



# Special Event Application

A complete application and fees are due at least **30 days** before the start of the event. A **Late Fee** will be charged if the application is submitted less than **30 days** before the start of the event.

## **Special Event Permit Fee**

**25.00 PER DAY**

Event Name: \_\_\_\_\_

Brief Description of Event: \_\_\_\_\_

Event Location/Address: \_\_\_\_\_

Event Start Date: \_\_\_\_\_ Event End Date: \_\_\_\_\_

Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

Approximate Number of Persons Attending Event Per Day: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

*If the event is to be held by or for any person/organization other than the applicant, the applicant shall attach a written statement from that other person/organization showing authority to make this application.*

## **Organization Hosting Event**

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

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

Phone: \_\_\_\_\_

## **Event Chairperson/Contact**

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

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

Daytime Phone: \_\_\_\_\_ Fax number: \_\_\_\_\_

Email: \_\_\_\_\_

**Property Owner Information**

If any portion of the event will be held on private property (including parking), please provide the following:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

*Applicant shall submit copy of letter from property owner giving written permission for event use if applicable.*

Proposed Parking Locations and Number of Parking Spaces Provided: \_\_\_\_\_

*Applicant shall submit written permission for use of parking from property owner. Parking location(s) must be indicated on the site plan.*

**NOTE: If any item in lines 1-8 is applicable, additional Special Administrative Rules apply to each item, and must be followed to ensure the safety of this Special Event.**

**Each Administrative Rule is listed at [SpecialEvents.georgetown.org](http://SpecialEvents.georgetown.org).**

**1.** Please circle all that apply as part of this Special Event and each must be included on the site plan:

- |                   |                          |  |
|-------------------|--------------------------|--|
| Closing a Street  | Inflatable/Bounce houses | Loudspeakers                           |
| Tents or Canopies | Fencing                  | Sale of Merchandise                    |
| Portable Toilets  | Generators               | Cooking                                |
| Stage or Music    | Amusement Rides          | Blocking of Streets or Public Property |

**For Street closures\*:** What streets \_\_\_\_\_ From when to when \_\_\_\_\_

*\*Attach detailed traffic plan to application. For road races on County roads an engineered stamped traffic plan and permit from SCDOT is required.*

**For Generators:** Quantity and sizes: \_\_\_\_\_

**For Fencing:** Location(s) and/or the positioning must be indicated on the event site plan.

**For Tent(s):** How many \_\_\_\_\_ Dimensions/size \_\_\_\_\_

Will the tent(s) have sides? **YES / NO** \_\_\_\_\_

*If yes, how many sides will be closed?*

*The size(s) and location(s) of tents, canopies or other membrane structures must be indicated on the event site plan.*

**2. Will food and/or beverages be available or served? YES / NO**

*If yes, a **Food Service Permit** must be obtained from the South Carolina Health Department in conjunction with this Special Event Permit.*

*Please attach a list of vendors: name, address and contact number. Each vendor must be in current compliance with the South Carolina Health rules and have a current Fire Inspection certificate from the Dorchester County Fire Department*

Will chafing fuel or a fryer be utilized? **YES / NO**

Will alcohol be sold or allowed (BYOB) at this event? **SOLD / ALLOWED / NO**

*If **SOLD**, provide a copy of **TABC Permit**. For alcohol approval, **Host Liquor Liability** insurance must be provided.*

**3. If this application is for a **Run/Walk or Parade**, please include:**

A) To assist in traffic safety planning, what time will the first participant leave the start line? \_\_\_\_\_

B) Onsite preparation and set-up begins at \_\_\_\_\_

C) Onsite registration begins at \_\_\_\_\_

D) Assembly location (Street Location) \_\_\_\_\_

E) Name of company providing registration/marketing/run timing \_\_\_\_\_

F) Name of rental company setting out barricades, event day contact name and phone number or will you use the Town of St. George:  
\_\_\_\_\_

G) Estimated number of participants/people in the run/parade \_\_\_\_\_

H) Number of vehicles/floats \_\_\_\_\_

I) Amount of space between parade units (ft.) \_\_\_\_\_

J) Other types of participants (example: animals, etc.) \_\_\_\_\_

K) Route Map – Attach required map to application

**4.**

If the event will impact surrounding property owners, notice must be sent to abutting property owners at least two (2) weeks before the event date. ***Applicant shall submit a copy of notification letter and a list***

*of addresses notified.* A sample notification letter is available at the Special Event Permits page. Date notice provided to abutting property owners:     /    /    

5. Will signs/banners be utilized for the event? **YES / NO**

*If yes*, please submit a list of signage sizes and locations. Signage must be indicated on the event site plan and adhere to the Town of St. George sign ordinance.

