

SPECIAL EVENT PERMIT APPLICATION

The organizer of a special event must fill out the application and return it to the Public Affairs Department following the timeline listed below:

- NOT LESS THAN 15 BUSINESS DAYS PRIOR TO THE START OF THE EVENT for events expecting attendance less than 200
- NOT LESS THAN 30 BUSINESS DAYS PRIOR TO THE START OF THE EVENT for events expecting attendance greater than 200.

A non-refundable application fee will be charged based on the attached fee schedule to cover the cost of processing. Other charges may be made for additional Town services.

Individuals, organizations and agencies wishing to conduct public gatherings on the Town of Chapin property are required to obtain a permit in advance. Special Events Permits must be obtained for the following events and any like activities whenever held on Town-owned property or on public rights of way within the Town:

Block Parties	Carnivals	Ceremonies	Concerts Road
Festivals	Performances	Filming	Closings
Park Events (with out a building)		Parades/races	

Any misrepresentation on this application or deviation from the final agreed route and/or method of operation described on the application may result in immediate revocation of the permit. All questions must be fully answered since most events result in several different activities. If a question does not apply, please write "does not apply" in that space. Please type or print the information clearly. You may attach additional sheets as necessary.

Official Town of Chapin events have priority in use of any town property or right-of-way. Other application for Special Event Permits are processed in order of receipt, and the use of particular areas is generally allocated in the order in which fully executed applications are received, and in accordance with considerations the Town of Chapin Public Affairs uses in deciding on the issuance of a permit as set forth below.

In order to insure the public safety and protection of the Town of Chapin, its businesses, and citizens, and to avoid conflict between events, the Town of Chapin may refuse or require alterations to a permit application.

Times may be changed at the sole discretion of the Town due to weather, infrastructure requirements, and repair to utilities, participant behavior, and other considerations of safety for persons and property and good public order. For the same reasons a permit may be require additional conditions and time limitations.

The Town of Chapin Public Affairs Director or designee shall have the authority to consider any application which is filed less than 15 days before the date sought. An application for any permit required by this section shall be made to the Town official, accompanied by a nonrefundable processing fee in accordance with the schedule of permit fees as fixed from time to time by the Town, as set forth and contained in the Town clerk's official record of utility rates, deposits and miscellaneous fees and charges for the Town. The information requested by the Special Event Application Form will be used to determine your eligibility for the permit requested. Completed forms may be released up-on the request of any citizen as provided by the Freedom of Information Act. Completion of the form is voluntary, however, failure to do will prevent processing of your application. Incomplete applications will be returned.



Permit # 20-_____

Date Approved: _____

Non-Refundable Processing Fee

\$ _____

Name of Event:		
Specific Location of Event		
Date(s) of Event:		
Organization Represented:		
Person in Charge of Event: (applicant)		
Street Address		City / State / zip
Home Phone:	Work:	Cell:
Email:		
Date of Birth:		Drivers License #:
Start Time of Event:		End Time:
Road Closure Begins:		Road Closure Ends:
Set up begins:		Clean up/Take down will end:
This event is a _____ event to be held on _____ property (private/public) (private/public)		
Expected Number of Participants:		Expected Number of Spectators:
Does your Event carry liability insurance listing the Town as co-insured? [] Yes [] No		
Link to Event Logo: Event Web Site:		
Does the event have a Twitter, Myspace, Facebook or other social networking page [] Yes [] No If yes, please list URL(s):		
Is your Organization a charity or non-profit organization [] Yes [] No Name of Charitable or non-profit organization:		
Will the proceeds from this event benefit any organization? [] Yes [] No Name of Organization:		
Describe type and size of event (how much area to be used, stages, entertainment, etc) Please attach a simple sketch of the event site on a separate sheet of paper.		

FOR OFFICE USE ONLY		
Received: _____		
E-mailed Depts.: _____		
Posted: _____		

TENTS AND SIGNAGE

Will tents be used for the event? Yes No

Please describe the size and type of tent(s) _____

A site plan showing the location of a tent(s) will need to be provided. Also, the Town may require a fire rating on the tent(s) utilized during the event.

