

User Fees 2019

City of Panama City Beach Parks & Recreation Dept. General Rental Information

Adopted Dec 8, 2016

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. To be fiscally responsible, user fees cannot be discounted or waived without City Manager and City Council approval.

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.

Priority Dates

Annual local returning events in good standing with the City will receive first priority on rental/lease dates. Any tourism based tournaments/events will have first priority through the PCBCVB.

Private Rentals

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

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 & Date Changes

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

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. 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 Event 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 (Magi Still Park & Scott's Field)

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 Lessee. 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 \$5.00 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.

Reservation Fees- Facility Rentals

Reservation Fees must be paid at the time of reservation. If reservation is cancelled for any reason the **Reservation Fee will be forfeited**. Some facility/event 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**. In most cases Reservation Security Deposits will be applied to the fees of the event.

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.

Fees

All 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. The deadline for any fees that have accrued during the term is 30 days from the last day of the lease term. If accrued 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 any future contracts on file and will not process any new reservations or contracts. When Event Rights Holder is back in good standing with the City, the City now has the right to require double the deposit for any future reservations.

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.

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 Panama City Beach Police Department and Parks & Recreation staff. Security personnel must be licensed and insured. In the event security is requested for an event/activity by City staff and Event Rights Holder is unable to secure personnel, the event may be cancelled.

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's 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 **1:00am**. 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 (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.

Alcohol

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

Leasee 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 \$1,000,000.00 Liability and \$3,000,000.00 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 flyer/poster, event schedule, public information number and website.

Insurance

Insurance is required for all activities/events.

A minimum of \$1,000,000.00 Liability and \$3,000,000.00 Aggregate is required for any and all Sporting and Commercial/Ticketed Events. A minimum of \$1,000,000.00 Liability and \$2,000,000.00 Aggregate is required for any and all Community Activities. 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 lessee takes possession of the site/facility. Note: Sporting events involving children may require \$2,000,000 Liability and \$3,000,000.00 Aggregate as many insurance companies do not provide 1 million/3 million. Insurance must cover the entire term of lease (including set-up and take-down dates). Exceptions can be made by approval from City Manager.

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

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- (Holiday add \$20 hr)-Fees paid upfront (Mon-Thur after 4pm Only)	\$40.00
Reservation Fee - Fees to be paid upfront at time of rental. Waived for City Employees	\$50.00
Tax Exempt Groups-Hourly (Tax-Exempt Groups with Certificate on file)- Holiday add \$20 hr	\$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	\$70.00
Reservation Fee- Fees to be paid upfront at time of rental. Waived for City Employees	\$200.00
Tax Exempt Groups-Hourly (Tax-Exempt Groups with certificate on file) –Holiday add \$20 hr	\$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	\$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	\$90.00
Reservation Fee- Fees to be paid upfront at time of rental. Waived for City Employees	\$250.00
Tax Exempt Groups-Hourly (Tax-Exempt Groups with Certificate on file)- Holiday add \$20 hr	\$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	\$30.00
Lyndell Conference Center Other Fees:	
Alcohol Addendum (<i>In reference to page 5</i>)	\$25.00
Senior Center/P&R Co-op- Not to exceed 8hrs per day use. After 8hrs add \$20 per hr	\$120.00

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 (Holiday add \$20 per hr to Rate)-Fees to be paid upfront	\$40.00
Reservation Fee - Fees to be paid upfront at time of rental. Waived for City Employees	\$50.00
Tax Exempt Groups-Hourly (Tax-Exempt Groups with Certificate on file)- Holiday add \$20 hr	\$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	\$70.00
Reservation Fee- Fees to be paid upfront at time of rental. Waived for City Employees	\$200.00
Tax Exempt Groups-Hourly (Tax-Exempt Groups with Certificate on file)- Holiday add \$20 hr	\$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	\$90.00
Reservation Fee- Fees to be paid upfront at time of rental. Waived for City Employees	\$250.00
Tax Exempt Groups-Hourly (Tax-Exempt Groups with Certificate on file)- Holiday add \$20 hr	\$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 6.7% tax.	
Non Refundable Holiday Rate- Add \$20.00 to each reservation	
Playground Pavilion- Half Day- Frank Brown Park (10-2 p.m. / 3-7 p.m.)	\$60.00
Playground Pavilion- Full Day- Frank Brown Park (10- 7 p.m.)	\$110.00
Lakeside Pavilion- Half Day- Frank Brown Park (10-2 p.m. / 3-7 p.m.)	\$60.00
Lakeside Pavilion- Full Day- Frank Brown Park (10- 7 p.m.)	\$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)	\$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)	\$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

7% Tax is included in all Pier rates	
Description	Fee
Daily Admission: (Age 6 and Under is Free)	
Spectator	\$3.00
Fishing	\$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	\$40.00
20 Visit Fishing Pass	\$80.00
3 Month Spectator Pass	\$40.00
3 Month Fishing Pass	\$80.00
Annual Spectator Pass	\$90.00
Annual Fishing Pass	\$120.00
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 of All 10 Courts (Must Provide Insurance)	\$100.00
Daily Tournament Rental-6 or less Courts (Must Provide Insurance)	\$75.00
Court Prep (Lines & Net- per court)	\$35.00

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
6.7% 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
Holiday Event Days Rates Double – See Page 1 for details.	

