



City of Hartsville Special Event Application & Permit

\$25 fee required for special event permits. Exception: Civic and non-profit organization.

PLEASE PRINT OR TYPE INFORMATION CLEARLY AND ACCURATELY. THIS APPLICATION MUST BE COMPLETED AND SUBMITTED TEN (10) BUSINESS DAYS BEFORE THE EVENT.

An incomplete application will not be considered. Completion and submittal of this application does not guarantee the event will be approved. Permit cannot be issued without the City Manager and Departmental approval. Business-related events require a certificate of general/property liability insurance for one million (\$1,000,000) dollars and workers compensation with statutory limits must be provided with the application for an event on city owned and maintained property. It is also required that the City be named as additional insured on applicable liability coverages. Please notify the Planning & Development Department if there is an event change (time, date(s), location, route, etc.) Inaccurate and/or deviation from final approval may result in immediate revocation of the permit. In other words the event may be invalidated and cannot proceed. Attach additional sheets as necessary.

Today's Date: _____

Sponsoring Organization:

If non-profit, indicate federal tax-exempt identification number:

Contact Person:

Address:

Phone Number: _____ Cell Number: _____

E-mail address or website:

Event Description

Describe type and size of event (location, area used, entertainment, etc.) Provide or sketch a map on the back of permit or on a separate sheet of paper. The map should detail streets to be closed, placement of tents, restrooms, and trash facilities, vending areas, etc:

Describe if rain alternative plan:

Event Dates:

The event will begin at: _____
(Time)

The event will end at: _____
(Time)

Location: _____

Event Setup

Check the appropriate box .

Will tents be used for the event? yes no Identify location(s) on the map

Will any signs or banners be erected? yes no If yes, the banners cannot be larger than 48 square feet and can only be placed on-site and has to removed no later than a day after the event.

Will generators be used? yes no List number, size, and identify on map.

Have arrangements been made for restroom and trash facilities? yes no Identify location(s) on map.

Will food items be cooked/prepared, distributed, or sold at event? yes no If yes, you may need to contact DHEC. If using propane gas, you must have at least one (1) approved and certified fire extinguisher for every two cooking stations while maintaining a three (3) foot clearance for any and all combustible and ignition sources. Cooking stations shall be no closer than 10 feet from any buildings means of entrance/exit.

Will alcohol be served? yes no If yes, SC State law requires sponsors to obtain a temporary license prior to conducting an event (public or private). Describe approximate steps to discourage underage drinking:

City Services Needed

Check appropriate box .

We / I need the City of Hartsville to provide:

Roll cart - How many? _____ Location (indicate on map) Date/Time to be picked up? _____

Barricades - How many? _____ Location (indicate on map)

Police assistance for crowd and traffic control.

Explain:

Temporary electricity and / or water.

If so, explain:

Indicate and describe other service(s) and equipment:

Hold Harmless Clause

Permittee / organization hereby shall assume all risks incidental to or in connection with the permitted activity and shall be solely responsible for damages, 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. The applicant (permittee/organization) hereby expressly agrees to indemnify, defend and save the City of Hartsville and its agents and employees from all claims, suits, and actions, including reasonable attorneys’ fees and all cost of litigation and judgment of every name and description against said City as a result of loss, damage or injury to person(s) or property directly or indirectly arising out of or in connection with the permitted activity or conduct of its operation, or resulting from any act or omission by the permittee, its agents, officers or employees.

Applicant Signature: _____ Date: _____

A COPY OF THIS PERMIT MUST BE POSTED AT THE EVENT OR IN THE POSSESSION OF THE ON-SITE CONTACT PERSON.

+++++ **FOR CITY USE ONLY** +++++

Reviewed and approved by:

- Police: _____ Date: _____
- Planning: _____ Date: _____
- Public Works / Solid Waste: _____ Date: _____
- Fire Dept: _____ Date: _____
- Parks & Leisure: _____ Date: _____
- Risk Management: _____ Date: _____

Approved by City Manager: _____ Date: _____

Checklist

- \$25 Application Fee Paid
- Certificate of Insurance
- City service fees \$ _____
 - ❖ Festival or event held for two or more consecutive days - \$100.00
 - ❖ Commercial motion picture, television production, or commercial photography - \$200.00
 - ❖ Traffic/pedestrian control - \$20.00/hour
 - ❖ Parades - \$50.00
 - ❖ Temporary electricity and water provisions - \$50.00
 - ❖ Provision of roll carts and collection - \$50.00
 - ❖ Bon fires and indoor/outdoor pyrotechnics - \$20.00/hour