SPECIAL EVENT PERMIT APPLICATION FORM

(To be completed by the requesting sponsor at least 30 days prior to event)

It Starts With

Travelers Rest

Date:_____ Permit #:_____

Name of Applicant:_____

Mailing Address:_____

Home Phone:_____ Other Phone:_____

Name of Event: _____

Event Sponsor:_____

Mailing Address:_____

Business Phone:_____

Is the event sponsor a charity or non-profit organization? ☐YES ☐NO

Date of Event:_____ Time of Event:_____

Where will the event take place? _____

Estimated attendance for the entire event: _____

Estimated percentage of attendants who will make up the following age groups:

15 and younger:_____ 21-25:_____ 36-45: _____

16 to 20:_____ 26-35: _____ 45 and older: _____

Do you plan to sell food? ☐YES ☐NO

*If yes, describe which type of foods and beverages are to be served:*_____

_____

Will alcoholic beverages be served at the event? ☐YES ☐NO

*If yes, describe which types of alcohol are to be served:*_____

Describe any power needs at the event:_____

_____

Describe any revenue to be generated at the event:_____

_____

Describe necessary security and medical provisions for attendees. The City may require off duty police officers for certain events. This will be determined by the City Administrator and the event organizer is responsible for payment directly to the officer(s).

_____

_____

Rain policy for the event:_____

Please list the person(s) of authority who will be in charge during the event:

Name	**Address**	**Mobile Phone #**

Other relevant information pertaining to the event:_____

_____

Hold Harmless Clause

Permittee/sponsor 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 permittee's operation. Permittee hereby expressly agrees to defend and save the City harmless from any penalties for violations 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 resulting from the negligence or intentional acts or omissions of its officers, agents and employees.

I,_____(please print name), **have received and read the City of Travelers Rest Hold Harmless Clause, and understand it in its entirety.**

CITY OF TRAVELERS REST - EVENT PERMIT FORM

Signature of Applicant	Title	Date

Police Approval / Date: _____

Comments (including number of officers required for event to be permitted)_____
_____

City Administrator		
City of Travelers Rest, City Administrator	Signature	Date

If the City Administrator determines that it is necessary to have one or more off-duty police officers at the event, the event organizer is responsible for payment directly to the officers prior to the start of the event. The rate is $30 per hour per officer. There is a two hour minimum required.

_____

Signature of Applicant

Trailblazer Park Reservation Policies

The City of Travelers Rest reserves the right, on an individual basis, to refuse rental to events deemed inappropriate. Rental fees are subject to change without notice. City events take precedence over any other scheduled events. Additional policies and restrictions may apply. Any regulations not adhered to under these policies and enforced by the responsible party will result in the group being barred from future use of the park.

A. **Reservations:** Reservations are not valid until a rental contract has been signed by all parties specified on the Special Events Application. All fees must be payable in by cash, check or money order only. Subleasing is prohibited.
B. **Hours:** Rental hours are from 7:00 am until 11:00. Failure to vacate by the designated time listed on the Special Events Application will result in loss of your security deposit and may include extra fees.
C. **Deposits and fees:** There are two required payments that must be paid at the time the rental contract is signed: the Rental payment and the refundable security deposit for additional clean-up or for damages. Fees must be paid in full in order to guarantee reservation. Additional rental fees may be incurred for failing to comply with regulations.
D. **Cancellation:** Rental fees are non-refundable, but the security deposit may be returned if the event is cancelled.
E. **Set-up and decorations:** All decorations must be approved by the City prior to the event, and shall be removed immediately after the event's conclusion. In addition, all entertainment equipment shall be removed and vacated from the stage within thirty minutes following the event.
F. **Security:** Renter is responsible for the security of items left at the park.
G. **Damages:** Damages for which the renter is responsible include, but at are not limited to, scratches or other damage to floors, walls, stairs, stage skirting, stage power outlets, whether made by the renter, his employees, agents, volunteers or guests. Incurred damage and cost of repairs will be determined by the City Administrator.
H. **Explosives:** Possession and/or use of fireworks, & explosives are strictly prohibited.
I. **Tobacco use:** Use of tobacco products is prohibited in the park, including the stage area.
J. **Right to alter or end an event:** The City of Travelers Rest maintains the right to alter or end any event at any time it deems necessary to assure the continued public safety, health, and welfare of event participants. In the event a function is ended for cause, no refund will be made.

   Any person violating the existing rules and regulations shall be expelled from further use of the stage and prosecuted in accordance to state and local laws.

<u>Trailblazer Park Events:</u>

Will you require the use of the stage owned by the City for this event? ☐YES ☐NO

Will your event use amplified sound? ☐YES ☐NO

*If yes, what will it be used for?*_____

Please provide a brief description of the event:_____

_____

_____

_____

Trailblazer Park Rental Agreement

Renter Information	
Name:	
Street Address:	
City:	
State, Zip code:	
Home Phone:	
Other Phone:	
Event Information	
Event Name:	
Event Location:	
Rental Date(s):	
Rental Times:	

Rental Fees: $150.00 per day for non-profit organizations; $300.00 per day for others plus the security deposit of $100.00. *The security deposit is to ensure that the park is left completely clean and devoid of any trash or damage.*

I,_____(please print name), **have received and read the City of Travelers Rest Stage Reservation Policy. I understand that failing to adhere to the policy may result in the loss of my security deposit and additional action by the City to recoup any damages or losses.**

Signature of Applicant	Title	Date

City Administrator

CITY OF TRAVELERS REST - EVENT PERMIT FORM

City of Travelers Rest, City Administrator	Signature	Date