



SPECIAL EVENT PERMIT APPLICATION

The organizer of a special event must fill out the application and return it to the Administration Department following the timeline listed below:

- NOT LESS THAN 15 BUSINESS DAYS PRIOR TO THE START OF THE EVENT for events expecting attendance less than 200
- NOT LESS THAN 30 BUSINESS DAYS PRIOR TO THE START OF THE EVENT for events expecting attendance greater than 200.

A non-refundable application fee will be charged based on the attached fee schedule (page 15) to cover the cost of processing. Other charges may be made for additional City services.

Individuals, organizations and agencies wishing to conduct public gatherings on City of Georgetown property are required to obtain a permit in advance. Special Events Permits must be obtained for any events and activities whenever held on City-owned property or on public rights of way within the City:

Any misrepresentation on this application or deviation from the final agreed route and/or method of operation described on the application may result in immediate revocation of the permit. All questions must be fully answered since most events result in several different activities. Please type or print the information clearly. You may attach additional sheets as necessary.

City of Georgetown events have priority in use of any city property or right-of-way. Other application for Special Event Permits are processed in order of receipt, and the use of particular areas is generally allocated in the order in which fully executed applications are received, and in accordance with considerations the City Administrator uses in deciding on the issuance of a permit as set forth below.

Applicants who have held an event in previous year have the first priority for the same time and location. This right shall not apply if the event did not follow set guidelines the previous year.

In order to ensure the public safety and protection of the City of Georgetown, its businesses, and citizens, and to avoid conflict between events by assigning the same time and location to two (2) or more events, the City of Georgetown may refuse or require alterations to a permit application.

Times may be changed at the sole discretion of the City due to weather, infrastructure requirements, and repair to utilities, participant behavior, and other considerations of safety for persons and property and good public order. For the same reasons a permit may be require additional conditions and time limitations.

The City Administrator or his designee shall have the authority to consider any application which is filed less than 15 days before the date sought. An application for any permit required by this section shall be made to the city official, accompanied by a nonrefundable processing fee in accordance with the schedule of permit fees as fixed from



1134 N. Fraser St.
 Georgetown, SC 29440
 Office: (843) 545-4003
 Fax: (843) 527-6173

City of Georgetown Special Event Permit Application

www.cityofgeorgetownsc.com

Permit # _____
Approval _____
Date _____
Non Refundable Fee _____

I. GENERAL INFORMATION

Name of Special Event and Location: _____

Applicant Name: _____

Organization: _____

Mailing Address: _____

Work Phone: _____ Fax: _____

Cell: _____ Email(s): _____

Special Event Web Site: _____

II. DESCRIPTION OF SPECIAL EVENT

Provide a brief description and purpose of the Special Event:

Mark components of Special Event:

- | | | |
|-------------------|----------------------|--------------------------|
| Road Closures | Traffic Control | Parking |
| Security | Alcohol | Amplified Sound |
| Live Music | Portable Restrooms | Retail Vendors |
| Food Vendors | Tents or Canopies | Stage or Bleachers |
| Signs and Banners | Need for electricity | Fireworks |
| Admission Fee | Need for water | Inflatables/Jump Castles |
| Animals | Barricades | Other: _____ |

Estimated Attendance: Participants _____ Spectators _____ Volunteers _____

III. DATE AND TIME OF SPECIAL EVENT

Setup	Day/Date _____	Start Time _____	End Time _____
Day 1	Day/Date _____	Start Time _____	End Time _____
Day 2	Day/Date _____	Start Time _____	End Time _____
Dismantle	Day/Date _____	Start Time _____	End Time _____

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.



IV. TYPE OF SPECIAL EVENT

Check the type of Special Event you plan to hold:

Festival –A stationary Special Event on public streets, sidewalks, trails and/or a public place, held one day or more and includes festivals, fairs, carnivals, rallies, concerts, and sporting events.

