



# Special Event Permit Application

- **\$25 FEE REQUIRED FOR SPECIAL EVENT PERMITS. EXCEPTION: CIVIC AND NONPROFIT ORGANIZATIONS WITH PROOF OF 501(C)3 FORM AND FEDERAL TAX-EXEMPT IDENTIFICATION NUMBER.**
- **THIS APPLICATION MUST BE SUBMITTED TEN (10) BUSINESS DAYS PRIOR TO THE EVENT.**
- **INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.**

Completion and submittal of this application does not guarantee approval. Any event located on city owned or maintained property is required to provide a certificate of general/property liability insurance for one million (\$1,000,000) dollars and workers compensation with statutory limits, no exclusions, with the City named as additional insured on applicable liability coverages. Please notify the Tourism Department at 843.917.0602, if there is an event change (time, date(s), location, route, etc.) Inaccurate and/or deviation from final approval may result in immediate revocation of the permit; the event may be invalidated and cannot proceed.

**\*\*Note: Smoking is not allowed at events requiring a special event permit.**

**\*\*Note: S.C. DOT parade application must be attached if streets are to be blocked off.**

**\*\*When needed, liability insurance is available through TULIP Policy**

**[www.onebeaconentertainment.com/OneBeaconEntertainment/pages/products/tulip.page](http://www.onebeaconentertainment.com/OneBeaconEntertainment/pages/products/tulip.page) and ID code to use is 0501-668.**

Today's Date: \_\_\_\_\_

Sponsoring Organization:

\_\_\_\_\_

If non-profit, provide federal tax-exempt identification number:

\_\_\_\_\_

Contact Person (This person should be reachable the day of the event):

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Email address:

\_\_\_\_\_

Event Title:

\_\_\_\_\_

Event Location:

\_\_\_\_\_

Event Date(s):

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Please provide a link to any social media in association of the event for advertising purposes:

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Start time: \_\_\_\_\_ End time: \_\_\_\_\_ Estimated attendance: \_\_\_\_\_

Will inflatables be used? \_\_\_\_\_ Inflatables Vendor: \_\_\_\_\_

For details and special requirements for using inflatables, contact Gina Tiller at 843.383.3015.

\*Please note that a copy of insurance of liability of the inflatable vendor will be required.

Provide a list of vendors:

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\*Please note that there is a permit required for all vendors. Fee for permits are \$25. For questions about vendor permits and obtaining a permit, contact the Business Navigator at 843.383.3025.

For use of the Showmobile stage please fill out a contract found online at [www.hartsvillesc.gov/wp-content/uploads/2015/04/Showmobile-Stage-Rental-form.pdf](http://www.hartsvillesc.gov/wp-content/uploads/2015/04/Showmobile-Stage-Rental-form.pdf) . For questions about the stage please contact Sheila Marshall with the Public Service Department at 843.383.3006.

**Event Description (REQUIRED)**

Describe type and size of event (location, area used, entertainment, etc.) For events requiring street closures, stages, tents, trash roll carts, etc., **PROVIDE OR SKETCH A MAP ON A SEPARATE SHEET OF PAPER.** The map must illustrate the streets to be closed, placement of tents, restrooms, trash facilities, vending areas, etc. Bonfires must be approved by Fire Marshal at Hartsville Fire Department, 843-383-3000. **Vehicles or cookers cannot be driven on grass or sidewalks at Burry Park.**

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**\*\*\*NOTE: S.C. Department of Transportation (SCDOT) approval is required for street closures, or events with people in the street, such as a race. Please fill out the attached SCDOT Parade Form, which must be used even for non-parade events requiring street closure.**

**Event Setup** --Check the appropriate box.

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Will tents be used for the event?  Yes  No Identify location(s) on the map

Will any signs or banners be erected?  Yes  No

Only one (1) banner is allowed on the event site 7 days prior to the event. The banner should be take down 24 hours after the event has taken place.

All banners and signs must be approved by Business Navigator staff at 843.383.3025.

Will generators be used?  Yes  No List number, size, and identify on map.

Have arrangements been made for portable restrooms?  Yes  No Identify location(s) on map.

Will food items be cooked/prepared, distributed, or sold at event?  Yes  no

Outdoor cooking must meet S.C. Department of Health and Environmental Control (DHEC) standards, found online at <http://www.scdhec.gov/administration/regs/61-25.htm>. For more information on these standards, contact DHEC at 843.661.4858. If using propane gas, you must have at least one (1) approved and certified fire extinguisher for every two cooking stations while maintaining a three (3) foot clearance for any and all combustible and ignition sources. Cooking stations shall be no closer than 10 feet from any buildings means of entrance/exit.

