

City of Hardeeville

Special Event Permit Application

A Special Event Permit is required for all organized activities using publicly owned, managed, or controlled property within the City of Hardeeville whose participation is open to the general public and/or includes the sales or consumption of alcohol on City property. Special Events held within the City shall adhere and follow all applicable Hardeeville ordinances (amusement's, special events, alcoholic beverages, zoning, noise, signage, etc.)

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. All applicable documents 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 or sketched drawing of the location/site you are using); Please Include the following: Boundaries of the event, security, parking, first aid, schedule of events, itinerary, marketing flyers, location of amusements, port o lets, handwashing stations, vendors, area where alcohol will be consumed (if applicable)*
- *Proposed Safety/Security Plan; Please include a detailed plan that outlines how you will ensure public safety and security to include use of security officers, Police or Sheriff Department. Plan should include how many guards or officers you will be using and their locations on your site plan*
- *Proposed Traffic/Parking Plan; Please include a detailed plan that outlines any traffic issues you may encounter such as a need for road closures, on site parking or shuttle parking, etc.*

Completed applications (*incomplete applications will not be accepted*) should be submitted to Parks, Recreation and Tourism Dept office located at 285 John Smith Road minimum of ninety (90) days prior to the event. **All special events require limited liability insurance with the City named as additionally insured, any event with alcohol sales or consumption is required to have additional liquor liability insurance.**

During application review you'll be notified if additional documentation including but not limited to:

- Signed Acknowledgement from South Carolina Department of Transportation for events that include road closures
- Alcohol permits from the State of South Carolina for events including the consumption/sales of alcohol
- Security Plan, COVID-19 or other pandemic related forms (Return to Play, Waivers, etc.)

Should any specific questions or concerns about your event arise, City staff will contact you or may require a meeting to discuss.

COMPENSATION FOR CITY STAFF

Depending on the size and type of event, the City will require City personnel that may include Police, Fire, Public Works, and/or PRT to work events. All City personnel involved during 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.

CITY-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, signs, 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 portable toilets, 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.

CERTIFICATE of INSURANCE

A certificate of insurance (COI) naming the City of Hardeeville as additionally insured is required for all Events.

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

Events that include amusement rides must provide a copy of the inspection report from the South Carolina Office of Elevators and Amusement Rides. Events with fireworks must obtain a copy of the operator's license and coordinate with the office of the Fire Marshall for inspections. Events that have alcohol are required to provide an additional liquor liability insurance policy. All applicable COI's are required to be submitted no later than ten (10) business days prior to the event.

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 (use ABL-900 Form)
- 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 will result in non issuance of event permit

SCHEDULE OF FESS AND CHARGES

| | |
|--------------------------------------|--|
| Application | \$25 non-refundable |
| Rush Fee (if necessary) | \$500 non-refundable |
| Deposit/Hourly Fees | \$175 deposit; hourly rates are based off of spectators from \$150-\$500 |
| Water/Electrical/Lighting | Varies based on use |
| Police Officers | up to \$45 per hour per officer |
| First Aid (Fire Fighters) | up to \$45 per hour per firefighter |
| Fire Marshal (Fireworks/Food Trucks) | \$65 per hour |
| PRT | \$25/hour per staff |
| Public Works | \$25/hour per staff |
| Returned Check Fee | \$35 + event cancellation |

DAMAGE/REPAIR/CLEANUP

If there are any damages incurred by the special event, it's staff, agents, volunteers, or participants the extent of damage; the City of Hardeeville will determine the extent of damage and the dollar amount of any repair, replacement, and any 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. 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.

To process your Special event application and request: Submit Special event Application, all supporting documentation required and \$25 application fee to Jennifer Combs, Director of Parks, Recreation, and Tourism at the address listed below, and/or scanned and emailed to jcombs@hardeevillesc.gov. If you have more specific information not covered in the application, please call Jennifer Combs @ (843) 227-4089 for more detailed information to assist you in your application. Applications not fully completed and with all supporting documentation will not be considered.

City of Hardeeville
Attn: Jennifer Combs, CPRP
PRT Department
285 John Smith Road
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: _____

Proposed schedule of events, site plan, safety/security plan, traffic/parking plan must be attached to application for consideration

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 truck/sales/craft 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 additionally insured party for general liability.

____ Initial; I understand events that include amusement rides must provide a copy of the inspection report from South Carolina Office of Elevators and Amusement Rides and events that provide fireworks must provide the operator's license.

____ Initial; I understand a certificate of insurance naming the City of Hardeeville as an also insured party will be required for all events.

____ Initial; I understand that any events with alcohol will also be required to provide additional liquor liability insurance policy in addition to the standard liability 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 the 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 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 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 security 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

Please provide any additional information that may be helpful:

RELEASE and INDEMNIFICATION

In consideration of permit to use public property and/or facilities owned by the City of Hardeeville, the Applicant agrees to indemnify, release and hold harmless the City of Hardeeville, its officers and employees from and against all liability, claims, and demands which are incurred, made or brought by any person or entity on account of damage, loss or injury, including, without limitation, claims arising from property loss or damage, bodily injury, personal injury, sickness, disease, death, or any other loss of any kind whatsoever which arise out of or are in any manner connected with the use of the facilities whether any such liability, claims, and demands result from the act, omission, negligence, or other fault on the fault of the City of Hardeeville, its officers, or its employees or from any other cause whatsoever. Your organization is fully responsible for complying with all applicable laws and safety procedures. This permit does not authorize you to enter upon private property or in any way hinder or obstruct pedestrian or vehicular traffic. In order to protect the general health, safety, and public welfare of its citizens, the City of Hardeeville reserves the right to deny and/or modify the conditions of this permit or to cancel it entirely if it is deemed appropriate by the City of Hardeeville.

Application Submitted By: Name & Title

Signature:

Date:

For Office Use ONLY

Required documentation & application fee received? (Plans, Permits, COVID-19, COI) ___ Yes ___ No

Additional Requirements/Comments:

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

Additional Fees \$

___ Approved ___ Denied ___ Date