***Pavement holes/marring:** Drilling into the pavement (parking lots, streets, sidewalks, curbs, etc.) is strictly prohibited. All signage and anchoring must be accomplished with weights such as sandbags, concrete or water filled barrels*

Will any signs or banners be hung? Yes No

If yes, please list size and locations: _____

Fastening or attaching any rope, signs, banner, flyer or other objects to any tree, shrub, or park feature is strictly prohibited.

Temporary signs must be approved by the Zoning and Planning Department in accordance with the Town's Sign Ordinance. It is unlawful for any person to place, post, paint, erect, display, secure or maintain any sign or banner pertaining to the special event unless pre-approved by the Town, based upon the application and permitting process. Evidence of the event's sign permit may be required at any time during the event. For a sign permit, please contact Zoning and Planning Department at 575-8045.

TEMPORARY WIRING & GENERATORS

Temporary wiring must be approved prior to the special event. Additionally the use and locations of generators must be approved by the Town prior to the event.

Describe any power needs and location of power source: _____

Will generators be used? Yes No

If yes, list number, size, and location _____

TOWN SERVICES

The Town of Chapin does not provide amenities such as portable washrooms, sound systems, podiums, tables, chairs, tents, canopies or other equipment. Such items may be provided by the Town for an agreed upon fee.

Barricades: Yes No How many _____ Location _____

Who will be responsible for placing barricades? _____

Applicants are responsible for cleaning and restoring the site after the event. Please pick up all trash including paper, plastic, bottles, cans, and event marketing signs. The cost of any employee overtime incurred because of an applicant's failure to clean and/or restore the site following the event will be borne by the applicant.

PUBLIC PROPERTY CLEANUP

Contracted Personnel or volunteers may be used if indicated below. What is the clean-up plan for the event?

SAFETY & SECURITY

(Check types of security needed and the number of Officers):

- | | |
|--|--|
| <input type="checkbox"/> Beer/Alcohol Security _____ | <input type="checkbox"/> Stage Security _____ |
| <input type="checkbox"/> Event Area Security _____ | <input type="checkbox"/> Road Closure Security _____ |
| <input type="checkbox"/> Traffic Control _____ | |

Dates and times for security to be on site: _____

The applicant must provide adequate security for the event as directed by the Town of Chapin Police Department. Applicant may be required to hire sworn off-duty officers to provide security to insure public safety. Such officers should be graduates of the South Carolina Law Enforcement Academy, have a working knowledge of the Town of Chapin Police Department procedures and be approved by the Chief of Police. Off-duty, Town of Chapin Police Officers are sometimes available. For additional information, contact the Police Department at (803) 575-8500.

What arrangements have been made for medical assistance if needed? _____

Site Location _____

Times of Operation _____

ALCOHOL

Will alcoholic beverages be served? Yes No

Will alcoholic beverages be sold? Yes No **If yes, SC ABC permit required.**

What type of alcohol will be served?

Draft Beer Canned Beer (served in plastic or paper cup) Wine

Who will be serving the alcohol?

How will the applicant prevent underage participants from possessing alcoholic beverages?

Times for alcohol to be served: **(All alcohol service must end 15 minutes prior to your event ending time.)**

Locations within the site where alcohol will be served:

Have you applied for a South Carolina temporary ABC permit? Yes No

Copy of the SCDOR ABL permit must be submitted with application

Copy of the non-profit status sheet must be submitted with this application

Name of insurance company providing the event, and naming the Town of Chapin as co-insure, with liquor liability insurance. _____

Copy of this document must be submitted with application

VOICE / MUSIC AMPLIFICATION

Permission to include music or amplified sound including megaphones, as part of a special event may be given. The Town reserves the right to limit the sound application equipment so as not to be unreasonable

Are there any musical entertainment features related to your event?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Will your event use amplified sound	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Notification letter to residents and business of music.