Parade, Procession or March – An organized group marching or in procession, whether on foot, animal, or vehicle, held on public streets, sidewalks, trails, and/or a public place.

Bike or Wheeled Race – A bike or wheeled race held on public streets, sidewalks, trails, or a public place.

Foot Race or Walk – A foot race or walk held on public streets, sidewalks, trails, and/or a public place.

Commercial Film or Photographic Activities – A movie, commercial, or fashion industry photography on public property or in the public right of way.

Private Party or Block Party – a private Special Event requesting street closures.

V. SPECIAL EVENT PLAN

Safety and Security

The Special Event Applicant shall be required to provide adequate security for the Special Event as directed by the Chief of Police.

Applicant may be required to hire sworn off-duty City of Georgetown Police Officers or hire private security personnel or t-shirt security approved by the City of Georgetown Police Department to provide security and ensure public safety.

- Cost for off-duty City of Georgetown Police Officers is \$30.00 per hour per officer for a minimum of two hours.
- Cost of private security or t-shirt security is set by the applicant's selected security companies. A Police Security Agreement must be signed and sent to the Special Events Coordinator prior to the Special Event Permit.

Some components that may require security:

- Beer and Alcohol Sales
- Road Closure Security
- Overnight Security
- Special Event Area Security
- Money Handling Security
- Gate Security
- VIPs and Celebrity Security
- Private Parking Lot Security
- Stage Security

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.



Trash and Recycling Removal Plan

Do you have a cleanup, sanitation and recycling removal plan? Yes No
If yes, please describe:

For more information on recycling options at Special Events, contact Keep Georgetown Beautiful at (843) 545-4100. **Roll out carts are available from the Public Works Department for \$9/cart.**

Roll out carts: Yes No How many: _____

Delivery Location: _____

*Applicants are responsible for cleaning and restoring the site after the Special Event. ***Cleanup should begin within one hour after the Special Event is concluded*** and continue until completed. Site must be cleared within 72 hours of the conclusion of the Special Event.

Note: The cost of any City of Georgetown employee overtime incurred because of an applicant's failure to clean and restore the site following the Special Event will be borne by the applicant.

Tents, Stages, Inflatables and Signage

Permits are required for certain tents and canopies based on size and configuration of placement. Call the City of Georgetown Fire Department for information and instruction at (843) 545-4200.

Will tents or canopies be used during the Special Event? Yes No

If yes, list number, types, and sizes of tents/canopies: _____

Will Inflatables (i.e. jump castles) be used during the Special Event? Yes No

If yes, list number, type, size, square footage and, location. ***Please note: Inflatables will not be allowed on City of Georgetown property.***

Will signs or banners be hung on site? Yes No

If yes, list number, size, location, and material: _____

For a sign permit, please call Housing & Community Development at 843-545-4010



Vendors

Does the Special Event include retail or food vendors? Yes No

If yes, please check the ones that apply and provide the license number:

Persons or Businesses engaged in any “calling, occupation, profession or activity with the object of gain, benefit or advantage, either directly or indirectly” are required to purchase a City of Georgetown Business License. Licenses are based on gross income pursuant to SC law. License Number: _____

Forms and ordinances for Business Licenses and Hospitality Tax may be found on the City of Georgetown website www.cityofgeorgetownsc.com under the “where can I find” drop down box. If you have any questions, you may call (843) 545-4041.

Persons selling products are also required to have a SC Retail Sales Tax license. Questions regarding the SC Retail License may be directed to the SC Dept. of Revenue at (844) 898-8542. License Number: _____

Sale of alcoholic beverages requires an ABL-900 Temporary License from the SC Department of Revenue’s Alcoholic Licensing Beverage Division. The serving of alcoholic beverages may of alcoholic beverages require an ABL-900 Temporary License from the SC Department of Revenue’s Alcoholic Licensing Beverage Division. Go to www.sctax.org and select the Beer-Liquor-Wine-Bingo heading on the left side of the homepage. Select Forms. Select Alcohol Beverage Licensing and scroll to ABL-900. The Department of Revenue for Georgetown is located at 1350 Farrow Pkwy#200, Myrtle Beach, SC 29577 locally (844) 898-8542. License Number: _____

Preparation and sale of food requires contacting the SC Dept. of Health and Environmental Control, call (843) 546-3613.

