



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

## **SPECIAL EVENT PERMIT APPLICATION**

### **Small/Private Event**

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 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 "N/A" 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 of Event: \_\_\_\_ / \_\_\_\_ / \_\_\_\_                      Time of event: \_\_\_\_\_

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

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

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

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

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

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

### **Event Description**

Describe the type of event (birthday party, baby/wedding shower, family reunion, etc.)

\_\_\_\_\_

**Number of Attendees:** \_\_\_\_\_

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

*(If YES, answer the following questions and attach schedule of any music or entertainment proposed to occur during event)*

**Will you be providing and setting up a stage and/or platform?** ..... YES NO

Number of stages\_\_\_\_ Number of bands \_\_\_\_ Type of music \_\_\_\_\_

Location/s \_\_\_\_\_

**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.***

**Event Set Up**

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

**Will tents be used for the event?** ..... YES NO

*If YES, list the number of tents, size, type, and locations:*

\_\_\_\_\_  
*(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 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)*

**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. You may request 95 gallon trash roll carts and recycling bins from the City of Travelers Rest. See Fee Schedule on page

**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**

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

**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 payment is received and a permit is issued. Fees are payable in cash, check, or credit card.
- B. **Hours:** Rental hours are from 7:00 am until 11:00.
- C. **Pets** are prohibited in the Park. Please do not promote any event as Pet Friendly.
- D. **Cancellation:** Permit fees are non-refundable.
- 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.
- 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
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City of Travelers Rest, City Administrator - Signature	Date
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For questions regarding park availability or other inquiries please call 864.834.8740 or email: [Permits@TravelersRestSC.com](mailto:Permits@TravelersRestSC.com).