6. Will amusement rides/bounce house(s) be used in conjunction with the event? **YES / NO**

*If yes, the location(s) must be indicated on the event site plan.* Proof of Insurance must be provided no later than 10 business days before event for permit approval. **\*\*Rides** and/or attractions associated at special events shall conform with the statutory rules and regulations set forth South Carolina Insurance Code, designated the Amusement Ride Safety Inspection and Insurance Act, as amended. **Certificates of Inspection** and copies of inspection reports will be required. From time to time a question arises concerning whether a ride is subject to the requirements of the South Carolina Amusement Ride Safety Inspection and Insurance Act. (The Act lists rides that are included and excluded, but there are still instances where questions arise.) In those cases, the Town of St. George's position is that the ride is included unless the applicant can provide written documentation from the South Carolina Department of Insurance (SCDI) that the specific ride(s) have been reviewed and determined not to fall under the Act. It is the Applicant's responsibility to provide a written SCDI opinion exempting that specific ride(s).

7. Will animals (other than pets on a leash) be used in conjunction with the event? **YES / NO**

*If yes*, what kind and how many? \_\_\_\_\_

*The location(s) must be indicated on the event site plan.* A hand washing station must be provided and indicated on the site plan for permit approval.

8.

Explain how sanitation will be handled by the event. How will this event dispose of trash? If a service is contracted, please provide the name of the service company.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**\* When the presence of Town staff is necessary or requested for special events, the applicant shall be responsible for reimbursing the Town for the cost for each assigned person. Please list the information received from each department including notes, requirements and fees.**

Police \_\_\_\_\_

Parks \_\_\_\_\_

Streets \_\_\_\_\_

**Prior to permit approval, submittal of the following items is required:**

- 1) Written authorization granting Applicant permission to submit this permit application on behalf of event host
- 2) Written permission from property owner for use of private property
- 3) Detailed Event Site Plan with all applicable items noted in this application
- 4) *Certificate of Insurance* for event coverage with the Town of St. George listed as a *Certificate Holder* and *Additional Insured (if required by Risk Management)*
- 5) Copy of notification letter and a list of addresses notified
- 6) Payment of non-refundable Permit Application Fees
- 7) Payment of department fees if applicable

\*\*\*\*\*  
*In the event the Town determines, upon review of this application, that this special event requires the special attention and involvement of the Town personnel or facilities, the Town shall so notify the applicant. In such event, prior to the issuance of a permit for this special event, the applicant shall pay to the Town the cost estimated for policing, closure of roadways, and applicable fees, along with any required Clean - Up Deposit and Surety Bond. Should actual costs for policing and cleaning exceed the estimated amount, the applicant agrees to pay any additional costs to the Town incurred as a result of the special event within five (5) days of the date upon which the Town informs the applicant of the amount of such additional costs.*  
 \*\*\*\*\*

I, the undersigned, hereby confirm that the information stated above is true and correct to the best of my knowledge.

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

\_\_\_\_\_  
Date

**I, THE UNDERSIGNED APPLICANT, AGREE TO INDEMNIFY AND HOLD HARMLESS THE TOWN OF ST. GEORGE, ITS OFFICERS, EMPLOYEES, AGENTS, AND REPRESENTATIVES AGAINST ALL CLAIMS OF LIABILITY AND CAUSES OF ACTION RESULTING FROM INJURY OR DAMAGE TO PERSONS OR PROPERTY ARISING OUT OF THE SPECIAL EVENT.**

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

\_\_\_\_\_  
Date

By signature, Council approves this Event subject to the above requirements:

\_\_\_\_\_  
Signature of Approval

\_\_\_\_\_  
Date