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 6.7% Tax
Hourly Rental- (If Holiday double) Does not include Lights (No Insurance)	\$15.00 hr
Field Prep- Per Game Per Field	
Field Prep - Per Field (Baseball/Softball)	\$50.00
Field Prep- Per Field Goals, Equipment/Set-up (Soccer/ Lacrosse/ Football)	\$150.00
Field Prep- 3V3 Fields Per Field; Goals, Equipment/Set-up -(Soccer/ Lacrosse)	\$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.	
No Refunds – No Exceptions	Holiday Rates Double
Tournament Hourly Rate – (Per Field 12hr min) (Includes Field Prep/Staff)	\$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 – 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	\$10.00
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)	\$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) 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.	\$7.00 hr
Field Prep – Moving of Bases	\$30.00
Field Prep – Moving of Pitching Mound	\$20.00
Field Prep – Chalking of Field	\$20.00
Beach Volleyball Courts - Costs are for 4 courts per hour (No Prep)	\$7.00 hr
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	\$13.00
Vendor Fee – Per Vendor paid by Tournament Director	\$30 per day
North Press Box –For set up/clean up and use for the day	\$100.00 per day

Pool Fees

7% Tax is included in all pool rates except Rentals

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
Kids Ages 1-14	\$5.00
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 Exercise (\$5 daily or \$30 10 Visit Pass)	\$5.00
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
10 Visit Water Exercise Pass	\$30.00
Individual- Annual	\$275.00
Individual Annual- (Active/Retired Military & Senior 65+)	\$200.00
Family Annual (5 Person Max- Must be in same household)	\$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 Rentals: Must Add Tax	
Classroom- Hourly	\$40.00 Plus Tax
Classroom- Daily	\$150.00 Plus Tax
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 Plus Tax
Gazebo Full Day Rental- (11am-4pm Mon-Fri or 11am-4:30pm Sat & Sun)	Does not include admission \$150.00 Plus Tax

Pool Parties

Tax must be added to all Rentals

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 Guards, Big Slide & Clean Up for 1-50)	\$160.00
Big Pool Hr (Includes 3 guards, Diving Boards, Obstacle & Clean Up for 1-75)	\$260.00
Both Pools Hourly (Includes 6 Guards and all above for 1-75)	\$420.00
Entire Facility Rental All Day (8 hrs Includes 6 Lifeguards for 1-75)	\$4,500.00
Lifeguards- Hourly	\$20.00
Half Day Gazebo Only Rental	\$75.00
Full Day Gazebo Only Rental	\$150.00
Birthday Party Full Day- Includes up to 23 Guest Admissions & Gazebo	\$225.00
Birthday Party ½ Day - Includes up to 23 Guest Admissions & Gazebo	\$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 - Activity Pool

# of People	No slide	With Slide
1-50	2	3
51-75	3	4
75-100	4	5

Private Party Requirements - 50 Meter Pool – Includes Diving Boards

# of People	Guards required
1-75	3
75-100	4
100-up	5

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

Gazebo Rentals & Birthday Parties- Tax must be added to all Rentals

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 23 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 \$160 per hr (Price Includes 3 Lifeguards, Big Slide & Clean Up Fee).

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

Both Pools \$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- 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. Prices are above.

Swim Meets, Swim Teams, Training & Conferences

Tax is included in all pool rates except rentals–

Description- Each event you 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 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	\$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
Staff Rate - Hourly rate before Gates Open and after Gates Closed for Swim Meets	\$50 per hr

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

School Swim Practice- Per Day max 6 lanes (2019 \$5.75) (2020 \$6.50) (2021 \$7.25) (2022 \$8)	\$5.75 per hr/lane
PCST Swim Club (Oct 2019-2020 \$5.75) (2020-2021 \$6.50) (2021-2022 \$7.25) (2022-2023 \$8)	\$5.75 per hr/lane
PCST Club Swim Practice—Long Course Practice –Fee doubles per approved fee	\$10.00 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 guards) (Not Included-\$6, \$10 or \$16 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
<i>Winter Month Private Rental – Add an additional \$40.00 for Pool Set up/Covers</i>	\$40.00 each time
<i>Visiting Team – Facility Set Up Fee (Only if Days are available) Water Polo/Swim/Scuba/etc</i>	\$60.00 per day
Scuba- Reservation & Contract Required- \$5 per lane per hr and \$16 per diver per day	\$5 per Ln/\$16 Diver

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

Conference/Training – Per hr per lane Pool Only Short Course- During normal scheduled pool hours	\$10.00 per hr
Classroom Rental – Dependent on availability and daily pool schedule	\$40 per hr
Conference/Training Private Rental – Includes 2 Guards, Classroom & Big Pool	\$300.00 per hour

Tax must be added to all Rentals

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.