



**BOARD OF COUNTY COMMISSIONERS**

840 West 11<sup>th</sup> Street  
Panama City, Florida 32401  
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BOARD OF COUNTY  
COMMISSIONERS

www.baycountyfl.gov

840 WEST 11<sup>TH</sup> STREET  
PANAMA CITY, FL 32401

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ROBERT J. MAJKA JR.  
COUNTY MANAGER

August 22, 2018

To Whom It May Concern:

The Bay County Board of County Commissioners and the Bay County Veterans Council will be hosting the **Bay County Veterans' Day Parade on Monday, November 12, 2018**. The parade will be a tribute to the men and women who have proudly served our country and a salute to the men and women now serving.

You are cordially invited to participate in this patriotic event. If you plan to enter a unit in the parade, please complete the attached Parade Application and Release & Hold Harmless Agreement. ***Government agencies do not need to complete the hold harmless agreement.*** Please return to: **Bay County Veterans Service Office, 840 W. 11<sup>th</sup> Street, Panama City, Florida 32401 by mail or you may fax your application to: (850) 248-8289 not later than October 17, 2018.** A unit number and place to assemble will then be assigned and will be provided to you not later than **November 2, 2018.**

The parade will commence at **9:30 A.M.**, and proceed south on Harrison Avenue to the downtown marina. Please see attached map of parade route. After the parade, a review and a wreath laying ceremony will be held at the World War II Memorial.

If you have any questions, please contact Vickie McClung at the Bay County Veterans Service Office at (850) 248-8280.

Sincerely,

**BAY COUNTY BOARD OF COUNTY COMMISSIONERS**

William T. Dozier  
Chairman

WD/vm  
Enclosures

**PARADE APPLICATION**  
**2018 Veterans' Day Parade & Wreath-Laying Ceremony on**  
**Monday, November 12, 2018 @ 9:30 a.m.**

Deadline for submission – **Wednesday, October 17, 2018**

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

Point of Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ Ext. #: \_\_\_\_\_

Cell #: \_\_\_\_\_ Fax #: \_\_\_\_\_

E-mail: \_\_\_\_\_

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

# Of Units Entering: \_\_\_\_\_ Total Length: \_\_\_\_\_ ft.

Type of Entry(s): \_\_\_\_\_

(Example: school band, vehicle, float & truck, other 'please describe'. Please include amount of space needed for school bands and floats).

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**PLEASE NOTE- IN ORDER TO PARTICIPATE IN THE PARADE, YOUR UNIT OR ORGANIZATION  
WILL NEED TO COMPLETE THE ATTACHED "RELEASE AND HOLD HARMLESS AGREEMENT"  
AND RETURN WITH YOUR PARADE APPLICATION.**

**Government Agencies do not need to complete the hold harmless agreement.**



*****FOR OFFICE USE ONLY*****	
THIS INFORMATION TO BE RETURNED TO THE ORGANIZATION:	
ASSIGNED UNIT # _____	ASSEMBLY LOCATION: _____
_____	

**RELEASE AND HOLD HARMLESS AGREEMENT**

**FOR THE SOLE CONSIDERATION OF Bay County Board of County Commissioners granting permission for the undersigned to participate in the annual Veteran's Day Parade, the undersigned hereby agrees to indemnify and hold harmless Bay County, Florida, its successors, agents and assigns all other persons, firms or corporations, from any and all claims, demands, damages, actions, causes of action or suit of any kind or nature whatsoever, and particularly on account of all injuries, both to person and property which may result from participation in said parade and releases and forever discharges Bay County for any such claim.**

**Undersigned hereby declares that the terms of this release have been completely read and are fully understood and voluntarily accepted.**

**IN WITNESS WHEREOF, the undersigned has executed this release**

**this \_\_\_\_\_ day of \_\_\_\_\_, 2018.**

**FIRM OR ORGANIZATION**

\_\_\_\_\_  
**(NAME OF)**

\_\_\_\_\_  
**(ADDRESS)**

**By:** \_\_\_\_\_  
**(SIGNATURE)**

\_\_\_\_\_  
**(PRINTED NAME)**

**State of Florida  
County of Bay**

**Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 2018**

\_\_\_\_\_  
**Notary Public--My commission expires**

**BAY COUNTY VETERANS' DAY PARADE  
ENTRY RULES & INFO**

1. Line up will begin at 8:00 a.m. Parade workers will be wearing safety vests and will be located along parade line up route. All units **MUST BE IN LINE** and ready to pull out no later than 9:00 a.m. Any units that are late will be positioned at the back of the parade line up.
2. Each entry must complete the application, release & hold harmless agreement (notarized) and return to Bay County Veteran Services by **October 17, 2018**. Each unit will be assigned a parade line-up number and advised of their respective line-up location on or before November 2, 2018 via US Mail.
3. You will be responsible for furnishing your own vehicle. Also, you are responsible for furnishing signs for vehicles if you so desire.
4. For entries with multiple participants, please advise as to how many will be participating and how much space is needed (in feet) for your entry so that we may line each entry up properly.
5. A minimum of **35 feet** shall be kept **between all units**. No stopping of units during parade route unless there is an emergency.
6. If you are throwing beads, candy, etc. from a float, you must have wheel walkers for safety reasons.
7. Any units with animals must have their own "pooper scoopers". Any fines levied by the City of Panama City for a violation of this nature will be the responsibility of that unit.
8. If you are not staying for the Veterans' Day Ceremony, please proceed past the reviewing area at the Panama City Marina and disperse to the left or right parking area just past the Marina Civic Center. Please plan ahead and advise parents or respective parties where to pick up their unit personnel so as not to cause a backlog of traffic in the parade dissemination process.
9. If you have any questions, please call Vickie McClung at the Bay County Veteran Services Office @ (850) 248-8280.

**Your assistance in helping us by timely returning the application, the release and hold harmless agreement; and by assembling at the assigned location will be appreciated.**