

City of Hardeeville

Special Event Permit Application

A special event permit is required for any/all organized activities with fifty (50) or more people using publicly owned, managed, or controlled property that are at least partially outdoor events. For any indoor events, the threshold for attendance rises to more than one hundred (100) persons and/or events which will include the consumption of alcohol.

Please Note: All City of Hardeeville ordinances (zoning, noise, signage, etc..) must be adhered to.

PERMIT PROCESS

The Special Events Committee serves as a communication tool and facilitator among various City of Hardeeville (City) departments affected by festivals and events. Although the Parks, Recreation, and Tourism Department administers the application process, the applicant is responsible for contacting each of the affected departments individually to assure all staffing requirements will be met.

All applicable attachments and fees must be included with your Special Event Permit Application before the City will begin the review process. All applications must include:

- Proposed Site Plan (Google Maps)
 - Including the following:
 - Boundaries of the event
 - Location of amusements
 - Location of vendors
 - Area where alcohol will be consumed (if applicable)
- Proposed Schedule of Events

The review process takes a minimum of six (6) business days. Contacting the Special Events Committee or the Parks, Recreation, and Tourism Department within 6 days of the application submittal will only slow the process.

During the review process you will be notified if your event application requires additional documentation including:

- Signed Acknowledgement from the South Carolina Department of Transportation for events that include road closures
 - Alcohol permits from the State of South Carolina for events including the consumption of alcohol
- Should there be any specific questions or concerns about our event, City staff will contact you.

DEADLINES and FEES

Applications shall be submitted a minimum of thirty (30) days in advance of the requested event date.

The Application fee is nonrefundable and nontransferable. Applications submitted less than 30 days in advance are subject to a \$500 additional fee and potential rejection. Applications submitted less than 10 days in advance of the event will be subject to automatic rejection. Fees for usage of City owned and managed facilities vary. For more information about rental fees please contact the Department of Parks, Recreation, and Tourism.

COMPENSATION FOR CITY STAFF

Depending on the size and type of event, the City may require City personnel including Police, Fire, Public Works, and/or PRT to work the event. All City personnel involved during the day(s) of the event must be paid by the organizing agency (to the City) in advance of

the event. The City shall determine the number necessary to ensure the safety of participants, minimize the inconvenience to our residents and reduce the public liability exposure to the organizing agency, as well as the City. Please contact each affected City department to assure full coverage of the event.

CERTIFICATE of INSURANCE

A certificate of insurance naming the City of Hardeeville as an also insured party will be required for all Large Events and in some cases, for smaller events as determined by the City.

Note: A Large Event is a Special Event that impacts multiple City departments, has 100 or more people in attendance, has an impact on any street, and/or plans to serve alcohol.

TOWN-OWNED OR OPERATED PROPERTY

Some public property cannot be reserved for the exclusive use of one group, and access to the general public must be available at all times. If you are unsure about the area you are looking to utilize please contact the Department of Parks, Recreation, and Tourism.

No staking is allowed in City of Hardeeville Parks due to irrigation systems.

Fastening or attaching any rope, sign, banners, fliers, or other objects to any tree, shrub, fence, or park feature including light poles on any City of Hardeeville property is strictly prohibited.

The City of Hardeeville provides limited access to water and power for events. If additional water or power are needed the event host must provide generator power and water service.

The location of all port-a-lets, hand washing stations and garbage receptacles must be approved by the City. These may be set-up no earlier than 24 hours in advance of the event and must be removed from City property within 24 hours post event. If the event is on a Saturday, items can remain until 8:00 AM Monday unless there is an event scheduled for that Sunday.

The clean-up and removal of all trash is the sole responsibility of the event host. Garbage receptacles provided in parks are for general, daily park use and may not be utilized for special event waste.

All events that include the use of fireworks, live animals, inflatables (jump castles etc.), other amusement rides, or alcohol are required to obtain a copy of the contracting companies certificate of liability insurance naming the City of Hardeeville as an also insured party for general liability.

Events that include amusement rides must also provide a copy of the inspection report from the South Carolina Office of Elevators and Amusement Rides.

LICENSES and PERMITS

The Event Permit Holder is solely responsible for obtaining all of the following (applicable) licenses and permits and must submit copies to the City of Hardeeville no later than ten (10) business days prior to the event.

- SC Dept. of Revenue Special Event Beer, Wine, and/or Liquor License
- SC Dept. of Elevators and Amusement rides inspection report
- SC Dept. of Labor, Licensing, & Regulations Fireworks Display

Failure to remit copies to the City of Hardeeville may result in the redaction of the event permit.

SCHEDULE OF FESS AND CHARGES.

Application	\$25 non-refundable
Rush Fee (if necessary)	\$500 non-refundable
Deposit	\$175
Police Officers	\$25/hour per officer
First Aid (Fire Fighters)	\$25/hour per officer
Fire Marshal (Fireworks)	\$30/inspection
Public Works	\$21/hour per staff
PRT Staff	\$21/hour per staff
Returned Check Fee	\$45 + event cancellation

DAMAGE/REPAIR/CLEANUP

If for any reason there is damage to any part of the area which was reserved for the special event, or damage to another area as a direct result of the event, the extent of damage, as determined by the sole discretion of the City of Hardeeville, shall be determined and the dollar amount of any repair or replacement and restitution will be billed to the applicant to be paid in full no more than thirty (30) days from the billing date. If payment is not received within the allotted time, all future special event permit requests will be denied until such a time as payment is received and, in addition, the City of Hardeeville may take legal action to recover costs, including attorney's fees. These costs can be deducted from the security deposit. The provision shall also apply in the case where the party is not required to pay a security deposit for the special event.

