



## SPECIAL EVENT PERMIT APPLICATION

The organizer of a special event must fill out the application and return it to the Building & Planning 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 10) 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 the following events and any like activities whenever held on City-owned property or on public rights of way within the City:

Block Parties	Carnivals	Ceremonies	Concerts
Festivals	Performances	Filming	Road Closings
Park Events (with out a building)		Parades/races	

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. If a question does not apply, please write "does not apply" in that space. 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 insure the public safety and protection of the City of Georgetown, it 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 time to time by the city, as set forth and contained in the city clerk's official record of utility rates, deposits and miscellaneous fees and charges for the city.

The information requested by the Special Event Application Form will be used to determine your eligibility for the permit requested. Completed forms may be released upon the request of any citizen as provided by the Freedom of Information Act. Completion of the form is voluntary, however, failure to do will prevent processing of your application. Incomplete applications will be returned.



Permit # 13-\_\_\_\_\_

Date Approved:\_\_\_\_\_

Non-Refundable Processing Fee

\$\_\_\_\_\_

Name of Event:		
Specific Location of Event		
Date(s) of Event:		
Organization Represented:		
Person in Charge of Event: (applicant)		
Street Address		City / State / zip
Home Phone:	Work:	Cell:
Email:		
Date of Birth:		Drivers License #:
Start Time of Event:		End Time:
Road Closure Begins:		Road Closure Ends:
Set up begins:		Clean up/Take down will end:
This event is a _____ event to be held on _____ property (private/public) (private/public)		
Expected Number of Participants:		Expected Number of Spectators:
Does your Event carry liability insurance listing the city as co-insured? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Link to Event Logo: Event Web Site:		
Does the event have a Twitter, Myspace, Facebook or other social networking page <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, please list URL(s):		
Is your Organization a charity or non-profit organization <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Charitable or non-profit organization:		
Will the proceeds from this event benefit any organization? <input type="checkbox"/> Yes <input type="checkbox"/> No Name of Organization:		
Describe type and size of event (how much area to be used, stages, entertainment, etc) <b>Please attach a simple sketch of the event site on a separate sheet of paper.</b>		

<b>FOR OFFICE USE ONLY</b>
Received:_____
E-mailed Depts.:_____
Posted:_____

## TENTS AND SIGNAGE

Will tents be used for the event?  Yes  No

Please describe the size and type of tent(s) \_\_\_\_\_

*A site plan showing the location of a tent(s) will need to be provided. Also, the City may require a fire rating on the tent(s) utilized during the event.*

***Pavement holes/marring:** Drilling into the pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All signage and anchoring must be accomplished with weights such as sandbags, concrete or water filled barrels*

Will any signs or banners be hung?  Yes  No

If yes, please list size and locations: \_\_\_\_\_

*Fastening or attaching any rope, signs, banner, flyer or other objects to any tree, shrub, or park feature is strictly prohibited.*

*Temporary signs must be approved by the Building and Planning Department in accordance with the City's Sign Ordinance. It is unlawful for any person to place, post, paint, erect, display, secure or maintain any sign or banner pertaining to the special event unless pre-approved by the City, based upon the application and permitting process. Evidence of the event's sign permit may be required at any time during the event. For a sign permit, please contact Building and Planning Department at (843) 545-4010.*

## TEMPORARY WIRING & GENERATORS

*Temporary wiring must be approved prior to the special event. Additionally the use and locations of generators must be approved by the City prior to the event.*

Describe any power needs and location of power source: \_\_\_\_\_

Will generators be used?  Yes  No

If yes, list number, size, and location \_\_\_\_\_

## CITY SERVICES

*The City of Georgetown does not provide amenities such as portable washrooms, sound systems, podiums, tables, chairs, tents, canopies or other equipment. **NOTE: REIMBURSEMENT TO THE CITY MAY BE REQUIRED FOR THESE SERVICES***

**ROLL CARTS:**  Yes  No

How many \_\_\_\_\_ Delivery Location \_\_\_\_\_

Date & Time for roll carts to be emptied \_\_\_\_\_ Date & Time for roll cart pick-up \_\_\_\_\_

