
Trash Disposal/Dumpster Fee - per dump (if we provide disposal)	\$350
Grounds Sweeper w/ Operator (Costs vary depending on event)	Starts at \$50/hr
Table Rental	\$4
Chair Rental	\$1
Bleacher Rental – Per Day – Frank Brown Park Only - No Off Site Available	\$50
Clay Parking Lot – Parking per day with insurance	\$100
Clay Parking Lot – For Events/Activities – Per Day	\$500

Athletic Facility Rental Fees

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!	Fees do not include 6.7% Tax
There are No Overtime Fees for Tournament Rates.	
All hourly per field rates include Field Maintenance after each game if needed.	
Hourly Rental - (Holiday = rates double) Does not include Lights (No Insurance)	\$17/hr
Field Prep - Per Game Per Field	
Field Prep - Per Field (Baseball/Softball)	\$50
Field Prep - Per Field Goals, Equipment/Set-up (Soccer/ Lacrosse/ Football)	\$150

Field Prep - 3V3 Fields Per Field; Goals, Equipment/Set-up -(Soccer/ Lacrosse)	\$50
Tournament Rates - (Must Rent all fields at chosen site)	
(June, July & 1 st 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)	Holiday Rates Double
(Festival 3 Fields) & (Aaron Bessant Park 2/3 Fields). Includes all field set up, lights, field maintenance, trash, restroom janitorial cleanup, Umpire Blue Lounge & UIC Office.	
Refunds – Follow Policies set in the Contract	
Bad Weather Cancellations – If Games are cancelled the day before by 6pm, there will be No charge for that day. If Games are cancelled by 11am the day of, due to bad weather, Tournament Director will be charged 6 hours for that day.	
Tournament Hourly Rate – (Per Field 12 hr min) (Includes Field Prep/Staff)	\$15/hr
Based on 4 & 12 hours per day: After 4 & 12 hr min, rates are per field per hr.	
North Complex (5) fields x \$15 = \$75 x 4hrs = \$300 x 6 days = \$1,800 & 12hrs = \$5,400	
South Complex (4) fields x \$15 = \$60 x 4hrs = \$240 x 6 days = \$1,440 & 12hrs = \$4,320	
Both Complexes (9) fields x \$15 = \$135 x 4hrs = \$540 x 6 days = \$3,240 & 12hrs = \$9,720	
Festival/Soccer Fields (3) fields x \$15 = \$45 x 4hrs = \$180 x 2 days = \$360 & 12hrs = \$1,080	
Aaron Bessant/Festival/Soccer (2) x \$15 = \$30 x 4hrs = \$120 x 2 days = \$240 & 12hrs = \$780	
Reservation Security Deposit – Deposit is due at time of rental & will go towards final costs of tournament. Min of \$40/day/field to hold fields	\$40/day/field
Reservation Fee Cancellations- (October-April) 7 days prior = Refund with \$35 Administration Fee applied;	
(October-April) 6 or less days of cancellation notice–No Refund, No Exceptions	
(May-September) Tournament Cancellations - No Refunds, No Exceptions.	
Tennis, Pickleball & Outside Basketball Courts - Practice, Games Tournaments	
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
Tennis Courts (4), Basketball Courts (2), Pickleball Courts (2) – per facility/location	\$200
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 & Unauthorized Rental Fee will be applied on top of Rental Fees)	\$25
Daily Rental – Does not Include field prep or Lights	\$15/hr
Long Term Youth Sports Club Rental Fee -	
(Not Available for Profit Groups, Private Lessons/Clinics/Camps & Adult Sports)	
Must pay for a minimum of 20 hrs up front at \$9 per hour per practice (Includes Lights) . <u>(Must provide Insurance)</u> (Does not include field prep)	
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.	\$9/hr
Field Prep – Moving of Bases	\$30
Field Prep – Moving of Pitching Mound	\$20
Field Prep – Chalking of Field	\$20
Beach Volleyball Courts - Costs are for 4 courts per hour (No Prep)	\$9/hr
Miscellaneous Fees	
Lights per field per hour - This includes Batting Cages when fields not being used	\$20/field/hr
Quick Dry - For Frank Brown Park Only. Includes labor	\$13/bag
Vendor Fee – Per Vendor paid by Tournament Director. \$75 Max per Vendor	\$30 day/\$75 3 + days
Damage or loss of Scoreboard Handheld and Console Controllers	\$300 & Up

Pier & Beach Rental Fees

7% Tax is included in all Pier rates

Daily Admission (Age 6 and Under is Free)

Spectator	\$3
Fishing	\$7
Disabled, Active/Retired Military & Senior Rate (Includes Fishing)	\$3
Additional Rod (After 5 Poles)	\$2

Passes (All Passes to be purchased at Parks and Recreation Dept)

20 Visit Spectator Only Pass	\$40
20 Visit Fishing Pass	\$80
3 Month Spectator Pass	\$40
3 Month Fishing Pass	\$80
Annual Spectator Pass	\$90
Annual Fishing Pass	\$120
Disabled, Active/Retired Military & Senior Pass	50% Discount

Beach Volleyball - Fees paid up front plus 6.7% tax.

