Special Event Permit Requests
Sullivan' Island, South Carolina
<u>**Important Information**</u> *(2/9/2011)*

1. **Complete a Town Special Event Permit Request form.**
   Unsure whether you need to complete a Special Event Permit?
   Contact Lisa Darrow at Town Hall.

2. **Complete and sign Indemnification Agreement (Town provides)**

3. **Liability Insurance:**
   a. Town requires proof you have insurance for your event (effective through date(s) of your event).
   b. Provide name and contact of insurance company to Town.

4. **Other agency coordination:**

   a. SCDOT: Conducting activity on or through Sullivan's Island roadways? Coordinate with SC Department of Transportation (SCDOT) for approval and provide letter regarding same to Sullivan's Island.
   NOTE: This is required for road closures or any event that will impact transportation on any roadway.

   b. Other jurisdictions: If your event will simultaneously occur in Mt. Pleasant or Isle of Palms, contact those jurisdictions regarding their special event request procedures.

5. **Essential Event Information – to include with Permit Request form:**
   a. **Identify Town Staff requirements for event**, or, identify how your group will handle the following:
      i. Parking, Traffic and crowd control;
      ii. Medical assistance (if needed);
   b. **Race Route and Start/End Time**s – if applicable;
   c. **Scope of event** (estimated size of attendees and location);
   d. **Date, time and duration of event**;
   e. **Is this a fundraiser or "for profit" event**?
   f. **Special Requests/Needs**

   NOTE: The Town will evaluate your request and determine how much, if any, Town Staff support (ie fire and police) is required. All expenses for Town Staff will be paid by the agency requesting the event.

   <u>**Town Points of Contact:**</u>
   Lisa Darrow, Asst. to Administrator (Inquiries, Applications, Coordination)
   (843) 883-5744 (ldarrow@sullivansisland-sc.com) FAX: 843-883-3009

   Andy Benke, Administrator (843) 883-5726 (abenke@sullivansisland-sc.com)
   Town Hall is located at 1610 Middle Street (PO Box 427), Zip 29482