Barricades:  Yes  No How many \_\_\_\_\_ Location \_\_\_\_\_

Stages:  Yes  No How many \_\_\_\_\_ Location \_\_\_\_\_

Who will be responsible for placing barricades or stages? \_\_\_\_\_

Will City personnel be responsible for Street and Public Property clean-up?  Yes  No

If yes, Date & Time for clean-up staff arrival: \_\_\_\_\_

*Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans, and event marketing signs. The cost of any employee overtime incurred because of an applicant's failure to clean and/or restore the site following the event will be borne by the applicant. If you reasonably believe that no litter will be generated during the event, please state this in your plan.*

### **PUBLIC PROPERTY CLEANUP**

Contracted Personnel or volunteers may be used if indicated below. What is the clean-up plan for the event?

## SAFETY & SECURITY

(Check types of security needed and the number of Officers):

- |  |  |
|--|--|
| <input type="checkbox"/> Beer/Alcohol Security _____ | <input type="checkbox"/> Stage Security _____        |
| <input type="checkbox"/> Event Area Security _____   | <input type="checkbox"/> Road Closure Security _____ |
| <input type="checkbox"/> Traffic Control _____       |  |

Dates and times for security to be on site: \_\_\_\_\_

The applicant must provide adequate security for the event as directed by the City of Georgetown Police Department. Applicant may be required to hire sworn off-duty officers to provide security to insure public safety. Such officers should be graduates of the South Carolina Law Enforcement Academy, have a working knowledge of the City of Georgetown Police Department procedures and be approved by the Chief of Police. Off-duty, City of Georgetown, Police Officers are usually available. For additional information, contact the Police Department at (843) 545-4300.

What arrangements have been made for medical assistance if needed? \_\_\_\_\_

Site Location \_\_\_\_\_

Times of Operation \_\_\_\_\_

## ALCOHOL

Will alcoholic beverages be served?     Yes                       No

Will alcoholic beverages be sold?        Yes                       No    **If yes, SC ABC permit required.**

What type of alcohol will be served?

Draft Beer             Canned Beer (served in plastic or paper cup)             Wine

Who will be serving the alcohol?

How many participants under the age of twenty one (21) do you expect?

Times for alcohol to be served:

**All alcohol sales must end 15 minutes prior to your event ending time.**

Locations within the site where alcohol will be served:

Have you applied for a South Carolina temporary ABC permit?     Yes                       No

Copy of the SCDOR ABL permit must be submitted with application

Copy of the non-profit status sheet must be submitted with this application

Name of insurance company providing the event, and naming the City of Georgetown as co-insure, with liquor liability insurance. \_\_\_\_\_

**Copy of this document must be submitted with application**

## REQUIREMENTS FOR COMPLIANCE WITH THE ALCOHOL POLICY RELATING TO SERVING AND CONSUMPTION OF ALCOHOLIC BEVERAGES

### **Georgetown City Ordinance – Article 1. Section 16-1 Alcoholic liquor on Public Property**

It shall be unlawful for any person within the City to consume or possess, in an open container, any alcoholic liquors, beer, wine or any other alcoholic beverage on the streets, sidewalks or any other property in which the City has an interest, whether such person is in a conveyance or not, unless such consumption or possession takes place on public property at an event specifically permitted by the City and in accordance with such licenses and other requirements as may be imposed by the South Carolina Department of Revenue-Alcoholic Beverage Licensing Division.

## VOICE / MUSIC AMPLIFICATION

Permission to include music or amplified sound including megaphones, as part of a special event may be given. The City reserves the right to limit the sound application equipment so as not to be unreasonable

Are there any musical entertainment features related to your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will your event use amplified sound	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Notification letter to residents and business of music.

