



City of Charleston
Special Event Permit Application
www.charleston-sc.gov/recreation

823 Meeting Street
 Charleston, SC 29403
 Office: (843) 724-7327
 Fax: (843) 720-3943

I. GENERAL INFORMATION

Name of Special Event and Location: _____

Applicant Name: _____

Organization: _____

Mailing Address: _____

Work Phone: _____ Fax: _____

Cell: _____ Email(s): _____

Special Event Web Site: _____

II. DESCRIPTION OF SPECIAL EVENT

Provide a brief description and purpose of the Special Event:

Mark components of Special Event:

- | | | |
|--|---|---|
| <input type="checkbox"/> Road Closures | <input type="checkbox"/> Traffic Control | <input type="checkbox"/> Parking |
| <input type="checkbox"/> Security | <input type="checkbox"/> Alcohol | <input type="checkbox"/> Amplified Sound |
| <input type="checkbox"/> Live Music | <input type="checkbox"/> Portable Restrooms | <input type="checkbox"/> Retail Vendors |
| <input type="checkbox"/> Food Vendors | <input type="checkbox"/> Tents or Canopies | <input type="checkbox"/> Stage or Bleachers |
| <input type="checkbox"/> Signs and Banners | <input type="checkbox"/> Need for electricity | <input type="checkbox"/> Fireworks |
| <input type="checkbox"/> Admission Fee | <input type="checkbox"/> Need for water | <input type="checkbox"/> Inflatables/Jump Castles |
| <input type="checkbox"/> Animals | <input type="checkbox"/> Other: _____ | |

Estimated Attendance: Participants _____ Spectators _____ Volunteers _____

III. DATE AND TIME OF SPECIAL EVENT

Setup	Day/Date _____	Start Time _____	End Time _____
Day 1	Day/Date _____	Start Time _____	End Time _____
Day 2	Day/Date _____	Start Time _____	End Time _____
Dismantle	Day/Date _____	Start Time _____	End Time _____

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

IV. TYPE OF SPECIAL EVENT

Check the type of Special Event you plan to hold:

- Festival** –A stationary Special Event on public streets, sidewalks, trails and/or a public place, held one day or more and includes festivals, fairs, carnivals, rallies, concerts, and sporting events.
- Parade, Procession or March** – An organized group marching or in procession, whether on foot, animal, or vehicle, held on public streets, sidewalks, trails, and/or a public place.
- Bike or Wheeled Race** – A bike or wheeled race held on public streets, sidewalks, trails, or a public place.
- Foot Race or Walk** – A foot race or walk held on public streets, sidewalks, trails, and/or a public place.
- Commercial Film or Photographic Activities** – A movie, commercial, or fashion industry photography on public property or in the public right of way.
- Private Party or Block Party** – a private Special Event requesting street closures.

V. SPECIAL EVENT PLAN

Safety and Security

The Special Event Applicant shall be required to provide adequate security for the Special Event as directed by the Chief of Police.

Applicant may be required to hire sworn off-duty City of Charleston Police Officers or hire private security personnel or t-shirt security approved by the City of Charleston Police Department to provide security and ensure public safety.

- Cost for off-duty City of Charleston Police Officers is \$25.00 per hour per officer for a minimum of four hours.
- Cost of private security or t-shirt security is set by the applicant's selected security companies. A Police Security Agreement must be signed and sent to the Special Events Chair prior to the Special Event Permit.

Some components that may require security:

- Beer and Alcohol Sales
- Road Closure Security
- Overnight Security
- Special Event Area Security
- Money Handling Security
- Gate Security
- VIPs and Celebrity Security
- Private Parking Lot Security
- Stage Security

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Trash and Recycling Removal Plan

What is your detailed cleanup plan for the event?*

Do you have a sanitation and recycling removal plan? Yes No

If yes, please describe: _____

For more information on recycling options at Special Events, contact Keep Charleston Beautiful at (843) 579-7501 or www.keepcharlestonbeautiful.org.

*Applicants are responsible for cleaning and restoring the site after the Special Event. **Cleanup should begin within one hour after the Special Event is concluded** and continue until completed. Site must be cleared within 72 hours of the conclusion of the Special Event.