VENDORS

All proceeds from an event which generates revenue, including the sale of food and/or beverages, must apply for a local Town business license and a South Carolina retail tax license. To request a Town business license call the Town Administrative Department at (803) 345-0416. To request a form for a SC retail license call (843) 839-2960 or write to SC Department of Revenue – PO Box 30427, Myrtle Beach, SC 29588

Does the event include mechanical rides, space walk, inflatable's or other attractions? Yes No If yes, additional insurance coverage will be required

If yes, with what company? _____

List details, if any: _____

Applicants must receive approval for mechanical rides and if approved, compliance with electrical Town codes must be addressed.

Applicant assumes all risks incident to or in connection with the permitted activity and shall be solely responsible for damage or injury, of whatever kind of nature, to person or property, directly or indirectly arising out of or in connection with the Town, its officers, agents, employees, and representatives and hold the Town 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. Liability insurance in the amount of one million (\$1,000,000.00) naming the Town of Chapin as an additional insured will be required for events held on property owned or controlled by the Town. The Town may require the spon-sor and/or vendor to provide higher levels of insurance, coverage, and policies as deemed necessary based on specific event risk factor and review by the Town's insurer. The Town, at its discretion, may waive the insurance requirement for small events.

Event Information

Rain policy for event: _____

List locations (cities) and dates of prior events held over the past five years: _____

For coordinating purposes, police officials can best contact the chairperson during the event at:

Location	Phone Number	Cell/Pager Number
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FOOD SERVICE

Food service is anyone serving, selling, sampling, or displaying food and/or beverages

Does the event include food vendors? Yes No
 Will there be cooking with grease? Yes No

If the event will have food or food vendors, please check the following that apply:
 Served Sold Catered Prepared Outdoors

List food items that will be distributed or sold at this event: _____

An applicant having any food service must contact DHEC for approval of any food preparation or service. Applicant must show a plan for clean-up and grease removal. Grease shall not be disposed of in public sewers or storm drains. Violators shall be subject to prosecution.

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

If yes, please list each vendor and specify cooking method (Gas, Electric, Charcoal, other)
 Use additional sheet if necessary

VENDOR	COOKING METHOD	FOOD ITEM

PORTABLE RESTROOMS & SINKS

The Town of Chapin Special Events Office recommends one (1) chemical or portable toilet for every 250 people, or portion thereof who attends your event. Ten percent (10%) of these facilities should be ADA accessible. This figure is based upon the maximum number of attendees at your event during peak time. The Town of Chapin may determine the total number of required restroom facilities on a case-by-case basis.

Do you plan to provide portable restrooms at your event? Yes No

If yes: Total number of portable toilets

Number of ADA accessible portable toilets

If no: Please explain

Portable sinks are required at portable toilet location if the event has four (4) or more food vendors. Sink to portable toilet ratio 1:10.

Number of portable sinks

Restroom Company

Telephone

Equipment setup: Date Time

Equipment pick-up: Date Time

ROUTE & TRAFFIC PLAN FOR RUNS - RACES - WALKS - PARADES

The applicant must submit the proposed route with the application. The Town of Chapin reserves the right to change the route if conditions do not support the race route. The organizer of the event is responsible for assuring that the street can be cleared at any time for emergency vehicles.

Notification must be given to residents and businesses of street closures.

Road Race (run) Bike Race Walk Parade Other _____

Start Location (if necessary):	Finish Location:			
Will the event need to close any road? <input type="checkbox"/> Yes <input type="checkbox"/> No				
If yes, please fill in the following information (attach additional sheet if necessary)				
STREET	FROM	TO	DATES	TIMES

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 Applicants operation. Applicant hereby expressly agrees to defend and save the Town of Chapin 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 arising out of or in connection with the permitted activity or conduct of its operation or resulting from the negligence or intentional acts of omissions of Applicant, or its officers, agents and employees.

