



## SPECIAL EVENT PERMIT 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, public property, public facilities, sidewalks or public roadways 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 communities surrounding the events.

### EVENT PROPERTY

#### CITY SPONSORED EVENTS

City of Greenwood 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 a particular area is generally allocated in the order in which fully executed applications are received, and in accordance with considerations the City Manager uses in deciding on the issuance of a permit as set forth below. Events sponsored by the City of Greenwood are not subject to the Fee Schedule contained within.

#### ANNUAL EVENTS

Applicants 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.

### PERMIT PROCESS

The permit application process begins when you submit a completed Special Event Permit Application to the City of Greenwood. **Keep in mind that receipt of your application should in no way be construed as final approval or confirmation of your request.** A representative from the City will contact you upon receiving the application and thereafter will serve as your primary point of contact for the processing of your permit. Copies of the application are forwarded and reviewed by all affected City departments and/or public agencies. You may be contacted individually by these departments or agencies only if they have specific questions or concerns about your event. Throughout the review process you will be notified if your event requires any additional information, permits, licenses or certificates. During the initial application reviewing process, you will be allowed time to provide us with all pending documents (e.g. certificate of insurance, secondary permits, etc.). These items must be received before issuing a Special Event Permit. Delays in providing these items often delay our ability to finish our review process and approve your application in a timely manner. Due to the many changing components of an event, in most cases, Special Event Permits are issued only a few days in advance of the event date.

## SPECIAL EVENT PERMIT APPLICATION

### APPLICANT INFORMATION

Name of Event: \_\_\_\_\_

Requested Location for Event: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Contact During Event: Name: \_\_\_\_\_ Mobile #: \_\_\_\_\_

Event Web Site (if applicable): \_\_\_\_\_

Description of Event: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Estimated Attendance: \_\_\_\_\_

Type of Event:  Festival/ Fair

Race/Walk/Bike Ride

Parade/March

Concert

Other \_\_\_\_\_

Date(s): \_\_\_\_\_ Rain Date(s) (if requested): \_\_\_\_\_

Set-Up Begins \_\_\_\_\_ AM/PM Break-down Begins \_\_\_\_\_ AM/PM

Time Event Begins \_\_\_\_\_ AM/PM Time Event Ends \_\_\_\_\_ AM/PM

Does the event have a Twitter, MySpace, Facebook or other social networking page?  Yes  No

If yes, please list URL(s): \_\_\_\_\_

## CITY SERVICES

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

Do you anticipate that your event will generate any trash?  Yes  No

Will the event be serving/selling/distributing food or beverages?  Yes  No

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

***Applicants are responsible for cleaning and restoring the site after the event. If you reasonably believe that no litter will be generated during your event, please indicate above. NO GLASS CONTAINERS PERMITTED ON CITY PROPERTY. ALL FOOD AND BEVERAGES MUST BE SERVED IN PAPER, PLASTIC, ALUMINUM, OR STYROFOAM.***

## ALCOHOL

***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

***Pursuant to City of Greenwood Code of Ordinance Sec 18-59 and 60. Sec 18-59 A: It shall be unlawful for any person to maintain and operate as a pedestrian or from any building, any public place or on any premises whatsoever within the city, any radio or device of any kind which is designed to amplify, or does in fact, amplify sound and/or music whereby the sound created therefrom creates unreasonably loud excessive or disturbing noises, or where such devices are maintained and operated for advertising purposes or for purposes of attracting the attention of the passing public, or which is so placed and operated so that the sound coming from such devices can be heard to the annoyance and inconvenience of any member of the public upon any street, park, public place, private premises, from or within a car or other motor vehicle. No person shall play or operate any radio, stereo, phonograph, musical instrument or other amplified musical system which incorporates the use of loud speakers and/or amplifiers as a pedestrian in such a manner or with such volume as to annoy or disturb the quiet comfort and/or repose of any person and/or neighborhood in the vicinity. B) Nothing in this section shall be construed to prevent the city manager or his designee from issuing temporary permits for outdoor events sponsored by public, nonprofit, educational or religious entities on such terms and conditions as are in the public interest. Sec 18-60: It shall be unlawful for any person to play any radio, phonograph, or musical instrument in such a manner or with such volume, particularly between 11:30 p.m. and 7:00 a.m., as to annoy or disturb the quiet, comfort or repose of persons in any dwelling, hotel or other type of residence.***

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 11:30 p.m. unless special permission has been obtained from the office of the City Manager.***

## CITY SERVICES

**TENTS, TABLES, CHAIRS** – Tents, tables and chairs can be provided by the City to the applicant. Note that these items should only be requested if there is an absolute need. If it is determined that the items were requested and not used, the City reserves the right to deny future events to the applicant.

