



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: from: ___/___/___ to ___/___/___ Time(s) of event: _____

Specific Location Desired: _____

Applicant (PERSON in charge of Event): _____

Organization: _____

Work Phone: _____

Cell Phone: _____

Email: _____

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

(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, please answer the following questions and attach a performance schedule.

Will you be using the amphitheater in Trailblazer Park? YES NO

Expected number of merchants/volunteers/participants: _____

Expected number of event staff/volunteers: _____

Expected number of merchants/vendors _____

Expected number of attendees: _____

Have you contracted mechanical rides, or other attractions? YES NO

If you answered YES, list the company/s and any details: _____

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. Driving stakes into the ground is not permitted.

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

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 Merchandise 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

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). **Staking signs in the ground is not permitted.**

Will generators be used? YES NO

If YES, list number, size, and locations:

Describe any power needs: _____

Note: Electrical outlets at Trailblazer Park are located in the pavilion, around the festival field and in the amphitheater. There is no fee to use them, and you are not required to obtain prior permission. Some light poles located on Main Street have power outlets. Fees apply.

Do you require access to electricity on Main Street? YES NO

Will you be setting up stages and/or platforms? YES NO

Number of stages, if applicable (not including the amphitheater): _____

Stage Locations: _____ Number of bands: _____

Type of music: _____ Times: from: _____ to: _____

Portable Restroom Facilities

You are required to provide 1 restroom per 250 people at your event. Restroom facilities at Trailblazer Park accommodate 1000 people. If event attendance exceeds 1,000, additional units may be required. Portable sinks may be required for events exceeding 1,000 people where food is served. ADA units may be required. **Number of units needed will be determined by city staff. Additional fees may apply. See Special Events Fee Schedule, pg. 9.**

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 bins will be provided upon request, fees apply (see fee schedule pg. 9). Dumpster(s) may be required based on event scope and city staff discretion. 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 disrupt 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 _____ **To** _____ **From** _____

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.

Please be prepared to implement the following:

- All vehicles should be off event site one hour prior to the event start time.
- Provide a minimum of fifteen foot (15') for emergency access lanes throughout the event site.
- Event must maintain pedestrian access on public sidewalks.
- No marking or staking signage into the ground on the Swamp Rabbit Trail. Only chalk and A frames with signage are permitted.
- White, temporary water base pavement paint can be used 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.

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 Special Event Fee Schedule, page 9.**

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 cone/barricades 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.

City Staff Assistance

Is city staff needed at your event? YES NO

City staff are available to help with your event. Staff duties are limited to monitoring and emptying trash and recycling receptacles, monitoring city rest room facilities, and help with matters relating to city property such as power and water outlets. The cost is \$40 per hour, per staff member for a minimum of (3) three hours. Cash or check payments are made directly to the staff member. You must contact the City of Travelers Rest Public Works Department at 864.834.8740 if staff is needed.

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 ensure public safety. The cost is \$40 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
Food Vendors
Alcohol Vendors
Trash Carts
Recycling Bins

Security
First Aid
Cones
Barricades
Signs/Banners

Vendor Parking
Portable Toilets
Stages/Sound Equip
Generators

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 insurance documents to the following address:

**City of Travelers Rest
125 Trailblazer Drive, Travelers Res, SC 29690**

**Email: Beth@travelersrestsc.com
ATTN: Special Event Application**

Special Event Fee Schedule

Permit Fee (<i>non-refundable</i>)	\$150.
Electricity on Main Street light poles	\$50.
Cones and Barricades	\$125.
Roll carts (trash cans) / Recycling Bins	\$100.

Facility Rental Fees - Note: Rental fees are subject to change without notice.

Security Deposit:

- A \$200 refundable security deposit is required to ensure that the park is left completely clean and devoid of any trash or damage.

Trailblazer Park Pavilion and Festival Field:

- \$500 for 1/2 day (5 hours) or \$100 per hour
- Non-profit Organizations: \$25 0.00 per 1/2 day (5 hours) or \$50 per hour

Trailblazer Park Amphitheater:

- \$500 for 1/2 day (5 hours) or \$100 per hour
- Non-profit Organizations: \$250.00 per 1/2 day (5 hours) or \$50 per hour

Gazebo on Main Street:

- There is no charge to use the gazebo, but a Special Event Permit Application is required.

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.

- **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. Fees may be incurred for failing to comply with regulations.
- **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 additional fees.
- **Deposits and fees:** There are two required payments that must be paid at the time the rental contract is signed: Rental fee and the refundable security deposit. Fees must be paid in full to guarantee permit and secure reservation.
- **Cancellation:** Rental fees are non-refundable, but the security deposit may be returned if the event is cancelled.
- **Pets:** Pets are prohibited in the park during events. Please do not promote any event as Pet Friendly.

- **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.
- **Property Restrictions:** 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.
- **Security:** Renter is responsible for the security of items left at the park.
- **Damages:** Damages for which the renter is responsible include, but are not limited to debris, trash, damage to surfaces, damages to electrical outlets, damages to irrigation system, whether made by the renter, his employees, vendors, volunteers, or guests. Security deposit will be held, and the cost of services, repairs, and clean-up to restore event site will be the responsibility of the permittee as determined by the City Administrator.
- **Explosives:** Possession and/or use of fireworks, & explosives are strictly prohibited.
- **Tobacco use:** Use of tobacco products is prohibited in the park, including the stage area.
- **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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Mail or email completed application and supporting documents to the following address:

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

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