Court #1 on Dog Beach is a public court only. Not available for rental	No Daily Rentals. Club or Tournament Rates only.
Courts - First Come First Serve Basis	Free
Daily Club/Private Rental - (Must provide Insurance)	Follow Club Sport Fees
Daily Tournament Rental - All 10 Courts (Must Provide Insurance)	\$100
Daily Tournament Rental - 6 or less Courts (Must Provide Insurance)	\$75
Court Prep (Lines & Net)	\$35/court

Aquatic Center Fees

7% Tax is included in all pool rates except Rentals

Daily Admission (Children under 1 year old are free)

Open Swim Sessions (All Ages)	\$5
Lap Swim & Modified Open Swim (All Ages) (Discounts apply below)	\$8
Kids (Ages 1-14)	\$5
Active/Retired Military	\$5
Senior (65+)	\$5
Toddler Play Time - Kiddie Pool (Designated swim days/times) Per Person	\$3
Water Exercise - \$5 or 10 Visit Pass for \$30	\$5
Large Groups - 20 or more (Churches/Schools/Civic Groups/Teams - <u>Contract/Reservations Required</u>)	\$4
Non-Swimmer Gate Fee (with paid admission of others)	\$2
Guest Shower Use	\$5

Passes:

20 Visit (Transferable - each person 1 visit)	\$80
10 Visit Pass (Transferable - each person 1 visit)	\$40
10 Visit Water Exercise Punch Card	\$30
Individual Annual	\$275
Individual Annual (Active/Retired Military & Senior 65+)	\$200
Family Annual (5 Person Max- Must be in same household)	\$400

Family Annual (Additional Member)	\$70
Summer Individual Pass - (Jun-Sept Open Swim/Toddler/Kiddie Pool, H2O Exercise)	\$90
Summer Family Pass - (5 max) (May-Sep Open Swim/Toddler/Kiddie Pool, H2O Exercise)	\$250
Mid-Summer Individual Pass - (Aug-Sept Open Swim/Toddler/Kiddie Pool H2O Exercise)	\$45
Mid-Summer Family Pass - (5 max) (Aug-Sep Open Swim/Toddler/Kiddie, H2O Exercise)	\$125
Classroom Rentals: Must Add Tax	
Classroom - Hourly Plus Tax	\$40/hr
Classroom – Daily Plus Tax	\$150/day
Miscellaneous Fees:	
Scuba Diving – Per Diver (Contract- Certified Instructor 11am-4pm)	\$16

Pool Party Rental Fees

Tax must be added to all Rentals

Description	Fee
Kiddie Pool Hourly - Includes 4 Guards, No Big Slide & Clean Up	\$200/hr
Kiddie Pool Hourly- Includes 5 Guards, Big Slide & Clean Up	\$250/hr
Big Pool Hourly - Includes 4 guards, Diving Boards, No Obstacle & Clean Up	\$300/hr
Big Pool Hourly - Includes 5 guards, Diving Boards, Obstacle & Clean Up	\$350/hr
Both Pools Hourly - Includes 9 Guards, all the above & Exclusive Use	\$800/hr
Entire Facility Rental All Day - 8 hrs Includes 7 Lifeguards	\$4,500
Extra Lifeguards - Hourly	\$25/hr
Half Day Pavilion Only Rental – Does not include admission	\$75
Full Day Pavilion Only Rental – Does not include admission	\$150
Full Day Birthday Party - Includes up to 23 Guest Admissions & Pavilion	\$225
Half Day Birthday Party - Includes up to 23 Guest Admissions & Pavilion	\$150

Pool Party Packages – Due to unforeseen staffing issues, the Aquatics Center reserves the right to cancel a party with full refund.

Pavilion Rentals & Birthday Parties

Pavilions are free to use on a first come first serve basis or may be reserved for a full or half day. Birthday party packages include pavilion rental and admission to the Aquatic Center for up to 23 guests. If less than 23 are used for the party, the extra admissions can be used at a later date. Coolers and outside food and beverages are allowed when a pavilion is rented. Food and beverage tokens are also available for purchase.

