



The City Of
GREENWOOD
South Carolina

UPTOWN MARKET RENTAL APPLICATION

The organizer of a special event must fill out the application and return it to the City of Greenwood **NO LESS THAN 30 BUSINESS DAYS PRIOR TO THE START OF THE EVENT.**

WHAT IS AN EVENT?

Any organized activity involving the use of, or having impact upon, Uptown Market property, facilities, sidewalks or parking area in a manner that varies from its current land use. It is our goal to assist event organizers in planning safe and successful events that create a minimal impact on the community surrounding the Uptown Market.

UPTOWN MARKET PROPERTY

CITY SPONSORED EVENTS

City of Greenwood events and regular market operation have priority in use to any rental inquiry. Events sponsored by the City of Greenwood are not subject to the Fee Schedule contained within.

APPLICANTS

Applications for Uptown Market rental are processed in order of receipt, and are generally accepted in the order in which fully executed applications are received. Applicants who have held an event in the previous year have the first priority for the same time and date. This right shall not apply if the event did not follow set guidelines the previous year.

RENTAL PROCESS

RESERVATIONS AND DEPOSITS

Reservations for Uptown Market Rental are for the use of the pavilion structure only. The interactive fountain (splash pad) may not be reserved. An Uptown Market Application for Rental form must be completed (including schedule of fees) prior to reserving the facility. To secure a rental date, a deposit of 50% of the rental fee plus 50% of the security deposit must be paid. The rental fee and security deposit must be PAID IN FULL **ONE MONTH** prior to the event. Failure to pay the fees as charged will result in the cancellation of the event.

SECURITY DEPOSIT

A Security Deposit (equal to **25%** of the rental fee) will be added to the total fees of the scheduled event. The Security Deposit is **100% refundable** *IF* the facility is left in the same condition in which it was received, the cleanup guidelines are followed, and the renter does not exceed the agreed upon rental period. Any charges in excess of the security deposit will be billed and become payable immediately upon receipt of the invoice. ***You will receive the refundable security deposit in the mail within two weeks after the event, considering any possible deductions for damages or other fees.***

UPTOWN MARKET RENTAL APPLICATION

APPLICANT INFORMATION

Date(s) of Event: _____

Occasion or Event: _____

Date of Application: _____

Applicant Name: _____

Mailing Address: _____

City/State/Zip: _____

Daytime Phone: _____ Cell Phone: _____

Email: _____

Contact During Event: Name: _____ Mobile #: _____

Event Web Site (if applicable): _____

Description of Event (wedding, Birthday, Concert, etc): _____

_____ Estimated Attendance: _____

Set-Up Begins _____ AM/PM

Break-down Begins _____ AM/PM

Time Event Begins _____ AM/PM

Time Event Ends _____ AM/PM

* *The Time must not exceed 11:00 pm*

CLEANUP

ROLL CARTS - Roll carts can be provided by the City at no additional cost to the applicant.

How many 95 gallon roll carts are you requesting for trash? _____

Applicants are responsible for cleaning and restoring the site after the event. All areas used by applicant, including the sink and all equipment, must be cleaned the day of the event at its conclusion. The floor must be free of debris. See complete Rental Policies document for clean up responsibilities.

NO GLASS CONTAINERS PERMITTED ON CITY PROPERTY. ALL FOOD AND BEVERAGES MUST BE SERVED IN PAPER, PLASTIC, ALUMINUM, OR STYROFOAM. Failure to comply with cleanup guidelines may result in loss of the applicant's Security Deposit.

ALCOHOL

Only licensed restaurants/caterers/vendors will be permitted to serve or sell beer and wine.

Will alcohol be served at your event? Yes No

SC Department of Revenue alcohol license type and number: _____

Pursuant to City of Greenwood Code of Ordinances Sec. 4.2: Consumption or possession in open container-Streets, parks, or public places. It shall be unlawful for any person to possess an open container or to drink any spirituous, malt, vinous, fermented, brewed, or other type of beer or wine which contains alcohol, and is used as a beverage, on any street, highway, park, or public place not lawfully licensed to sell such beverages or where such possession or consumption is prohibited by the state alcoholic beverage control commission. (Code 1968, § 3-4; Code 1983, § 3-4; Ord. No. 92-035, 12-21-1992) State Law reference- Consumption of alcoholic liquor in public conveyance, S. C. Code 1976, §61-6- 4720

VOICE/MUSIC AMPLIFICATION

Are there any musical entertainment features related to your event? Yes No

If yes, attach schedule of any music or entertainment proposed to occur during event.