Note: The cost of any City of Charleston employee overtime incurred because of an applicant's failure to clean and restore the site following the Special Event will be borne by the applicant, including but not limited to, the retention of deposits.

Tents, Stages, Inflatables and Signage

Permits are required for certain tents and canopies based on size and configuration of placement. Call the City of Charleston Inspections Division for information and instruction at (843) 724-7431 or 724-7433.

Will tents or canopies be used during the Special Event? Yes No

If yes, list number, types, and sizes of tents/canopies: _____

Will Inflatables (i.e. jump castles) be used during the Special Event? Yes No

If yes, list number, type, size, square footage and, location: _____

Will signs or banners be hung on site? Yes No

If yes, list number, size, location, and material: _____

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.



Vendors

Does the Special Event include retail or food vendors? Yes No

If yes, please check the ones that apply and provide the license number:

- Persons or Businesses engaged in any “calling, occupation, profession or activity with the object of gain, benefit or advantage, either directly or indirectly” are required to purchase a City of Charleston Business License. Licenses are based on gross income pursuant to SC law. License Number: _____

Please note that any business selling prepared foods and beverages is required to collect the City of Charleston’s 2% hospitality tax from patrons purchasing the products and remit the tax to the City of Charleston Revenue Collections Division.

Forms and ordinances for the Business License and Hospitality Tax may be found on the City of Charleston website www.charleston-sc.gov under the Revenue Collections Division information. If you have any questions, you may call (843) 724-3711.

- Persons selling products are also required to have a SC Retail Sales Tax license. Questions regarding the SC Retail License may be directed to the SC Dept. of Revenue at (843) 852-3600. License Number: _____
- Sale of alcoholic beverages requires an ABL-900 Temporary License from the SC Department of Revenue’s Alcoholic Licensing Beverage Division. The serving of alcoholic beverages may of alcoholic beverages require an ABL-900 Temporary License from the SC Department of Revenue’s Alcoholic Licensing Beverage Division. Go to www.sctax.org and select the Beer-Liquor-Wine-Bingo heading on the left side of the homepage. Select Forms. Select Alcohol Beverage Licensing and scroll to ABL-900. The Department of Revenue in Charleston is located at #3 South Park Circle which fronts Citadel Mall and is off Sam Rittenberg Blvd. (West Ashley) or call (843) 852-3600 locally and in Columbia (803) 898-5864. License Number: _____
- Preparation and sale of food requires contacting the SC Dept. of Health and Environmental Control, call (843) 202-7020.

List each vendor, type, and if food related Cooking Method and Disposal Method of food or cooking oils (list may also be attached to application):

Vendor	Type	Cooking Method	Disposal Method

Note: For each cooking location, the City requires a K Type Fire Extinguisher.

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Amplified Sound

Sections 21-16 and 21-17 of the Code of the City of Charleston restrict the volume of sound and/or music at any Special Event. Amplified sound and/or music must stop at 11 p.m. The City of Charleston Special Events Committee restricts amplified sound and/or music to 65dBA on all City of Charleston property.

Will the Special Event have amplified music or sound? Yes No

Please describe type of amplified sound and start and finish times:

Note: Amplified sound is prohibited in Hampton Park, Waterfront Park or White Point Garden.

Portable Restrooms and Sinks

Portable restroom facilities must be provided unless documentation is submitted that there are a sufficient number of public restroom facilities which are ADA accessible that will be available to attendees during the Special Event. The City of Charleston recommends **one chemical toilet for every 150 people** estimated to attend the Special Event. Ten percent of these facilities should be ADA accessible. This figure is based on the maximum number of attendees at your Special Event during peak time. The City may determine the total number of required restroom facilities at a Special Event on a case-by-case basis.

Do you plan to provide portable restrooms facilities at your Special Event?

Yes No

How Many? _____ Number of ADA Accessible _____

Company providing restrooms: _____

Equipment Setup: Date _____ Time _____

Equipment Pickup: Date _____ Time _____

If no toilets will be provided, please explain: _____

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Public Safety Issues

Crisis Management Contact Information

Each Special Event is required to submit 24-hour emergency contact information for primary contacts. For city-sponsored Special Events, the Police Department will create a National Incident Management System (NIMS) plan for all major Special Events.