Will tents be **required** for the event?  Yes  No

List the number of tents: 10x10 (Limit of 5) \_\_\_\_\_ (Cost: \$15 per tent and includes set up by City staff)

10x20 (Limit of 2) \_\_\_\_\_ (Cost: \$25 per tent and includes set up by City staff)

Will tables be **required** for the event?  Yes  No *Note: Folding Tables are 6ft in length.*

The first 5 tables are provided at no cost to the applicant. Each additional table (above 5) is \$5 per tables.

List the number of tables (Limit of 10 total): \_\_\_\_\_ Picnic Tables  OR Folding Tables

**Note: Picnic tables are best used for events where people will be eating or socializing. Folding tables are best used for registration, sales, etc.**

Will chairs be **required** for the event?  Yes  No List the number of chairs: \_\_\_\_\_ (Limit of 20)

**Note:** The fee schedule below will apply if a stage is **required** for your event.

Will City staging be **required** for your event?  Yes  No If yes, indicate size below.

Cost for Stage (includes required setup by City Staff): Please indicate requested stage size below.

12ft x 16ft - **\$100**     12ft x 24ft - **\$125**     20ft x 24ft - **\$150**

Would you like tent(s) placed over the stage?  Yes  No (**Note:** The fee schedule above applies to tents)

**Note: Tents can be placed over the stage to provide shade. All staging, tents, tables, and chairs are required to be set up by city staff. Pavement Holes: Drilling into pavement (parking lots, streets, sidewalks, etc.) is strictly prohibited. All signage and anchoring must be accomplished with weights such as sandbags, concrete or water filled barrels.**

## 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. 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. If the event requires an extended time frame for set up, include details with a timeline listing the times and locations where streets or public property will be impacted and when dismantling will be completed. (If more space is needed, attach additional sheets.)

DATE	TIME	ACTION	ASSIGNED TO

## ROUTE AND TRAFFIC PLAN/PARADE PERMIT

- Road Race (Run)                 Bike Race                 Walk                 Bike Tour
- Parade                 Other \_\_\_\_\_
- Start Location (if applicable): \_\_\_\_\_ Finish Location: \_\_\_\_\_

Will the event need to close any road?     Yes     No    ***If yes, please indicate roads below.***

**Security:** Once your Special Event Permit has been approved by the Chief of Police, the Police Department will inform you of the number of police officers required to work the event (if any). The cost of each police officer is **\$25 per hour**, with a minimum of two hours per officer.

*Pursuant to City of Greenwood Code of Ordinances Ch.36 Article IV, Division II: Parades, a parade permit must be obtained from the chief of police no less than 14 days or more than 30 days before the date proposed to conduct the parade. A parade is defined as any parade, march, ceremony, show, exhibition, lecture, speech, entertainment, pageant, or procession of any kind, or any similar display, demonstration or conduct in or upon any street, including a sidewalk, park, or other public place in the city. If your event falls into the above referenced categories, please complete a Parade Permit Application (Appendix C). Note: The City of Greenwood has a preferred route for runs. While an additional route can be requested and reviewed by the Greenwood Police Dept., the attached is preferred.*

## FEE SCHEDULE

Please review event needs and recap below the City Services requested. Fees for equipment will be collected upon approval of your event. ***The City of Greenwood requires a 24 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***

**Stage:**     12x16 ft- **\$100**

12x24 ft- **\$125**

20x24 ft- **\$150**

**Tents:**     10 ft x10 ft- \$15 per tent    **Number Requested:**\_\_\_\_\_ (Limit of 5)

**Total Cost:**\_\_\_\_\_

10 ft x20 ft- \$25 per tent    **Number Requested:**\_\_\_\_\_ (Limit of 2)

**Total Cost:**\_\_\_\_\_

**Tables:**     1 Table- \$5    **Number Requested:** Picnic\_\_\_\_\_ Folding \_\_\_\_\_ (Limit of 10 total)

**Total Cost:**\_\_\_\_\_

*\*Note: The first 5 tables are provided at no cost to the applicant.*

**Chairs:**     No Charge    **Number Requested:**\_\_\_\_\_ (Limit of 20)

**Security:** Once your Special Event Permit has been approved by the Chief of Police, the Police Department will inform you of the number of police officers required to work the event (if any). The cost of each police officer is **\$25 per hour**, with a minimum of two hours per officer.

## INSURANCE REQUIREMENTS

*All events are required to provide liability insurance coverage. The applicant or, if applicable, the organization/sponsor holding the event shall maintain insurance in the amount specified below to cover the entire duration of the event. The applicant shall submit a certificate of insurance verifying the following minimum coverage(s) and specifically identifying The City of Greenwood as an additional insured. The certificate of insurance must be provided directly to the City by the insurance company prior to issuance of the Special Event Permit.*

The Event shall carry comprehensive general liability insurance with limits of liability not less than \$1,000,000. Has liability insurance listing the City as additional insured been secured?  Yes  No

*Note: The City of Greenwood does not sell insurance. This type of insurance policy can, however, be acquired from most private insurance carriers. Your permit will not be issued if the Certificate of Insurance has not been received prior to the event.*

## SUBMISSION & REVIEW

Your application will be reviewed, and you will be contacted by a City employee to determine approval or denial of your request. Upon approval, you will submit all required fees within 10 business days.