## VENDORS

*All proceeds from an event which generates revenue, including the sale of food and/or beverages, must apply for a local City business license and a South Carolina retail tax license. To request a City business license call the City Finance Department at (843) 545-4036. To request a form for a SC retail license call (843) 839-2960 or write to SC Department of Revenue – PO Box 30427, Myrtle Beach, SC 29588*

Does the event include mechanical rides, space walk, inflatable's or other attractions?  Yes  No If yes, additional insurance coverage will be required

If yes, with what company? \_\_\_\_\_

List details, if any: \_\_\_\_\_

*Applicants must receive approval for mechanical rides and if approved, compliance with electrical City codes must be addressed.*

*Applicant assumes all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind of nature, to person or property, directly or indirectly arising out of or in connection with the City, its officers, agents, employees, and representatives and hold 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 or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents and employees. Liability insurance in the amount of one million ( \$1,000,000.00) naming the City of Georgetown as an additional insured will be required for events held on property owned or controlled by the City. The City may require the sponsor and/or vendor to provide higher levels of insurance, coverage, and policies as deemed necessary based on specific event risk factor and review by the City's insurer. The City, at its discretion, may waive the insurance requirement for small events.*

**Event Information**

Rain policy for event: \_\_\_\_\_

List locations (cities) and dates of prior events held over the past five years: \_\_\_\_\_

\_\_\_\_\_

For coordinating purposes, police officials can best contact the chairperson during the event at:

\_\_\_\_\_

Location	Phone Number	Cell/Pager Number
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**FOOD SERVICE**

*Food service is anyone serving, selling, sampling, or displaying food and/or beverages*

Does the event include food vendors?  Yes  No  
 Will there be cooking with grease?  Yes  No

If the event will have food or food vendors, please check the following that apply:  
 Served       Sold       Catered       Prepared Outdoors  
 List food items that will be distributed or sold at this event: \_\_\_\_\_

*An applicant having any food service must contact the Georgetown Health Department at (843) 546-3613 for approval of any food preparation or service. Applicant must show a plan for clean-up and grease removal.*

Does the event include food concession and/or cooking areas?  Yes  No

If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, other)  
 Use additional sheet if necessary

VENDOR	COOKING METHOD	FOOD ITEM

**PORTABLE RESTROOMS & SINKS**

The City of Georgetown Special Events Office recommends one (1) chemical or portable toilet for every 250 people, or portion thereof who attends your event. Ten percent (10%) of these facilities should be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time. The City of Georgetown may determine the total number of required restroom facilities on a case-by-case basis.

Do you plan to provide portable restrooms at your event?  Yes  No

If yes: Total number of portable toilets

Number of ADA accessible portable toilets

If no: Please explain

*Portable sinks are required at portable toilet location if the event has four (4) or more food vendors. Sink to portable toilet ratio 1:10.*

Number of portable sinks

Restroom Company

Telephone

Equipment setup:      Date      Time

Equipment pick-up:      Date      Time

**ROUTE & TRAFFIC PLAN FOR RUNS - RACES - WALKS - PARADES**

The applicant must submit the proposed route with the application. The City of Georgetown reserves the right to change the route if conditions do not support the race route. The organizer of the event is responsible for assuring that the street can be cleared at any time for emergency vehicles.

Notification must be given to residents and businesses of street closures.

Road Race (run)       Bike Race       Walk       Parade       Other \_\_\_\_\_

Start Location (if necessary):	Finish Location:			
Will the event need to close any road? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please fill in the following information (attach additional sheet if necessary)				
STREET	FROM	TO	DATES	TIMES

**HOLD HARMLESS CLAUSE:**

Applicant/organization hereby shall assume all risks incident to or in connection with the permitted activity 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 permitted activity or the conduct of Applicants operation. Applicant hereby expressly agrees to defend and save the City of Georgetown harmless from any penalties for violation of law, ordinance, or regulation affecting its activity and from any and all claims, suits, losses, damages or injuries directly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts of omissions of Applicant, or its officers, agents and employees.