Primary Contact Name: _____

Phone Number: _____ Mobile Number: _____

Address: _____

Fire Safety Information

Will the Special Event have any hazardous or flammable materials, such as fireworks, propane, butane, gasoline, diesel tanks, or helium tanks? Yes No

If yes, please describe: _____

Contact the Charleston Fire Marshal Division for information and instruction at (843) 724-3429 or email CFD@charleston-sc.gov.

Note: Fire hydrants cannot be blocked during a Special Event.

Emergency Medical Services

Will first aid staffing/equipment be provided during the Special Event? Yes No

Emergency Service Provider Name: _____

Phone Number: _____ Alternate Number: _____

Site Location: _____

Times of Operation: _____

Note: This type of support will be mandated on a case-by-case basis.

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.



Site Plan

Provide a site plan sketch of the Special Event. For maps of city-owned facilities and parks, visit www.charleston-sc.gov.

Please note the location of entrances and exits, retail, food, and alcoholic beverage vendors, controlled alcohol consumption areas, tents, stages, bleachers, amplified sound, signs or banners, portable restrooms, electric and water hookups, first aid stations, fire extinguishers, garbage and recycling receptacles, barricades, hazardous materials, fire hydrants, exhibits, and security.



Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Traffic Control Plan

Please provide a Traffic Control Plan to be approved by the Traffic and Transportation Department and the Police Department. Include the information below as well as any additional information that may apply to the event:

- The proposed route to be traveled, including the starting and finishing points. Also, clarify the direction the event will move.
- A routing plan for traffic, which includes roads requesting be closed to vehicular and other traffic during the event. Include contact arrangements/plan to resolve potential conflicts with people trying to access residences, businesses, places of worship, carriage tours, public facilities, and public transportation or other situations that will be affected by the event.
- Proposed locations for barricades, signs, meter bags, volunteers, and police. This portion of your Traffic Control Plan with the assistance of City of Charleston officials will be reviewed for approval after initial submission of the application.
- The Police Department will determine the timeline for the closure of all venues.
- A minimum of a 10-foot wide emergency access lane is required throughout the event site. Therefore, no permanent structures or fixed objects may be erected along this route.
- The event must maintain pedestrian access on the public sidewalks.

The City of Charleston Police Department has final discretion over the Traffic Control Plan, including but not limited to the placement and number of all barricades, signs, meter bags, volunteer and police locations.

Traffic Control Plan—Parking & Traffic Information

Check the type of event:

Run or Walk Bike or Wheeled Race Parade Other _____

Start Location: _____ Finish Location: _____

Estimated # of Participants: _____ Estimated # of Vehicles: _____

On street/spaces available? Yes, # of spaces: _____ No

Off street/spaces available? Yes, # of spaces: _____ No

Parking garages available? Yes (complete the information below) No

Parking Garage locations, lots, # of spaces:

