

Application Guidelines

Special event permits are required for any organized event involving the use of, or having an impact on public property, public facilities, parks, sidewalks, or public roadways in a manner that varies from its current land use. The Special Event Department's goal is to assist event organizers in planning safe and successful events that create minimal impacts on the communities surrounding the events.

- There is a \$25 application fee for special event permits with the exception of Civic and Nonprofit Organizations with proof of 501(C)3 status.
- Applications should be submitted a minimum of thirty (30) days prior to the event.
- Proof of insurance must be submitted fourteen (14) days prior to the event.
- SCDOT parade application (attached) must be submitted if streets are to be blocked.
- Inflatables are not permitted on City of Hartsville property.
- Smoking is not permitted on City of Hartsville property.
- Restroom arrangements are required to be made for events for more than 100 people.
- Outdoor cooking must meet SC DHEC standards, found online at www.scdhec.gov
- All vendors without City of Hartsville Business Licenses are required to obtain a Special Event License (\$25) from the Special Events Office.
- City Noise Ordinance enforces quiet hours from 10 p.m. – 7 a.m.
- The Showmobile Stage may be rented through the Special Events Office. Bookings are granted on a first come first served basis. The contract may be found at: <https://www.hartsvillesc.gov/government/forms>.
- Please know that SCDHEC, SCDOR, and the City of Hartsville all have the authority to visit any event to ensure compliance.
- Applicants are responsible for cleaning and restoring the site after the event.

Completion and submittal of this application does not guarantee approval. Any event located on city owned or maintained property is required to provide a certificate of general/property liability insurance for one million (\$1,000,000) dollars, no exclusions, with the City named as additional insured on applicable liability coverages. Contact local providers for more info. When needed, liability insurance may also be obtained through a TULIP Policy by visiting www.hartsvillesc.gov/TULIP and using the ID Code: 0501-668.

Please notify the Special Events Coordinator if there is a change after submitting application (time, date(s), location, route, etc.) Inaccurate and/or deviation from final approval may result in immediate revocation of the permit; the event may be invalidated and cannot proceed.

Return this application to the Special Events Coordinator. In person at The Key, 106 East Carolina Avenue, Monday – Friday 11 a.m. – 5 p.m. By mail to PO Drawer 2497, Hartsville, SC 29551. By email to speialevents@hartsvillesc.gov.



Special Event Permit Application

Event Information

Today's Date: _____ Sponsoring Organization: _____

If non-profit, provide federal tax-exempt identification number: _____

Event Title: _____

Event Location: _____ Estimated Attendance: _____

Event Date(s): _____ Event Start Time: _____ Event End Time: _____

Contact Information (This person should be reachable the day of the event)

Name: _____ Email Address: _____

Address: _____

Phone: _____ Cell: _____

Social Media Links or Website for Promotional Purposes (if public event):

Event Description:

Please describe the type and size of the event (location, area used, entertainment, etc.) Please attach a map on a separate sheet of paper for events requiring street closures, stages, tents, trash roll carts, etc. The map must illustrate the streets to be closed, placement of tents, restrooms, trash facilities, vending areas, etc. Bonfires and other open flames must be approved by the Fire Marshal. Vehicles or cookers cannot be driven on grass or sidewalks of City Property.

Vendor Information:

Please list all vendors that will be participating in the event. All vendors without City of Hartsville Business Licenses are required to obtain a Special Event License (\$25) from the Special Events Office.

Event Setup:

Will tents be used for the event? Yes No *Identify location(s) on map.

Will any signs or banners be erected? Yes No *Must be approved by Business Navigator.

Will generators be used for the event? Yes No *Identify number, size and location(s) on map.

What arrangements have been made for restrooms? _____

Will there be any open flames used for the event? Yes No *Identify location(s) on map.

Will food items be cooked/prepared, distributed, or sold at the event? Yes No

If yes on the two above, please describe the steps taken to ensure fire safety.

*Outdoor cooking must meet S.C. Department of Health and Environmental Control (DHEC) standards, found online at <http://www.scdhec.gov>. For more information on these standards, contact DHEC at 843.661.4858. 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 at the event? Yes No *If so, attach a copy of the temporary alcohol license.

Describe the steps you will take to discourage underage drinking. Ex. Wristbands, Security, Etc.

If event is held on city property, a liquor liability insurance policy is required, and can be purchased through TULIP at www.hartsvillesc.gov/tulip or from an insurer authorized to do business in the state of South Carolina. Alcohol vendors or servers are responsible for obtaining a license from the SC Department of Revenue to serve alcohol during an event.

City Services

The City of Hartsville offers the below services for events at the listed prices.

- Roll-carts - \$15 per cart, 10 maximum unless approved
- Race, marches or other events requiring closure or traffic/pedestrian control - \$50
- Utility provisions – Water and/or Electricity: \$10 per hour
- Vendor’s License Fee - \$25, Apply in Special Events Office
- Festivals or events held for 2 or more consecutive days are processed \$25 each additional day.
- Crowd/Traffic Control/Police Assistance - Hartsville Police Department will reach out to the event organizer to discuss specific needs and provide pricing. This is paid to each individual officer and not incorporated into the event permit price.

(Please Check all that Apply)

- 95 Gallon Trash Roll Carts _____ Number of Roll Carts Needed x \$15 = _____
- Barricades _____ Number Needed \$50 Total
- Utility Provisions _____ Water Hours Needed _____ Electricity Hours Needed x \$10 = _____
- Crowd and Traffic Control (Police Assistance) Please explain below. HPD will reach out to event organizer to discuss specific needs.

Hold Harmless Clause

Permitter/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. Permitter 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, loss of 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 omission of permittee or its officers, agents, and employees.

Please note, completion and submittal of this application does not guarantee approval. Event contact person will receive an approved copy of the permit when all of the event requirements have been met. Special Events Coordinator will keep the contact person updated on the approval process. The Approved Special Event Certificate must be in the possession of the on-site contact person during the event.

Applicant Signature: _____ Date: _____



Special Event Permit Application

For City Use Only

Reviewed and Approved By:

Police Department: _____	Date: _____
Public Service: _____	Date: _____
Fire Department: _____	Date: _____
Parks & Recreation: _____	Date: _____
Risk Management: _____	Date: _____
City Manager: _____	Date: _____

Checklist and Separate Fees

- \$25 Application Fee
- Festival or event held for two or more consecutive days - \$25.00 per day
- Race, march or other event requiring closure or traffic/pedestrian control - \$50.00
- Temporary electricity and water provisions - \$10 per hour each Total: _____
- Provision for roll carts and collection - \$15.00 per cart Total: _____
- Vendor's License Fee - \$25, contact Special Events Office
- Police Assistance
- Certificate of Insurance – General/Property
- Liquor Liability Insurance
- S.C. Department of Transportation Form
- Police Assistance
- Bonfires approved by Fire Marshal, Hartsville Fire Department, 843.383.3000

Total Fees = _____

Insurance Received
 DOT Approved
 Fees Paid
 Permit Issued



South Carolina Department of Transportation

Request to Conduct a Parade in: Hartsville, SC

Applicant: _____ Phone Number: _____

Address: _____

Sponsoring Organization: _____

Type of Parade: _____

Time of Parade: _____ Date of Parade: _____ Day: _____

Duration of Parade: _____

Route of Parade: _____

Vehicular

Pedestrian

The South Carolina Department of Transportation shall waive its objection to your holding this parade, provided it is held in a safe and orderly manner; that ample protection is provided for the traveling public, that the route will not be blocked before and after the parade, and that permission has been obtained from the City/Town, and all City and County ordinances have been complied with.

District Engineering Administrator