

CARL J. SMITH  
MAYOR

# TOWN OF SULLIVAN'S ISLAND

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FIRE CHIEF

## SPECIAL EVENT PERMIT APPLICATION

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_

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

Event Type: \_\_\_\_\_ Festival \_\_\_\_\_ Bicycle or Wheeled Race \_\_\_\_\_

\_\_\_\_\_ Foot Race or Walk \_\_\_\_\_ Parade/Procession

\_\_\_\_\_ Other – Please describe: \_\_\_\_\_

Event Name: \_\_\_\_\_ Organization/Company: \_\_\_\_\_

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

Work Phone: \_\_\_\_\_ Facsimile: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

E-mail(s): \_\_\_\_\_

Has the organization planned an event or Sullivan's Island before:

\_\_\_\_\_ (Yes) \_\_\_\_\_ (No)

How many years has this particular event existed: \_\_\_\_\_ Where: \_\_\_\_\_



**1. PARK/FACILITY/SITE LOCATION**

If your requested location is not available or not suitable for the type of permit requested, alternate sites may be offered if available.

Park/Facility/Site Requested for Event: \_\_\_\_\_

Property Owner Name: \_\_\_\_\_

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

**\*\*\*If the event occurs on private property, the property owner must sign the last page of this application before submission to the Town.**

**2. DESCRIPTION OF THE SPECIAL EVENT**

Provide a brief description and purpose of the Special Event (attach a separate page as needed):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**3. DATE AND TIME OF SPECIAL EVENT, SETUP AND DISMANTLE**

a) **Setup:** \_\_\_\_\_ (Day/Date); \_\_\_\_\_ Start Time; \_\_\_\_\_ Finish Time

b) **Event:** \_\_\_\_\_ (Day/Date); \_\_\_\_\_ Start Time; \_\_\_\_\_ Finish Time

c) **Dismantle:** \_\_\_\_\_ (Day/Date); \_\_\_\_\_ Start Time; \_\_\_\_\_ Finish Time

**4. COMPONENTS OF SPECIAL EVENT**

The Town of Sullivan’s Island does not provide or rent to the public the following items: portable toilets, staging, sound systems, tents, trash cans, recycle cans, grease traps, sandwich boards, tables, chairs, barricades, road signs or other equipment.

**Circle the following items that are an element of your event:**

- |                         |                      |                   |                       |
|-------------------------|----------------------|-------------------|-----------------------|
| Road Closure            | Traffic Control      | Parking           | Security              |
| Alcohol                 | Amplified Sound      | Live Music        | Portable Restrooms    |
| Retail Vendors          | Food Vendors         | Tents or Canopies | Stage or Bleachers    |
| Signs and Banners       | Need for Electricity | Admission Fee     | Need for Water Hookup |
| Inflatables/Jump Castle | Grease Disposal      | Animals           |                       |
- Other: \_\_\_\_\_

**5. SITE PLAN**

**Attach a basic site plan sketch of the Special Event to this application.**

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, trailers, electric and water hookups, first aid stations, fire extinguishers, garbage and recycling receptacles, barricades, hazardous materials, fire hydrants, exhibits, and security. *The area requested must be reasonably suited relative to the accessibility, size and nature of the proposed Special Event. The event must accommodate the special needs of disabled persons whose rights are protected under the Americans with Disabilities Act and choose to participate in the event.*

**FIRE HYDRANTS OR SIDEWALK CURB BREAKS THAT ARE USED FOR ADA ACCESSIBILITY MAY NOT BE BLOCKED AT ANYTIME.**

**6. NOTIFICATION TO IMPACTED RESIDENTS AND BUSINESSES**

Special Events that impact Town of Sullivan’s Island residents or businesses require that neighborhoods be notified by letter thirty (30) days prior to a Special Event. Notices must reflect the date, time, locations and types of activities taking place during the Special Event. Contact information for the Special Event coordinator shall also be included.

