

# CITY OF GEORGETOWN SPECIAL EVENT PERMIT INFORMATION SHEET

Individuals, organizations and agencies wishing to conduct public gatherings on City of Georgetown property are required to obtain a permit in advance. Special Events Permits must be obtained for the following events and any like activities whenever held on City-owned property or on public rights of way within the City:

Block Parties	Carnivals	Road Closings	Ceremonies
Concerts	Park Events (w/out a building)	Performances	Festivals
Parades	Races	Filming	

The organizer of a special event must fill out the application and return it to the Building & Planning Department following the timeline listed below:

- NOT LESS THAN 15 BUSINESS DAYS PRIOR TO THE START OF THE EVENT for events expecting attendance less than 200.
- NOT LESS THAN 30 BUSINESS DAYS PRIOR TO THE START OF THE EVENT for events expecting attendance greater than 200.

A non-refundable application fee will be charged based on the attached fee schedule to cover the cost of processing. Other charges may be made for additional City services.

Any misrepresentation on this application or deviation from the final agreed route and/or method of operation described on the application may result in immediate revocation of the permit.

City of Georgetown events have priority in use of any city property or right-of-way. Other applications for Special Event Permits are processed in order of receipt, and the use of particular areas is generally allocated in the order in which fully executed applications are received, and in accordance with considerations the City Administrator uses in deciding on the issuance of a permit as set forth below.

Permittees who have held an event in the previous year have the first priority for the same time and location. This right shall not apply if the event did not follow set guidelines the previous year.

In order to insure the public safety and protection of the City of Georgetown, its businesses, and citizens, and to avoid conflict between events by assigning the same time and location to two or more events, the City of Georgetown may refuse or require alterations to a permit application.

Times may be changed at the sole discretion of the City due to weather, infrastructure requirements, repair to utilities, participant behavior, and other considerations of safety for persons and property and good public order. For the same reasons a permit may require additional conditions and time limitations.

The City Administrator or his designee shall have the authority to consider any application which is filed less than 15 days before the date sought. The City at its discretion may waive the processing fee for small events. Reference Section 20-120 (b) Filing period; processing fee of the City Code of Ordinances.

## EVENT REQUIREMENTS

The following requirements apply to events held on City property:

- 1) **Security:** The applicant must provide adequate security for the event as directed by the City of Georgetown Police Department. Applicant may be required to hire sworn off-duty officers to provide security to insure public safety. Such officers should be graduates of the South Carolina Law Enforcement Academy, have a working knowledge of the City of Georgetown Police Department procedures and be approved by the Chief of Police. Off-duty City of Georgetown Police Officers are usually available. For additional information, contact the Police Department at (843) 545-4300.
- 2) **Litter Control:** The applicant will be responsible for removal of all litter and debris from City property immediately after the event. Site specification can be included on the attached application. Permittee is responsible for all costs should the City be required to clean following the event.
- 3) **Noise:** Permission to include music or amplified sound, including megaphones, as part of a special event may be given. The City reserves the right to limit the sound amplification equipment so that it will not unreasonably

disturb non-participating persons around the event. Complaints of loud, disturbing, or unnecessary noise may result in the immediate revocation of the permit by the City.

