

## CITY OF CHARLESTON SPECIAL EVENT FEE SCHEDULE

This list was developed as a guide for special event applicants to estimate costs associated with their event. Each event's fees will be calculated according to its location, size, attendance and city personnel requirements. A non-refundable application fee will be charged based on the fee structure below. Please note that additional fees may be charged for city services.

Special Event Type	Application Submittal Processing Time	Non-refundable Application Fee	Traffic and Transportation Fees (Does not include meter bag fees.)
<b>Small Event-</b> <i>means an event which impacts multiple city departments, has less than five hundred (500) people in attendance, and has an impact on a public street, right-of-way, and/or a city-owned or managed park or facility.</i>	60 days	\$50	Minor Street: \$200 Major Street: \$300
<b>Medium Event -</b> <i>means an event which impacts multiple city departments, has more than five hundred (500) and less than one thousand (1,000) people in attendance, and has an impact on a public street, right-of-way, and/or a city-owned or managed park or facility.</i>	90 days	\$150	Minor Street: \$200 Major Street: \$300
<b>Major Event -</b> <i>means an event which impacts multiple city departments, has one thousand (1,000) or more people in attendance, and has an impact on a public street, right-of-way, and/or a city-owned or managed park or facility.</i>	120 days	\$250	Minor Street: \$200 Major Street: \$300
<b>Commercial Film/Photography -</b> <i>event means movies, commercials, or fashion industry photography on public property, including public streets, sidewalks, trails and/or other public place.</i>	15 days	\$250	Regular street blocking & meter bag fees apply (19-524)

Other Traffic and Transportation Fees				
Fee Type	One Time Review Fee	Fee Per Day	Daily Inspection Fee	Deposit
<b>Meter Bags</b>	\$18.50	\$18.00 per space	\$17.50	\$20.00 per meter bag
<b>Non-Metered Parking Space</b>	\$18.50		\$17.50	--
<b>Dumpster Permit</b>	\$18.50	\$10.00	\$17.50	--

Park Use Fees (Based on the Number of Attendees)		
Expected Number of Attendees	Daily Park Rate	Load in/out rate
≤ 500	\$375	\$175
501-999	\$750	\$375
1,000 - 1,999 attendees	\$1250	\$575
2,000 - 2,999 attendees	\$1750	\$575
3,000 - 3,999 attendees	\$2500	\$575
4,000+ attendees	\$4000	\$575

Park Special Use Fees	
<i>Electrical Panel Access</i>	\$50
<i>Set Electrical Panel</i>	\$100
<i>Set Electrical Panel and Run Cable</i>	\$200

Refundable Park Deposits	
<b><i>Parks Damage/Turf Deposit/Cleanup Deposit:</i></b>  <i>This deposit covers failure to clean up and pick up equipment, turf or other damage caused by the event.</i>	Minimum \$125, \$1 per person, up to \$5,000

#### **ADDITIONAL INFORMATION**

- Special event permit application fee is non-refundable and due at the time of application submittal, prior to review by the Special Events Committee.
- Special event rental fees shall be paid by the applicant thirty (30) days prior to the date of the special event.
- Cancellation policy, excluding the non-refundable permit application fee:
  - Cancel 14 days or more prior to date of event: Full refund of rental fees and deposit
  - Cancel 7-13 days prior to date of event: 50% of rental fees and deposit refunded
  - Cancel 0 - 6 days prior to date of event: No refund of rental fees or deposit
- Deposit refunds are mailed within 60 business days after a post-event evaluation has been conducted.
- The Special Event Committee shall have the authority to revoke a special events permit (2-190). Revocation of permit results in loss of all fees and deposits.
- The City of Charleston cannot guarantee that an event may be rescheduled once cancelled for any reason.