**Below, please describe steps to ensure fire safety.**

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Will alcohol be served?  Yes  No If yes, attach a copy of the temporary alcohol license.

SC State law requires sponsors to obtain a temporary license prior to conducting an event (public or private); [www.SCTax.org](http://www.SCTax.org) or call 803.898.5864. If event is held on city property, a liquor liability insurance policy is required, and can be purchased through TULIP at [www.onebeaconentertainment.com/e/tulip/apply.aspx](http://www.onebeaconentertainment.com/e/tulip/apply.aspx) with ID code 0501-668.

**Below, please describe steps to discourage underage drinking: ex. Tickets, armbands or security.**

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**City Services Needed** --Check appropriate box

We / I need the City of Hartsville to provide:

- 95-gallon trash roll-carts\* \_\_\_\_\_(number needed, \$10 per cart) INDICATE LOCATIONS ON MAP
- Barricades \_\_\_\_\_ (number needed) INDICATE LOCATIONS ON MAP
- Crowd & Traffic Control (Police Assistance)\*

Explain:

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- Temporary electricity and /or water\*

Explain:

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**\*Other fees assessed (In order to quote appropriate fees, please stay in contact with Tourism to effectively assess your event needs):**

- Roll-carts - \$10 per cart, 10 maximum unless approved. Environmental Services: 843.383.3019
- Crowd/traffic control/police assistance - \$25 per officer, per hour  
Police Department: 843.383.3011
- Race, marches or other events requiring closure or traffic/pedestrian control - \$50 fee total.
- Byerly Park, Burry Park, and Pride Park have limited availability of utilities. Provisions to areas without electricity and running water may be provided, if possible, with a \$50 fee.
- Vendor's License Fee - \$25; Application available through the Business Navigator at 843.383.3025.
- Festivals or events held for 2 or more consecutive days are processed \$25 each additional day.

**Hold Harmless Clause**

Permitter/organization hereby shall assume all risks incidental to or in connection with the permitted activity and shall be solely responsible for damages, 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 permittee's operation. Permitter 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, loss of 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 omission of permittee or its officers, agents, and employees.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**A COPY OF THE APPROVED PERMIT MUST BE IN THE POSSESSION OF THE ON-SITE CONTACT PERSON**

**Return this completed application to:**

**Jessica Cohen, Tourism & Special Events Director**

**In person: The Key, 106 E. Carolina Ave.**

**By mail: P.O. Drawer 2497 Hartsville, SC 29551**

**Fax: 843-339-2869**

**For questions, call 843.917.0602**

**FOR CITY USE ONLY**

Reviewed and approved by:

Police Department: \_\_\_\_\_

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

Public Service/ Solid Waste: \_\_\_\_\_

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

Fire Department: \_\_\_\_\_

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

Parks & Recreation: \_\_\_\_\_

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

Risk Management: \_\_\_\_\_

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

Approved by City Manager: \_\_\_\_\_

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

**Checklist and separate fees**

- \$25 Application Fee Paid
- Festival or event held for two or more consecutive days - \$25.00 per day
- Certificate of Insurance – General/Property
- Liability Certificate of Insurance – Workers Compensation
- City service fees \$ \_\_\_\_\_
- S.C. Department of Transportation Form
- Vendor's License Fee - \$25, contact Finance Department at 843.383.3015
- Police Rates \$ \_\_\_\_\_
- Race, march or other event requiring closure or traffic/pedestrian control - \$50.00
- Temporary electricity and water provisions - \$50.00
- Provision for roll carts and collection - \$10.00 per cart
- Bonfires approved by Fire Marshal, Hartsville Fire Department, 843.383.3000
- Inflatables: Special Requirements and copy of Vendor Insurance. Proof of compliance with liability restrictions.



SOUTH CAROLINA  
DEPARTMENT OF TRANSPORTATION

Request to Conduct a Parade in: \_\_\_\_\_  
City/Town

Applicant: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

Sponsoring Organization: \_\_\_\_\_

Type of Parade: \_\_\_\_\_

Time of Parade: \_\_\_\_\_ Date of Parade: \_\_\_\_\_ Day: \_\_\_\_\_

Duration of Parade: \_\_\_\_\_

Route of Parade: \_\_\_\_\_

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

Vehicular ( ) Pedestrian ( )

The South Carolina Department of Transportation shall waive its objection to your holding this parade, provided it is held in a safe and orderly manner; that ample protection is provided for the traveling public, that the route will not be blocked before and after the parade, and that permission has been obtained from the City/Town, and all City and County ordinances have been complied with.

\_\_\_\_\_  
District Engineering Administrator