**Attach a sample of the notification letter, a list of impacted neighborhoods/residents, and businesses and any responses to this application.**

**7. SIGNAGE**

Will signs or banners be hung onsite? Yes \_\_\_\_\_ No \_\_\_\_\_

**NO OFF-PREMISE SIGNS OR SIGNS IN THE PUBLIC RIGHT-OF-WAY ARE ALLOWED. FASTENING OR ATTACHING ANY ROPE, SIGNS, BANNERS, FLIERS OR OTHER OBJECTS TO ANY TREE, SHRUB, OR PARK FEATURE INCLUDING LIGHT POLES ON ANY TOWN OF SULLIVAN'S ISLAND PROPERTY IS STRICTLY PROHIBITED.**

**8. TENTS, INFLATABLES, RIDES**

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

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

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**Pavement Holes/Marring:** Drilling into pavement (parking areas, streets, sidewalks, curbs, etc.) is strictly prohibited. All anchoring of tents must be accomplished with weights such as sandbags, concrete or water-filled barrels,

a) **Will generators be used:** Yes \_\_\_\_\_ No \_\_\_\_\_

b) **Will power source be needed:** Yes \_\_\_\_\_ No \_\_\_\_\_

c) **Will inflatables (jump castles, etc.), mechanical rides or other attractions be used during the Special Event:** Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, list number, type, size, square footage, location and, if drawing power from a Town source, indicated number of amps needed to operate (attach separate page if necessary): \_\_\_\_\_

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If contracting with a rental company for inflatables, indicate company name and address:

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

***If the event is to be held on Town property: Applicants contracting with amusement companies are required to provide the Town of Sullivan's Island with a certificate of insurance, naming the applicant and the Town of Sullivan's Island as additional insured on general liability declaration.***

### **9. PORTABLE RESTROOMS**

Portable restroom facilities must be provided unless documentation is submitted that there are sufficient number of public restroom facilities which are ADA accessible that will be available to attendees during the Special Event. The Town may determine that total number of required restroom facilities at a Special Event on a case-by-case basis.

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

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, how many? \_\_\_\_\_ Number of ADA Accessible portable restrooms: \_\_\_\_\_

Company providing restrooms: \_\_\_\_\_

Contact person on day of event: Name \_\_\_\_\_ Telephone \_\_\_\_\_

Equipment Setup: Date \_\_\_\_\_ Time \_\_\_\_\_

Equipment Pickup: Date \_\_\_\_\_ Time \_\_\_\_\_

If no toilets will be provided, please explain: \_\_\_\_\_

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**All toilets, handwash and grease must be removed from Town property within 24 hours. If the event is on Saturday evening, items can remain until 10:00 am Monday unless there is an event scheduled for that Sunday.**

**10. AMPLIFIED SOUND, STAGES**

Section 14-15 and 14-16 of the Town of Sullivan's Island Code of Ordinances restrict the volume of sound and/or music.

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

Name of company: \_\_\_\_\_

Contact person on the day of event: \_\_\_\_\_ Cell number: \_\_\_\_\_

Are there any musical entertainment features related to your event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, briefly describe music and, if applicable, attach schedule of any music or entertainment proposed to occur: \_\_\_\_\_  
\_\_\_\_\_

Number of stages: \_\_\_\_\_ Number of bands: \_\_\_\_\_

Start time: \_\_\_\_\_ Finish time: \_\_\_\_\_

**11. SAFETY AND SECURITY (CIRCLE TYPES OF SECURITY NEEDED):**

Beer/Alcohol Security    Stage Security    Event Area Security

Road Closure Security    Gate Security    Money Handling Security

Overnight Security From \_\_\_\_\_: \_\_\_\_\_; \_\_\_\_\_: \_\_\_\_\_

Applicant may be required to hire internal security for internal and on-site matter. The Town reserves the right to have additional sworn officers present to provide security that ensures public safety. Additional law enforcement manpower required shall be determined by the Chief of Police and charged to the applicant.

## 12. PUBLIC SAFETY ISSUES

### a) Crisis Management Contact Information

Each Special Event is required to submit 24-hour emergency contact information for primary contacts to the Town of Sullivan's Police and Fire Departments.