Applicant Signature

Date

Return application to the Public Affairs Department, Town of Chapin, 157 NW Columbia Ave. Chapin, SC 29036 or email to communications@chapin-sc.com

Event Checklist:

The following items must be submitted in order for your permit to be processed:

- _____ Completed Permit Application
- _____ Check made out to the Town of Chapin covering the non-refundable application fee A
- _____ sketch or diagram of the event and/or roads to be closed

The following items must be submitted before your permit will be issued.

- _____ Liability insurance in the amount of one million (\$1,000,000.00) dollars listing the Town of Chapin as co-insured
- _____ Notification letter to residents and businesses if there are road closures
- _____ Copy of non-profit status sheet
- _____ LIQUOR – Copy of SC temporary ABL permit, Liquor Liability in the amount of one million (\$1,000,000.00) dollars, Hold Harmless, copy of non-profit status sheet, signed certificate of Insurance

FOR TOWN USE ONLY

Date _____	Planning & Zoning _____
Date _____	Police Department _____
Date _____	Public Works _____
Date _____	Finance Director _____
Date _____	Public Affairs Director _____
Date _____	Other _____
Date _____	Other _____

SPECIAL EVENT VENDOR PERMIT

The license fee for each class of business shall be computed by a rate class. Generally, the rate class for a special event vendor would be classified as follows:

Business License Required for Vendors Participating in the Special Event

Event permit holders must notify all special event vendors, participating in the special event, that the Town of Chapin requires a valid Town business license for the duration of the event.

454390 *Peddlers, Solicitors, Canvassers, Door-To-Door Sales*

Direct retail sales of merchandise. (Nonresidents rates do not apply)

Temporary activities up to three (3) consecutive days (Separate license required for each sale period):

First \$2,000.00 \$25.00 Plus
Over \$2,000.00 \$2.75

To obtain a business license application, individual special event vendors should contact the Administrative office at (803)345-2444. Payment must be made to the Town of Chapin

List all commercial vendors who will be present during the event (serving , selling, sampling, or displaying). The event applicant will be charged \$10 per vendor with a current Town of Chapin business license and \$25 per vendor without a Town of Chapin business license.

Vendor Name	Fee

TOWN OF CHAPIN SPECIAL EVENT PERMIT SCHEDULE OF FEES

A non-refundable fee will be charges to cover the cost of processing. Other charges may be made for additional city services

<p><i>Festival or major event</i> May include: outdoor entertainment, sale food/beverages, and/ or generate revenue INCLUDES ROAD CLOSURES AND ATTENDANCE GREAT-</p>	<p>30 days prior to the event</p>	<p>\$100.00 two or more days \$75.00 single day</p>
<p><i>Festival or major event</i> May include: outdoor entertainment, sale food/beverages, and/ or generate revenue DOES NOT INCLUDES ROAD CLOSURES AND/OR</p>	<p>30 days prior to the event</p>	<p>\$75.00 two or more days \$25.00 single day</p>
<p><i>Private or Public Gathering</i> May include: outdoor entertainment, sale food/beverages, and service of alcohol INCLUDES ROAD CLOSURES AND ATTENDANCE GREAT-</p>	<p>30 days prior to the event</p>	<p>\$75.00</p>
<p><i>Private or Public Gathering</i> May include: outdoor entertainment, sale food/beverages, and service of alcohol DOES NOT INCLUDES ROAD CLOSURES AND</p>	<p>30 days prior to the event</p>	<p>\$50.00</p>
<p><i>Parade, procession, march, road race, bicycle race</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROADWAY AND ATTENDANCE GREATER THAN 200</p>	<p>30 days prior to the event</p>	<p>\$35.00</p>
<p><i>Parade, procession, march, road race, bicycle race</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROADWAY AND ATTENDANCE GREATER THAN 200</p>	<p>15 days prior to the event</p>	<p>\$25.00</p>
<p><i>Neighborhood block party or walk</i> INCLUDES THE RESTRICTION OR CLOSURE OF ROAD-</p>	<p>30 days prior to the event</p>	<p>\$25.00</p>
<p><i>Filming and Photography</i></p>	<p>15 days prior to the event</p>	<p>\$25.00</p>

