

SPECIAL EVENT PERMIT APPLICATION - RUN, WALK, RACE

Road races, parades, charity walks, and similar events that use public right-of-ways, Trailblazer Park and/or the Swamp Rabbit Trail will require a Special Event Permit. A non-refundable application fee will be charged to cover the cost of processing the permit. Other charges may arise for additional City services.

Until both the application and application fee are received, your application will not be considered complete. Submitting an application does NOT guarantee that your event will be approved.

Name of Event: _____

Date of Event _____

Event Start Time: _____ Event End Time: _____

This is a: Walk/Run Bike Race Parade Other _____

Description of event: _____

Start Address: _____

End Address: _____

Estimated Attendance: _____

Will you be using Trailblazer Park? YES NO

Will you be using the Swamp Rabbit Trail? YES NO

Note: You must obtain a permit from the [Greenville County Dept of Recreation](#).

Applicant (Person in charge of event): _____

Work Phone: _____ Cell Phone: _____

Email: _____

Street Address: _____

City: State: Zip: _____

Organization: _____

Is this a charity or non-profit organization? YES NO

Note: If yes, please submit your IRS determination letter with application

This event is: Public Private

Rain policy for the event: _____

Event Set Up

Do you require access to electricity in Trailblazer Park? YES NO

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

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

Will you be using the covered pavilion at Trailblazer Park? YES NO

Will your event include musical entertainment? YES NO

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

Will you have food trucks at the event? YES NO

If YES, list the number of food trucks/food vendors _____

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

Note: If YES, list the company/s and type of attraction/s:

Will generators be used? YES NO

Note: If YES, list number and locations including food trucks using generators

Will your event include musical entertainment? YES NO

Note: If YES, list type of equipment used (amplified/acoustic) and number of bands

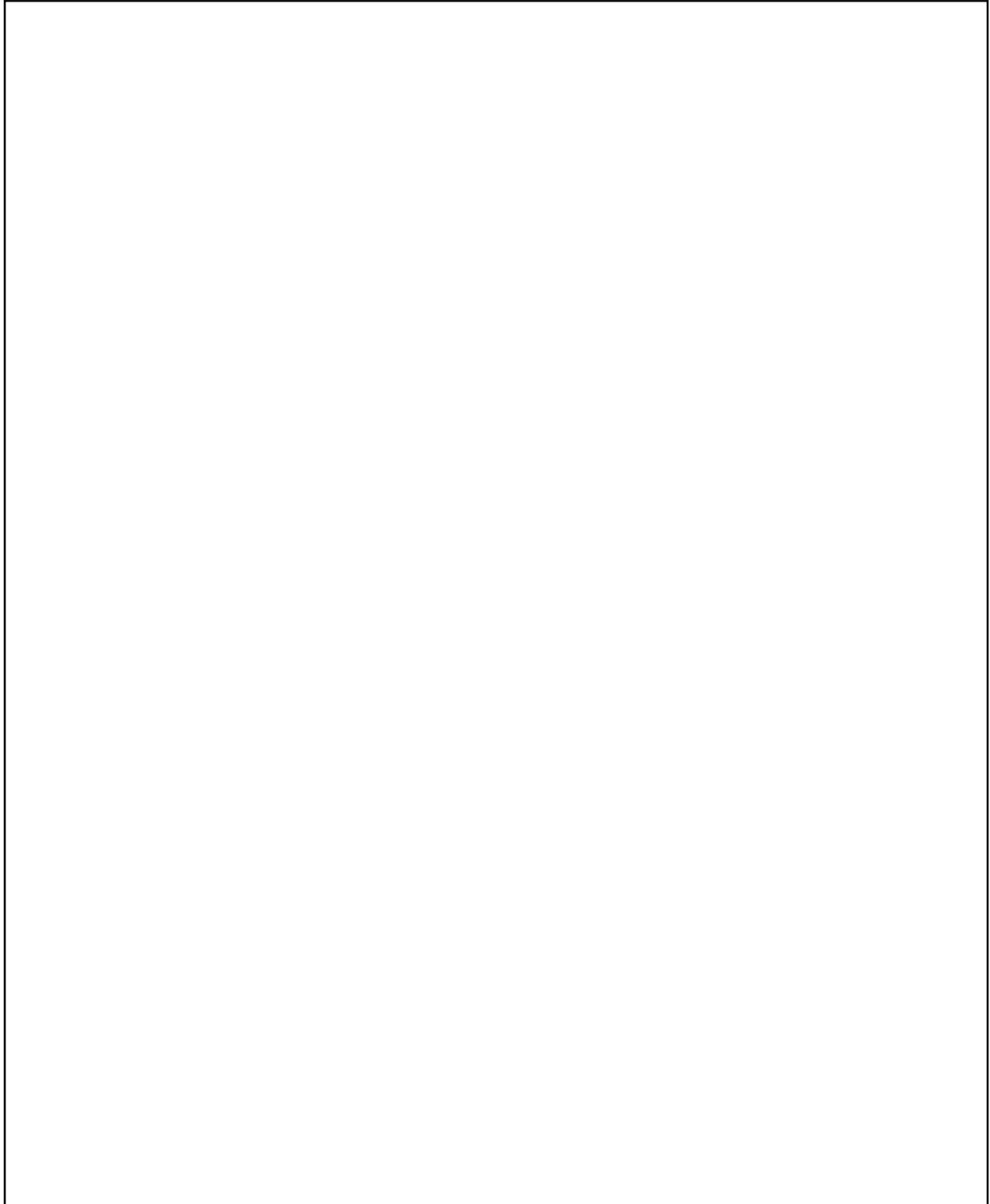
Will you have merchandise vendors at the event? YES NO