- Primary Contact Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

### b) Fire Safety Information

*Fire hydrants cannot be blocked during any Special Event.*

Will the Special Event have any hazardous or flammable materials, such as propane, butane, gasoline, diesel tanks, portable generators or helium tanks?

Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, describe: \_\_\_\_\_

\_\_\_\_\_

Please note:

- All tanks must be secured in a manner to prevent accidentally being knocked over.
- All helium tanks not being used shall have their caps in place.
- For each cooking location, the Town requires a K Type fire extinguisher.

**13. EMERGENCY MEDICAL SERVICES**

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

If yes, emergency service provider name: \_\_\_\_\_

Telephone number: \_\_\_\_\_ Alternate number: \_\_\_\_\_

Site location: \_\_\_\_\_

Times of operation: \_\_\_\_\_

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

**14. TRAFFIC CONTROL PLAN**

Circle the type of event:

Run/Walk    Bike or Wheeled Race    Parade    Bike Tour

Other: \_\_\_\_\_

Start Location: \_\_\_\_\_ Finish Location: \_\_\_\_\_

Estimated number of Participants: \_\_\_\_\_ Estimated number of Vehicles: \_\_\_\_\_

On-street spaces available? Yes \_\_\_ Number of Spaces \_\_\_\_\_ No \_\_\_

Off-street spaces available? Yes \_\_\_ Number of Spaces \_\_\_\_\_ No \_\_\_

Please provide a Traffic Control Plan to be approved by the Town of Sullivan’s Island 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 to be closed to vehicular and other traffic during the event. Include contact arrangements/plan to be resolve potential conflicts with people trying to access residences, businesses,

places of worship, and public facilities, or other situations that will be affected by the event.

- Proposed locations for barricades, signs, volunteers, and Police. This portion of your Traffic Control Plan with the assistance of the town of Sullivan’s Island Police Department will be reviewed for approval after initial submission of the application. The Police Department will determine the timeline for 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.

**Road Closure Schedule**

Will the event require road closures and/or barricades? Yes \_\_\_\_\_ No \_\_\_\_\_

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, attach a signed letter of notification to all impacted parties before the special event permit will be issued.

**Road Closures and/or Barricaded Streets:**

<b>Street Name</b>	<b>From/To (Intersections)</b>	<b>Date</b>	<b>Time</b>
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**The Town of Sullivan’s Island 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. The Town will attempt to accommodate barricade needs but the applicant is ultimately responsible to secure the SCDOT required barricades and signage.**

**15. TRASH, GREASE AND RECYCLING REMOVAL PLAN**

- a) What is your detailed cleanup plan for the event (attached additional sheet if required)? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- b) Do you have a sanitation and recycling removal plan? Yes \_\_\_\_\_ No \_\_\_\_\_  
If yes, please describe. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- c) Will the event need a street sweeper prior to the event or at conclusion of the event? Yes \_\_\_\_\_ No \_\_\_\_\_
  
- d) Will the event require grease disposal? Yes \_\_\_\_\_ No \_\_\_\_\_  
*No grease may be poured on grass, hardscapes or in stormwater drains.*
  
- e) What will grease be stored in during the event? \_\_\_\_\_  
\_\_\_\_\_
  
- f) Company picking up grease from event: \_\_\_\_\_  
\_\_\_\_\_  
Contact name/number: \_\_\_\_\_

All grease and grease containers must be removed from the site within 24 hours. If the event is on Saturday evening items can remain until 10:00 am Monday unless an event is scheduled for Sunday.

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 24 hours of the conclusion of the Special Event. ***The cost of any Town of Sullivan's Island 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.***

**16. VENDORS (Anyone serving, selling, sampling or displaying food, beverages, merchandise or providing services).**

a) Does the Special Event include retail or food vendors? Yes \_\_\_\_\_ No \_\_\_\_\_  
Applicant shall attach a detailed list of all vendors attending the event with this form. Include business type(s) and required license for each vendor. If food related, include cooking method and food/cooking oil disposal method details. All vendors must be notified of license and permit requirements for the day of the event.