- 4) **Tents:** A site plan showing the location of a tent (s) will need to be provided. Also, the City may require a fire rating on the tent (s) utilized during the event.
- 5) **Mechanical Rides/Attractions:** Applicants must receive approval for mechanical rides and if approved, compliance with electrical City adopted codes must be addressed.
- 6) **Insurance and Liability Requirements:** Applicant assumes 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 applicants operation. Permittee expressly agrees to defend and save the City, its officers, agents, employees, and representatives and hold the City harmless from any penalties for violation 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 or conduct of its operation or resulting from the negligence or intentional acts or omissions of applicant or its officers, agents and employees. Liability insurance in the amount of \$1,000,000 naming the City of Georgetown as an additional insured will be required for events held on property owned or controlled by the City. The City may require the sponsor and/or vendor to provide higher levels of insurance, coverages, and policies as deemed necessary based on specific event risk factors and review by the City's insurer. The City at its discretion may waive the insurance requirement for small events.
- 7) **Temporary Wiring and Generators:** Temporary wiring must be approved prior to the special event. Additionally the use and locations of generators must be approved by the City prior to the event.
- 8) **Signs and Banners:** Temporary signs must be approved by the Building & Planning Department in accordance with the City's Sign Ordinance. It is unlawful for any person to place, post, paint, erect, display, secure, or maintain any sign or banner pertaining to the special event unless pre-approved by the City, based upon the application and permitting process. Evidence of the event's sign permit may be required at any time during the event. For a sign permit, please contact the B & P Department at (843) 545-4010.
- 9) **Alcohol: Georgetown City Ordinance - Article 1. Section 16-1 – Alcoholic Liquor on Public Property**  
It shall be unlawful for any person within the City to consume or possess in an open container any alcoholic liquors, beer, wine or any other alcoholic beverage, on the streets, sidewalks, or any other property in which the City has an interest, whether such person is in a conveyance or not, unless such consumption or possession takes place on public property at an event specifically permitted by the City and in accordance with such licenses and other requirements as may be imposed by the South Carolina Department of Revenue-Alcoholic Beverage Licensing Division.
- 10) **Runs/Races/Walks/Parades:** The applicant must submit the proposed route with the application. The City of Georgetown reserves the right to change the route if conditions do not support the race route. The organizer of the event is responsible for assuring that the street can be cleared at any time for emergency vehicles.
- 11) **Road Closures:** Blocking of all or a portion of a street will require a traffic control plan approved by the City Police and Fire Departments. The event organizers will be responsible for placing and removing the barricades, unless prior arrangements have been made. All barricades used must be of such height, weight, and durability as to serve the intended purpose and receive approval to their effectiveness from the Police Department. Barricades are usually available from the City.
  - ⇒ A maximum of three (3) barricades must be placed at each end of the street (or block) being closed. Barricades must be approved by the City Police Department.
  - ⇒ If blocking a street is necessary, the applicant may need to provide notification to all adjacent businesses and residents of the date and time of the event with a detailed description of the roads to be closed no more than ten days and no less than five days before the event. A copy of the notification must be submitted to the City prior to the event, as determined by the Police Department. Permittee must maintain a twenty (20) foot lane on all blocked roads for emergency vehicle access.
- 12) **Care of Property & Equipment:** All property and equipment belonging to the City, including but not limited to vehicles, roads, buildings and landscaping and located within and around the event is to be handled by the applicant and its invitees with reasonable and due care. The applicant shall assume complete and absolute liability for any loss and damage to the City property and/or equipment which may result from any misuse or mistreatment of the property or equipment during the event, even if the applicant did not cause the damage or loss.
- 13) **Food Service:** An applicant having any food service must contact the local Health Department for approval of any food preparation service. Contact the local Health Department at (843) 546-3613. Additionally, if food preparation involves cooking on site both the cooking method and site preparation shall also be approved by the Fire Department.
- 14) **Vendors:** All proceeds from an event which generates revenue, including the sale of food or beverages, must apply for a local City business license and a South Carolina retail tax license. To request a City business license call the City Finance Department at (843) 545-4036. To request a form for a SC retail license call (843) 839-2960 or write SC Department of Revenue – PO Box 30427, Myrtle Beach, SC 29588.

- 15) **Supervision:** Applicant must provide sufficient adult supervision to insure the safety of participants, onlookers, and property. Name of the supervisor(s) must be submitted to the City. The supervisor must be present at the event from set-up to tear-down.
- 16) **Location:** The area requested must be reasonably suited relative to accessibility, size and nature of the proposed special event. Adequate parking for event participants must be available. The event must be planned with due regard to safety. It must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act and who choose to participate in the event.
- 17) **Discrimination:** Events held on city property must not discriminate on a basis of race, sex, national origin, color, or creed.

**Except as provided by law, the City of Georgetown is under no obligation to issue permits for the use of its streets, sidewalks, plazas, buildings, parks and other facilities for special events. The City Administrator, in deciding whether to issue a permit, and in resolving possible conflicts between applicants, will consider the following points:**

- ⇒ The number of participants.
- ⇒ The appropriateness of City property for the intended use.
- ⇒ The likely impact on City property of the Special Event.
- ⇒ Anticipated traffic conditions.
- ⇒ Adequacy of adult supervision for minors.
- ⇒ The availability of City personnel whose presence may be required.
- ⇒ The adequacy of public property at the proposed location.
- ⇒ Probable impact upon the ordinary and customary uses of nearby properties.
- ⇒ Whether the proposed Special Event is duplicative of events offered by the City of Georgetown or another organization within the same time frame.
- ⇒ How well the Special Event encourages tourism or enhances the quality of life of the Georgetown community and whether the community derives economic benefit from the event.
- ⇒ Whether the Special Event provides the Georgetown community with positive local, regional, and national media exposure.
- ⇒ Whether the Special Event business plan shows a likelihood of economic viability.
- ⇒ This listing of factors does not preclude the reasonable evaluation of other factors and equitable considerations.

