



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.

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 determination letter)

This event is: Public Private

Rain policy for the event: _____

Will your event use amplified sound? YES NO

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.

Will your event include musical entertainment? YES NO
(Note: If YES, answer the following questions and attach schedule of any music or entertainment proposed to occur during event)

Number of stages ____ Number of bands ____ Type of music _____

Location/s _____ Time/s _____

Will you require use of the amphitheater at Trailblazer Park? YES NO

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)

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, City of Travelers Rest 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 submit a valid ABL License obtained from the SC Dept. of Revenue. Visit www.dor.sc.gov/tax/abl for more information. A certificate of liability insurance that includes coverage for the sale of 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 SC state business license, obey all laws and regulations, and submit SC sales tax. 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 7 for details)*

Event setup time: _____ Event breakdown time: _____

Will tents be used for the event? YES NO

(Note: If you answered YES, list the number of tents, size, type, and locations below)

(Note: Tents must be weighted with a minimum of 40 lbs. per leg. Staking, drilling into pavement or 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) below

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 below:

Location/s _____

Number of 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 on pg. 6.**

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 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** _____

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 applies 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.

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.)

Do you need 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.)

Do you need Roll Carts (Trash Cans) YES NO

How many roll carts are needed? _____

Location(s): _____

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

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. Cash or check payments are made directly to the officer/s. 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 ½ day for non-profit organizations; \$400.00 per ½ day for others plus the refundable security deposit of \$200.00. Rental fees are subject to change without notice. The security deposit is to ensure that the park is left completely clean and devoid of any trash or damage.

Trailblazer Park Amphitheater Rental Fee: \$200.00 per ½ day for non-profit organizations; \$400.00 per ½ day for others plus the refundable security deposit of \$200.00. Rental fees are subject to change without notice. The security deposit is to ensure that the park is left completely clean and devoid of any trash or damage.

Reservation Policies

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. Fees are payable in 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

fees may be incurred for failing to comply with regulations. **Pets are prohibited in the Park. Please do not promote any event as Pet Friendly.**

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. **Absolutely no vehicles are allowed on the festival lawn. Absolutely no stakes are allowed in the lawn or park area. Sandbags must be used to secure tents. No fire pits, charcoal grills or other open flame devices. Gas grills may be used as long as no damage occurs to festival lawn.**

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 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. Security deposit will be held and 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 park and stage and prosecuted in accordance to state and local laws.**

_____ (please print name), I have received and read the City of Travelers Rest, reservation policies. I understand that failing to adhere to these policies 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 of Travelers Rest, City Administrator Signature Date

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 inquires please call 864.834.8740 or email: Permits@TravelersRestSC.com.