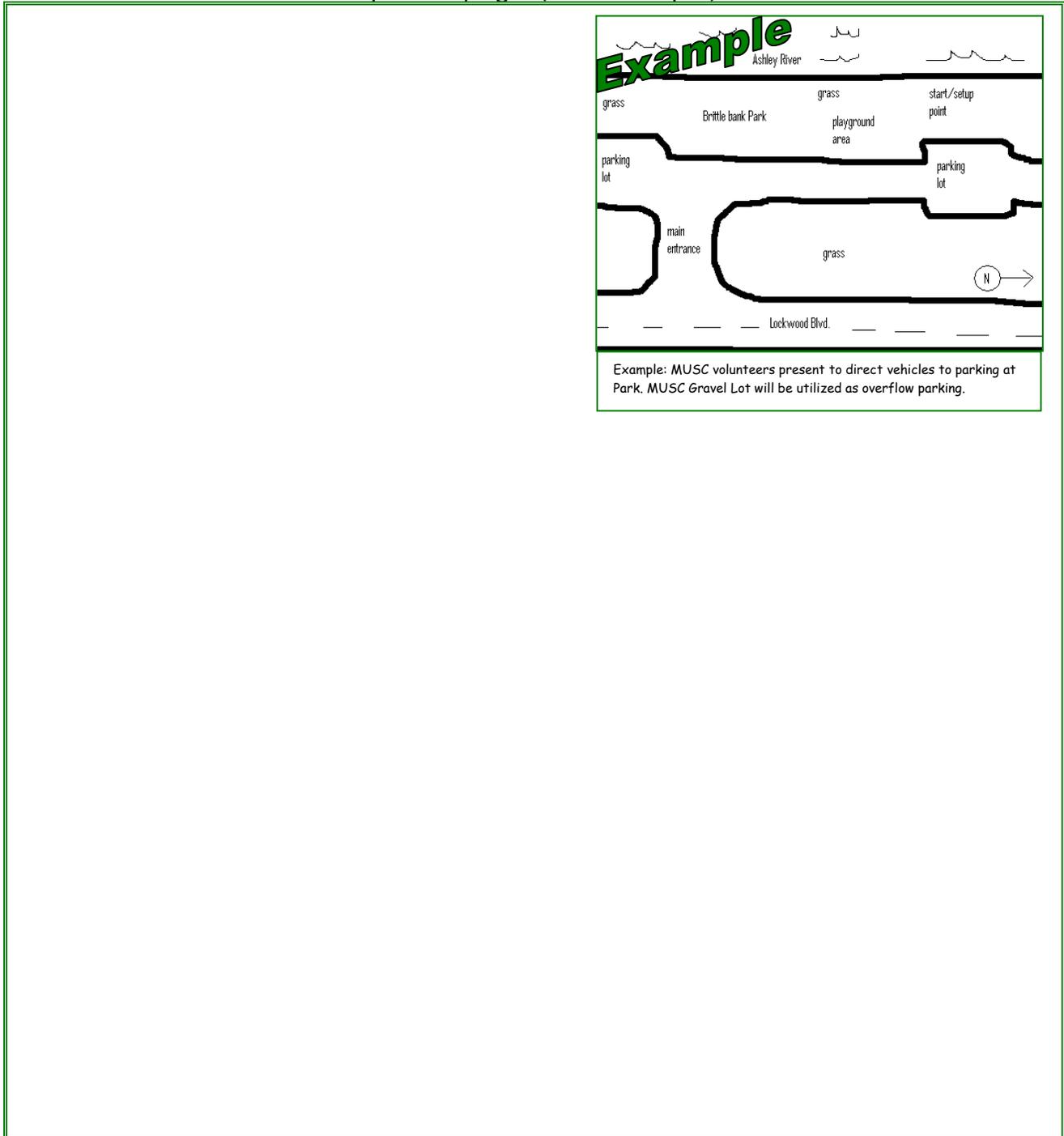
Note: Please put Not Applicable (NA) for all sections that do not relate to your event.



Traffic Control Plan—Parking Plan

Provide a sketch of the event's anticipated parking and exit plan. For maps of city-owned facilities and parks, visit www.charleston-sc.gov.

Please note the location of all entrance/exit/start/stop locations, parking lots, garages, spaces, etc... Sketch should be provided by the party responsible for parking. Include a brief explanation of parking scenario on the sketch. If needed, use the back or attach a separate page (see example).



Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Traffic Control Plan—Road Closures Schedule

Will the event require road closures and/or barricades? Yes No (Circle Which)
If yes, please complete the road closure schedule below.

Does the event restrict access to any private or public parking lots? Yes No
If yes, the applicant must provide a signed letter of notification to all impacted parties before the special event permit will be issued.

Road Closure and/or Barricade Street Name	From	To	Date	Time

Neighborhood Notification

Special Events that impact City of Charleston residents or businesses require that neighborhoods be notified by letter 30 days prior to Special Event. A reminder to individual businesses and to Neighborhood Presidents with a copy to the Director of Neighborhood Services is required 15-days prior to the Special Event. Notices must reflect the date, time, locations, types of activities taking place during the Special Event, and Special Event coordinator contact information. An example letter is provided below.

