



Special Event Permit Application

Date _____
Permit # _____
Nonrefundable Fee _____

Applicant Information

Name of Event: _____
Applicant Name: _____
Name of Non-Profit Organization: _____
Please submit a copy of the IRS letter
Mailing Address: _____
Work: _____ Cell: _____ Email: _____

Description of the Event

Provide Brief Description here:

Event Date: _____ Event Start Time _____ Event End Time _____
Road Closure: Yes No Road Closure Start _____ Road Closure End _____
Event Location _____
Set up Begins _____ Clean-Up Ends _____
Estimated Attendance _____ Who is your Target Audience? _____
The event is: Private (by invitation only) Open to General Public

City Services

The City of Travelers Rest does not provide amenities such as portable washrooms, sound systems, tables, chairs, tents, canopies or other equipment.

In order to determine what types of trash/recycle containers best suit the needs of the event, please answer the following questions:

Will the event be serving/selling/distributing beverages? Yes No

Recycling Rules:

- No glass bottles will be permitted on city property. Beverages must be served in paper or plastic cups.
- It is required to provide recycling carts at all events approved by the city.
- Vendors that sell beverages must receive containers for recycling.
- Plastic, aluminum and paper can go in the recycling cart.
- All cardboard should be broken down and placed in the recycling container or stacked adjacent to the recycling containers.

How many 95-gallon roll carts are you requesting for TRASH? _____

How many recycle containers are you requesting? _____

Delivery Location: _____

Date and Time for roll carts to be emptied: Date _____ Time _____

Date and Time for roll carts to be picked up? Date _____ Time _____

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 your 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?

Date & Time for clean-up staff arrival: Date _____ Time _____

Safety and Security (Check types of security needed)

Beer/Alcohol Security Stage Security Event Area Security
Gate Security Road Closure Security Money Handling Security
Overnight Security Times: Start Time: _____ End Time: _____
Other _____

Dates & Times for security to be on site: Date _____ Start Time: _____ End Time: _____

Applicant may be required to hire sworn off-duty City of Travelers Rest Police 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 City of Travelers Rest Police Department procedures and be approved by the Chief of Police. Cost for security is \$35 per hour per officer for minimum of (3) three hours. A Police Service Agreement must be signed before the Special Event Permit is issued. The applicant will be invoiced for this service after the event is held.

Voice/Music Amplification

Will your event include musical entertainment? If yes, answer the following questions and attach schedule of any music or entertainment proposed to occur during event. Yes No

If yes, state the number of stages, number of bands and type of music:

Number of stages: _____ Number of bands: _____ Type(s) of music: _____

If your event requires amplified sound please indicate times: Start Time: _____ End Time: _____

Operation of amplifying equipment is restricted to the hours of 8:00 am – 10:00 pm.

A special event permit should not be mistaken for a "noise permit." Please note that the volume of the sound (including amplifying equipment) is required to be controlled as that it is not unreasonably loud, raucous, or disturbing to a reasonable person. A Police Officer may determine that noise during a permitted event is offensive to others and may require applicant to stop the noise. Also, they may order musical entertainment to cease because it may incite a crowd to become unruly and risks injury.

Tents and Signage

If tents will be used for this event, please list the sizes and types below:

Sizes: _____ Type _____

Size: _____ Type _____

Pavement Holes/Marring: Drilling into 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.

If any signs or banners will be hung, please list the sizes and locations below:

Sizes: _____ Type _____

Size: _____ Type _____

Fastening or attaching any rope, signs, banner, flyer or other object to any tree, shrub, or park feature on any City of Greenville property is strictly prohibited.

Vendors

A vendor is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise or services. Does the event include vendors? Yes No (If yes, please complete the attached Special Event Vendor Permit)

If the event will have food vendors, please check the following that apply:

Served Sold Catered Prepared Outdoors

An applicant having any food service must contact the Greenville County Health Department at (864) 467-8910 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).

Vendor	Cooking Method	Food Item
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Fire Code requires a fire extinguisher at each cooking location.

Special Event Vendor Permit

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 Travelers Rest business license and \$25 per vendor without City of Travelers Rest business license.

- _____ City of Travelers Rest Business License
- _____ City of Travelers Rest Business License
- _____ City of Travelers Rest Business License
- _____ City of Travelers Rest Business License
- _____ City of Travelers Rest Business License

Portable Restrooms and Sinks

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site which will be available to the public during your event. The City of Travelers Rest recommends one (1) chemical or portable toilet for every 250 people, or portion thereof who attends your event. This figure is based upon the maximum number of attendees at your event during peak time. The City of Travelers Rest may determine the total number of required restroom facilities on a case-by-case basis. Portable sinks may be required for events exceeding 2500 people where food is served.