List each vendor, type, and if food related Cooking Method and Disposal Method of food or cooking oils (list may also be attached to application):

Vendor	Type	Cooking Method	Disposal Method

Note: For each cooking location, the City requires a K Type Fire Extinguisher and visual inspection by the City of Georgetown Fire Department.

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Amplified Sound

Sections 16-106 of the Code of the City of Georgetown restrict the volume of sound and/or music at any Special Event. Amplified sound and/or music must stop at 11 p.m. The City of Georgetown Special Events Committee restricts amplified sound and/or music to 65dBA on all City of Georgetown property.

Will the Special Event have amplified music or sound? Yes No

Please describe type of amplified sound and start and finish times:

Portable Restrooms and Sinks

Portable restroom facilities must be provided unless documentation is submitted that there are a sufficient number of public restroom facilities which are ADA accessible that will be available to attendees during the Special Event. The City of Georgetown recommends **one chemical toilet for every 150 people** estimated to attend the Special Event. Ten percent of these facilities should be ADA accessible. This figure is based on the maximum number of attendees at your Special Event during peak time. The City may determine the total number of required restroom facilities at a Special Event on a case-by-case basis.

Do you plan to provide portable restrooms facilities at your Special Event?

Yes No

How Many _____ Number of ADA Accessible _____

Company providing restrooms: _____

Equipment Setup: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

If no toilets will be provided, please explain: _____

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.



Special Event Schedule

Provide a detailed schedule of the Special Event including dates and times for activities or actions, description of activities, party responsible for activity, and contact information for the day of the Special Event.

If the activity will take extended time for setup or breakdown, please include details with timelines, locations, and where streets or public property will be impacted.

Date	Time	Action	Responsible Party	Contact Information

Note: Please attach additional sheet if more space is needed to list activities.



Public Safety Issues

Crisis Management Contact Information

Each Special Event is required to submit 24-hour emergency contact information for primary contacts. For city-sponsored Special Events, the Police Department will create an Operational Plan for all major Special Events.

Primary Contact Name: _____
Phone Number: _____ Mobile Number: _____
Address: _____

Fire Safety Information

Will the Special Event have any hazardous or flammable materials, such as fireworks, propane, butane, gasoline, diesel tanks, or helium tanks? Yes No
If yes, please describe: _____

Call the City of Georgetown Fire Marshal for information and instruction at (843) 545-4200.

Note: Fire hydrants cannot be blocked during a Special Event.

Emergency Medical Services

The applicant must provide adequate emergency medical services coverage for the event as directed by the City of Georgetown. Emergency Medical Technicians must be South Carolina certified and approved to work under local Georgetown County Medical Direction and protocol. Emergency Medical Technicians will be approved by the City of Georgetown Fire Chief. Off duty City of Georgetown Firefighter/EMT's are usually available. The cost for off-duty City of Georgetown Firefighter/EMT's is \$30.00 per hour per Firefighter/EMT for a minimum of two hours. Please contact the City of Georgetown Fire Department at 843-545-4200.

Will first aid staffing/equipment be provided during the Special Event? Yes No

Emergency Service Provider Name: _____

Phone Number: _____ Alternate Number: _____

Site Location: _____

Times of Operation: _____

Note: This type of support will be mandated on a case-by-case basis.

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.



Site Plan

Provide a site plan sketch of the Special Event.

Please note the location of entrances and exits, retail, food, and alcoholic beverage vendors, controlled alcohol consumption areas, tents, stages, bleachers, amplified sound, signs or banners, portable restrooms, electric and water hookups, first aid stations, fire extinguishers, garbage and recycling receptacles, barricades, hazardous materials, fire hydrants, exhibits, and security.



Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Traffic Control Plan

Please provide a Traffic Control Plan to be approved by the Police Department. Include the information below as well as any additional information that may apply to the event:

- The proposed route to be traveled, including the starting and finishing points. Also, clarify the direction the event will move.
- A routing plan for traffic, which includes roads requesting be closed to vehicular and other traffic during the event. Include contact arrangements/plan to resolve potential conflicts with people trying to access residences, businesses, places of worship, carriage tours, public facilities, and public transportation or other situations that will be affected by the event.
- Proposed locations for barricades, signs, meter bags, volunteers, and police. This portion of your Traffic Control Plan with the assistance of City of Georgetown officials will be reviewed for approval after initial submission of the application.
- The Police Department will determine the timeline for the closure of all venues.
- A minimum of a 10-foot wide emergency access lane is required throughout the event site. Therefore, no permanent structures or fixed objects may be erected along this route.
- The event must maintain pedestrian access on the public sidewalks.

The City of Georgetown Police Department has final discretion over the Traffic Control Plan, including but not limited to the placement and number of all barricades, signs, meter bags, volunteer and police locations.

Traffic Control Plan—Parking & Traffic Information

Check the type of event:

Run or Walk Bike or Wheeled Race Parade Other _____
Start Location: _____ Finish Location: _____
Estimated # of Participants: _____ Estimated # of Vehicles: _____
On street/spaces available? Yes, # of spaces: _____ No
Off street/spaces available? Yes, # of spaces: _____ No

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.



Traffic Control Plan—Parking Plan

Provide a sketch of the event's anticipated parking and exit plan.

Please note the location of all entrance/exit/start/stop locations, parking lots, spaces, etc. Sketch should be provided by the party responsible for parking. Include a brief explanation of parking scenario on the sketch. If needed, use the back or attach a separate page (see example).



Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Traffic Control Plan—Road Closures Schedule

Will the event require road closures and/or barricades? Yes No (Check Which)
If yes, please complete the road closure schedule below.

Does the event restrict access to any private or public parking lots? Yes No
If yes, the applicant must provide a signed letter of notification to all impacted parties before the special event permit will be issued.

Road Closure and/or Barricade Street Name	From	To	Date	Time

Neighborhood Notification

Special Events that impact City of Georgetown residents or businesses require that neighborhoods be notified by letter 15 days prior to Special Event. Notices must reflect the date, time, locations, types of activities taking place during the Special Event, and Special Event coordinator contact information. An example letter is provided below.

A sample of the notification letter and a list of impacted neighborhoods and businesses and businesses are attached to this application. Yes No

Example

"Dear Residents of [NEIGHBORHOOD]:

Our organization is hosting an [EVENT] on [DATE]. We anticipate the event lasting from [TIMES]. We have applied for a Special Events permit with the City of Georgetown. In accordance with City requirements, we are notifying all impacted neighborhoods. Our event will impact the [LIST ALL IMPACTED STREETS AND NEIGHBORHOODS, INCLUDE DESCRIPTION OF THE IMPACT]. We will be placing informational flyers about the event in your area. Please let me know if you have any questions or concerns. For more information, contact [EVENT CONTACT PERSON and PHONE]."

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Alcohol Plan

Will alcoholic beverages be served without charge? Yes No

Will alcoholic beverages be sold? Yes No

What type of alcohol will be served? Beer Wine

Who will be serving the alcohol? N/A

Self Serve Volunteers Caterer
Licensed Bartenders Staff Other _____

List designated areas where alcohol will be served and consumed: _____

Times for alcohol to be served*: Start: _____ Finish: _____ N/A

****Please note that all alcohol ticket sales must end 30 minutes prior to the Special Event ending time and alcohol service must end 20 minutes prior to the Special Event ending time.***

Please note that the following controls will be followed at Special Event service alcohol:

- The Special Event sponsor shall be required to establish a controlled entrance and exit location by the posting of signage, 11" X 17" size, stating that alcoholic beverages are prohibited beyond the permitted area with refuse containers adjacent to the signage. As required by the Chief of Police or his designee, a controlled area for the serving and consumption of alcoholic beverages during the Special Event may be required.
- No alcoholic beverages shall be served within **20** minutes of the conclusion of the Special Event. No more than **2** alcoholic beverages shall be served to any person at any one time.
- No alcoholic beverages shall be served to any person unless such person has been issued a wristband by the Special Event sponsor which indicates that the person has shown valid proof of being at least 21 years of age.
- No alcohol should be served to Special Event attendees that are visibly intoxicated.
- The Special Event Applicant and invitees shall be in compliance with all other applicable federal, state, local statutes, ordinances, rules, regulations, licenses and permits, including permits required by the South Carolina Department of Revenue.
- No outside alcohol shall be permitted within the controlled area.
- Alcohol will not be permitted to be sold/served in glass containers.

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Insurance Requirements

All special events that meet the definitions below must comply with the insurance requirements below to be able to obtain a Special Event Permit:

A Major Event is a Special Event which impacts multiple city departments, has 250 or more people in attendance, and has an impact on any street, right-of-way, and/or a City owned or managed park or facility.

A Medium Event is a Special Event which impacts multiple city departments, has more than 100 but less than 250 people in attendance, and has an impact on any street, right-of-ways, and/or a City owned or managed park or facility.

A Small Event is a Special Event which impacts few to no city departments, has less than 100 people in attendance, and has an impact on any street, right-of-ways, and/or a City owned or managed park or facility.

General Liability Insurance: The Applicant must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy or its equivalent, written on an occurrence basis for bodily injury, personal injury, property damage and product liability, with a minimum of \$1,000,000 per occurrence naming the City of Georgetown as additional insured on the policy and where the Applicant’s insurance is identified as primary and noncontributory.

- **Has General Liability Insurance listing the City as additional insured been secured?** Yes No N/A

Special Events requesting alcohol permits are all required to obtain the following:

• **Liquor Legal Liability Insurance:** If the Applicant intends to serve or sell alcoholic beverages at a Special Event, liquor legal liability coverage must be purchased. The liquor legal liability insurance can be endorsed to the general liability insurance policy or purchased naming the City of Georgetown separately. The minimum acceptable limit of liability per claim and aggregate is \$1,000,000.

- **Has Liquor Legal Liability Insurance listing the City as additional insured been secured?** Yes No N/A

The City of Georgetown does not sell insurance. However; this type of insurance policy can be acquired from most private insurance carriers. **Your permit will not be issued if the required insurance certificate(s) has not been received prior to the Special Event.**

Hold Harmless Clause

The Applicant hereby shall assume all risks incident to or in connection with the Special Event Permit and shall be solely responsible for damage or injury, of whatever kind or nature, to person or property, directly or indirectly arising out of or in connection with the Special Event Permit. Applicant hereby expressly agrees to defend and save the City harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages, judgments, or injuries directly or indirectly arising out of or in connection with the Special Event Permit or resulting from the negligence or intentional act or omission of Applicant and/or its officers, agents, and employees.

Applicant Signature: _____ **Date:** _____

FOR CITY USE ONLY

Date _____ Housing & Community Development _____

Date _____ Police Department _____

Date _____ Fire Department _____

Date _____ Public Works _____

Date _____ Risk Manager _____

Date _____ Electric _____

Date _____ Water _____

Date _____ City Administrator _____

CITY OF GEORGETOWN SPECIAL EVENT PERMIT SCHEDULE OF FEES

A non-refundable fee will be charges to cover the cost of processing. Other charges may be made for additional city services