A sample of the notification letter and a list of impacted neighborhoods and businesses are attached to this application. Yes No

Example

"Dear President of [NEIGHBORHOOD]:

Our organization is hosting an [EVENT] on [DATE]. We anticipate the event lasting from [TIMES]. We have applied for a Special Events permit with the City of Charleston. In accordance with City requirements, we are notifying all impacted neighborhoods. Our event will impact the [LIST ALL IMPACTED STREETS AND NEIGHBORHOODS, INCLUDE DESCRIPTION OF THE IMPACT]. We will be placing informational flyers about the event in your area. Please let me know if you have any questions or concerns. For more information, contact [EVENT CONTACT PERSON and PHONE]."

Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Alcohol Plan

Will alcoholic beverages be served without charge? Yes No
Will alcoholic beverages be sold? Yes No
What type of alcohol will be served? Liquor Beer Wine
Who will be serving the alcohol? N/A
 Self Serve Volunteers Caterer
 Licensed Bartenders Staff Other _____

List designated areas where alcohol will be served and consumed: _____

Times for alcohol to be served*: Start: _____ Finish: _____ N/A

****Please note that all alcohol ticket sales must end 40 minutes prior to the Special Event ending time and alcohol service must end 20 minutes prior to the Special Event ending time.***

Please note that the following controls will be followed at Special Event service alcohol:

- The Special Event sponsor shall be required to establish a controlled entrance and exit location by the posting of signage, 11" X 17" size, stating that alcoholic beverages are prohibited beyond the permitted area with refuse containers adjacent to the signage. As required by the Chief of Police or his designee, a controlled area for the serving and consumption of alcoholic beverages during the Special Event may be required.
- No alcoholic beverages shall be served within **20** minutes of the conclusion of the Special Event. No more than **2** alcoholic beverages shall be served to any person at any one time.
- No alcoholic beverages shall be served to any person unless such person has been issued a wristband by the Special Event sponsor which indicates that the person has shown valid proof of being at least 21 years of age.
- No alcohol should be served to Special Event attendees that are visibly intoxicated.
- The Special Event Applicant and invitees shall be in compliance with all other applicable federal, state, local statutes, ordinances, rules, regulations, licenses and permits, including permits required by the South Carolina Department of Revenue.
- No outside alcohol shall be permitted within the controlled area.
- Tailgate party activity that includes the consumption of alcohol, where authorized, in the parking lot(s) of a venue, may take place for **ONLY** two hours before the gates open **where alcohol is going to be served** inside the stadium/arena.
- **Where alcohol is going to be served** inside the stadium/arena, no tailgate party activity will be permitted at the conclusion of the event in the parking lot(s) of a venue.
- Tailgate party activity that includes the consumption of alcohol, where authorized, in the parking lot(s) of a venue, may take place for a period of time prior to the opening of the gates to be determined by the Special Events Committee **where alcohol is not going to be served** inside the stadium/arena.
- **Where alcohol is not going to be served** inside the stadium/arena, tailgate party activity that includes the consumption of alcohol, where authorized, may take place in the parking lot(s) of the venue for **ONLY** two hours at the conclusion of the event i.e., sporting event or rock concert.