If you plan to provide portable restrooms facilities at your event, please indicate the number below:

Number of portable toilets: _____

If no, please explain: _____

Restroom Company _____ Telephone _____

Equipment Setup: Date _____ Time _____

First Aid

Please indicate what arrangements you will make for providing First Aid staffing and equipment during your event

Emergency Medical Service Provider Name _____

Phone Number _____ Site Location _____

Times of Operation: From _____ To _____

Site Plan

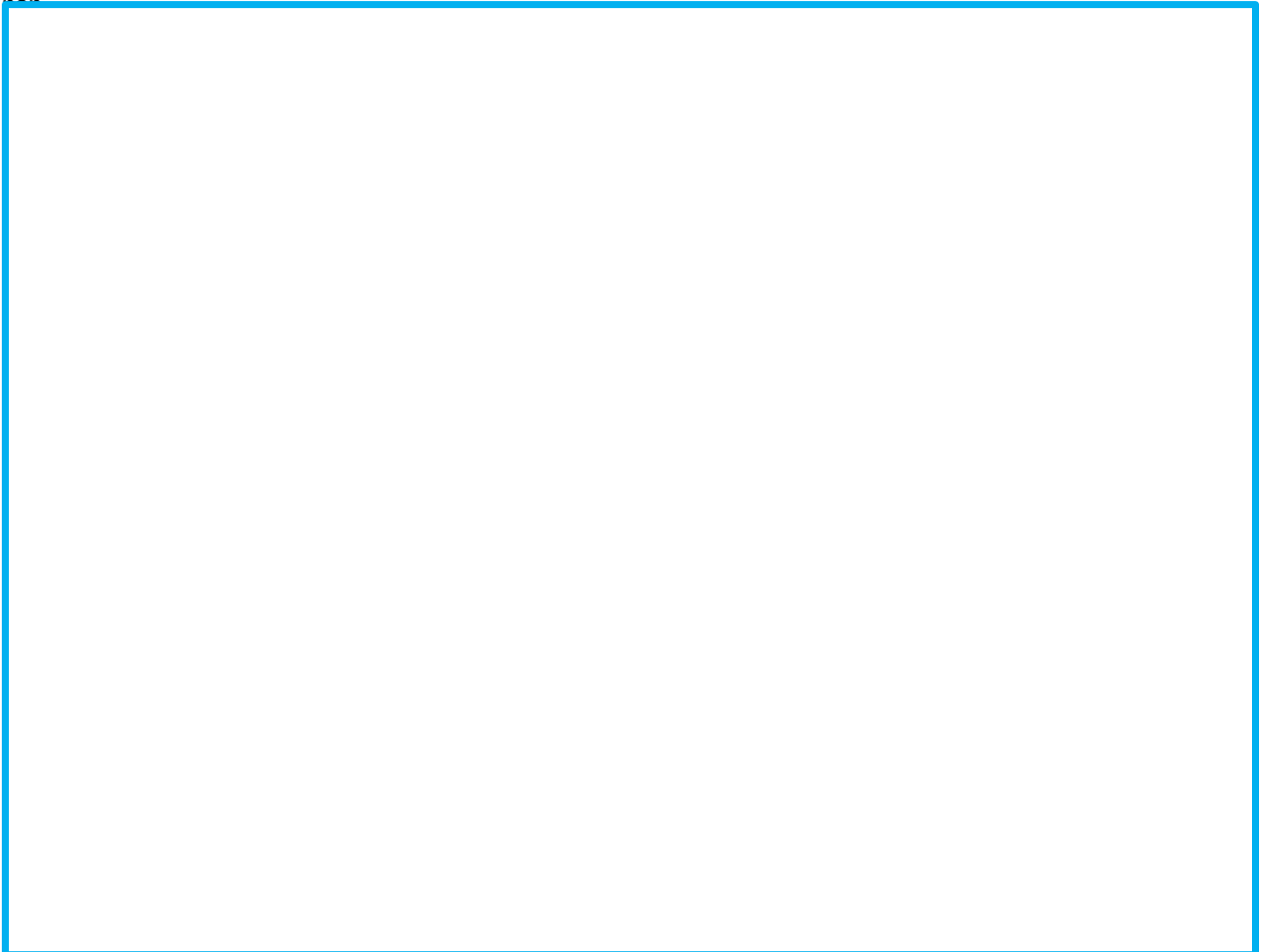
Provide a Site-Plan sketch of the event. Include maps, outline or diagram of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. The plan should include the following information (if applicable):