If the permit is approved, the applicant shall be subject to all City, State, and Federal laws and regulations as they apply to the event. Failure to do so will result in revocation of the permit. Permittee must have the permit on site at the time of the event.

For Additional Information Questions: Call the Administration Department at (843) 545-4001

## CITY OF GEORGETOWN SPECIAL EVENT PERMIT SCHEDULE OF FEES

A non-refundable application fee will be charged to cover the cost of processing. Other charges may be made for additional City services.

EVENT	Application Submittal/ Processing Time	Processing Fee
<p><i>Festival or major event</i> May include: outdoor entertainment, sale food/beverages, and/or generate revenue</p> <p>INCLUDES ROAD CLOSURES AND ATTENDANCE GREATER THAN 200</p>	30 days prior to the event	<p>\$100.00 two or more days</p> <p>\$75.00 single day</p>
<p><i>Festival or major event</i> May include: outdoor entertainment, sale food/beverages, and/or generate revenue</p> <p>DOES NOT INLCUDE ROAD CLOSURES AND ATTENDANCE GREATER THAN 200</p>	30 days prior to the event	<p>\$75.00 two or more days</p> <p>\$50.00 single day</p>
<p><i>Private or public gathering</i> May include: outdoor entertainment, sale food/beverages, and service of alcohol</p> <p>INCLUDES ROAD CLOSURES AND ATTENDANCE GREATER THAN 200</p>	30 days prior to the event	\$75.00
<p><i>Private or public gathering</i> May include: outdoor entertainment, sale food/beverages, and service of alcohol</p> <p>DOES NOT INCLUDE ROAD CLOSURES AND ATTENDANCE LESS THAN 200</p>	30 days prior to the event	\$50.00
<p><i>Parade, procession, march, road race, bicycle race</i></p> <p>INCLUDES THE RESTRICTION OR CLOSURE OF ROADWAY AND ATTENDANCE GREATER THAN 200</p>	30 days prior to the event	\$35.00
<p><i>Parade, procession, march, road race, bicycle race</i></p> <p>INCLUDES THE RESTRICTION OR CLOSURE OF ROADWAY AND ATTENDANCE LESS THAN 200</p>	15 days prior to the event	\$25.00
<p><i>Neighborhood block party or walk</i></p> <p>INCLUDES THE RESTRICTION OR CLOSURE OF ROADWAY OR SIDEWALK</p>	15 days prior to the event	\$25.00
<p><i>Filming and Photography</i></p>	15 days prior to the event	\$25.00

# CITY OF GEORGETOWN SPECIAL EVENTS APPLICATION

Permit # _____
Date _____
Non-Refundable Processing Fee \$ _____

This application must be completed and forwarded to the Building & Planning Department following the timeline listed below

- **NOT LESS THAN 15 BUSINESS DAYS PRIOR TO THE START OF THE EVENT for events expecting attendance of less than 200**
- **NOT LESS THAN 30 DAYS PRIOR TO THE START OF THE EVENT for events expecting attendance greater than 200.**

Any misrepresentation of this application 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 since most events result in several different activities. If a question does not apply, please write "does not apply" in that space. Please type or print the information clearly. You may attach additional sheets as necessary.

The information requested by the Special Event Application Form will be used to determine your eligibility for the permit requested. Completed forms may be released upon the request of any citizen as provided by the Freedom of Information Act. Completion of the form is voluntary, however, failure to do will prevent processing of you application. Incomplete applications will be returned.

Name of Event:		
Date(s) of Event:		
Times of Event:		
Specific Location of Event:		
Person in Charge of Event (Applicant):		
Organization Represented:		
Email:		
Phone: (Home)	(Work)	(Mobile)
Street Address:		
City:	State:	Zip Code:
Date of Birth:		
Drivers License #		
Is your organization a charity or non-profit organization?	Yes	No
Name of charitable or non-profit organization:		
Do you anticipate serving or selling alcohol during the event?	Yes	No
Will you be using amplified sound?	Yes	No
If so, what will it be used for:		

Does your event carry liability insurance listing the City as co-insured?	Yes	No
Expected Number of Participants:	Expected Number of Spectators:	
This is a _____ event to be held on _____ property. (private/public)	(private/public)	

Event Description:

Describe type and size of event (location, how much area to be used, stages, entertainment, etc.) Please attach a simple sketch of the event site on a separate sheet of paper.