<p><i>Festival or major event</i> May include: outdoor entertainment, sale food/beverages, and/ or generate revenue INCLUDES ROAD CLOSURES & ATTENDANCE GREATER THAN 200</p>	<p>30 days prior to the event</p>	<p>\$100.00 two or more days \$75.00 single day</p>
<p><i>Festival or major event</i> May include: outdoor entertainment, sale food/beverages, and/ or generate revenue DOES NOT INCLUDES ROAD CLOSURES</p>	<p>30 days prior to the event</p>	<p>\$75.00 two or more days \$25.00 single day</p>
<p><i>Private or Public Gathering</i> May include: outdoor entertainment, sale food/beverages, and service of alcohol INCLUDES ROAD CLOSURES</p>	<p>30 days prior to the event</p>	<p>\$75.00</p>
<p><i>Private or Public Gathering</i> May include: outdoor entertainment, sale food/beverages, and service of alcohol DOES NOT INCLUDES ROAD CLOSURES</p>	<p>30 days prior to the event</p>	<p>\$50.00</p>
<p><i>Parade, procession, march, road race, bicycle race</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROAD- WAY AND ATTENDANCE GREATER THAN 200</p>	<p>30 days prior to the event</p>	<p>\$35.00</p>
<p><i>Parade, procession, march, road race, bicycle race</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROAD- WAY AND ATTENDANCE GREATER THAN 200</p>	<p>15 days prior to the event</p>	<p>\$25.00</p>
<p><i>Neighborhood block party or walk</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROAD</p>	<p>30 days prior to the event</p>	<p>\$25.00</p>
<p><i>Filming and Photography</i></p>	<p>15 days prior to the event</p>	<p>\$25.00</p>

CARE OF PROPERTY & EQUIPMENT

All property and equipment belonging to the City, including but not limited to vehicles, roads, buildings and landscaping and located within and around the event is to be handled by the applicant and its invitees with reasonable and due care. The applicant shall assume complete and absolute liability for any loss and damage to the City property and/or equipment which may result from any misuse or mistreatment of the property or equipment during the event, even if the applicant did not cause the damage or loss.

SUPERVISION

Applicant must provide sufficient adult supervision to insure the safety of participants, on lookers, and property. Name of the supervisor (s) must be submitted to the City. The supervisor must be present at the event from set-up to tear-down.

LOCATION

The area requested must be reasonably suited relative to accessibility, size and nature of the proposed special event. Adequate parking for event participants must be available. The event must be planned with due regard to safety. It must accommodate the special needs of disabled persons whose rights are protected under the American with Disabilities Act and who choose to participate in the event.

DISCRIMINATION

Events held on City property must not discriminate on a basis of race, sex, national origin, color, or any other protected class.

Except as provided by law, the City of Georgetown is under no obligation to issue permits for the use of its streets, sidewalks, plazas, buildings, parks and other facilities for special events. The City Administrator, in deciding whether to issue a permit, and in resolving possible conflicts between applicants, will consider the following points:

- The number of participants
- The appropriateness of City property for the intended use
- The likely impact on City property of the Special Event.
- Anticipated traffic Conditions.
- Adequate adult supervision for minors.
- The availability of City personnel whose presence may be required.
- The adequacy of public property at the proposed location.
- Probable impact upon the ordinary and customary uses of nearby properties.
- Whether the proposed Special Event is duplicative of events offered by the City of Georgetown or another organization within the same time frame.
- How well the Special Event encourages tourism or enhances the quality of life of the Georgetown community and whether the community derives economic benefit from the event.
- Whether the Special Event provides the Georgetown community with positive local, regional and national media exposure.
- Whether the Special Event business plan shows a likelihood of economic viability.
- This Listing of factors does not preclude the reasonable evaluation of other factors and equitable considerations.

If the permit is approved, the applicant shall be subject to all City, State and Federal laws and regulations as they apply to the event. Failure to do so will result in revocation of the permit. Applicant must have the permit on site at the time of the event.

For additional information questions; call the Administration Department at (843) 545-4001