Will your event use amplified sound? Yes No

If yes, please indicate times: Start time: _____ Finish time: _____

Will sound checks be conducted prior to the event? Yes No

If yes, please indicate times: Start time: _____ Finish time: _____

Will access to power be needed for the event? (Standard 20 amp, 110v available) Yes No

Operation of amplifying equipment must cease by 11:00 p.m. unless special permission has been obtained from the office of the City Manager.

SOLICITATION

Solicitation of donations are only permitted for properly registered charitable organizations. Pursuant to the City of Greenwood Code of Ordinances Section 10.163: Persons or businesses selling goods door to door must obtain a Business License from the Finance Department. Persons or businesses requesting donations door to door must obtain a Solicitation Permit from the Finance Department. Anyone selling merchandise or requesting donations must carry the appropriate City permit. A solicitation or business license permit is necessary to solicit anywhere in the City of Greenwood, including streets, public buildings, and private residences. If your event includes solicitation of monetary contributions, please complete an Application for Solicitation Permit or Certificate (**Appendix A**).

VENDORS

A vendor is anyone who is serving, selling, sampling, or displaying food, beverages, merchandise or services. ***Note: The event organizer is responsible for ensuring that each vendor has a CURRENT City of Greenwood Business License. The applicant must provide a copy of each vendor's Business License at the time of application. For additional information contact the Finance Department at (864)-942-8419.***

Does the event include vendors selling merchandise? Yes No

If yes, please complete the attached Special Event Permit Business License (**Appendix B**), as required by City of Greenwood Code of Ordinance Sect. 10.51c

Does the event include food vendors? Yes No

If yes, please check the following that apply: Served Sold Catered Prepared Outdoors

An applicant having any food service must contact the S.C. Dept. of Health and Environmental Control (SCDHEC) at 942-3600 for approval of any food preparation or service.

Does the event include food concession and/or cooking areas? Yes No

VENDOR	COOKING METHOD	FOOD ITEM

Fire Code requires a fire extinguisher at each cooking location. The Greenwood Fire Dept. will inspect each extinguisher. Food and beverages shall not be sold at an event unless approved and licensed, if necessary, by SCDHEC. Event organizers are responsible for arranging health inspections for their events. Please call (864)942-3600 for more information.

EVENT SCHEDULE

Provide a detailed schedule of the event including dates and times for entertainment, activities, hours of event, start time, finish time, etc., including time allotted for set up and tear down. (If more space is needed, attach additional sheets.)

DATE	TIME	ACTION	ASSIGNED TO

FEE SCHEDULE

Weekday Hours: each hour- \$100 x _____ hrs
Weekend Hours: less than 4hrs- \$800 Full Day- \$1200
End Cap only (<50 people): 2hrs - \$100 (Ex: Birthdays)

_____ **Time Total**
 _____ **Security Deposit**

Security Deposit: 25% of the Time total

Chairs/Tables fee: \$100.00 40 tables and 150 chairs

Rental Fees Total: 50% of the Total Fees is due at time of reservation.
Balance is due 30 days prior to the event.

_____ **TOTAL FEES**

Security Guard: Once your Rental Application has been reviewed by the Greenwood Police Department, we will inform you of the number of SC Law Enforcement Division (SLED) certified security guards required to work the event (if any). The fee to be paid is to be arranged directly with the individuals hired.

INSURANCE REQUIREMENTS

The Event shall carry comprehensive general liability insurance with limits of liability not less than \$1,000,000. Has liability insurance listing the City of Greenwood as additional insured been secured?

Yes No

SUBMISSION & REVIEW

Your application will be reviewed, and you will be contacted by the Market Manager to determine approval or denial of your request. Upon approval, you will submit all required fees within 10 business days. *The Uptown Market requires a 24 hour cancellation notice for ALL events. The City reserves the right to refuse the refund of any fees if 24 hour notification requirement is not met. If a refund is approved, it will be processed within 14 days*

I have received and reviewed a copy of the Uptown Market Reservation Policies. I agree to abide by all policies.

Applicant's Signature: _____ Date: _____

HOLD HARMLESS CLAUSE:

Applicant/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 applicant's operation. Applicant hereby expressly agrees to defend and save the City of Greenwood and the Uptown Market 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. Neither the City of Greenwood nor Uptown Market should not be used in connection with event advertising.

Applicant's Signature: _____ Date: _____