



**Travelers Rest City Hall**  
125 Trailblazer Drive  
Travelers Rest, SC, 29690  
Phone: 864.834.8740  
Permits@TravelersRestSC.com

### **SPECIAL EVENT PERMIT APPLICATION**

This application must be completed and submitted to city hall no less than sixty days (60) days prior to the start of the event. Any misrepresentation or deviation from the final agreed upon route and/or method of operation described herein may result in the immediate revocation of the permit. All questions must be fully answered. If a question does not apply, please write "Does not apply" in that space. Please type or print the information clearly. You may attach additional sheets as necessary.

The information requested by this form will be used to determine your eligibility for the permit requested. Incomplete applications will be returned.

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

Date(s) of Event: \_\_\_/\_\_\_/\_\_\_ to \_\_\_/\_\_\_/\_\_\_ Time(s) of event: \_\_\_\_\_

Specific Location Desired: \_\_\_\_\_

**(Please attach the proposed site map with the application)**

Applicant (PERSON in charge of Event): \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

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

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

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

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

### **Event Description**

Describe the type of event (concert, wedding, festival, run, private party, etc.)

\_\_\_\_\_

**Is this a charity or non-profit organization?**  YES  NO (Note: If YES, submit your IRS letter)

**This event is:**  Public  Private

**Will your event use amplified sound?**..... YES  NO

*If you answered YES, state the number of stages, type of music, the location and times.*

\_\_\_\_\_  
*(Note: 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.

**Expected number of merchants/volunteers/participants:** \_\_\_\_\_

**Expected number of attendees:** \_\_\_\_\_

**Have you contracted mechanical rides, space walks, or other attractions?** .....  YES  NO

*If you answered YES, list the company and any details:*

\_\_\_\_\_  
*(Note: It is the event owner's responsibility to obtain a certificate of liability insurance from the rental vendor with the City of Travelers Rest listed as additional insured. Vendors must obey all laws and regulations)*

**Does your event include inflatables?** .....  YES  NO

*(Note: Inflatables cannot be used if the wind is over 15 mph. Adult supervision is **required** at all times. All inflatables must be properly secured/anchored to the ground or surface using sandbags, water or concrete weights. **Staking is not permitted.***

**Does your event include use of the Swamp Rabbit Trail?** .....  YES  NO

*(Note: To use the Swamp Rabbit Trail you must obtain a permit from the Greenville County Dept. of Rec by calling 864.467.7100)*

**Will your event include musical entertainment?** .....  YES  NO

*If yes, answer the following questions and attach schedule of any music or entertainment proposed to occur during event. State the number of stages, number of bands and type of music:*

*Number of stages: \_\_\_\_\_ Number of bands: \_\_\_\_\_ Type(s) of music: \_\_\_\_\_*

## **Food and Merchant Vendors**

**Will you have food vendors and/or food trucks at the event?**..... YES  NO

*(Note: It is the event owner's responsibility to require food vendors to provide their current DHEC Permit number, business license, and certificate of liability insurance. Open flames and fires are prohibited. Fire code requires fire extinguishers at each cooking station)*

**Will there be any cooking with grease?** .....  YES  NO

*(Note: Grease mats are required. It is the events owner's responsibility to make sure that food vendors are using grease mats if they are not in a contained food truck)*

**Do you anticipate serving or selling alcoholic beverages at the event?** .....  YES  NO  
(Note: Anyone selling alcoholic beverages must have a valid ABL License obtained from SC Dept. of Revenue. A certificate of liability insurance that includes coverage for the sale alcohol must be submitted)

**Will you have Merchandise vendors at the event?** .....  YES  NO  
(Note: It is the event owner's responsibility to require merchandise vendors to provide their business license, obey all laws and regulations and submit all taxes. The City of Travelers Rest reserves the right to deny vendors selling inappropriate merchandise.)

**Event Set Up** (Note: A Site Plan is required. See page 5 for details)

Event setup time: \_\_\_\_\_ Event breakdown time: \_\_\_\_\_

**Will tents be used for the event?** .....  YES  NO  
If you answered YES, list the number of tents, size, type, and locations:

\_\_\_\_\_  
(Note: **Tents must be weighted with a minimum of 40 lbs. per leg.** Staking, pavement holes, drilling into pavement (parking lots, sidewalks, streets, curbs, etc.) is **strictly prohibited.** Tent and signage anchoring must be accomplished with weights such as sandbags, concrete or water filled barrels.)