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The event will begin: \_\_\_\_\_ The event will end: \_\_\_\_\_

Set up will begin: \_\_\_\_\_ Clean-up/Take down will end: \_\_\_\_\_

Road Closure will begin at: \_\_\_\_\_ Roads Opened at: \_\_\_\_\_

Event Setup:

Will tents be used for the event? \_\_\_\_\_ List how many and location(s) \_\_\_\_\_

Please describe the size and type of tents: \_\_\_\_\_

Will any signs or banners be erected? Yes No

If so, please list size and locations: \_\_\_\_\_

Describe any power needs and location of power source: \_\_\_\_\_

Will generators be used? Yes No List number, size, and location \_\_\_\_\_

Have arrangements been made for restroom facilities? Yes No Location? \_\_\_\_\_

Describe any revenue to be generated from admission fees, solicitation from spectators, concession or any other source. (City Business License required)

Will the proceeds benefit any organization? Yes No Name of organization: \_\_\_\_\_

Describe food items that will be distributed or sold at event: \_\_\_\_\_

Will there be any cooking with grease?    Yes                    No

Describe Sanitation provisions (restroom facilities, trash cans, event clean-up):\_\_\_\_\_

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Who is providing the above provisions?\_\_\_\_\_

City Services

Do you need the City of Georgetown to provide the following?  
(Note - reimbursement to the City may be required for these services)

Roll Carts:        Yes        No    How many?\_\_\_\_\_ Location?\_\_\_\_\_

Date & Time for roll carts to be emptied?\_\_\_\_\_ Date & Time for roll carts pick-up?\_\_\_\_\_

Barricades:        Yes        No    How many?\_\_\_\_\_ Location?\_\_\_\_\_

Stages:            Yes        No    How many?\_\_\_\_\_ Location?\_\_\_\_\_

Who will be responsible for placing barricades or stages?\_\_\_\_\_

Will City personnel be responsible for Street and Public Property Clean-up?    Yes        No

Alcohol

How many participants under the age of 21 do you expect?\_\_\_\_\_

Are you selling\_\_\_\_\_or giving alcohol away\_\_\_\_\_? (Please check one)

Who will be serving/selling alcohol?\_\_\_\_\_

Name of insurance company providing the event, and names the City of Georgetown as co-insure, with liquor liability insurance. (A copy of document will be requested)\_\_\_\_\_

Have you applied for a South Carolina temporary SCDOR ABL permit?        Yes                    No  
( copy of the SCDOR ABL permit must be submitted with this application)  
( copy of the non-profit status sheet must be submitted with this application)

Safety and Security

What type of arrangements have been made for medical assistance if needed?\_\_\_\_\_

Applicant may be required to hire sworn off-duty law-enforcement officers to provide security to insure public safety. Cost for security is established by the Chief of Police .

Number of Officers needed for crowd and traffic control?\_\_\_\_\_

Dates & Times for security to be on site?\_\_\_\_\_

Have you contracted for mechanical rides, space walk, or other attractions?    Yes                    No  
(if yes, additional insurance coverage will be required)

If so, with what company? \_\_\_\_\_

List details, if any: \_\_\_\_\_

Event Information

Rain policy for event: \_\_\_\_\_

List locations(cities) and dates of prior events held over the past five years: \_\_\_\_\_

For coordinating purposes, police officials can best contact the Chairperson during the event at: \_\_\_\_\_

Location	Phone Number	Cell/Pager Number
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**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 of Georgetown harmless from any penalties for violation 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 or conduct of its operation or resulting from the negligence or intentional acts or omissions of permittee of its officers, agents and employees.

Applicant's Signature: \_\_\_\_\_ Date \_\_\_\_\_

Return application to the Building & Planning Department, City of Georgetown, P. O. 939, Georgetown, SC 29442

Event Checklist:

**The following items must be submitted in order for your permit to be processed.**

- \_\_\_\_\_ Completed Permit Application
- \_\_\_\_\_ Check made out to The City of Georgetown covering the application fee.
- \_\_\_\_\_ A sketch or diagram of the event and/or roads to be closed.

**The following items must be submitted before your permit will be issued.**

- \_\_\_\_\_ Liability insurance in the amount of \$1 million dollars listing the City of Georgetown as co-insured.
- \_\_\_\_\_ Notification letter to residents and businesses if there are road closures.
- \_\_\_\_\_ Copy of Nonprofit status sheet
- \_\_\_\_\_ LIQUOR - Copy of SC temporary ABL permit , Liquor Liability in the amount of \$1 million, Hold Harmless, copy of nonprofit status sheet, signed certificate of insurance

<b>FOR CITY USE ONLY – Listed in order</b>	
Date _____	Building & Planning Department _____
Date _____	Police Department _____
Date _____	Fire Department _____
Date _____	Risk Manager _____
Date _____	City Administrator _____