\_\_\_\_\_   
 Applicant Signature

\_\_\_\_\_   
 Date

**Return application to the Administration Department, City of Georgetown, P.O. Box 939, Georgetown, SC 29442**

**Event Checklist:**

**The following items must be submitted in order for your permit to be processed:**

- \_\_\_\_\_ Completed Permit Application
- \_\_\_\_\_ Check made out to the City of Georgetown covering the non-refundable application fee
- \_\_\_\_\_ A sketch or diagram of the event and/or roads to be closed

**The following items must be submitted before your permit will be issued.**

- \_\_\_\_\_ Liability insurance in the amount of one million (\$1,000,000.00) dollars listing the city of Georgetown as co-insured
- \_\_\_\_\_ Notification letter to residents and businesses if there are road closures
- \_\_\_\_\_ Copy of non-profit status sheet
- \_\_\_\_\_ LIQUOR – Copy of SC temporary ABL permit, Liquor Liability in the amount of one million (\$1,000,000.00) dollars, Hold Harmless, copy of non-profit status sheet, signed certificate of Insurance

**FOR CITY USE ONLY**

Date _____	Building & Planning _____
Date _____	Police Department _____
Date _____	Fire Department _____
Date _____	Risk Manager _____
Date _____	City Administrator _____
Date _____	Other _____
Date _____	Other _____



## SPECIAL EVENT VENDOR PERMIT

The license fee for each class of business shall be computed by a rate class. Generally, the rate class for a special event vendor would be classified as follows:

### Business License Required for Vendors Participating in the Special Event

Event permit holders must notify all special event vendors, participating in the special event, that the City of Georgetown requires a valid City business license for the duration of the event.

#### 454390 Peddlers, Solicitors, Canvassers, Door-To-Door Sales

Direct retail sales of merchandise. (Nonresidents rates do not apply)

Temporary activities up to three (3) consecutive days (Separate license required for each sale period):

First \$2,000.00 ..... \$25.00 Plus  
 Over \$2,000.00 ..... \$2.75

To obtain a business license application, individual special event vendors should contact the Finance Department at (843) 545-4036. Payment must be made to the City of Georgetown.

List all commercial vendors who will be present during the event (serving , selling, sampling, or displaying). The event applicant will be charged \$10 per vendor with a current City of Georgetown business license and \$25 per vendor without a City of Georgetown business license.

Vendor Name	Fee

## 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</p> <p>INCLUDES ROAD CLOSURES AND ATTENDANCE GREAT-</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</p> <p>DOES NOT INCLUDES ROAD CLOSURES AND/OR</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</p> <p>INCLUDES ROAD CLOSURES AND ATTENDANCE GREAT-</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</p> <p>DOES NOT INCLUDES ROAD CLOSURES AND</p>	<p>30 days prior to the event</p>	<p>\$50.00</p>
<p><i>Parade, procession, march, road race, bicycle race</i></p> <p>INCLUDES THE RESTRICTION OR CLOSURE OF ROADWAY 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></p> <p>INCLUDES THE RESTRICTION OR CLOSURE OF ROADWAY 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></p> <p>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>

## ROAD CLOSURES

Blocking of all or a portion of a street will require a traffic control plan approved by the City unless prior arrangements have been made. All barricades used must be of such height, weight, and durability as to serve the intended purpose and receive approval to their effectiveness from the Police Department. Barricades are usually available from the City.

- A maximum of three (3) barricades must be placed at each end of the street (or block) being closed. Barricades must be approved by the City Police Department.
- If blocking a street is necessary, the applicant may need to provide notification to all adjacent businesses and residents of the date and time of the event with a detailed description of the roads to be closed no more than ten (10) and no less than five (5) days before the event. A copy of the notification must be submitted to the City prior to the event, as determined by the Police Department. Applicant must maintain a twenty (20) foot lane on all blocked roads for emergency vehicle access.

## INSURANCE & LIABILITY REQUIREMENTS

Applicant assumes all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind of nature, to person or property, directly or indirectly arising out of or in connection with the City, its officers, agents, employees, and representatives and hold 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 or injuries directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents and employees. Liability insurance in the amount of one million ( \$1,000,000.00) naming the City of Georgetown as an additional insured will be required for events held on property owned or controlled by the City. The City may require the sponsor and/or vendor to provide higher levels of insurance coverage, and policies as deemed necessary based on specific event risk factor and review by the City's insurer. The City, at its discretion, may waive the insurance requirement for small events.

## 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 disables 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 creed.

**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