**Will any signs or banners be erected?** .....  YES  NO  
If you answered YES, list the size(s) and location(s): \_\_\_\_\_

**Describe any power needs:** \_\_\_\_\_  
(Note: Electrical outlets at Trailblazer Park are located in the pavilion, around the festival field and at the amphitheater and do not require prior permission to use. Some light poles located on Main Street have power outlets but require permission to use)

**Do you require access to electricity on Main Street?** .....  YES  NO  
(Note: Fees apply to access to power on Main Street. See attached fee schedule)

**Will generators be used?** .....  YES  NO  
If YES, list number, size, and locations: \_\_\_\_\_

**Have arrangements been made for portable restroom facilities?** .....  YES  NO  
(Note: You are required to provide 1 restroom per 250 people at your event. At least one ADA accessible facility must be provided. Applicant is responsible for providing extra portable toilets if the facility does not offer enough.) Portable sinks may be required for events exceeding 2500 people where food is served. If portable facilities are required at your event, indicate the location and number of the facilities: \_\_\_\_\_

**Stages/Platforms**

Will you be providing and setting up a stage and/or platform? .....  YES  NO  
If yes, please explain: \_\_\_\_\_

**Equal Park Access**

All persons shall be entitled to the full and equal enjoyment of the programs, services, facilities, privileges, and accommodations of Travelers Rest public parks without discrimination or segregation on the grounds of race, color, religion, national origin, or gender. Parks will be open to the public during special events. Event permits are not exclusive: the public may still use the park facilities during special events.

**Event Clean Up**

Event owner is responsible for ensuring the area reserved is cleaned immediately following the event. Trash cans must be provided and dumpster requirements are based on the number of participants expected. A four yard dumpster is required per 500 people. You may request 95 gallon trash roll carts and recycling bins from the City of Travelers Rest. See **City Services** below.

**City Services**

The City of Travelers Rest provides the following services. Fees may be required for these services. See attached fee schedule.

**Roll Carts:** .....  YES  NO

How many roll carts are needed? \_\_\_\_\_

Location: \_\_\_\_\_

*(Note: Roll carts will be delivered to one location. It is the responsibility of the event owner to place the carts)*

**Do you need cones and/or barricades:** .....  YES  NO

How many cones are needed? \_\_\_\_\_ How many barricades are needed? \_\_\_\_\_

Location(s): \_\_\_\_\_

*(Note: Cones will be delivered to one location. It is the responsibility of the event owner to place the cones. Fees can be waived if applicant chooses to pick up equipment from Public Works at 125 Trailblazer Drive. Prior arrangements must be made by calling 864.834.8740.)*

**Recycling bins:**  YES  NO How many recycling bins are needed? \_\_\_\_\_

Location(s): \_\_\_\_\_

*(Note: Glass bottles are not permitted on city property. Beverages must be served in paper or plastic cups. Recycling bins are required at all events. Plastic, aluminum, and paper can go in the recycling bins. Cardboard should be broken down and placed next to the recycling bins.)*

## Route and Traffic Plan

This is a: Walk\_\_\_\_\_ Bike Race\_\_\_\_\_ Parade\_\_\_\_\_ Road Race (Run)\_\_\_\_\_ Festival\_\_\_\_\_

Other\_\_\_\_\_

Start Location (if applicable) \_\_\_\_\_ Finish Location: \_\_\_\_\_

### 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 Closures

Will the event require road closures? .....  YES  NO  
If yes, please fill in the following information (attached additional sheet if necessary)

Street \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Street \_\_\_\_\_ From \_\_\_\_\_ To \_\_\_\_\_

Will the event include a shuttle or trolley? .....  YES  NO  
If yes, please include the route in the site plan.

If your event involves road closures, please attach a **Route and Traffic Plan**. Include the information **(listed below)** and any additional information that you believe apply to your event. 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 their own residences, businesses, places of worship and public facilities.
- Proposed locations for barricades, signs and police/volunteers.
- 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.
- 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.

## City Services

The City of Travelers Rest provides the following services. Fees may be required for these services. See attached fee schedule.