- Section 10-1 of the Town of Sullivan’s Island Code of Ordinances requires “Every person engaged or intending to engage in any calling, business, occupation or profession listed in the rate classification index portion of this ordinance, in whole or in part, within the limits of the Town of Sullivan’s Island, South Carolina, is required to pay an annual license fee and obtain a business license as herein provided”. Such licenses are based on gross income pursuant to SC Law. For business license contact Town Hall at 843-883-3198.
- Persons selling products are also required to have a SC Retail Sales Tax license. For SC Retail License questions call the SC Department of Revenue at 843-852-3600.
- Sale of alcoholic beverages requires an ABL-900 Temporary License from the SC Department of Revenue’s Alcoholic Licensing Beverage Division. Serving alcoholic beverages may require this same license. Go to [www.sctax.org](http://www.sctax.org) select *Beer-Liquor-Wine-Bingo>Forms>Alcohol Beverage Licensing*, then scroll to *ABL-900*. For Alcoholic Licensing questions, call 843-852-3600 or 803-898-5864.
- Preparation and sale of food requires a Food Service Permit from the SC Department of Health and Environmental Control. Go to [www.scdhec.gov](http://www.scdhec.gov) , select Food Service under Permits, Licenses & Certification or telephone 843-202-7020. **Note: For each cooking location, the Town requires a K Type Fire Extinguisher.**

**17. ALCOHOL PLAN**

a) Will alcoholic beverages be served without charge? Yes \_\_\_\_\_ No \_\_\_\_\_

b) Will alcoholic beverages be sold? Yes \_\_\_\_\_ No \_\_\_\_\_

c) If yes, check applicable: Liquor \_\_\_\_\_ Draft Beer \_\_\_\_\_ Can Beer \_\_\_\_\_

Wine \_\_\_\_\_

d) Who will serve alcohol?

Self-Serve \_\_\_\_\_ Volunteers \_\_\_\_\_ Caterer (Name) \_\_\_\_\_ Staff \_\_\_\_\_

Licensed Bartenders \_\_\_\_\_ Other (Describe) \_\_\_\_\_

**Designated areas where alcohol will be served and consumed must clearly be indicated on the attached site plan.**

e) Times for alcohol to be served

Start: \_\_\_\_\_ Finish: \_\_\_\_\_ N/A: \_\_\_\_\_

**THE FOLLOWING CONTROLS MUST BE FOLLOWED AT SPECIAL EVENTS SERVING ALCOHOL:**

- The Special Event sponsor shall be required to establish a controlled entrance and exit location by posting 11” x 17” signage 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 serving and consuming alcohol may be required.
- 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 indicating that the person has shown valid proof of being at least 21 years of age.
- No alcohol shall 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 and 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.
- Where alcohol is going to be served inside the park/facility, no talegate party activity will be permitted at the conclusion of the event in the venue parking lot(s).

## 18. INSURANCE REQUIREMENTS

a) **General Liability Insurance:** 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 one million dollar (\$1,000,000) per occurrence naming the Town of Sullivan’s Island as additional insured.

- **Has a General Liability Insurance policy listing the Town as additional insured been secured? Yes \_\_\_\_\_ No \_\_\_\_\_**

b) **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 in the general liability insurance policy or purchased separately naming the Town of Sullivan’s Island as additional insured. The minimum limit of liability per claim and aggregate is one million dollars (\$1,000,000).

- **Has the Liquor Legal Liability Insurance listing the Town as additional insured been secured? Yes \_\_\_\_\_ No \_\_\_\_\_**

**The Applicant shall submit Certificate(s) of Insurance verifying the above minimum coverage(s) and specifically identifying the Town of Sullivan’s Island as additional insured. The Town of Sullivan’s Island does not sell insurance. However, this type of insurance policy may be acquired from most private insurance carriers. A permit will not be issued if the Town has not received the required insurance certificate(s) prior to the Special Event.**

**19. 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 hold the Town of Sullivan's Island 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:** \_\_\_\_\_

**Print Applicant Name:** \_\_\_\_\_

**Applicant Contact Number:** \_\_\_\_\_

**Property Owner's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Property Owner's Name:** \_\_\_\_\_

**Owner Contact Number:** \_\_\_\_\_