Full Day: 11am - 4pm

Half Day (Guests can use the pool for the full day): 11:15am - 1:30pm or 1:45pm - 4pm

Private Parties

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.

Available Saturdays & Sundays 5pm - 9pm. One (1) hr minimum. Allowed to come in 15 minutes early to set up.

End of the School Year Parties

Nov 1st you may request a date. A **\$100** non-refundable deposit due by Feb 1 or dates open back up. Final payment due by April 15th. School Parties are Not Private Parties unless you reserve both pools. If you reserve only one pool, you may be sharing the facility with another school. 7 lanes in Big Pool are designated to Lap Swimmers. *Please call 236.2205 for pricing.*

Swim Meets, Swim Teams, Training & Conferences

Tax is included in all pool rates except rentals Tax must be added to all Rentals

Each event will be required to name the City as additional insured in the amount of 1 million/3 million

Swim Meets – Half Day Meets are no more than 5 hours

Full Day Meets are 5 to 15 hours per day

Additional Rates apply over 15 hours even at the max rate

Swim Meet - (Short Course up to 20 Lanes)- Half Day 3-9 pm (Max \$1,200)	\$10/lane/hr
Swim Meet - (Short Course up to 20 Lanes) - Full Day 6:30am-9:30pm (Max \$3,000)	\$10/lane/hr
Swim Meet - (Long Course - Closed to Public)-1/2 Day-3-9pm Priced at 8 lanes (Max \$1,200)	\$25/lane/hr
Swim Meet - (Long Course - Closed to Public)-Full Day-6am-9pm Priced at 8 lanes (Max \$3,000)	\$25/lane/hr
Large Swim Meet Setup/Take Down - Extreme Set Up: Barricades, Bleachers, etc.	\$200 + \$100 per day
Small Swim Meet Setup/Take Down - Basic Set Up: Lanes, Tables & Chairs	\$100 + \$50 per day
Per Swimmer Fee - All Swim Meets (in addition to rent)	\$5
Swim Meet Hospitality Room - (Includes Setup and Take Down)	\$150 per day
Swim Meet Rain Policy – No Lane Rental, Only Paying for Facility until Rain Stops	\$50/hr
Staff Rate - Hourly rate before Gates Open and after Gates Closed for Swim Meets	\$100/hr

Swim Practice - Long Course Rate = double – Subject to availability

School Swim Practice - Per day max 6 lanes (Same as PCST Swim Club Rates)	\$5-\$8 /lane/hr
PCST Swim Club - (Oct 2019-2021 \$5) (2021-2022 \$5.75) (2022-2023 \$6.50) (2023-2024 \$7.25) (2024-2025 \$8)	\$5-\$8 /lane/hr
PCST Swim Club Long Course Practice – Fee doubles per approved fee schedule	\$10-\$16 /lane/hr
Local Club Swim Team Practice – Subject to availability (Long Course: fee doubles)	\$9 /lane/hr
Visiting Team - \$10 Per swimmer 2 practices per day	\$10/day + \$5/lane/hr
Visiting Team - \$6 Per Swimmer 1 practice per day	\$6/day + \$5/lane/hr
Visiting Team Private Rental - Includes 2 guards (Not Included-\$6, \$10 or \$16 per swimmer fee)	\$100/hr
Holiday Visiting Rate (Min 2hrs – Same info as above – Short Course Only) (City Observed Holidays)	\$150/hr
Winter Month Private Rental Additional – Add an additional \$40 for Pool Set up/Covers	\$40 each time
Visiting Team: Facility Set Up Fee - Water Polo/Swim/Scuba/etc. (subject to availability)	\$60/day
Scuba - Reservation & Contract Required	\$16/diver + \$5/lane

Training & Conferences – Subject to availability – Holidays Rates Double

Conference/Training – Pool Only Short Course - During normal scheduled pool hours	\$10/lane/hr
Classroom Rental – Subject to availability	\$40/hr
Conference/Training Private Rental – Includes 2 Guards, Classroom & Big Pool 10 lanes max	\$300/hr

Swim Meets, Swim Clubs, Schools, Dive Schools, etc. – Contract Information

Must have a finalized contract processed through the Aquatic Center staff and insurance naming the City of Panama City Beach as additional insured. Please see Insurance Requirements.

We also manage a concession stand at the Aquatics Center. For meals to be catered for officials, teams and coaches, please contact the Aquatics Center Staff at 236-2205.

Updated October 28, 2019