Signed applications with the \$25 application fee (and if applicable the additional \$500 rush fee) made payable to the City of Hardeeville and all supporting documentation (as required) should be sent to Addison Jarrell, Director of Parks, Recreation, and Tourism at the address listed below, and/or scanned and emailed to ajarrell1@cityofhardeeville.com.

City of Hardeeville
Attn: Addison Jarrell, CPRP
PRT Department
205 Main Street
Hardeeville, SC 29927



Special Event Permit Application

Name of Festival or Special Event: _____

Location and/or Route of the Event: _____

Date(s) of Event: _____ Alternate Date(s): _____

Event Set-up Time: _____ to _____

Actual Event: _____ to _____

Breakdown Time: _____ to _____

Estimated number of attendees: _____

Requesting Organization: _____

Address: _____

Permit Holder/Event Point of Contact: _____

Mobile Number: _____ Email: _____

Additional Authorized Contact: _____

Mobile Number: _____ Email: _____

Purpose of the Event: _____

Planned Activities: _____

A proposed schedule of all events and event layout must be attached to the application

Will inflatables, amusement rides, or fireworks be used at the event? _____ Yes _____ No

If yes, explain: _____

Will live animals be used for the event? _____ Yes _____ No

If yes, explain: _____

Do you plan to have food trucks/vendors of any kind with items for sale? _____ Yes _____ No

Does your event require the use of utility services such as power or water? _____ Yes _____ No

If yes, explain: _____

_____ Initial I understand events that include the use of fireworks, live animals, inflatables (jump castles etc.), other amusement rides, or alcohol are required to obtain a copy of the contracting companies certificate of liability insurance naming the City of Hardeeville as an also insured party for general liability.

_____ Initial I understand that events that include amusement rides must provide a copy of the inspection report from the South Carolina Office of Elevators and Amusement Rides.

_____ Initial I understand a certificate of insurance naming the City of Hardeeville as an also insured party will be required for all events where alcohol will be sold/consumed and or any **Large Events** and in some cases, for smaller events as determined by the City of Hardeeville>
A large event is a Special Event that impacts multiple City departments, has 100 or more people in attendance, and/or includes the sale/consumption of alcohol. Alcohol related events will also be required to provide an additional liquor liability insurance policy in addition to the standard insurance policy.

_____ Initial I understand that garbage collection bins are required for all events. The clean-up and removal of all trash is the sole responsibility of the event host. Garbage receptacles provided in the parks are for general, daily park use and may not be utilized for special event waste. Failure to adhere to this policy will result in the forfeiture of deposit.

_____ Initial I understand the location of all port-a-lets and hand wash stations must be approved by the City of Hardeeville. Port-a-lets and hand was stations may be set up no earlier than 24 hours in advance of the event and must be removed from City property within 24 hours post event. If then event is on a Saturday, items can remain until 8:00 AM Monday unless there is an event scheduled for that Sunday. Failure to adhere to this policy will result in the forfeiture of deposit.

_____ Initial I understand that any/all entertainment including live performances and/or guest speakers shall refrain from the use of profanity. Failure to adhere to this polity will result in the forfeiture of deposit and potential banning of future events.

_____ Initial I understand the event must accommodate the special needs of persons with disabilities whose rights are protected under the Americans with Disabilities Act (ADA) and who choose to participate in the event.

_____ Initial I understand that fire hydrants & sidewalk curb breaks that are used for ADA accessibility may not be blocked at any time.

Do you plan to serve (at no charge) alcoholic beverages at the event? _____ Yes _____ No

Do you plan to sell alcoholic beverages (of any kind) during the event? _____ Yes _____ No

If you answered yes to either of the above questions, how do you plan to ensure/enforce that only those that are of legal drinking age are consuming/purchasing alcohol?

_____ Initial I understand that the issuance of this permit shall in no way affect the enforcement/persecution of violation of disorderly conduct, public intoxication or any other City of Hardeeville ordinance or South Carolina Law.

Describe in detail your plan to control parking, crowds, and vehicular traffic:

List any/all streets which may need to be closed during the event (include date/times of proposed closures:

Have you contacted the required City departments to request Police, Fire, PRT, and/or Public Works help with the event? _____ Yes _____ No

Recommend Approval? Yes No

Police Chief

Date

Comments:

Recommend Approval? Yes No

Fire Chief

Date

Comments:

Recommend Approval? Yes No

Public Works Director

Date

Comments:

Recommend Approval? Yes No

Director of Parks, Recreation, and Tourism

Date

Comments:

Recommend Approval? Yes No

City Clerk

Date

Comments:

Security Deposit required in the amount of \$175

Addition Fees \$ _____

Approved Denied

Comments: