



SPECIAL EVENT PERMIT REQUEST

TOWN OF SAINT GEORGE

What is a Special Event?

Any organized activity involving the use of, or having impact upon, public property, public facilities, parks, sidewalks or public roadways in a manner that varies from its current land use. Any parade, performance, block party, festival, filming, open event or other announced public gathering upon any public property, public roadways, right-of-way, or sidewalk within the town.

Saint George municipal Code Section provides the framework and guidance for the issuance of a Special Event Permits within the Town of Saint George that are held on public property, roadways, sidewalks, or right-of-way's. A permit will not be approved for the primary purpose of advertising a product, goods or services, or is designed to be held primarily for profit.

Event Priority

Town of Saint George events have priority in use of public property or right-of-way. Other applications for Special Events Permits are processed in order of receipt, and the use of a particular area is generally allocated in the order in which fully executed applications are received, all fees have been received, and in accordance with considerations the Town Council or Special Event Permit Committee uses in deciding on the issuance of the permit.

Annual Events

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

Permit Process

The permit application process begins when you submit a completed Special Event Permit Application to the Town of Saint George. *Keep in mind that receipt of your application should in no way be construed as final approval of confirmation of your request.* A representative from the Town will contact you upon receiving the application and thereafter will serve as your primary point of contact for the processing of you permit. Copies of the application are forwarded and reviewed by all affected Town departments and/or public agencies.

You may be contacted individually by these departments or agencies only if they have specific question or concerns about your event. Throughout the review process you will be notified if your event requires any additional information, permits, licenses, or certificates.

During the initial application reviewing process, you will be allowed time to provide us with all pending documents (e.g., certificate of insurance, secondary permits, etc.). These items must be received before issuing a Special Event Permit. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner.

Costs of Services/and Equipment Provide by The Town

The Town may impose reasonable fees and requirements upon the applicant as are necessary to cover the cost of public services and equipment provided by the Town for the event. The Town may require the payment of the cost of public services including Police and Maintenance officials in advance of the event. Adequate cleanup and sanitation must be provided by the event applicant or sponsor. Applicants or sponsor shall be liable for any costs incurred by the Town for additional cleaning activity.

Duties and Conduct

The applicant or sponsor shall display the permit or carry it upon His/her person during the event. The organizer or person designated on this permit to carry permit is responsible for posting conspicuous signage at the event location informing participants that open carry of firearms are prohibited during the duration of the event. No event which features businesses or organizations providing goods and services for compensation shall be issued an event permit, unless the permittee obtains a vendor's permit for each such business or organization

Open Carry of Firearms

The Town of Saint George prohibits the open carry of firearms at permitted events taking place on public property, property owned or controlled by the Town, including property the Town leases, or any public street or right-of-way within the Town.

Non-Discrimination Statement

The Town of Saint George does not discriminate based on race, color, national origin, sex, religion, disability status, or age in provision of services.

Liability Insurance

Liability Insurance shall be required in an amount of at least the caps in the South Carolina Tort Claims Act and shall require the execution of an agreement to indemnify the Town in the event of any claims arising from the event.

Licenses and Permits

The event permit holder is solely responsible for obtaining all the following (applicable) licenses and permits and must submit copies to the Town of Saint George no later than ten (10) business days prior to the event.

- SC dept. of Revenue Retail License
- Town of Saint George Business License
- SC Dept. of Revenue Special Event Beer, Wine and/or Liquor License
- SC DHEC Food Service Permit
- SC Dept. of Elevators and Amusement rides inspection report
- SC Dept. of labor, licensing & Regulations Commercial Outdoor Display Permit

Failure to remit copies to the Town of Saint George may result in the redaction of the event permit.

Any request to waive the cost must be presented to the Town of Saint George Council at a regular Town Council Meeting that is held on the second Monday of the month, unless if the date fall on a Holiday.



SPECIAL EVENT APPLICATION

TOWN OF SAINT GEORGE

A complete application and fees are due at least 30 days prior to the date of Special Event. A late fee of \$1.00 a day will be charged if the application is submitted less than 30 days before the start of the special event

Special Event Permit Fee \$50.00 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 Application: _____

Mailing Address: _____

City, State, Zip: _____ Phone: _____

Email: _____

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 is to be held on private property (including parking) please provide the following:

Name: _____ Phone: _____

Address: _____

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

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

L) Park Reservation Fee - Runs/Walks utilizing the town park trail system will pay Fee per participant.

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: _____

Street: _____

Prior to permit approval, submittal of the following items are 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 proper
- 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
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By signature, Mayor or Council (Appeals Only) approves this Event subject to the above requirements:

Signature of Approval	Date
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