- | | | |
|----------------------------------|---|----------------------------------|
| Tents (include tent sizes) (X) | Food vendors (FV) | Beverage vendors (BV) |
| Alcoholic beverage vendors (A) | Fire extinguishers (EX) | Portable toilets (T) |
| Hand washing sinks (HWS) | Bleachers (BL) | Stages or amplified sound (SO) |
| Retail merchant (RM) | First Aid and/or EMS (FA) | Public recycling receptacle (PR) |
| Garbage receptacles (G) | Number of barricades (B) | Fire lane (FL) |
| Security (P) | Sign or banners (S) | Generator/electricity (E) |
| Assembly areas (A) | Trailers, vehicles, storage facilities (ST) | |
| Vendor recycling receptacle (VR) | | |

The area requested must be reasonably suited relative to the accessibility, size and nature of the proposed special event. The event must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act and who choose to participate in the event.

Fire hydrants or sidewalk curb breaks that are used for ADA accessibility may not be blocked during any time.

Draw site plan here:



Route and Traffic Plan

Walk Bike Race Parade Road Race (Run)

Other _____

Start Location (if applicable) _____ Finish Location: _____

Will the event need to close any road? Yes No

If yes, please fill in the following information (attached additional sheet if necessary)

Street _____ From _____ To _____

Street _____ From _____ To _____

Traffic Barricades

There is a rental fee of \$ 50.00 for required barricades and cones. The fee can be waived if the applicant chooses to pick up equipment from Public Works 125 Trailblazer Dr.

Resident and/or Business Notification

Events that require road closures, or may cause disruption for City of Travelers Rest residents, businesses, churches, etc., must mail or hand deliver notification to the affected parties two weeks prior to the event. Notices must reflect the date(s), day(s) time(s) and location(s) of the event, types of activities taking place during your event and the event coordinator’s contact information. The notice must give detour or alternate route information if normal access is affected. Applicants may be required to provide advisory signs (placed a minimum of one week prior to the event) if your event impacts a major roadway.

Road closure notification verification: Date: _____ Method _____

Road Closures

If your event involves road closures, a parade, other procession, or more than one location, please attach a Route and Traffic Plan. Include the required information (listed below) and any additional information that you believe apply to your event. When planning a route, the Travelers Rest Police Department is available to assist you in planning your route.

- The proposed route to be traveled including the requested starting and termination point. Please also clarify the direction of movement of your event.
- Routing plans for traffic - Illustrate a plan to include roads that you are requesting to be closed to vehicular or other traffic for your event. Include planned arrangements to resolve conflicts with people trying to reach hotels, their own residences, businesses, places of worship and public facilities including public transportation such as busses and trolleys.
- Proposed locations for barricades, signs and police/volunteers. This portion of your Route and Traffic Plan may be supplemented with the assistance of the City of Greenville after initial submission of the application.
- All vehicles should be off event site one hour prior to the event start time.
- The provision of fifteen foot (15’) minimum emergency access lanes throughout the event site.
- Event must maintain pedestrian access on public sidewalks.
- No marking the trail or staking signage into the ground on the Swamp Rabbit Trail. Only chalk and A frames with signage on them are permitted.
- A white temporary water base pavement paint can be used on the streets to mark the course. If the paint doesn’t come off the pavement within a month after the event, the applicant will have to pay to have it removed.

Please Note: The City of Travelers Rest Police Department has final discretion over your Route and Traffic Plan including, but not limited to, the placement and number of all barricades, signs and police/volunteer locations.

Insurance Requirements

Events requesting road closures, alcohol permits, food service, and entertainment stages are all required to provide liability insurance coverage. Where required, the applicant or, if applicable, the organization/sponsor holding the event shall maintain insurance in the amount specified below to cover the entire duration of the event. The applicant shall submit a certificate of insurance verifying the following minimum coverage(s) and specifically identifying The City of Travelers Rest as an additional insured.

Has liability insurance listing the City as additional insured been secured? Yes No

<u>Event Category</u>	<u>Individual Occurrence</u>	<u>Aggregate</u>
ABD General Liability	\$1,000,000	\$2,000,000
ABD Liquor Liability	\$1,000,000	
CD General Liability	\$1,000,000	\$1,000,000
C Liquor Liability	\$300,000	

The City of Travelers Rest does not sell insurance. This type of insurance policy can, however, be acquired from most private insurance carriers.

Your permit will not be issued if the insurance certificate has not been received prior to the event.

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 applicant's operation. Applicant 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, 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.

Applicant's Signature: _____ Date: _____