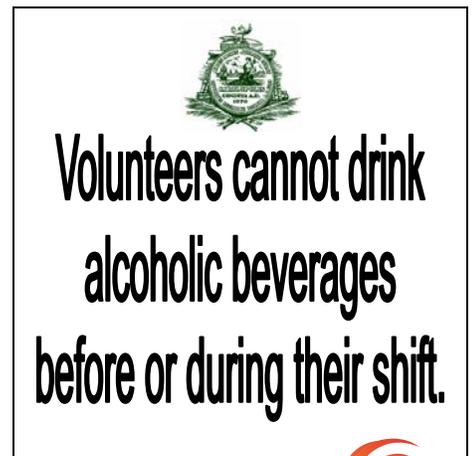
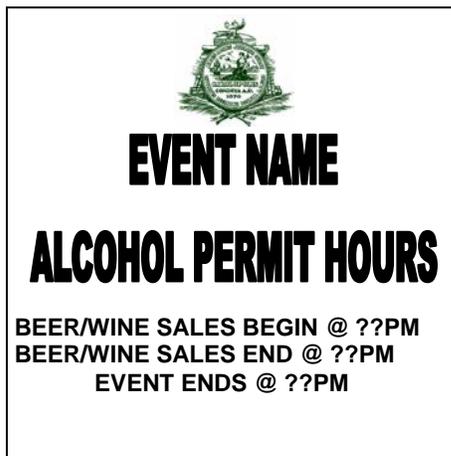
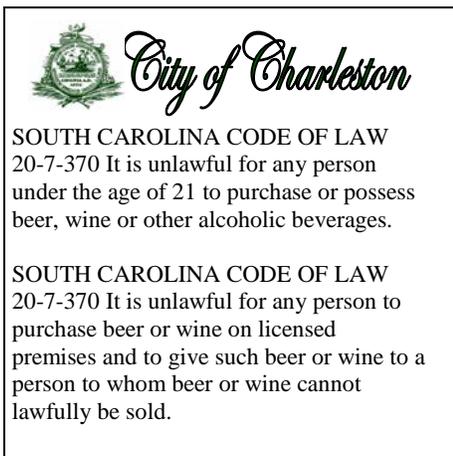
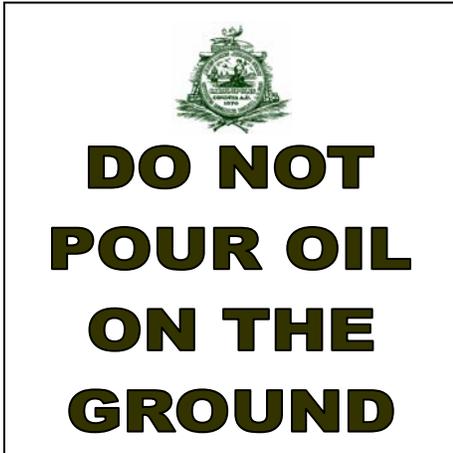
Note: Please put Not Applicable (NA) for all sections that do not relate to your event.

Signage

The Special Event Applicant shall be required to follow all City of Charleston ordinances and policies and South Carolina laws. Applicant may be required to print and hang signs that display applicable rules and regulations.

Components that may require signage (examples are shown below):

- Beer and Alcohol Policies
- Wristband Policies
- Parking Policies
- NO TAILGATING
- Parking Areas
- Prohibited Areas
- Smoking Policies
- No Pets
- Event Times _____



Insurance Requirements

Major and Medium Special Events must comply with the insurance requirements below to be able to obtain a Special Event Permit:

A Major Event is a Special Event which impacts multiple city departments, has 1000 or more people in attendance, and has an impact on any street, right-of-way, and/or a City owned or managed park or facility.

A Medium Event is a Special Event which impacts multiple city departments, has more than 500 but less than 1000 people in attendance, and has an impact on any street, right-of-ways, and/or a City owned or managed park or facility.

- **General Liability Insurance:** The Applicant must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy or its equivalent, written on an occurrence basis for bodily injury, personal injury, property damage and product liability, with a minimum of \$1,000,000 per occurrence naming the City of Charleston as additional insured on the policy.
- **Has General Liability Insurance listing the City as additional insured been secured?** Yes No N/A

Special Events requesting alcohol permits are all required to obtain the following:

- **Liquor Legal Liability Insurance:** If the Applicant intends to serve or sell alcoholic beverages at a Special Event, liquor legal liability coverage must be purchased. The liquor legal liability insurance can be endorsed to the general liability insurance policy or purchased naming the City of Charleston separately. The minimum acceptable limit of liability per claim and aggregate is \$1,000,000.
- **Has Liquor Legal Liability Insurance listing the City as additional insured been secured?** Yes No N/A

The Applicant shall submit a certificate of insurance verifying the following minimum coverage(s) and specifically identifying The City of Charleston as an additional insured. The City of Charleston does not sell insurance. However; this type of insurance policy can be acquired from most private insurance carriers. **Your permit will not be issued if the required insurance certificate(s) has not been received prior to the Special Event.**

Hold Harmless Clause

The Applicant hereby shall assume all risks incident to or in connection with the Special Event Permit 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 Special Event Permit. 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, judgments, or injuries directly or indirectly arising out of or in connection with the Special Event Permit or resulting from the negligence or intentional act or omission of Applicant and/or its officers, agents, and employees.

Applicant Signature: _____ **Date:** _____