Will you be 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.

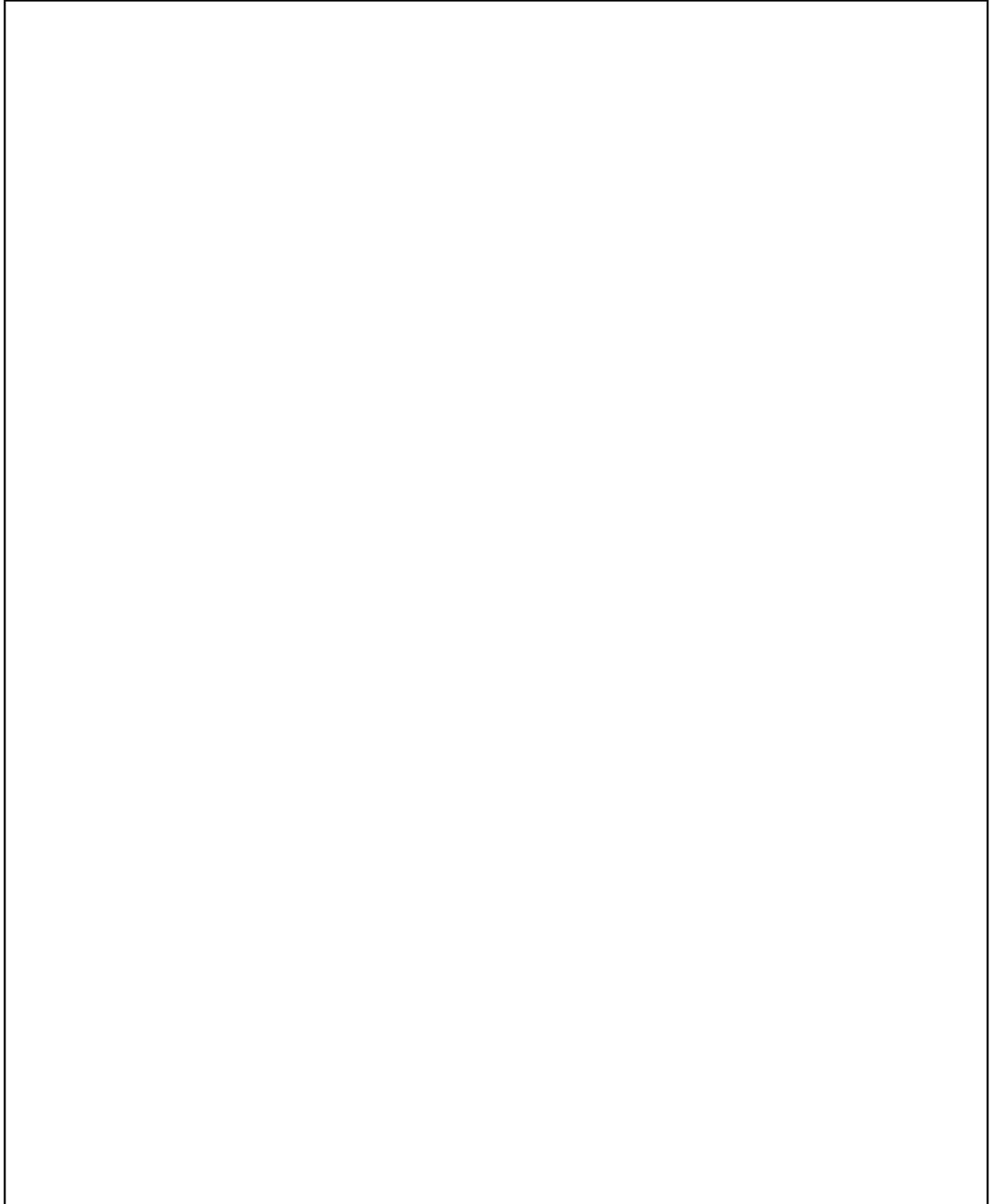
Site Plan

Use the space to draw a diagram of the event including placement of tents, inflatables, mechanical rides, food and alcohol vendors, trash carts, first aid station, cones, barricades, signs/banners, vendor parking, portable toilets, generators, etc.



Run/Racecourse

Use the space below to draw a diagram of the run including start and finish lines. Use arrows to indicate the direction. Include road closings if needed. Google Maps may be used and submitted as an attachment. Attach additional sheets as needed.



Special Event Fee Schedule

City administration may determine that additional services and/or equipment such as trash cans, porta johns, etc. are required based on the scope of your event. We will notify you of any additional services and/or equipment needs.

Permit Fee (non-refundable) _____ \$150

Security Deposit _____ \$200

Note: A refundable security deposit is required to ensure that the park is left completely clean and devoid of any trash or damage.

Facility Rental Fees

Trailblazer Park Pavilion and Festival Field: _____ \$100 per hour

Non-profit Organizations: _____ \$50 per hour

Trailblazer Park Amphitheater: _____ \$100 per hour

Non-profit Organizations: _____ \$50 per hour

Additional Fees

Electricity on Main Street light poles _____ \$50

Cones and Barricades _____ \$125

Trash Cans / Recycling Bins _____ \$100

Portable Johns _____ \$225 per unit

Dumpsters _____ \$100 per unit

Additional Services

City administration may determine that safety and/or maintenance staff are required based on the scope of your event. We will notify you of any additional service needs and the associated fees.

City Staff

Staff duties are limited to monitoring and emptying trash and recycling receptacles, monitoring city rest rooms, and helping 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.

If your permit requires that staff services are needed, you must contact the Public Works Department at: 864.834.8740.

Should you want to hire City Staff, please contact the Public Works Department at 864.834.8740.

Would you like to request city staff assistance? YES NO

Safety and Security

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.

Should you want to hire a sworn, off-duty Police Officer you may contact the Police Department at 864.834.9029.

Would you like to request police assistance? YES NO

Required Insurance

Certificate of Liability

A Certificate of Liability Insurance and Hold Harmless Clause is required for events held on City property. Policy must list the City of Travelers Rest as additional insured as follows: City of Travelers Rest, 125 Trailblazer Drive, Travelers Rest, SC 29690.

Required Amount

\$1,000,000 General Liability

\$1,000,000 Liquor Liability (if alcohol is served)

Inflatables, Mechanical Rides, Contracted Attractions

If your event includes inflatable or mechanical rides, you must provide a separate 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