*The City of Greenwood requires a 24 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*

### **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 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. The City of Greenwood should not be used in connection with event advertising.

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

**MAILING ADDRESS: PO Box 40, Greenwood, SC 29648**

**PHYSICAL ADDRESS: 520 Monument Street, Room 130, Greenwood, SC 29646**

**Solicitations Permit:**

Solicitation of donations are only permitted for properly registered charitable organizations. Persons or businesses selling goods door to door must obtain a business license from the City of Greenwood Finance Department. Persons or businesses requesting donations door to door must obtain a solicitation permit from the City of Greenwood 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.

**Please submit completed application to the Business License Office at 520 Monument Street, Room 130, Greenwood, SC 29646. For more information, contact (864) 942-8419.**

**CITY OF GREENWOOD, SC  
APPLICATION FOR SOLICITATION PERMIT OR CERTIFICATE**

Date: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Principal officers and managers (name & address):

President \_\_\_\_\_

Vice-President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Manager \_\_\_\_\_

Directors \_\_\_\_\_

\_\_\_\_\_

Purpose: \_\_\_\_\_

\_\_\_\_\_



Total amount of funds to be raised \$ \_\_\_\_\_

Total estimated expenses for solicitation \$ \_\_\_\_\_

List all persons participating in solicitation and their role:

NAME

ROLE

<u>NAME</u>	<u>ROLE</u>

Method of solicitation \_\_\_\_\_

Proposed dates of solicitation: From \_\_\_\_\_ through \_\_\_\_\_

Does applicant certify that if a permit is granted, it will not be used or represented in any way as an endorsement of the City of Greenwood or by any department or officer thereof? \_\_\_\_\_

Additional information \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

PLEASE ATTACH WRITTEN AUTHORIZATION OF THE ORGANIZATION REPRESENTED TO CONDUCT THIS SOLICITATION.

All of the above statements are true to the best of my knowledge, information and belief.

Signed by: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_

Notary Public, my commission expires \_\_\_\_\_

**City of Greenwood**  
**Application for Business License**  
**Public Show/Event**

Name of Promoter: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Soc. Sec. No: \_\_\_\_\_ or Fed. Ident. No: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Emergency No. \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ (not to exceed 7 days)

Type of Event: \_\_\_\_\_

Location of Event: \_\_\_\_\_

Estimated Gross Income for Event: \$ \_\_\_\_\_

Number of Exhibitors: \_\_\_\_\_ (please provide list of exhibitors)

*To be completed after Show/Event:*

Final Gross Receipts of Event: \$ \_\_\_\_\_ Promoter Initials: \_\_\_\_\_

Final Number of Exhibitors: \_\_\_\_\_

I Certify that all of the information stated above is true and correct to the best of my knowledge and belief. I understand that the city ordinance provides for penalties and license revocation for making false or fraudulent statements on this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

Subscribed and sworn to before me this \_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_

Notary Public: \_\_\_\_\_

My commission expires \_\_\_\_\_.

For Office Use Only

Class: 8.6B

Fee: \_\_\_\_\_

Code: 454390

Penalty: \_\_\_\_\_

Total: \_\_\_\_\_

Additional Fee: \_\_\_\_\_

**MAILING ADDRESS: P O BOX 40, GREENWOOD, SC 29648**

# Greenwood Police Department

Post Office Box 40, Greenwood, SC 29648, (864) 942-8405, fax (864) 942-8418

Persons or organizations wishing to host a parade in the City of Greenwood must obtain a parade permit from the City of Greenwood Police Department. Pursuant to City of Greenwood Code of Ordinances Ch.36 Article IV, Division II: a parade is defined as a march, ceremony, show, exhibition, lecture, speech, entertainment, pageant, or procession of any kind, or any similar display, demonstration or conduct in or upon any street, including a sidewalk, park or other public place in the city.

**Please mail the completed application to the office of the Chief of Police at PO Box 40, Greenwood, SC 29648 or hand deliver to 520 Monument Street, Room 103, Greenwood, SC 29646. For more information, contact (864) 942-8401.**

## PARADE APPLICATION

Date: \_\_\_\_\_

After reading and understanding the Parade Rules and Regulations, I am requesting to hold \_\_\_\_\_ parade in the City of Greenwood on \_\_\_\_\_, beginning at \_\_\_\_\_ (a.m./pm). Said parade will consist of approximately \_\_\_\_\_ units/persons and will last approximately \_\_\_\_\_ hour(s). It will be held with the understanding of the following routes being taken:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Person seeking to conduct the parade:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Organization and/or responsible person other than applicant:

Name and address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_