**Roll Carts:** .....  YES  NO

How many roll carts are needed? \_\_\_\_\_

Location: \_\_\_\_\_

*(Note: Roll carts will be delivered to one location. It is the responsibility of the event owner to place the carts)*

**Do you need cones and/or barricades:** .....  YES  NO

How many cones are needed? \_\_\_\_\_ How many barricades are needed? \_\_\_\_\_

Location(s): \_\_\_\_\_

*(Note: Cones will be delivered to one location. It is the responsibility of the event owner to place the cones. Fees can be waived if applicant chooses to pick up equipment from Public Works at 125 Trailblazer Drive. Prior arrangements must be made by calling 864.834.8740.)*

**Recycling bins:**  YES  NO How many recycling bins are needed? \_\_\_\_\_

Location(s): \_\_\_\_\_

*(Note: Glass bottles are not permitted on city property. Beverages must be served in paper of plastic cups. Recycling bins are required at all events. Plastic, aluminum, and paper can go in the recycling bins. Cardboard should be broken down and placed next to the recycling bins.)*

## Safety and Security

Is security needed at your event? .....  YES  NO

The City of Travelers Rest may require applicants to hire sworn, off-duty City of Travelers Rest Police Officers to provide security and insure public safety. The cost is \$35 per hour, per officer for a minimum of (3) three hours. If your permit requires that police services are needed you must contact the City of Travelers Rest Police Department at 864.834.9029.

## Site Plan

A map or diagram of the entire event including the names of streets and all areas that are being used must be submitted. The plan should include the following:

Tents	Security	Vendor Parking
Food Vendors	First Aid	Portable Toilets
Alcohol Vendors	Cones	Stages/Sound Equip
Trash Carts	Barricades	Generators
Recycling Bins	Signs/Banners	

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.

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

***You may draw the site plan here or submit a separate document.***

## Certificate of Liability Insurance

The certificate of Liability Insurance and Hold Harmless Clause only applies to those special events on City property.

A Certificate of Liability Insurance policy with at least \$1,000,000 of coverage per event with the City of Travelers Rest listed as additional insured as follows: City of Travelers Rest, 125 Trailblazer Drive, Travelers Rest, 29690, 864.834.8740. If you will have inflatables or mechanical rides, you must also provide a Certificate of Insurance from the rental company with the City of Travelers Rest listed as additional insured, as indicated above.

## Hold Harmless Clause

Permittee/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 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 of conduct of its operation or resulting from the negligence or intentional acts or omissions or its officers, agents and employees.

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

Title: \_\_\_\_\_

**Mail or email complete application and supporting documents to the following address:**

**City of Travelers Rest**

**125 Trailblazer Drive, Travelers Res, SC 29690**

**Permits@TravelersRestSC.com.**

**ATTN: Special Event Application**

**FOR OFFICIAL USE ONLY**

### Departmental Review & Approval

POLICE.....  YES  NO Authorized Signature: \_\_\_\_\_

FIRE.....  YES  NO Authorized Signature: \_\_\_\_\_

BLDG. AND DEV...  YES  NO Authorized Signature: \_\_\_\_\_

PUBLIC WORKS...  YES  NO Authorized Signature: \_\_\_\_\_

**APPLICATION:       GRANTED       DENIED**

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

# Special Event Fee Schedule

Permit Fee (non-refundable) .....\$50.

Do you need electricity on Main Street light poles? .....  YES  NO

Power Access Fee .....\$50.

Do you need barricades? .....  YES  NO

How many \_\_\_\_\_

Delivery Fee .....\$50.

Do you need cones? .....  YES  NO

How many \_\_\_\_\_

Delivery Fee .....\$50.

Do you need roll carts (trash cans)? .....  YES  NO

How many \_\_\_\_\_

Delivery Fee .....\$50.

Do you need recycling bins? .....  YES  NO

How many \_\_\_\_\_

Delivery Fee .....\$50.

**Trailblazer Park Rental Fee:** \$200.00 per day for non-profit organizations; \$400.00 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 Special Event Permit Application. I understand that failing to adhere to the rules outlined in the application may result in the loss of my security deposit and additional action by the City to recoup any damages or losses.

Signature: \_\_\_\_\_

**Mail or email complete application and supporting documents to the following address:**

**City of Travelers Rest  
125 Trailblazer Drive, Travelers Res, SC 29690  
Permits@TravelersRestSC.com.  
ATTN: Special Event Application**

For questions regarding park availability or other inquiries please call 864.834.8740 or email: Permits@TravelersRestSC.com.